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REGULATIONS

FOR

THE GOVERNMENT

OF THE

UNITED STATES NAVY.

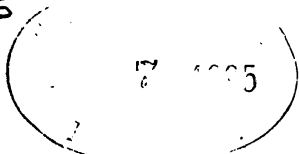
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NAVY DEPARTMENT,
Washington, March 31, 1870.

The following Regulations are herewith established for the government of all persons attached to the United States naval service.

All Circulars or Instructions from any of the Bureaus of this Department, not in contravention with these regulations, are to be considered as still in force, and will be obeyed accordingly.

GEO. M. ROBESON,
Secretary of the Navy.

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II—N E

REGULATIONS
FOR THE
NAVY OF THE UNITED STATES.

ARTICLE I.

Classification of Vessels.

FIRST RATES.

- 1.. Screw steamships of 3,000 tons and upwards.
Paddle steamers of 3,000 tons and upwards.
Iron-clad sea steamers of 3,000 tons and upwards.
Wooden ships of the line (if put in commission for sea-service.)

SECOND RATES.

- 2.. Screw steamships of 2,000 tons up to 3,000 tons.
Paddle steamers of 2,000 tons up to 3,000 tons.
Iron-clad sea steamers of 2,000 tons up to 3,000 tons.
Sailing frigates (if put in commission for sea-service.)

THIRD RATES.

- 3.. Screw steamships of 800 tons up to 2,000 tons.
Paddle steamers of 800 tons up to 2,000 tons.
Iron-clad sea steamers of 1,200 tons up to 2,000 tons.
Sailing vessels-of-war of the sloop class (if put in commission for sea-service.)

FOURTH RATES.

- 4.. Screw steamships of all tonnage below 800 tons.
Paddle steamers of all tonnage below 800 tons.
Small class iron vessels.
Store-ships.

Detail of Command.

5.. Whenever any of the vessels above named are used as store-ships or receiving-ships, they shall rate lower, according to decision of Department.

ARTICLE II.

Detail of Command.

The assignment of commands of the Naval Officers of the United States shall be as follows :

6.. The Admiral commands a fleet or fleets of the United States.

7.. The Vice-Admiral may command a fleet. He may be Commander-in-Chief of a Squadron. He may be Chief-of-Staff of a naval force, commanded by an Admiral. He may command naval stations.

8.. A Rear-Admiral may command in chief a fleet or squadron. He commands a squadron or division under an Admiral or Vice-Admiral. He may be Chief-of-Staff of a naval force commanded by the Admiral or Vice-Admiral. He may command naval stations.

9.. A Commodore may command a division or a squadron. He may be Chief-of-Staff of a naval force commanded by a Vice-Admiral or Rear-Admiral. He may command ships of the first class. He may command naval stations. He may command a vessel with an Admiral, Vice-Admiral, or Rear-Admiral commanding a fleet or squadron, on board.

10.. A Captain commands a vessel of the second class. He may command a vessel of the first class under a Commodore, Rear-Admiral, or Vice-Admiral, or otherwise. He may be employed as aid to either grade of Admirals. He may be employed as Chief-of-Staff to a naval force or detached division commanded by a Commodore or Rear-Admiral. He may be employed on duty under different bureaus. He may act as second in command of shore stations. He may command shore stations. He may command small practice or flying squadrons.

11.. A Commander commands a vessel of the third class. He may be employed as Chief-of-Staff to a Commodore commanding a division or squadron. He may be employed as Executive Officer at shore stations. He may be employed on duty under different bureaus. He may be employed as aid to an Admiral of either grade.

Detail of Command.

12..A Lieutenant Commander commands a vessel of the fourth class. He may act as aid to Vice-Admiral, Rear-Admiral, or Commodore commanding squadron or division. He may act as Executive Officer to first, second, and third classes of vessels. He may perform the duties of Watch and Navigating Officer, and command a division on board of vessels of the first, second, and third classes. He may perform duty at shore stations (including the Naval Academy,) and under the bureaus. He may act as aid to a Commodore commanding a division or squadron. If at any time the list of Lieutenant Commanders should be reduced to eighty, this class of officers will not be required to perform any lower duty than that of Executive, Navigating, and Ordnance Officers on board first, second, and third rates.

13..A Lieutenant may perform duty on board vessels of the first, second, and third class, as a Watch Officer in command of a division, and in the engine-room when required. He may act as Executive Officer of a vessel of the fourth class, and may be attached to shore stations, (including Naval Academy.) He may also be detailed as Navigating and Ordnance Officer on board a vessel of the fourth, class.

14..A Master will be attached to first, second, and third-class vessels to act as assistant to Navigating Officer, and will perform the duty of Navigating and Watch Officer on board vessels of the fourth class. He may perform duty in the engine-room when required.

15..Ensigns will be ordered to the different classes of vessels in the Navy as circumstances may require. They may be required to take their tour of duty in the engine-room when the ship is under steam. They will perform the duties of masters' mates of decks, hold, and forecandle, when required.

16..Midshipmen are to perform such duties as may be assigned them by their Commanding Officer, including duties on the several decks, in the hold, and in the engine-room.

17..The title "Commander-in-Chief" applies only to officers commanding fleets, or squadrons on independent service.

18..An officer sent on detached service in command of a portion of a fleet takes, while he is separated from the chief command, the title of commander of detached division.

Special Duties of Officers—Duties of Admiral, etc.

ARTICLE III.

Special Duties of Officers.

DUTIES OF ADMIRAL.

19.. The special duty of the Admiral is to command fleets of the United States, when acting together, in time of war.

20.. He is to exercise supervision over fleets preparing for sea during war, and will see that they are fully equipped before sailing.

21.. When a fleet comes into a port, after an encounter with an enemy, the Admiral is to ascertain the extent of damages, and as soon as possible put the Department in possession of such information as will enable it to make good the injuries received at the earliest practicable moment.

22.. It will be the duty of the Admiral to keep a record of the naval forces of all foreign powers, their strength on different stations, including number of guns and men, size of vessels, names of Commanding Officers, &c. ; so that the Department can at any moment be supplied with this information.

23.. The Admiral will supply himself with information in regard to all foreign ports where vessels in time of war are liable to congregate, their facilities for supplies, friendliness or hostility of their governments to us, and all other information necessary to enable the Department to select the right class of vessels to send abroad. The Admiral is to make such suggestions to the Secretary of the Navy from time to time as will improve the discipline and efficiency of the service, and will draw his attention to imperfections, which, if allowed to exist, might prove of serious injury to the service.

24.. During the absence of the Admiral abroad, or during his illness, or other inability, the above duties shall be performed by the Vice-Admiral.

DUTIES OF VICE-ADMIRAL.

25.. The Vice-Admiral may command a foreign station where a Rear-Admiral has immediate command of the squadron.

COMMANDER-IN-CHIEF.

26.. The Commander-in-Chief of a fleet or a squadron shall enjoy

Duties of Commander-in-Chief.

the rights, honors, and prerogatives which pertain to his rank, from the day on which he hoists his flag to the day on which he hauls it down on his return to the United States. On assuming his command, he will make known the officers who are to compose his staff, in a general order.

27.. If the fleet or squadron is to be equipped under his direction he will use every exertion to forward the work.

28.. Should deficiencies or defects be discovered in any vessel assigned to his command, that may render her unfit for the service which is to be performed, he will represent them to the Secretary of the Navy.

29.. Just before sailing for foreign service, and quarterly thereafter, he will notify the proper bureaus of the length of time for which the fleet or squadron is supplied with provisions and stores.

30.. While in a port of the United States he will not allow any passengers to be received on board the vessels under his command, without the authority of the Secretary of the Navy.

31.. Should he find it necessary to assume the immediate command of the ship which bears his flag, he will have the fact stated in the log-book.

32.. He is to satisfy himself that the laws and regulations of the navy are maintained on board every vessel under his command, and also that all the special orders through the different bureaus of the Navy Department are strictly observed.

33.. He may remove his flag to any vessel under his command.

34.. He will report to the Secretary of the Navy his reasons for so changing his flag-ship.

35.. He may designate the officer to command the vessel to which he removes his flag.

36.. He will see that all vessels under his command are frequently practiced in exercising together in port, and in performing maneuvers at sea. The time taken by each vessel will be duly noted.

37.. He will also frequently exercise the vessels under his command in making night and day signals, so as to insure accuracy in thus transmitting orders.

38.. When his fleet or squadron is ready for sea he will place it in the proper order of sailing.

Duties of Commander-in-Chief.

39.. He will direct the course to be steered by the fleet or squadron when at sea.

40.. He will direct whether the batteries shall be loaded on proceeding to sea.

41.. He will investigate, particularly, the circumstances under which any of the vessels of his command may get out of line, or may separate from his company.

42.. He will make himself well acquainted with the sailing and steaming qualities of the vessels under his command, and will also inform himself of the quantity of coal each vessel can carry, the amount used in average and in full steaming, during twenty-four hours.

43.. When he is about to anchor in a roadstead, or off a coast, he will signalize beforehand to the vessels under his command the position they are to take, how many anchors to let go, and how many fathoms of chain to veer out.

44.. On arriving in a foreign port he is immediately to put himself in communication with the consular or diplomatic agent of the United States.

45.. He will call in person, and pay the first visit to diplomatic functionaries of the United States whose rank is of and above that of *chargé d'affaires*.

46.. He will inform himself, through the minister or consul, of the salutes and ceremonies usually observed, and govern himself accordingly.

47.. He will pay all proper respect to the civil and naval authorities of the place, and he will make them the first visit, if the usual offer of civilities has been extended to him.

48.. In the absence of a consular or diplomatic functionary, he will send an officer of his staff to call upon the local authorities to ascertain the custom of the place as to interchange of courtesies.

49.. In saluting a place he will hoist its national ensign at the fore, and will be assured that gun for gun will be given in return.

50.. In countries having treaty stipulations with the United States in regard to salutes, he will conform strictly thereto.

51.. When he shall absent himself from his command in a foreign port, to remain away more than twenty-four hours, his flag shall be kept flying on board the flag-ship, if either her Captain or the Chief

Duties of Commander-in-Chief.

of-Staff be next in rank ; but if otherwise, it shall be hoisted, for the time being, on board the ship whose Commanding Officer is next in rank to himself.

52..He will preserve, so far as in him lies, the best feeling and the most cordial relations with the ministers and consuls of the United States on foreign stations, and will extend to them every official courtesy. He will also duly consider such information as they may have to give him relating to the interests of the United States, but he will not receive orders from such sources, and he will be responsible to the Secretary of the Navy, in the first place, for his acts.

53..He will not take upon himself the power of inflicting punishment upon the people of any civilized nation with whom we have treaties, for any violation, alleged or otherwise, of such treaties or of international law.

54..In the absence of a diplomatic representative of the United States, he will enter into correspondence on matters of this kind with the authorities of the nation which may be supposed to have been the aggressor, and will take the earliest opportunity to communicate all the information in his possession to the government of the United States.

55..He will do his utmost on all occasions to protect the commerce of the United States.

56..He may draw up such regulations as he may deem necessary for the preservation of health and of good order, on board the vessels under his command. He will forward a copy of these regulations to the Secretary of the Navy, by the earliest opportunity.

57..He will not retain either officers or crews upon a foreign station longer than the limit of a cruise, if it can possibly be avoided.

58..He will require the strictest economy to be observed in the expenditure and consumption of stores of all kinds, and he will avoid purchasing stores in foreign countries, unless it may be indispensably necessary to do so.

59..He will make every effort to support the fleet or squadron under his command on the supplies furnished by the government, and he will require the proper officers in the different departments to keep him informed in regard to stores on hand, in due season, so

Duties of Commander-in-Chief.

that he may take measures to procure supplies at points where government stores can be obtained.

60.. He will not allow any stores to be disposed of, except by proper survey, nor will he permit any stores or munitions of war to be sent home, unless by his own order.

61.. He will require the utmost economy in the consumption of fuel in steaming, by the vessels under his command, and he will not permit any duty to be performed under steam which can be accomplished under sail alone.

62.. If he finds it necessary to charter a vessel to take home sick persons, or to carry provisions, or for other purposes, he will have a charter-party drawn up, which shall contain all the agreements between the contracting parties. He will retain one copy thereof, one copy will go to the master of the chartered vessel, and the third will be forwarded to the Navy Department.

63.. When sick or disabled officers or men are to be sent home in a store-ship, or in a vessel chartered for the purpose, he shall order a board of medical officers to examine the vessel, to ascertain if everything necessary for the comfort of the invalids has been provided, and to report in writing, stating deficiencies, if any, and whence arising.

64.. He shall not permit such vessel to sail until every possible provision for the comfort of the invalids has been made, and if necessary shall detail additional medical officers from the vessels of his fleet or squadron to accompany them.

65.. All requisitions must receive his approval before purchases are made, unless in the case of vessels separated from him, so as to render this rule impracticable: in such cases, the requisitions must be approved by the senior officer present, and copies forwarded to the Commander-in-Chief by the first opportunity, accompanied with a statement of the reasons for the purchases so made.

66.. In his presence, in ports where there is no regular agent of the United States, he will direct the paymaster of the fleet to make all necessary purchases on the most advantageous terms. The articles shall be selected by the officer in charge of the department for which they are required, who shall furnish to his Commanding Officer a certificate of the market value of each article by the quantity, or in detail, as the case may be.

Duties of Commander-in-Chief.

67.. He may send to the United States any officer under his command who shall be guilty of acts not susceptible of trial by a court-martial. He will furnish the Department with his reasons for so doing, and will direct the officer not to delay on his way.

68.. When it is not practicable to try an officer or other person at the time an offense is committed, he will take all proper precautions that the ends of justice may be satisfied, and that the offender may be forthcoming when a court-martial can be convened.

69.. He shall inspect the vessels under his command; at such times as he may think proper, but never less than once in six months. He will satisfy himself that the vessels of his fleet or squadron are in a state of complete efficiency to perform all the service that may be required of them.

70.. He shall not delegate his authority in these inspections to any other officer, except in case of inability to attend himself, from sickness or other causes; in which event he will direct the officer next in rank to himself to perform them.

71.. In making his inspections he will be accompanied by his Chief-of-Staff and such others of his staff as he may select, and will cause accurate minutes to be taken of the proceedings.

72.. He shall also have all hospitals and hospital-ships under his command frequently inspected; he will require daily reports from the Medical Officers in charge of such hospitals, and he is to require every attention to be paid to the care and comfort of the sick.

73.. He shall cause the boats of his fleet or squadron, manned and armed, to be frequently assembled, inspected and exercised in manœuvres in landing and embarking, and in boarding vessels.

74.. He shall require every Commanding Officer in his fleet or squadron to expend the amount of ammunition authorized, unless the supply should run too short, or some other reason prevent the full expenditure, in which case he will promptly report the circumstances to the Secretary of the Navy.

75.. When preparing his fleet or squadron for sea, in time of war, as the vessels join him, he shall furnish each Commanding Officer with a copy of all general orders, dispositions, private signals, orders of battle, &c., &c., so that his Captains may have a complete understanding of what they will be called upon to do on going into action.

Duties of Commander-in-Chief.

76.. He shall assure himself, by personal inspection, that all the vessels under his command have been fitted out in conformity with the orders and regulations of the Navy Department, and that every Commanding Officer understands the duties he will be required to perform.

77.. If the Secretary of the Navy does not reserve to himself the right of designation, he will himself select the vessels, to which the several Flag Officers serving under him shall be assigned.

78.. He will divide his ships into divisions and squadrons, and will assign the officers to command them according to rank.

79.. When his fleet or squadron is lying in a harbor or roadstead in time of war, he shall keep light armed and fast steamers off the coast to report the approach of an enemy, and he will take every other precaution to prevent his being attacked unawares.

80.. When an enemy is off the coast, or when he is liable to be attacked, he shall keep his vessels in readiness to move under steam at a moment's notice.

81.. He shall then keep the pilots on board, and allow no one to leave his ship, except by his own special permission.

82.. He shall cause the watchword for the day and night to be delivered daily to the commanding officer of each vessel.

83.. He shall cause the proper guard boats and steam watch boats to be stationed immediately after sunset, and have every precaution taken against attempts to destroy his vessels by torpedoes.

84.. While lying in the roads or harbors of the United States, he is to maintain a complete concert of action between himself and the military commander on shore, and in case of an attack on the latter, he will render such assistance as may be in his power to repel the enemy, and will afford aid in any way by which the naval forces can be made available.

85.. When in presence of an enemy, with a likelihood of an action being brought on, he is to order the guns to be cast loose, and one watch kept at quarters night and day.

86.. On going into action at night, he is to hoist a signal lantern over the ensign at the peak.

87.. He should have the best understanding between himself and his second in command before going into action, and should inform the latter of all his plans, secret orders, and private signals;

Duties of Commander-in-Chief.

he should also so inform his Chief-of-Staff and the Captain of the flag-ship.

88...He shall, if possible, on going into action, furnish to each Commanding Officer a plan of the battle.

89...He shall assign to each Commanding Officer the position his ship is to take in the different divisions; and Divisional Commanders are not to alter this disposition, unless it may become necessary in the heat of battle, when signals cannot be seen on account of smoke nor messages sent to Commander-in-Chief.

90...If, during an engagement, with a prospect of defeat, any of the vessels of his command become so disabled that they cannot keep up with the squadron, and are in danger of falling into the hands of the enemy, he will have them taken in tow, if it be possible to save them; otherwise, he will have their crews removed and the vessels destroyed.

91...He is to be attentive when in battle to observe the conduct of those under his command, and will give due praise to all who deserve it.

92...After an engagement, he is to require the Commanding Officers of divisions and of vessels to forward him their reports, and those of Executive Officers, of every event which occurred during the action, and of the service performed by their respective vessels; in these reports due commendation is to be awarded to every one whose good conduct during battle may have entitled him to such honorable mention.

93...He is himself to make a report to the Secretary of the Navy, after every engagement, of all its particulars and of every occurrence in the conduct of his subordinates.

94...During wars to which the United States is not a party, he shall himself observe the strictest neutrality between the belligerents, and shall require every one under his command to practice the like observance.

95...He shall comply with the laws of blockade, when a harbor or port is blockaded by a nation with whom the United States is at peace, and will require the like compliance by all under his command.

96...He shall at the same time make every effort to protect the lives and property of citizens of the United States within the lines

Duties of Commander-in-Chief.

of the belligerents, and will so instruct the Commanding Officers of his fleet or squadron.

97...When the United States shall be engaged in war, he is to require all the laws of neutrality to be strictly observed by every one under his command.

98...During war, when opportunities offer, he may afford convoy and protection to merchant vessels of the United States, and also to merchantmen of nations which may be in alliance with the United States.

99...When troops are to be embarked on board the vessels of his fleet or squadron, he will draw up such regulations as may be necessary to preserve their health, and to maintain discipline while they are on board; and he will direct that they shall be furnished with the best accommodations that circumstances will permit.

100...If the Commanding Officer of the troops should be senior in rank to himself, he shall call upon him upon his arrival; and if otherwise, he shall send an officer of his staff to make the call, and he will await the first visit.

101...He is to require reports from Commanding Officers, addressed to the Department, of every important service performed by the ships under their command, accompanied by diagrams, in all cases in which they are applicable, showing every particular which may tend to give clear information concerning the event.

102...He shall forward to the Department, by the first opportunity, the reports and diagrams mentioned above, and retain copies of them for future use or reference.

103...He shall issue general orders regulating the extent of leave of absence which may be granted to officers and men to visit the shore when in squadron, by the Commanding Officers of vessels; but no officer will be allowed to be absent on leave from the vessel to which he belongs, when in squadron, more than twenty-four hours, without the written permission or authority of the Commander-in-Chief.

104...He shall correspond regularly with the Secretary of the Navy, keeping him informed of his proceedings and of the state, condition, and probable wants of the vessels under his command, and of all other important information within his knowledge rela-

Duties of Commander-in-Chief.

tive to the service on which he may be employed, or to any foreign naval force employed upon the station or in its vicinity.

105...He shall forward to the Secretary of the Navy monthly returns of the condition, distribution, and employment of the vessels of the squadron.

106...He is to examine and carefully compare all orders for general police which may be prepared by the Commanders of vessels, and modify them, when necessary, to secure uniformity in executing the duties of the fleet or squadron.

107...He is to forward to the Navy Department any suggestions or plans for the improvement of public works in navy yards, or in the construction, equipment, or arrangement, of vessels of war, or upon any subject connected with the Navy which he may deem important to the interests of the United States, accompanying the same with plans and estimates of their cost, when practicable.

108...He shall cause a quarterly inspection to be made by some competent person of the steam machinery and boilers of the steam vessels under his command, and shall require from him a report in duplicate, one of which reports shall be forwarded to the Navy Department, and the other shall be retained by himself for future reference. No proposed alterations or additions to the machinery are to be included in the list of defects; on those points special reports must be made, stating their probable cost and the time necessary for their execution. Should it occur that the inspection of any vessel cannot be made as often as once in a quarter, he must report the fact and the circumstances rendering it impossible.

109...He shall not resign his command without the previous consent of the Secretary of the Navy, unless a medical survey shall certify that the state of his health renders it absolutely necessary.

110...Should he die, or leave his station permanently from any cause, before being relieved by a successor appointed by the Navy Department, the officer of the fleet or squadron then succeeding in order to the command shall exercise the powers and authority of Commander-in-Chief until otherwise directed by the Secretary of the Navy. Any officer who shall have succeeded to the command-in-chief, as just mentioned, shall discontinue to exercise the powers and authority thereof immediately on receiving official information of the arrival, within the limits of the station, of the officer duly

Commanders of Squadrons under a Commander-in-Chief, etc.

appointed Commander-in-Chief of the fleet or squadron, without waiting either to meet with or to receive an order directly from such officer.

111..On giving up his command, he is to turn over to his successor a copy of all correspondence interchanged with the Navy Department or foreign authorities, together with any other documents which may concern the station or naval force under his command, or which may be of interest to the service, and also of all orders which he may have issued from time to time, for the guidance of vessels under his command.

112..He will also transmit to the Secretary of the Navy a list of all the numbers of his correspondence with the Department, and shall furnish duplicates of all such as the Secretary shall inform him have not been received.

113..He is not to leave his station or command until he is satisfied that all the regulations of the Navy relating to the transfer of vessels, munitions of war, &c., are complied with.

COMMANDERS OF SQUADRONS UNDER A COMMANDER-IN-CHIEF AND
COMMANDERS OF DIVISIONS.

114..Whenever a fleet may be organized into squadrons, or squadrons and divisions, their respective Commanders will be responsible to the Commander-in-Chief for the efficiency, discipline, and management of the vessels composing their squadrons or divisions.

115..All reports, returns, and requisitions will be forwarded in accordance with the routine prescribed in the article on "Correspondence."

116..In preparing their commands for sea, Commanding Officers of squadrons or of divisions have authority to make out and sign requisitions on a Commander of a navy yard, station, or Chief of Bureau, independently of the Commander-in-Chief.

117..Commanders of squadrons and divisions shall inspect the vessels under their command as often as once in a quarter; and they will make written reports to the Commander-in-Chief of their efficiency, discipline, and preparation for battle.

Commanders of Squadrons under a Commander-in-Chief, etc.

118. Commanding Officers of squadrons or divisions will regulate, by signals, vessels belonging to their divisions.

119. A Commanding Officer of a squadron or division will correct any mistake committed by a vessel of any other squadron or division, if it is probable that the error cannot be seen by the Commander of that division or squadron.

120. In presence of the enemy general signals are only to be made by the Commander-in-Chief, but they are to be repeated to squadrons or divisions by their Commanding Officers.

121. If a Commander of a squadron or division should, during battle, perceive any vessel of a squadron or division commanded by an officer inferior or junior to himself, evidently avoiding battle, or not doing his duty, he shall make proper signals to him, or take such other measures as the case may require, and give the earliest information of his proceedings to the Commander-in-Chief, and to the Commander of the squadron or division to which the vessel may belong.

122. If, during an action, the vessel of a Commander of a squadron or division should be entirely disabled and incapable of making signals, he must change his flag to an active vessel.

123. Under no other circumstances can he change his vessel without the authority of the Commander-in-Chief.

124. If, during an engagement, the last order of battle prescribed should be broken, and the vessels of the Commander-in-Chief should be in danger and unable to make signals, every Commanding Officer of a squadron or division should use his own discretion, and send all the help he can spare to relieve his superior officer from jeopardy.

125. If, by any event whatever, the Commanding Officer of a squadron or division becomes separated from the Commander-in-Chief, he will take command of all vessels in his company, and out of sight of the Commander-in-Chief.

126. He will direct the said vessels to range themselves in order under his flag, and will make every effort to join the Commander-in-Chief without delay.

127. When an officer commanding a squadron or division is thus separated, he will call for a statement of events from the Commanding Officers of the vessels in his company, and submit it to the Commander-in-Chief without delay.

Chief-of-Staff.

128...If a Commanding Officer of a squadron or division should be killed in action, his distinguishing flag will continue aloft on board his vessel until the enemy is out of sight.

129...After battle, commanders of squadrons and of divisions will forward to the Commander-in-Chief the reports of the officers commanding vessels, required by paragraph 92, accompanied by full remarks of their own.

CHIEF-OF-STAFF.

130...A Chief-of-Staff should be selected for his known ability to conduct all the administrative duties of his office.

131...He should be fully competent to maneuver a fleet, and form orders of battle in all their detail, and be prepared to take on himself, in time of engagement, the command of the fleet in case of the death of the Commander-in-Chief.

132...He is to assist the Commander-in-Chief in the various details and arrangements for the management of the fleet or squadron, and for maintaining it in the most efficient condition, and to this end he is to be embarked on board the same vessel with the Commander-in-Chief, and subject only to his orders.

133...He will preserve the correspondence of the Commander-in-Chief, and will keep an historical journal of the operations of the fleet. This journal will be very full in all its details, so that it may aid the Commander-in-Chief in making out his dispatches.

134...He shall also keep a register of all orders issued by the Commander-in-Chief or by his authority, and of all signals that may be made in the fleet or squadron, noting the day and hour when the former were received or transmitted, and when the latter were made. (See forms Nos. 5 and 6, appendix.)

135...He shall take care when officers are called on board to receive verbal orders, that they note in an order-book, which they must bring for that purpose, the substance of the order given.

136...He will immediately report to the Commander-in-Chief any neglect or disobedience of the orders of the Commander-in-Chief.

137...Whatever orders he may give to officers junior to himself, he will report without delay to the Commander-in-Chief.

138...He will make out all orders of the day, such as detailing

Chief of Staff.

look-out vessels, guard-ships, inspections, exercises, or other duties assigned by the Commander-in-Chief.

139.. He will receive the pass-word daily from the Commander-in-Chief, and issue it to the vessels of the fleet.

140.. He will have under his direct orders all the officers composing the general staff, whose duties he will regulate according to the orders of the Commander-in-Chief.

141.. His supervision also extends over all officers composing the staffs of squadron or division commanders.

142.. He will have control of the signal corps of the fleet.

143.. He will see that the signal-books are properly cared for and correctly kept, and that all vessels of the fleet or squadron are prepared with a uniform system of signals for night and day.

144.. He will keep a register of the names of all officers of the fleet or squadron, and of the general staff.

145.. He shall always be ready to give the Commander-in-Chief a statement of the stores, provisions and munitions of war on board vessels of the fleet, and the amounts on hand in store-ships.

146.. He should also be prepared to inform the Commander-in-Chief in relation to the *personnel* of the fleet.

147.. In order to expedite the administrative duties of a fleet or squadron, the following reports, returns, &c., will be transmitted by Commanding Officers to the Commander-in-Chief, through the Chief-of-Staff, who, after examining and indorsing them with such remarks as may appear to him expedient, will place them before the Commander-in-Chief for his information, and, if necessary, for his action and decision : Reports of state and condition of ship ; reports of defects ; applications for refitting or repairs ; requisitions for money, stores or provisions ; all periodical returns ; applications for leave, transfer or discharge ; applications for surveys ; and, in general, all reports connected with the equipment and efficiency of the vessels. All reports of the operation of their commands, the execution of their orders, or of the discipline of their vessels, Commanding Officers will transmit direct to the Commander-in-Chief.

148.. When the Commander-in-Chief convenes the Commanding Officers of divisions for the discussion of projects relating to the operations of the fleet, the Chief-of-Staff will be present, and will act as recorder, keeping correct minutes of the proceedings.

Personal Staff Officers—Officers Commanding Vessels.

149...In all important ceremonies he will take charge in the name of the Commander-in-Chief, and will see that they are conducted according to regulations.

150...In time of battle his station is at the side of the Commander-in-Chief, whom he is to assist with all his knowledge and ability in maneuvering the fleet or squadron in presence of the enemy or in going into action.

151...He will have immediate superintendence of all signals made during battle, and will keep a register of them.

152...He will be responsible that the minutes of the action are correctly kept.

153...At the death of a Commander-in-Chief, or of a Commanding Officer of a squadron or division, the officers composing the staff of either will cease to exercise their duties, unless confirmed by the new Commander-in-Chief, or of squadron or division.

154...Chiefs-of-Staff of divisions or squadrons have duties similar to those of the Chief-of-Staff to Commanders-in-Chief.

PERSONAL STAFF OFFICERS.

155...All officers attached to the personal staff of the Commander-in-Chief are under the immediate direction of the Chief-of-Staff.

156...They will act as aids to the Commander-in-Chief at such times as he may require their services.

157...The Commander-in-Chief can assign to them the duties of Secretaries.

OFFICERS COMMANDING VESSELS.

158...When an officer shall be appointed to the command of a vessel, he shall join her forthwith, unless a particular day be designated for him to do so by the appointing authority; and on joining her, he is to examine and ascertain her state and condition, and inform himself of the character and qualifications of the officers placed under his command.

159...If the vessel be still under the charge of the Commanding Officer of the navy yard, he will be attentive to her repair and equipment, and report to such Commanding Officer any defects or deficiencies which, in his opinion, require further attention. He will

Officers Commanding Vessels.

be particular in his examinations and reports at the time when it may be proposed to transfer the vessel entirely to his charge, so as to prevent any subsequent complaints in relation to neglects or deficiencies in the repairs or equipments.

160...He will exercise no authority or control over the repairs or equipments of the vessel before she is delivered into his charge, nor over the officers and mechanics of the navy yard, unless with the assent or direction of the Commanding Officer of the yard.

161...When appointed to the command of a vessel, he shall be furnished with a statement of her condition, and her presumed or ascertained qualities, by the Commandant of the navy yard, or by the previous Commander, if the vessel be already in commission; and with drawings and plans showing the dimensions of the ship, arrangements and stowage of the holds, store-rooms, magazines, shell-rooms, shot-lockers, &c.

162...When a vessel is transferred by the Commanding Officer of a navy yard to him for service, he shall use every exertion to complete the arrangements that may be necessary for her efficient employment at sea, and shall report weekly to the Commandant of the navy yard her condition, and any deficiency of officers or men, for the information of the Department.

163...After assuming the command, he will be held responsible for the whole conduct and good government of the officers and others belonging to the vessel, according to the laws and regulations for the government of the Navy.

164...He will issue all his general orders through the Executive Officer of the ship.

165...If, when a crew is sent on board a ship, the Commanding Officer has reason to think that he has been supplied with an inferior set of men, he will make a report to the Commandant of the navy yard, and request a survey upon them.

166...When a ship shall have been put in commission, a general muster of the officers and crew shall be had for the purpose of verifying the descriptive lists, of ascertaining that the name of every man is correctly registered, and that every one has the exact uniform dress prescribed by regulations. The Executive Officer, Surgeon, and Paymaster, shall be present at such muster, and any discrepancy in the descriptive lists, or error in the transfer roll, shall

Officers Commanding Vessels.

be then corrected, and a certificate of such correction, approved by the Commanding Officer, shall be transmitted by him to the Department, to the rendezvous where the man was shipped, and the receiving ship from which he was transferred. On the receipt of such certificate, the necessary corrections will be made.

167...He will see that a note is made upon all accounts, transfer and descriptive lists, and on all shipping articles, and enlistment returns, against the name of every person who may come under the seventh section of the act approved February 24, 1864, for enrolling and calling out the national forces.

168...He shall not exceed the number of men allowed in any rating, except to make up for a deficiency in some superior rating, or by the express authority of the Secretary of the Navy, or the Commander-in-Chief of a squadron on foreign service.

169...Should he deem it necessary to issue other orders for the general police of the vessel than those contained in the Laws and Regulations of the Navy, he will prepare such and submit them to the Department, or to the Commander-in-Chief if serving in a squadron, for approval or modification.

170...He will not sail from a port in the United States until his men are stationed in getting under way, coming to anchor, mooring and unmooring ship, reefing topsails, getting in and out boats, tacking and wearing, and, also, at the guns, according to the ordnance instructions.

171...Before proceeding to sea, the Commanding Officer is, if possible, to take an opportunity to exercise his men at different evolutions, and practice them at target firing.

172...He shall cause the quarter, watch, fire, and other station bills, to be fairly made out and hung in some conspicuous place, where all persons on board may have access to them.

173...In all matters connected with the preparations of his vessel for battle, and the exercise of his crew at quarters, he shall follow carefully such instructions as have been or may be issued by the Bureau of Ordnance, and approved by the Secretary of the Navy.

174...He shall require each of the Masters, Ensigns, and Midshipmen, belonging to the vessel to procure a good sextant or octant, and some approved work containing the usual tables for ascertaining the ship's place from observations for latitude and longitude.

Officers Commanding Vessels.

175...He will superintend, personally, through the executive officer, all important evolutions performed by his vessel.

176...He will have morning and evening inspections at quarters, when the condition, readiness, and security of the battery will be carefully examined into, and the dress and personal appearance of the crew looked to. At the a. m. inspection the detail of division exercise will be made.

177...He will require one division to be exercised every day, and the whole crew at general quarters once a week, or oftener, if practicable, until they are thoroughly drilled.

178...He will designate the number of rockets and the quantity of powder to be kept out of the magazine for the purpose of making signals.

179...He will require the executive officer to have particular examination made daily of cooking utensils and galley, and also of the mess-chests and mess utensils of the crew.

180...He will require certain petty officers to be present at all times when provisions are served out to the crew.

181...He will require the executive officer to report to him daily, at ten a. m., the readiness of the vessel for inspection in all the departments, and he will himself make very frequent inspection of her condition throughout.

182...He will require the surgeon to send to him a sick-list of officers and men every morning by ten o'clock.

183...He will, before leaving port, or as soon thereafter as practicable, send to the Bureau of Navigation, a report containing the compass corrections, due to local attraction, which have been discovered by swinging his ship; and thereafter similar reports will be forwarded whenever he may deem it necessary to swing his vessel for the same object.

184...Before sailing from the United States he will have all the spare articles on board examined, and he will have the spare masts, sails, tiller, and such other spare objects put temporarily in their places, to see if they will fit or otherwise suit the purpose for which they are intended.

185...If the boats are stowed on board his vessel he will have them all hoisted into the water to see if they leak, and he will have the boat howitzers mounted to see if they are properly fitted.

Officers Commanding Vessels.

186...He will not permit any change or modification of the uniform of officers and crew as prescribed by the navy regulations.

187...Before sailing he will require the head of every department on board his ship to report to him in writing whether his department has been supplied with everything necessary, according to the regulations of the Navy.

188...Before sailing he must make a written report to the Navy Department, stating the exact condition of his vessel, and whether her outfit is satisfactory or otherwise.

189...He will impress upon the men under his command the importance of providing, by allotment tickets, for their families during their absence from them, and will see that the tickets of those who avail themselves of the privilege are duly forwarded, as provided for in the article of allotments.

190...He will not permit his executive officer and the line officer next in rank to be out of the ship at the same time.

191...He will always require a sufficient number of officers to be on board his vessel, so that the watches shall be kept by the proper watch officers.

192...He is required, where there are two medical officers under his command, always to keep one of them on board his vessel.

193...He will not permit the watches kept by his officers to be extended to more than five, and he will regulate the meal hours on board so as not to interfere with ship's duty.

194...When a ship is in port for several days he will require the officers to keep day's duty instead of sea watches.

195...The officer of the deck will be designated by his carrying a small spy-glass.

196...When it can be done, without detriment to the service, the commanding officer of a vessel will divide his crew into three watches.

197...He is to pay the greatest attention to the health of the crew and the cleanliness of the vessel.

198...He will direct his officers to look after the health of the men, and not submit them to unnecessary exposure, either to the sun by day or the dews by night.

199...He will promote all amusements that tend to make the men happy, and do all in his power to render the service popular.

Officers Commanding Vessels.

200...He will not sail from a port of the United States with passengers on board, without the permission of the Secretary of the Navy, and when abroad, he will not receive passengers on board, in the presence of a superior officer, without his permission.

201...He will procure from the Navy Department copies of all lately issued circulars and general orders that do not appear in the book of regulations before he sails on a cruise.

202...He will require the surgeon of his ship to procure a clean bill of health when requisite, before proceeding to sea.

203...If, after getting to sea, any persons not belonging to the vessel are discovered on board who are there without authority, it will be the duty of the commanding officer to send them back in the pilot boat.

204...For the purpose of ascertaining that no unauthorized persons are on board, he will, if possible, have a muster of his crew, before dismissing the pilot.

205...Always when under way, and when necessary, while at anchor, he will have look-outs stationed aloft during the day, and during the night there will be, as a general rule, one look-out on each cat-head, one in each waist, and one on each quarter.

206...He will not make signal to any vessel in the squadron without the permission of the Commander-in-Chief, except to repeat a signal made by the latter to a vessel that may not see it, nor will he make a signal of recognition to a strange vessel without orders from the Commander-in-Chief.

207...He will not perform any independent movement without special orders from the Commander-in-Chief.

208...He will report immediately to the Commander-in-Chief, by signal or otherwise, the appearance of any strange sail or danger ahead.

209...On approaching a foreign man-of-war, or being approached by one at sea, or elsewhere, under suspicious circumstances, he is to have his crew at quarters ready for battle, and he is to preserve this disposition until he ascertains the intentions of the foreign vessel.

210...If he entertains any doubts about the continuation of peace between the United States and any other country, he will guard against surprises by an enemy.

Officers Commanding Vessels.

211...Commanders of public vessels of war are not to suffer their vessels to be searched by any foreign power under any pretext, nor any officers nor men to be taken out so long as they have power of resistance. If force be used, resistance must be continued as long as possible. If overcome, they are to yield their vessel, but not their men without the vessel.

212...A Commanding Officer will be held responsible for the safe conducting and steering of his vessel.

213...He will always take a pilot when the navigation is doubtful, if one can be procured; but he is not to give up the command of his ship, or allow the pilot to run her into what he may consider a position of danger.

214...On entering a port where there is a senior officer, or in meeting United States vessels at sea, a Commanding Officer will, as soon as he can make the vessel out, hoist his distinguishing number, or at night show his night number.

215...The Commanding Officers of vessels falling in with each other are, whenever practicable, to compare signal books, general orders, and circulars, in order to possess themselves of any changes or alterations that have been made, and of information to the latest date. They will suggest to the Department any necessary signal or word not to be found in the books.

216...Immediately on arriving in port, the Commander of a vessel is to submit to the Commander-in-Chief, or to the senior officer present, requisitions in triplicate for deficiencies on board the vessel under his command; but he is to be particularly careful that every article embraced is really needed, and that the quantity mentioned is not excessive.

217...On arriving in port, or at a navy yard or station, to be refitted or repaired, the Commander of a vessel is not to permit the stores belonging to any department of her to be landed without previous authority from the senior officer present. In the United States this authority is not to be granted without the sanction of the Navy Department.

218...A Commanding Officer of a vessel entering port where there is a senior officer must make signal to the latter for permission to anchor, and will not communicate with the shore without the permission of the said senior officer.

Officers Commanding Vessels.

219...If he has entered the port under steam, he will not extinguish his fires until he has permission to do so.

220...It is the duty of a Commanding Officer to pay an official visit to the Commander of the station the moment he arrives in port if said Commander is his superior officer; otherwise, he will send an officer to communicate with him.

221...He will not permit any irregularities on the part of his officers or crew, while in a foreign port, the occurrence of which might give just cause of offence to the inhabitants of the place; and he will himself observe, and cause all under his command to observe, the sanitary and other laws and regulations of the port.

222...In cruising in the torrid zone, he may engage the natives to attend the ship, and carry provisions and water, if it should be advisable to do so, in order to preserve the health of the crew.

223...On entering a port he will regulate the hours when the boats shall leave the ship to convey the officers to the shore, and also the hours when officers are to come on board at night.

224...He will not permit more than half of his officers and crew to be out of the ship on any occasion, nor will he allow more than a quarter watch, or one fourth of the crew, to be out of the ship all night, at any time.

225...When he permits his crew to go on shore on liberty, he will cause them to wear their proper uniform, and to leave their knives on board. He will have boats at the landing place on the expiration of their leave, to take them off to the ship.

226...He shall cause some competent person among the Petty Officers, or persons of inferior rating, to instruct the boys of the ship in reading, writing, and arithmetic.

227...He shall cause the ordinary seamen, landsmen, and boys, to be instructed in steering, heaving the lead, knotting and splicing, in rowing, in the use of the palm and needle, and generally in other duties, such as bending and reefing sails, &c., that they may become qualified for rating of seamen and Petty Officers.

228...He shall have a liberty book kept, in which shall be recorded the names of such of the crew as may have been granted liberty on shore, specifying the length of leave, the time of the return, and the condition and conduct of each man on his return to the ship.

Officers Commanding Vessels.

229... He will cause a conduct book to be kept by the Executive Officer, in which the names of all Petty Officers and persons of inferior rating shall be entered, with remarks from time to time on the conduct of each, and a record made of any fact or circumstance that may aid him in preparing proper discharges at the end of the cruise.

230... He may, at his discretion, require the Line Officers under his command to make frequent observations and calculations for determining the latitude and longitude, and the variation of the compass, and report the results to him, and he will encourage the officers under his command to improve themselves in every branch of nautical science.

231... He is to have kept a register of all punishments inflicted on his crew, which he will transmit quarterly to the Department.

232... He will be careful that no person belonging to the crew of the vessel under his command is punished in violation of law, and that no cruelty is practiced in carrying out any punishment.

233... He will report to the Commander-in-Chief, or, if acting singly, to the Department, the punishments inflicted upon officers, and the reasons therefor.

234... Every three months, or oftener, if necessary, he will have the chain cables, hawsers, and spare sails examined, and he will have the condition of all stores on board very frequently looked to, and will take such measures as will protect them from injury from too long or too close stowage, or from any other cause.

235... He will have the pumps that are not worked daily worked once a week at least, and a report made of the quantity of water they discharge, which will be entered in the log-book.

236... He will not keep any bad provisions on board his ship, nor put his crew on short allowance, except in case of absolute necessity.

237... He may issue extra rations to passengers, but to secure the Paymaster he must give the order in writing.

238... He will direct that seals be placed on the effects of all officers and passengers who may die on board his ship.

239... If, on account of the length of the cruise or any other cause, the said effects are deteriorating, he may order a sale of such portions as are perishable, having a proper account of such sale made out.

Officers Commanding Vessels.

240...He is to take every precaution to secure to all persons under his command the rights afforded them by the pension laws. (*See article on Pensions.*)

241...He shall make a report to the Commander-in-Chief of the squadron, or to the Secretary of the Navy, if cruising alone, of all passengers carried in the vessel under his command, assigning his reasons for having them on board.

242...Every Commander of a vessel of the Navy shall report to the Department, immediately upon its occurrence, every instance of the vessel under his command having touched on a shoal or rock, or having sustained any injury to the lower masts, hull, or bowsprit, with all the circumstances attending the accident, and his opinion as to the probable injury sustained; and at the termination of his cruise he will send duplicates of all such reports made during the cruise to the Department.

243...In all cases of collision resulting seriously, Commanding Officers are to report the facts to the Commander-in-Chief of the squadron to which they are attached, or, if acting singly, to the Secretary of the Navy.

244...In the event of the collision between a vessel of the Navy and a merchant vessel, so serious or under such circumstances as not to admit of immediate repair with the resources at hand, and, therefore, likely to involve damages, the Commander of the naval vessel is, if possible, at once to order a board of three officers, (one of whom, when practicable, to be a carpenter,) to ascertain all the attending circumstances, injuries received, probable amount of damages, and report to him in triplicate accordingly; and he is then, without delay, to forward to the Navy Department one of these triplicates, and to furnish the master of the merchant vessel with one of them. The remaining one he is to retain for any future reference that may be necessary. When repairs have been effected on the spot, a suitable certificate of the fact is to be taken from the master of the merchant vessel, and forwarded to the Navy Department.

245...To preserve his boats he will keep them slung up at the davits as much as possible. ●

246...A Commanding Officer will not allow any passenger to interfere in any matters relating to his vessel. (*See paragraph 641.*)

Officers Commanding Vessels.

247... When not acting under the orders of a superior officer, he will be governed by the regulations for the Commander-in-Chief, so far as they may be applicable to his case.

248... Should a vessel be separated from a fleet or squadron to which it belongs, the Commander must show that such separation was not caused by any neglect of his, and that he had complied strictly with all instructions which may have been given for his government in case of such separation.

249... Should he find it necessary to go into a port not designated or permitted by his instructions, he will make no unnecessary stay, and will report the cause of the necessity and of any delay that may occur.

250... Commanders of vessels on foreign stations may receive on board distressed sailors of the United States without reference to the established complement. If, on the usual examination, they be found fit for the service, they may be enlisted for such period as may be judged expedient, not exceeding three years; but if not so found, or if unwilling to enlist, they may be entered as supernumeraries, for passage and rations, provided they bind themselves to be amenable, in all respects, to the Laws and Regulations for the Government of the Navy. Such persons, however, are not to be so received, enlisted, or entered, without the authority of the senior officer present, and Commanders concerned are to keep the Commander-in-Chief of the fleet or squadron fully informed of all transactions with regard to them.

251... They shall take care that no merchant seamen be received on board on a foreign station, as prisoners, under charges preferred against them, unless the witnesses necessary to substantiate such charges accompany them, or some equally certain means are adopted to insure their appearance on the arrival of the prisoners at the place where they will be handed over to the civil authorities.

252... In a port where there is not a Consul of the United States, and on the high seas, Commanders of fleets and squadrons, and of single vessels, are authorized and empowered by law to exercise the powers of Consuls, in regard to mariners of the United States. (*See Law of February 20, 1845.*)

253... Commanders of vessels violating or departing from their orders or instructions, at the request of a Consul or any other person,

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must do so on their own responsibility, and will be held to a strict account by their superiors.

254... In case of the death, desertion, or capture, by an enemy, of any person belonging to the Navy, it shall be the duty of the Commander of the vessel, upon the books of which the name of such person may be borne, to cause his effects to be collected and delivered to the Paymaster for safe-keeping, together with an inventory of the same; to be signed by two mess-mates, if they belonged to an officer, or, if they belonged to any other person, by the officer of his division. He shall also, in addition to the usual official report of the death of any person on board the vessel under his command, cause information of the same to be forwarded to the nearest relative or friend of the deceased, if the address of such relative or friend can be obtained.

255... All orders received by a Commanding Officer applicable to others under his command or authority are to be promptly communicated. No delay will be tolerated, except in cases of palpable necessity.

256... He shall make to the Honorable Secretary of the Navy, through the Commander-in-Chief, a full report of any action, chase, or important movement in which the vessel he commands may be engaged, and will also furnish diagrams illustrating the positions and movements of the vessels, the direction of the wind, the bearing, distance, and outline of land, should any be in sight, and all information which may tend to throw light on the occurrence. He will also be careful to mention all such as may distinguish themselves, as defined by the act of December 21, 1861, and recommend them for medals; and will, after an action, require from the Executive Officer, and officers commanding divisions, reports of the general conduct of those under their observation. (*See paragraphs 92-93.*)

257... He will keep a minute journal of his cruise, giving a full account of all places visited by his ship, information in regard to the naval forces of foreign powers, descriptions of the force of all naval ships he may meet with, and all information that may be useful to the government.

258... He will direct his officers, when going into a foreign port, to obtain information in regard to everything new and useful relating to naval matters which they will report to him.

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259...He will particularly report to the Navy Department the capacity and power of every foreign vessel of war he may meet with, either on the station to which he is attached or elsewhere.

260...He will present his journal to the Commander-in-Chief whenever the latter may call for it.

261...He will afford all assistance in his power to vessels of foreign nations with whom we are at peace.

262...If, being in need of assistance, he should receive a refusal on the part of any foreign authorities, he will report the circumstance to the Secretary of the Navy.

263...He is to keep a remark-book, in which he is to note all useful information regarding the places he may visit, stating, in every case, their latitude and longitude at least, and, as occasions may allow him to ascertain them, the variation of the compass, the prevailing winds and currents, the dangers in approaching the various anchorages, and the means of avoiding such dangers; the supplies, particularly of water, provisions, and spars, which the said places can afford, and, generally, every other information regarding them which may be deserving of notice, and shall, when practicable, cause surveys to be made by the officers under his command, and shall make reports to the naval bureaus on the subjects appropriate to each; and at the conclusion of his cruise the remark-book shall be sent to the Navy Department.

264...During a cruise he is to keep the Midshipmen on board employed at their studies, to prepare themselves for their examination on their return home.

265...He will require the Midshipmen to keep full journals, and make drawings of harbors and headlands.

266...When a Midshipman leaves his ship, he is to give him such a letter to present to the Board of Examiners as he may think the said Midshipman's conduct deserves. (*See paragraph 812.*)

267...He is especially required to see that the Paymaster duly credits each person under his command with the amount of prize-money due him, in accordance with the statement received from the Fourth Auditor of the Treasury.

268...He will, when acting singly, hold a semi-annual inspection of his ship, according to the form given in the Ordnance Instruc-

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tions, and forward his report to the Bureau of Ordnance by the first opportunity.

269...Whenever a Commander is removed from one vessel to another, he may take with him his clerk, Cockswain, one officers' steward, one officers' cook, and one person of inferior rating.

270...He shall deliver to the officer appointed to succeed him in command all signal books, and the originals or attested copies of all unexecuted orders which he may have received, for which he must take receipts in duplicate, sending one copy through the proper channel to the Navy Department. He will leave with his successor in command a complete muster-book and expense-book, duly audited and signed by him to the time of his resigning his command. He shall leave with his successor a report of the qualities of the vessel, according to such forms as may be prescribed, together with every other information which he may deem serviceable to her Commander, and he will forward a similar report to the Navy Department whenever he is removed from or resigns the command of a vessel. Whenever he is removed from or resigns the command of a vessel, he will furnish the officer succeeding him in the command with a list of the names of such of the crew who enlisted for three years as may be deemed worthy of an honorable discharge.

271...Whenever an officer may be relieved from command, he shall, before the transfer be effected, make a thorough inspection of the ship in company with his successor, and cause the crew to be exercised in his presence. He shall point out any defects, and account for them, and explain fully any peculiarities of construction or arrangements. A statement, in triplicate, of the inspection, shall be drawn up, and if satisfactory, shall be signed by the officer succeeding to the command. If not satisfactory, the latter shall state in what particular it is not so, and the officer relieved shall make such explanations as he may deem necessary, each over his own signature. One copy of this statement shall be forwarded to the Secretary of the Navy, and one shall be retained by each of the Commanding Officers.

272...He will, in forwarding his report of the qualities of the vessel, and at other times, if he deems it important, suggest any alterations which, in his opinion, would render the vessel more

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efficient, or improve her qualities in any particular, and the probable expense attending such change.

273...He will facilitate any examination which it may be the duty of any custom-house officer of the United States to make on board the vessel he commands.

274...The Commanding Officer of a vessel, acting independently, can only send persons under his command back to the United States under the following circumstances : first, expiration of their term of service ; second, persons sick, wounded, or pronounced unfit for service by a medical board ; third, persons charged with crime or delinquency and the necessary witnesses, when a competent court cannot be called to try them on board the vessel.

275...When there is occasion to send a boat expedition from his vessel, the Commanding Officer will designate the officer who is to command it, and will give him written orders regarding the duties of the expedition.

276...In time of war he will never permit the pilot to leave the vessel while on pilot ground.

277...When sailing in a fleet a Commanding Officer is to carefully maintain the order of battle made known by the Commander-in-Chief.

278...In case of a dark night or fog, when signals cannot be transmitted, a Commanding Officer is to act to the best of his ability, but is to preserve the order of sailing, if possible.

279...In a squadron or division no Commanding Officer of a vessel can engage the enemy without a signal from his Commander-in-Chief or having been otherwise ordered to do so.

280...No Commanding Officer will leave a fight to assist a disabled vessel, or take possession of a captured one, without permission from the Commander-in-Chief or his immediate Commanding Officer of division.

281...In case a Commanding Officer drops out of a fight by reason of his ship being disabled in her machinery, it will be his duty to get his vessel into action under sail, and to make repairs as soon as possible.

282...In presence of the enemy, Commanding Officers who have no part in the order of battle will employ themselves in aiding disabled vessels.

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283.. They will keep hawsers in readiness to tow them out of a fight or get them into position again.

284.. Whenever they observe that an enemy's vessel is crippled and dropping out of line, they will concentrate their fire and capture her, if possible.

285.. When vessels of the enemy haul down their colors they will send an officer on board with a detachment to take possession, and will note in their report to what vessel in the fleet the enemy's vessel surrendered.

286.. When a vessel of the enemy strikes her flag in an action, it will be the duty of a Commanding Officer to send an officer on board in a boat, if possible, to demand the Captain's sword, and to bring that officer with him, as a proof that his vessel has surrendered.

287.. If, under these circumstances, an enemy's vessel should again hoist her flag and continue the fight, she may be destroyed.

288.. When a Commanding Officer has taken possession of a vessel after surrender, he will adopt all necessary precautions to prevent the vessel from being recaptured. He will send all the officers and a number of the crew of the captured vessel on board his own ship, and will seize all journals, signals, written orders, and other important papers, particularly those that may serve to certify to the validity of the prize.

289.. The Commanding Officer of a vessel will see that prisoners of war are treated with humanity, that their personal property is carefully protected, and that they have the use of such of their effects as are necessary to their comfort.

290.. He will see that prisoners of war are duly supplied with rations.

291.. He will take care that prisoners of war are guarded and deprived of all means of escape or revolt.

292.. The moment an action is over, it is the duty of the Commanding Officer of a vessel to repair all damages and put his ship in good fighting order without delay. He will make a new distribution of the crew at the guns and sails, and have reported to him the exact amount of munitions of war remaining on board. He will transmit to the Commander-in-Chief an account of the battle, including a statement of the conduct of his officers and crew, and a list of killed and wounded.

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Officers Commanding Vessels.

293...Should the Commanding Officer of a vessel be compelled to strike his flag, he is to take special care to destroy all signals and papers, the possession of which by an enemy might be injurious to the United States, and he will keep them so prepared, with weights attached to them that they will sink immediately on being thrown overboard.

294...In case of danger to his ship, where she is likely to be lost or destroyed, or where it is necessary to abandon her, the Commanding Officer should be the last person to leave the vessel. He should first provide for the safety of his officers and crew.

295...In case of shipwreck, or any other disaster whereby the ship may be lost, the Commander, with the officers and men, shall stay by her as long as possible, and save all they can. He shall particularly endeavor to save the log, muster, pay and receipt books, and other valuable papers.

296...In every case of the loss or capture of a vessel of the Navy, it is hereby made the duty of her Commander to cause immediately the officers of divisions to ascertain carefully the loss of clothing and bedding sustained by their men, and to report to him, in writing, the result of their investigation. These reports, drawn up in a uniform way, and signed by himself and those officers respectively, he is to submit, without delay, to the Navy Department.

297...In the event of loss of accounts occurring from the loss or capture of a vessel of the Navy, he will order the Paymaster to open fresh ones with the survivors, commencing them from the date of the disaster, and giving to each person the rate he held at the time the accounts were lost; and these accounts, so made out, are to accompany the survivors on their being transferred to a vessel or station, the Paymaster of which is to govern himself by them in making payments or issues, until he receives further instructions concerning them from the Navy Department or the Fourth Auditor of the Treasury.

298...When, from the loss of a vessel, or from any cause, the descriptive lists of the crew are lost, it shall be the duty of the Commanding Officer to make application for such descriptive lists to the Bureau of Equipment and Recruiting, forwarding, with his letter of application, a list containing the names and rating of the crew at the time of their enlistment.

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299...If shipwrecked within the United States, he shall, after doing all in his power to save the public property, repair, as soon as practicable, to the nearest navy yard or station, and, in all cases, make the earliest possible report to the Navy Department.

300...He shall, in case of shipwreck without the United States, lose no time in returning to the fleet or squadron to which he may belong, or, if acting alone, to the United States, with his officers and crew, to effect which he may dispose of the property saved, or draw bills, as he may deem most advantageous to the public interests.

301...No Commanding Officer of a vessel will, on entering a United States port, take his ship to a navy yard without first discharging his powder at a magazine.

302...Commanding Officers of vessels, under the orders of the Commandant of a navy yard or station, will not give liberty to officers or men without the authority of said Commandant first obtained.

303...The Commanding Officer of a vessel arriving at any port in the United States is to see that a requisition is forwarded, the day of his arrival, for money to pay off all the crew who may be ordered to be discharged, or whose terms of service have expired.

304...When men are paid off, at the end of a cruise, the Commanding Officer will be present in person, and he will not delegate this duty to his Executive Officer.

305...The Commanding Officer is then and there to sign the honorable discharges of such men as he may deem worthy of them, or he is to mark the honorable discharges of previous cruises as called for in the honorable discharge.

306...It will be the duty of a Commanding Officer to have the regular routine of the ship, as prescribed by law, continue till he turns the vessel over to the Commanding Officer of the station. The Commanding Officer of a vessel will be present at the inspection to be made previous to delivering his vessel to the Commander of the station.

307...He will see that all furniture and other articles that he received from the station are accounted for, and will make such explanations as are necessary in regard to changes in the vessel.

308...If it is discovered that unauthorized changes have been

Officers Commanding Steam-vessels.

made by the Commanding Officer of a vessel, and if he cannot justify them to the Secretary of the Navy, the expense of such alterations must be borne by the Commanding Officer.

309...A Commanding Officer will not leave his vessel until he is satisfied that all returns have been properly made, and all instruments, &c., turned over to the proper authority.

310...Before relinquishing command, he is to sign the Midshipmen's journals, and give to each one such a letter as he may deem proper for presentation to the Board of Examiners, as provided for under head of general instructions, par. 812.

311...The authority of the Commanding Officer of a vessel will cease when his pennant is hauled down and the vessel turned over to the Commander of the station. At the same time, he is held responsible that her yeoman is not discharged until all his accounts are settled.

OFFICERS COMMANDING STEAM-VESSELS.

312...When an officer shall be appointed to the command of a steam-vessel, he is to observe carefully the following directions, in addition to those prescribed in the next preceding section, relating to "Officers Commanding Vessels."

313...He is to use all possible diligence to make himself acquainted with the principles and construction of the engines, the intention and effect of the various parts of the machinery, the time the engines were constructed, the repairs they may have undergone, the period when the last repairs were made, and when the vessel last received new boilers.

314...As a material saving in the consumption of fuel may be produced by reducing the engine power, without reducing essentially the speed, and as occasions for this exercise of economy may frequently occur, he is to make himself acquainted with the principle and effect of the expansion of steam, and to require that the expansion gear should at all times be brought into play when the engines are not worked up to their full power.

315...In order to ascertain the capabilities of the ship under his command, he is, as soon as he proceeds to sea, to make careful and repeated trials by using the steam expansively, under every variety

Officers Commanding Steam-vessels.

of wind and weather, draught of water, and other circumstances, so as to be able at all times to apply the principle of expansion, according to the nature of the service on which he may be engaged, and to calculate with accuracy the number of days the ship can be under steam without being obliged to put into port for fuel.

316. Vessels under steam will never use more than two-thirds of their boiler-power unless in an emergency, which must be fully entered and explained upon the log, and a special report of the same made to the Bureau of Steam Engineering.

317. When paddle-wheel steamers are running long distances in the trades, with the wind free, the paddles in the water are to be removed and the vessel navigated under sail alone. Under other circumstances, steam may be used according to the foregoing paragraph.

318. As to the use of sails, either with or without the use of steam, or as to moderating the steam when running head to wind and sea, each Commanding Officer must be guided by his own judgment, but with the understanding that he must be prepared to justify every expenditure of fuel for steaming purposes, if called upon to do so. His judgment will necessarily be based upon a consideration of the urgency and nature of the service to be performed, of the wind and weather, and upon the difficulties of the navigation, and the qualities of the vessel; but he is to take care, first, that steam is not used at all when the service can be performed without it; secondly, that sail is never dispensed with when it can be employed to advantage to assist the steam; and, thirdly, that full steam power is never employed, unless in chase, or absolutely necessary, the cause for which must be reported to the Department in writing.

319. He is carefully to inform himself of the usual daily consumption of coals, and to obtain all information in regard to the most economical and efficient use of the engines and their appendages.

320. To prevent accidents by spontaneous combustion, he is to order the greatest care to be observed that the coals are not taken on board when wet and that when on board they are kept as dry as possible. When a fresh supply is received he is to direct that those remaining in the coal-bunkers be, as far as practicable, so stowed as to be used first.

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321. . He is, before leaving the port where the vessel was fitted, to cause all the spare gear belonging to the engines and machinery to be taken on board, and he is to land no part of it at any port where he may touch, without the written authority of the Commanding Officer of the station, or of the Commander of the squadron to which he belongs.

322. . Whenever he joins his Commanding Officer after separation, or when he arrives at any port where there is a superior officer in command, he shall report the number of hours the vessel was under steam and under sail, and the circumstances which rendered the use of steam necessary.

323. . When practicable, he shall, before going to sea, cause the boilers to be filled with *fresh* water.

324. . He will direct the Engineer to have the flues, chimneys, and boilers cleaned whenever it may be necessary, and when repairs or cleaning are required for the engines or boilers, they are to be made, as far as practicable, by the engineers, firemen, and coal-heavers of the vessel.

325. . He shall take care that the proper lanterns, to prevent collision at sea, be kept in good order, and always lighted at night, except when it may be expedient to conceal all lights.

326. . He is to have the force-pumps, hose, and all other means for extinguishing fires, kept constantly in order and ready for immediate use; and he is to require the utmost care to be taken at all times in the storage of stores, the use of lights and fires, and in the adoption of all other precautionary measures to prevent danger from fire.

327. . He shall examine the steam-log daily, and if satisfied of its correctness, sign it every month, or oftener, should the vessel in the meantime arrive at any port.

328. . The Commander of the vessel shall transmit to the Department, by the first safe opportunity after the close of the months of March, June, September, and December, a fair copy of the steam log-book for the preceding quarter, and whenever a steamer is placed in ordinary, for the period which has not been previously transmitted.

329. . He will require the steam engineers to conform to the orders of the officer of the deck for the time being; but they are not, ex-

Officers Commanding Steam-vessels.

cept in cases of necessity, to be ordered to perform other duties than those immediately connected with the preservation, repair, management, or supplying of the engines and their dependencies.

330...He will cause the engineers, firemen, and coal-heavers, to be arranged in watches, and, when on watch, they are to be under the immediate direction of the senior Engineer of the watch, and are not to be ordered on other duties than those connected with the engines, boilers, and their dependencies, except in cases of necessity, and then the engineer on duty is to be informed, that he may adopt all necessary precautions.

331...He will cause the senior Engineer to submit for the approval of the Executive Officer, watch, fire, quarter, and cleaning bills, showing the specific duties of the engineers, firemen, and coal-heavers.

332...He will require the senior Engineer on board to examine daily the engines and their dependencies, and all parts of the vessel which are occupied by them, or by stores for their use, and to report them to the Executive Officer for inspection; to make immediate report, should any defect or danger be discovered; to give timely notice to the Commander of the vessel of the probable wants of his department, and whenever articles are received for it, to carefully examine if they are of proper quality, and report any which, in his opinion, may be objectionable.

333...He will make such regulations with regard to leave on shore that the ship will never be left without the services of an experienced engineer. He will cause a full engineer watch to be kept constantly whenever the fires are lighted, and take care that one engineer, at least, with a watch of firemen and coal-heavers, are always on hand, even though the ship may be at anchor and the fires hauled. With a reduced complement of engineers this article will be complied with as nearly as may be possible.

334...Steam may be raised on board vessels of the Navy for the purpose of dispelling damp and unwholesome air or drying the ship, whenever, in the opinion of the Commanding Officer, it is necessary.

335...The Commanding Officer of a vessel having full sail power will get up steam on his vessel once a month, for the purpose of turning over the engines, and, when practicable, will take an opportunity to do so when going in or out of port.

Executive Officer.

EXECUTIVE OFFICER.

336...The Executive Officer is next in rank, in command, and in precedence, to the Commanding Officer of a vessel.

337...He is charged with the general detail, and with the administration of the police of the ship.

338...He will represent the Commanding Officer in his temporary absence, and will succeed him in case of death, until relieved by competent authority.

339...He will make himself acquainted with all the arrangements and equipments of the ship, and will report to the Commanding Officer any defects that he may discover.

340...He will require all officers having charge of stores, and the yeoman, to be present when their stores are coming on board.

341...He will commence the log-book from the day when the ship goes into commission, and will have the fact noted therein.

342...The Executive Officer will receive the orders for the general management of the ship, direct from the Commanding Officer, and will transmit them to the other officers of the vessel.

343...He is responsible to the Commanding Officer for the execution of all orders so transmitted, and will report to him if the orders are not complied with.

344...He will, as soon as possible after the crew come aboard, have the watch, quarter, fire, and station bills made out, and kept complete, according to orders he may receive from the Commanding Officer. He will see that copies of these, and of the laws and regulations of the Navy, are so disposed that all on board the ship may readily refer to them for information.

345...He shall inform himself of the capacity of each man on board, and of the stations they may have previously filled, that he may station them to the best advantage.

346...If he has doubts of a man's physical ability, he will have him examined by the Surgeon, to ascertain if he is able to go the cruise.

347...He will see that all Petty Officers, Seamen, Marines, and all others of the crew, are supplied with tickets of their stations.

348...He will see that every man is supplied with a permanent

Executive Officer.

place to sleep on board, which must be indicated by a painted number.

349...He will see that the officers keep correct copies of the watch, quarter, fire, and station bills; that the officers of divisions keep correct clothes-lists of the men under their command; and that they instruct the men of their divisions faithfully in their duties.

350...He will keep a correct muster-roll of the crew, and a descriptive list, and he will have charge of the liberty and conduct books. He will superintend the messing of the crew, and in case of any changes involving the issue of provisions, he will cause the paymaster to be duly informed.

351...He will exercise authority over all the officers of the vessel, and see that they vigilantly perform their duties, and that they conform to all orders for securing uniformity in the mode of executing them.

352...He is to correct, as far as his power extends, all abuses; and if he observes or has knowledge of any violation of the Laws and Regulations for the government of the Navy, on the part of any person whomsoever, he is not to exercise any discretion in the matter, but to make immediate report to the Commander.

353...He shall immediately report to the Commander any defect or deficiency that may come to his knowledge, and which may in any manner endanger the safety or impair the efficiency of the vessel.

354...In the absence of the Commander, he is not to alter or change any of his regulations.

355...He will not absent himself from the ship without the permission of the Commanding Officer.

356...He will examine all parts of the vessel daily, and report the ship's condition to the Commanding Officer, at 10 a. m.

357...He shall require from the Chief Engineer, Boatswain, Gunner, Carpenter, and Sailmaker, reports of the state of the vessel in their respective departments, at eight o'clock in the evening, and at morning inspection.

358...He shall at eight o'clock in the evening report the condition of the vessel to the Commander, and receive any orders he may have for him.

Executive Officer.

359...He is authorized to relieve, temporarily, from duty any officer whom he may consider deserves it, in consequence of any infraction of the rules or regulations, but he will report such cases without delay to the Commanding Officer.

360...He is to preside at the mess table, and see that proper order and decorum are preserved.

361...He will permit no discussion in relation to the conduct of the Commanding Officer, or that of the other officers, or of the crew.

362...He is responsible that all punishments are correctly registered, and must keep the punishment book himself.

363...He will designate the places where spare articles are to be stowed, and these are not to be removed without his permission.

364...When the magazine is to be opened for receiving or discharging powder, he shall see in person that all prescribed precautions against accidents are rigidly observed.

365...When powder is to be embarked or disembarked he will have a red flag hoisted at the fore, and all fires in the ship extinguished, unless it may be the fires under the boilers.

366...He will post sentinels according to circumstances, and take all proper precaution to avoid explosion.

367...He is at all times to keep himself informed as to the amount of munitions of war on board.

368...He shall cause a convenient locker to be prepared, in which the keys of the holds and all store-rooms shall be hung up, except those which the Ordnance Instructions require to be kept in the charge of the Commander of the vessel; it shall be his duty to see that all such keys are hung up at sunset, and that they are not taken away during the night without his knowledge; and that the keys of no store-room are ever taken out of the ship. The keys of the Paymaster's store-room will, however, remain under charge of that officer; those of the Surgeon's under charge of the Medical Officer; and those of the Marine store-room in charge of the Marine Officer.

369...Whenever all hands are called for any particular duty, exercise, or evolution, he shall take charge of the deck.

370...When he takes charge of the deck he will see that every officer of the ship fit for duty is at his station.

371...When the Commander of the vessel is not on deck the Ex-

Executive Officer.

Executive Officer may advise and direct the Officer of the Deck in the working and management of the ship; and if, in his judgment, circumstances should make it necessary, he may take charge of the deck, stating his reasons for so doing to the Commander.

372.. He will satisfy himself, when in port, that the sentinels are properly placed, and will give the officer commanding the Marine Guard the orders of the day.

373.. He will draw up a routine for each day of the week, which will be hung up, for the information of the Officer of the Deck.

374.. Under the orders of the Commanding Officer the Executive Officer can grant permission to the other officers of the ship, whose duties will permit, to go on shore, but he can grant no permission to remain out of the ship later than ten o'clock p. m.

375.. He is responsible for the proper mooring of the vessel, and will have a report made to him at morning, evening, and turn of tide, of the situation of the hawse, and is to clear the same before there is a round turn therein.

376.. It will be his duty to go through the vessel before eight o'clock p. m., and satisfy himself that everything is in good condition.

377.. In case of fire, or any other occurrence ~~that~~ may place the ship in danger, he shall exert himself to maintain order, and if it should become necessary to abandon the vessel, he will, under the direction of the Commanding Officer, see that the sick and wounded are first cared for.

378.. He will hand to the Commanding Officer every day a statement of the amount of water, provisions, and coal on board the ship.

379.. He shall, under the direction of the Commander, control the expenditure of all stores in charge of the Yeoman, and examine weekly the reports of receipts and expenditures; and, upon being satisfied of their correctness, will approve and send them to the Commander.

380.. He shall keep at hand a breaker of water and a supply of provisions, sufficient for the support of the crew of each quarter-boat for one week, which will be placed in the boat whenever there is a probability of separation from the ship by fog or otherwise. The boat sails shall be kept in readiness for immediate use. If it

Executive Officer.

shall be necessary to send a boat from the ship at sea he will be careful that she is provided with a compass.

381... He will, when the number of officers permits, assign one to each boat, whose duty it shall be to command the boat when required for special service, and who will be responsible that the arms, equipments, and crew are in order and ready for service.

382... When boats are bound on an expedition he will give the officers in command orders in relation to the articles, provisions, &c., to go in each boat, and before the boats leave he will have reported to him that the articles are on board.

383... He will exercise particular supervision over the instruction of Midshipmen, according to orders received from the Commanding Officer.

384... He will give to Midshipmen, when they leave the ship for their examination, such letters as he may deem their conduct deserves. (See paragraph 812.)

385... He shall not be required to keep a watch, unless circumstances (in the judgment of the Commander of the vessel) should render it necessary.

386... He will pay particular attention to the staying of masts and spars, and see that they are not injured by having the rigging set up too taut.

387... When the vessel goes to sea, it will be his duty to order the chafing gear put on, that the yards and rigging may receive no damage.

388... Before entering port, it is his duty to satisfy himself that all preparations have been made for anchoring the vessel, and he will have made out a list of all stores and provisions required for the ship, and lay it before the Commanding Officer.

389... On going into a foreign port he is to make regulations with regard to bumboats, ascertain that their tariff of prices is correct and will permit no infraction of the same. He will have the Master-at-Arms, or Ship's Corporal, stationed in the bumboats, and allow no large number of men to congregate there.

390... He will not allow unwholesome fruit to come alongside.

391... He will not permit any merchants to come on board to exhibit their wares, without the permission of the Commanding Officer.

Lieutenant Commanders, Lieutenants, and Masters.

392...He will examine the binnacle list every morning directly after medical inspection.

393...He will superintend the preparation on board for the burial of all deceased persons.

394...When the vessel is cleared for action, he will go around and see if the proper disposition has been made, and report to the Commanding Officer when the vessel is ready.

395...In time of action, his place is at the side of the Commanding Officer to pass his orders, and he will be ready to repair to any part of the vessel where his presence may be necessary.

396...He will lead the first boarding party.

397...During an action he will see that injuries to the hull and spars are immediately repaired.

398...At the end of an action, he is to inform himself of the injuries received by the vessel, in hull, spars, and rigging, and the number of killed and wounded on board, and report to the Commanding Officer. He will, without delay, fill up the stations of all those killed and wounded.

399...When the vessel is laid up, he will remain by her until all the officers and men are transferred, and the vessel turned over to the proper authorities.

400...He will send a statement to the Commanding Officer each evening of the progress of the work going on while the vessel is being dismantled.

401...If at any time, from any cause, the Executive Officer should be rendered incapable of performing his duties, they will devolve upon the line officer next below him in rank.

LIEUTENANT COMMANDERS, LIEUTENANTS, AND MASTERS.

402...Lieutenant Commanders, Lieutenants, and Masters, are the Navigating, Watch, and Division Officers.

403...They will punctually and zealously execute all orders they may receive from their Commanding or other Superior Officer, and, as far as in their power, see that all on board, who are subordinate to them, perform with diligence and propriety the several duties assigned them. They are to be attentive to the conduct of the ship's company; to prevent all profane, abusive, and improper language,

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all disturbance, noise, and confusion; and to report to the Executive Officer those whose misconduct they may think deserving of punishment. They will conform to the manner of performing duty adopted by the Executive Officer, and the regulations and customs of the Navy.

404...On taking charge of a watch, an officer is to make himself well acquainted with the position of the vessel with reference to all other vessels in sight, and to any land or danger that may be near, and with all orders that remain unexecuted. He shall hold no conversation with any one, except on duty, nor engage in any occupation which may distract his attention. He is to see that the men on deck are kept on the alert, and attentive to their duty; that the look-outs are kept at their several stations, and are vigilant; that each sail set is kept properly spread and trimmed; and every precaution is observed to prevent accidents from squalls. Throughout his watch he is to be careful that the vessel is properly steered; that a correct account is kept of her way and leeway; and that the courses and distances, together with every occurrence of importance and interest, and accident resulting in loss of any kind, are plainly and legibly entered on the deck-log, which log he is to sign at the conclusion of his remarks with his initials, on the termination of his watch.

405...He is to see that the subordinate officers of the watch are in their stations, and attentive to their duties; and that they muster the men on deck when the other men are relieved from it, and as often afterward as he may judge necessary.

406...He is to be careful, at night, that the required lights are kept burning and are properly trimmed, and, in fogs, that the required signals are sounded. In approaching and passing vessels he is to be governed by the regulations for preventing collisions.

407...He is promptly to inform the Commanding Officer of all strange vessels that may be discovered; of any land, shoal, rock, or danger that may be made; of all changes of wind or weather; of all alterations of canvas or steam by the Commanding Officer of the squadron or division to which the vessel may belong; and, generally, of all occurrences worthy of notice.

408...He is never, on his own authority, to carry sail or steam so as to endanger spars or machinery; nor, when the Commanding

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Officer is on deck, is he ever to alter either without first consulting him.

409...He is never to change the given course without orders from the Commanding Officer, unless it may be necessary to do so to avoid danger, and then he shall report to him without delay.

410...On the discovery of a strange sail at night, or in a fog, during war, he is, besides sending at once to inform the Command Officer of the fact, to have made, immediately, every preparation for action that circumstances will allow.

411...At night he is to take care that the Master-at-Arms, Ship's Corporal, or non-commissioned officer of marines detailed for the purpose, on watch, is particular in going the rounds and visiting every accessible part of the vessel below the spar deck, every half-hour, in order to see that no irregularities are occurring among the crew; that all prisoners are safe and in their places; that no improper lights are burning; that no smoking after hours is taking place; and reporting to him accordingly. He will also take care that an officer of the watch go the same rounds at least as often as twice during his watch. And, besides, he is to cause the pumps to be sounded twice, or oftener, during his watch, and a Gunner's Mate or Quarter Gunner to examine the security of the battery as frequently, and have the reports with regard to both examinations made to him.

412...He is not to make any signal without orders from the Commander, unless to warn vessels of some danger; but he will see that everything is in readiness to make them, by day or by night.

413...He shall always have his side-arms either on the person or at hand; a trumpet shall be carried at sea, and a spy-glass in port. During wet weather he may wear a water-proof coat and cap.

414...He will give his attention that all officers, or others, coming on board or leaving the ship, shall receive the marks of respect to which they are entitled.

415...No boat is to be allowed to leave the ship or come alongside, without the knowledge of the Officer of the Deck. When boats or tenders come alongside with provisions, water, or stores of any kind, he is to see them cleared without delay, and that no prohibited articles are brought on board; and also see that all articles which may be ordered to be sent out of the vessel are carefully and prop-

Lieutenant Commanders, Lieutenants, and Masters.

erly put on board the vessel or boats which are directed to receive them.

416...When boats leave the ship, he will be particular to see that they have their proper crews, suitably clothed, and that no man not belonging to a boat shall take the place of one who does, without the authority of the Executive Officer.

417...He shall take care that a strict and accurate account is taken of all stores received on board, or sent from the vessel during his watch, and see that those which are received are delivered in charge of the proper officer, and that the number or quantity received or sent from the vessel is correctly entered on the log-slate.

418...He shall never cause the engines of a steam vessel to be stopped, without first slowing them, nor to be worked at full speed until the vessel has first gathered way, except in cases of great emergency.

419...He will see the conductors, life-buoys, heaving lines, and drift-leads ready for service, and that a boat is always ready for lowering.

420...A Lieutenant, Master, or Ensign, when called or sent on board the vessel of the Commander-in-Chief, Commander of a squadron, or Commander of a division, to receive orders, is to take with him an order-book, and insert therein the orders that may be given to him.

421...An officer commanding a division of guns and men on board a vessel, is to be held responsible for its efficiency in all respects. Besides keeping the guns in constant condition for action, and the men well trained to their use, agreeably to the Ordnance Instructions, he is to give his personal attention to the cleanliness and good appearance of the men; to the examination of their clothing and bedding, and to the making out requisitions to supply their necessary wants at stated periods; to the issuing of clothing to them, and to their converting materials drawn from the paymaster to the purpose for which they were required; to observe that their clothing is neatly made, marked, and kept in good order, and to keep correct clothes lists. In inspecting clothing, it is to be done by calling a gun's crew at a time, and also in making out requisitions.

Equipment Officer.

EQUIPMENT OFFICER.

422...The duties of Equipment Officer of a vessel are to be performed, unless otherwise specially directed, by the Executive Officer, under direction of, and responsibility to, the Commanding Officer.

423...He will be provided with the necessary blanks and books, and allowed an additional writer to keep them.

424...When the vessel is placed in commission he will be furnished with Invoices in triplicate, signed by the Equipment Officer of the Yard, and approved by the Commandant, of all articles under the Bureau of Equipment and Recruiting comprised in the Outfits and Stores of the vessels.

425...He will receive, take charge of, and cause to be fitted in place or properly stowed in suitable parts of the ship, all articles delivered to him upon the Invoices, and when satisfied that their character and amount corresponds with those therein set forth, he will give his receipt for them thereupon. These receipts will be approved by the Commanding Officer; the original retained by the Equipment Officer of the vessel, the duplicate delivered to the Commandant for the Equipment Officer of the Yard, and the triplicate for the Bureau.

426...Whenever articles are thereafter received, whether from a Navy Yard, from other vessels or sources, or by purchase, he will be furnished with triplicate invoices in the same way by the officer from whom received, or who may purchase them, which will be acted upon in the same way.

427...If discrepancies occur they will be brought to the notice of the Commanding Officer, and adjusted before the receipts are signed.

428...He will immediately cause to be entered upon the equipment books all articles thus received, in the order and by the designation in and by which they appear on the Invoices.

429...He will, to the extent necessary, upon the authority of the Commanding Officer, issue for use the Outfits of the vessel as set forth in pages 1 to 17, inclusive, of "Invoices of Equipment," together with such articles of stores as axes, silver calls, marline spikes, the galley, cooking utensils, furniture, and the like, as may be necessary for the ship's purposes, and carry them forward on his books from

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Equipment Officer.

quarter to quarter, as "issued for use." But such articles are not to be "expended" until they are surveyed and condemned as lost, worn out, broken, or injured so as to be unfit for further service in the use for which they were issued.

430. He will see that all articles, whether issued for use or retained as "in store," are properly used and cared for, and will, from time to time, inspect them and take the necessary measures to insure their preservation from rust, decay, or other injury, and will issue articles "in store" only on proper requisition for use under the Bureau of Equipment and Recruiting, or transfer requisition to other Bureaus, and will take care that they are properly received for by the persons to whom they are delivered.

431. Articles delivered to be manufactured after being expended by their proper term as stores, will be taken upon his books by their proper name as manufactured articles, and issued for use as above directed.

432. All articles condemned by survey, after being expended by their proper names, will be taken up on the books as condemned articles, or by names, designating the uses to which they may be condemned.

433. He will be accountable to the Commanding Officer for the return into store, or transfer to a successor, of all articles remaining upon his books by whatever name designated, and for all expenditures made during his term of duty as Equipment Officer.

434. He will file all Invoices on which articles have been received, all surveys on which articles have been condemned, and all requisitions and receipts for articles expended, and deliver them with the Equipment books and all articles remaining on hand or issued for use, to his successor, or to the Navy Yard at which the vessel may go out of commission at the end of the cruise, or to the officer or person to whom he may be directed to turn them over, by proper authority, and take triplicate receipts therefor. The duplicate to be sent to the Bureau, and the triplicate retained as his voucher.

435. In case of his transfer he will certify to their correctness to his successor, and take his receipts in triplicate therefor, as well as for stores remaining on hand and articles "issued for use." His successor may, however, thereafter take an inventory and report any discrepancies to the Commanding Officer.

Navigator.

436...At the final transfer at the end of the cruise, all articles will be surveyed, and their condition and amount ascertained, and the books audited at the Yard at which the vessel goes out of commission.

437...The survey will report the condition of all articles returned into store, and in cases where articles are damaged or lost, whether such damage or loss is attributable to carelessness or neglect on the part of the Equipment Officer. And he will not receive his detachment until such cases have been adjusted.

NAVIGATOR.

438...When it is possible, the Line Officer next in rank to the Executive Officer shall be the Navigator.

439...He shall, at sea, ascertain and report daily to the Commanding Officer the vessel's position at meridian, and make such other reports of position, variation of the compass, &c., as the Commanding Officer may require.

440...He is to have charge of, and must account for, all nautical instruments, books, charts, national flags, and signals.

441...He shall frequently examine the compasses, time glasses, log and lead lines, and thus see that they are constantly in proper order for service.

442...He shall examine the charts of all coasts which the vessel may visit, and note upon them any errors which he may discover, and inform the Commanding Officer of the same, who will report them to the Navy Department.

443...When the vessel may be approaching any land or shoals, or entering any port or harbor, he shall be very attentive to the soundings, and he shall at all times inform the Commander of any danger to which he may think the vessel exposed, whether under charge of a pilot or not.

444...He shall have charge of keeping the ship's log-book, and will see that all particulars are duly entered in it, according to such forms as are or may be prescribed, and he will, immediately after such entries, send it to the watch officers, that they may sign their names at the end of the remarks in their respective watches while the circumstances are fresh in their memories, and he shall take it

Navigator.

to the Commanding Officer for his inspection, immediately after noon of each day.

445. There shall be entered on the log-slate and log-book, with minute exactness, the following particulars:

1. The name and rank, or rating, of all persons who may join or be discharged from the vessel; all transfers, deaths, and desertions; the names of all persons made prisoners by an enemy, and of all absent without leave; the names of all passengers, with times of coming aboard and leaving; the direction of the wind, state of the weather, courses steered, and distances sailed; the time when any particular evolution, exercise, or other service was performed; the signal number of all signals made, the time when, and by what vessels, and to what vessels, they were made; the nature and extent of all public punishments inflicted, with the name and crime of the offenders; the rating and disrating of Petty Officers; the result of all observations made to find the ship's place, and all dangers discovered in navigation.

2. The grounding of the ship, and the loss of or serious injury to boats, spars, sails, rigging, and stores of any kind, with the circumstances under which they happened, and the extent of the injury received.

3. A particular account of all stores received, from whom received, or by whom furnished, and the department for which they were received.

4. A particular account of all stores condemned by survey, or converted to any other purpose than that for which they were originally intended.

5. A particular account of all stores lent, or otherwise sent out of the vessel, and by what authority it was done.

6. All the marks and numbers of each cask or bale, which, on being opened, is found to contain less than is specified by the invoice, or than it ought to contain, with the deficiency found.

7. Every alteration made in the allowance of provisions, and by whose order.

8. The employment of any hired vessel, her dimensions in tonnage, the name of the master or owner, the number of her crew, how or for what purpose employed, by whose order, and the reasons for her employment.

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9. The draught of water, light and loaded, as furnished at the navy yard; and always on going into or leaving port the ship's draught is to be taken and entered on the log.

446..After the log has been signed by the officers of the watches no alteration will be made therein, except to correct some error, or supply some omission, and then only with the approbation of the Commanding Officer, and upon the recollection of the officer who had charge of the watch in which the alteration or addition is proposed, who shall then sign the same, if satisfied of its correctness.

447..The navigator shall deliver to the Commanding Officer of the vessel, signed by himself, and, after careful comparison, certified to be correct, a fair copy of the log-book, every six months, to be transmitted by the first safe opportunity to the Bureau of Navigation.

448..The original log-book will be kept by the vessel until she is paid off, when it shall be placed in charge of the Commanding Officer of the Yard, and by him transmitted to the Bureau of Navigation.

449..Besides the log-book, he is to keep a remark-book, in which all the hydrographical information he can obtain is to be carefully inserted, as well as a description of the instruments he may employ in any of the observations hereafter mentioned. He is to determine as accurately as he can the various particulars relating to navigation of every place which the vessel may visit, entering the results in his remark-book, under the following heads:

1. Latitude.
2. Longitude.
3. Variation of the compass.
4. Time of high water immediately following new and full moon.
5. Rise and fall of the tides at springs and neaps.
6. Prevailing winds.
7. Periods of the year at which the wet and dry seasons prevail, if any.
8. Seasons at which hurricanes prevail.
9. The temperature of the chronometer room at the time observations are taken.

The particular spot at the place visited, to which latitude and longitude refer, is to be carefully noted; also, the number and nature

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of the observations, and the means by which they were made, whether the artificial or sea horizon was used; and with reference to the longitude, if obtained with chronometers by means of meridian distances from another place, he is to state the number employed, their general character, the age of the rates used, or the interval since which they were last rated, with the longitude he has assumed of the place measured from. He is to observe the variation of the compass by amplitudes or azimuths, at least once every day, whether at sea or in port, excepting only when refitting in harbor. The azimuth compass is to be always placed, when practicable, in the same precise situation amidships, marking the point where each of the tripod legs stands; and he is to take care that the direction of the ship's head at the time of observation shall be recorded, as well as the difference between the standard or azimuth and the steering compasses, by which precaution alone can the real course of the ship be regulated. These variations are to be daily inserted in columns at the end of his remark-book, along with the ship's place, and the direction of her head at the time of observation. The local attraction is to be determined before the ship leaves the United States, as well as after any material change of latitude, and is then to be tabulated by him for every point of the compass, so that the corrections on each course may be readily applied in working the ship's reckoning. In all places he is to ascertain the direction and velocity of the currents, the set and strength of the tides, with the limits of their rise and fall, and the time of high water of the tide which immediately follows the periods of the new and full moon. He is to describe as particularly as he can the appearances of foreign coasts, pointing out the remarkable objects by which they may be distinguished, so as to render a stranger certain of recognizing his land fall. He is to apply for boats to sound and survey any shoals or harbors which have not been correctly laid down in the charts, and the results are to be projected on a large and intelligible scale. In his remark-book he is carefully to note all inaccuracies in any of the charts supplied to the ship. He is frequently to present this remark-book to the Commander for examination, and on the first of January, in every year, he is to deliver to him a correct copy of it accompanied by all the charts, plans, and views of the coasts and headlands which he has made

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during the past year, all of which the Commander will transmit by the first safe opportunity to his Commander-in-Chief to be forwarded to the Department.

450...He shall prepare, and, after it shall have been approved by his Commanding Officer, transmit to the Bureau of Navigation, from time to time, if practicable, otherwise, at the end of the cruise, a skeleton chart of the cruising ground; showing distinctly the track or tracks of the vessel, with the day, month, and year, noted during the entire cruise or period of time the vessel was absent from port or the United States; to which must be appended remarks and notes bearing upon the winds, weather, currents of the ocean, and other phenomena of value to nautical science.

451...He shall keep a book, in which he will make all calculations connected with the navigation of the vessel. No erasures will be made, but the book shall be a complete record of all observations, computations and results, with the dates upon which the observations and computations were made. At the end of the cruise this book shall be sent to the Bureau of Navigation by the Commander of the vessel.

452...He is, if ordered to a vessel before a stowage is commenced, to superintend, under the direction of the Commanding Officer of the Yard, or Commander of the vessel, as the case may be, the stowage of the ballast, water, provisions, and all other articles.

453...In stowing provisions he shall take care that the oldest be stowed so that they may be first issued, breaking out and restowing those already on board if necessary for that purpose, unless otherwise directed.

454...When the stowage of the hold shall be completed, he will make an entry on the log-book, specifying particularly the quantity and arrangement of the ballast, the number, size and disposition of the tanks and casks, and of the quantity and stowage of provisions and other stores.

455...Accurate plans must be made of the stowage of the hold, which he shall insert in the log-book; and if any material change should afterward be made in the stowage, the change must be noted, and new plans inserted in the log-book.

456...If the hold should be stowed at a Navy Yard, or private establishment, under the direction of the Commander of the vessel, he

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will furnish the latter with plans and descriptions for transmission to the Commandant of the Yard, or the Bureau of Construction.

457...He is to visit the hold daily, and cable tiers and chain lockers weekly, or oftener, if necessary, and see that they are kept clear and in as good order as circumstances will admit.

458...He will report the hold daily to the Executive Officer for inspection, at such times as the Commander shall appoint, and the cable tiers and chain lockers weekly, or oftener, as may be required.

459...He shall exercise a particular supervision over the anchors and cables; he shall see that they are properly secured at all times, that the cables are distinctly marked, and that all necessary arrangements are made for getting under way, anchoring, mooring, un-mooring, slipping, or shifting parts of one cable to another; for this purpose he will see that the shackle-pins can be removed readily.

460...He will be careful to prevent any waste or improper expenditure of fuel or water, and he is to report daily, when at sea, to the Executive Officer, the quantity of each expended in the last twenty-four hours, and the quantity remaining on hand.

461...Should he be removed or suspended, he shall sign the log-book and deliver it to his successor, taking his receipt for the same, and for all other articles under his charge, and will deliver to the Commander a fair copy of the remark-book, made up to the day of his removal or suspension.

462...He shall not keep watch except required to do so by order of the Commander of the vessel.

MIDSHIPMEN.

463...Midshipmen, while at the Naval Academy, will be governed by the rules of that institution.

464...If ordered to a cruising ship, they shall provide themselves with a sextant, or octant, a comparing watch, an approved treatise upon navigation, one on marine surveying, and with blank journals.

465...They are daily to ascertain the position of the ship when at sea, by observations and dead reckoning, and send the same to their Commanding Officer.

466...They are to keep journals in such forms as may be prescribed, which they will present to the Commanding Officer for inspection, on the first day of every month, and they will at all times embrace

Boatswain and Gunner.

every opportunity of acquiring useful information which may be applicable to their profession as seamen and officers.

467...They shall attend regularly to the means of instruction which may be provided for them.

468...They will not be granted leave to go on shore unless their journals are kept up, and they have copies of the watch, quarter, fire, and station bills, of separate quarter bills for their divisions, and they shall have given proper attention to their duties.

BOATSWAIN AND GUNNER.

469...They must, with the Yeoman, carefully examine all the articles belonging to, and all stores received for, their respective departments, and see that they are of good quality, that they agree in quantity with the invoice or bill sent with them, and that they are in good order, and must make immediate report to the Executive Officer of any defect or deficiency which they may discover.

470...They are responsible for all articles in their departments not in the immediate charge of the Yeoman, and particularly for the careful preservation of all tools or implements issued by the Yeoman for the use of their departments. They will retain for survey all of these that may become worn out, or otherwise rendered unfit for further use, as their responsibility with regard to them will not cease until they have been formally disposed of by survey.

471...They shall request a survey upon all stores which may be injured, or become unfit for service, in their respective departments, and such as the surveying officers condemn shall be expended, preserving a copy of the survey as a voucher; but if the survey shall direct articles to be converted to some other use, they shall be charged accordingly, and expended in the same manner as any other stores.

472...They shall be particularly watchful, and make immediate report to the Executive Officer of any neglect or misconduct which they may discover in the Yeoman, or person having charge of their stores.

473...When a ship is about to be dismantled, they are to be careful that all the articles belonging to their respective departments are properly secured and tallied, with their name and quantity, whether "serviceable," "requiring repairs," or "unserviceable," and that all precautions are taken to prevent their being in any manner injured.

Boatswain and Gunner.

They will only receive credit according to the receipt given for them by the Naval Storekeeper, or other person into whose charge they may be delivered, or according to the report of the surveying officers duly appointed, and they will attend the survey which may be made, to ascertain the quantity of stores so returned by them, and will be called upon to account for any deficiency that may be found to exist.

474... They are to report daily, at morning inspection and at 8 p. m., to the Executive Officer, the state of all things in their respective departments.

475... The Boatswain is to be generally upon deck in the day, and at all times both by day and night when any duty shall require all hands to be employed. He is, with his mates, to see that the men go quickly upon deck when called, and, that when there, they perform their duty with alacrity.

476... He is, every day, before 7½ a. m., and as much oftener as may be desirable, according to the service the ship is employed on, to examine the state of the rigging, to ascertain whether any part be chafed, or likely to give way, and to report to the Officer of the Deck the state in which he finds it. He is, at all times, to be careful that the anchors, booms, and boats be properly secured; and he is to be very attentive to have ready a sufficient number of mats, plats, nippers, points, and gaskets, that no delay or inconvenience may be experienced when they are wanted.

477... He shall be particularly careful that the masts of the ship are not crippled or strained in setting up the stays and rigging, and that the masts retain the same angle with the keel after the stays and rigging are set up that they did when they were only wedged.

478... He is to be very attentive when working up junk that every part of it is converted to such purposes as may be ordered.

479... When the ship is preparing for battle, he is to be very particular in seeing that everything necessary for repairing the rigging is in its proper place, that the men stationed to that service may know where to find immediately what may be wanted.

480... Besides the duties assigned to the Gunner in the "Ordnance Instructions," he is to have charge of the anchor-buoys and life-buoys, to see that they are at all times in good order, and the latter ready to be dropped into the water at a moment's warning.

Mates—Fleet Engineer.

481...He is to report to the Navigator for entry into the log-book, after an action, or after any exercise in which powder, or powder and shot are used, the quantity of each expended, and is to sign the entry in attestation of its correctness.

482...He is responsible for the good condition of everything pertaining to the guns and their equipments, magazines, shell-rooms, shot and shell, small-arms, &c., and he is to satisfy himself that they are constantly in good order and condition.

MATES.

483...The duties of this class of officers will be such as the Commander of the vessel may direct; when capable, they may be detailed as mates of decks, holds, and the like.

FLEET ENGINEER.

484...When a Chief Engineer is detailed to discharge the duties of Fleet Engineer, he will be attached to the flag-ship. His duties will be as follows:

Under the orders of the Commander-in-Chief—

1. To exercise a general supervision over all the engineers of the fleet or squadron.
2. To acquaint himself with the different kinds of engines in use in the squadron, and to recommend that all means are used to keep them in the highest state of efficiency.
3. To make, under orders of the Commander-in-Chief, frequent inspections of machinery, and to decide upon all ordinary repairs.
4. To recommend surveys when the imperfections or accidents are serious, and to make reports where carelessness is suspected.
5. To see that every vessel is provided with the necessary tools, stores, and spare parts of machinery, and that every engine and boiler is cared for properly.
6. To examine the coal used, and report to the Commander-in-Chief if there is any falling off in quality, or any undue dampness liable to produce spontaneous combustion.
7. To see that the coal is properly stored at the different depots, and that there is at all times a sufficient quantity on hand to meet the probable wants of the squadron.

Chief Engineer.

8. To make frequent reports to the Commander-in-Chief of the condition of the engineer's department of every vessel in the squadron.

9. To examine all returns and requisitions made by the engineers of the fleet or squadron, and to forward them promptly, with such remarks as he may deem necessary.

10. To recommend to the Commander-in-Chief such measures as will, in his opinion, promote efficiency, economy and uniformity in his department of the service.

11. And, finally, to perform such other duties relating to his position as shall be assigned to him by the Commander-in-Chief.

485...He will not make an inspection or an examination of any kind on board any vessel of the squadron, without the order to do so, in writing, from the Commander-in-Chief.

486...Such order must be presented to the Commander of the vessel on board which the inspection or examination is to take place.

487...The detail of officers of his corps for any service, will be made by the Chief of Staff.

CHIEF ENGINEER.

488...A Chief Engineer, on being ordered to a ship, will make himself acquainted with all parts of the machinery and boilers, the coal-bunkers and store-rooms; he will examine carefully all parts of the machinery and everything pertaining to it, and report to the Executive Officer anything that is defective.

489...He will cause the assistant engineers, on their joining the vessel, to become familiar with all the cocks, valves, pipes, and the different parts of the machinery and boilers.

490...He will see that he has the requisite amount of stores, of good quality, on board, and that they are stored away in good condition.

491...He will provide a supply of oatmeal, to be issued to the firemen and coal-heavers, without charge, at such times and in such quantities as the Commanding Officer may direct.

492...He will keep a strict account of, and be responsible for, the expenditure of the coals, stores, duplicate pieces, and all articles in the engineer department; and he will examine each day's expenditure and approve it by his signature.

Chief Engineer.

493... He will make out the watch, quarter, fire, and cleaning bills for the engineer department, assigning to each person his proper station and duty, and submit the same to the Executive Officer of the vessel for his approval and signature, which bills shall then be hung up in some conspicuous place where all persons in the Department may refer to them. He will see that the prescribed duties are performed in a proper manner, and will report all neglect of duty or other breach of discipline in the fire or engine room to the Executive Officer.

494... He will see that the fires are never lighted, nor hauled after being lighted, without the order of the Commanding Officer; and that the engines are never turned, after being stopped, except in obedience to signal, or by permission of the Officer of the Deck.

495... He will report to the Executive Officer any accident or defect that may occur to the machinery, boilers, or their dependencies, and at meridian of each day report the quantity of coals consumed, the revolutions made by the engines, and the average revolutions per minute for the last twenty-four hours; also, the quantity of coal remaining on hand; and if at any time, in his judgment, the machinery is driven too hard, or undue strain put upon any of its parts by stress of weather, motion, or position of the vessel, he will report the same to the Executive Officer, noting such report, and the causes for it, in the steam-log.

496... He shall make a daily personal examination of all parts of the vessel occupied by the engines and their dependencies, and will report them ready for inspection to the Executive Officer at such times as may be directed by the Commander of the vessel.

497... He shall, at the setting of the watch in the evening, report the condition of the engines, boilers, and their dependencies, to the Executive Officer.

498... He will exercise a vigilant supervision over every part of the steam department, and see that it is kept in good order; he will be particular that the steam-pumps, hose, and other means for extinguishing fire, are ready for immediate use; that the water in the boilers is not carried to an improper density; and that the coals and stores are used to the greatest advantage.

499... He shall afford every facility, and encourage in every way the Assistant Engineers to improve themselves in their profession.

Chief Engineer.

500... He will examine the bunkers each time the ship arrives in port, or oftener, to see if the amount of coals corresponds with the log, and if any discrepancy appears, he will report the same immediately to the Executive Officer, and note it on the log.

501... He will, on the discontinuance of steaming, with the permission of the Commanding Officer, clean and repair, at once, the engines and their dependencies.

502... He will cause the Firemen to be instructed so as to qualify them for managing the engines and dependencies with safety, in case accident, or other causes, should prevent the attendance of the Engineer.

503... He will cause the temperature of the coal-bunkers to be ascertained twice in each watch, and have the result reported to the Officer of the Deck.

504... Whenever a distilling apparatus is fitted on board a steamship, he is to take charge of it, and will be held responsible for its being kept in proper repair and condition.

505... A steam-log is always to be kept when the vessel is moved by steam, which log is to be signed in the column of remarks by the Engineers of the respective watches at the expiration of their watch, and at noon of each day by the Senior Engineer of the vessel. The steam log-book is to be handed to the Commander of the vessel daily. At the end of each quarter he shall send to the Commanding Officer of the vessel a fair copy of the steam log-book, certified by his own signature.

506... He will take the utmost care in the arrangement of stores, the use of lights and fires, and the adoption of every precautionary measure to prevent the danger from fire to which steamers are so much exposed.

507... He will carefully note in the steam-log the draught of water of the vessel and immersion of the bucket-boards just before going to sea, and on arriving in port, and frequently when receiving coal and other stores.

508... The Chief Engineer will make a quarterly report to accompany the quarterly synopsis of the steam-log, (Appendix, form No. 2,) in which he will detail the breakage or other casualties of the machinery, the causes thereof as far as he may be able to ascertain with certainty, the time expended in repairing them and in adjust-

Assistant Engineers.

ing the machinery, and whether done by his department on board or by workmen from the shore. He will also give his opinion of the present condition of the machinery, mentioning particularly the cylinders and their valves, the main journals, the connecting-rod journals, the steam bearings, the pumps, the condensers and boilers, and the paddle-wheels or screw, to which he will add his observations as to their sufficiency and efficiency. In the event of any experimental machinery being on board, or any horse machinery, or unusual arrangement, he will particularly describe it and its mode of action, and give the results therefrom and his opinion on its merits. He will state the maximum speed of the vessel under steam alone in smooth water, that can be sustained for twelve consecutive hours, with the machinery in its existing condition, and give the necessary data in connection therewith, such as the boiler pressure, number of revolutions of the engines per minute, vacuum in the condenser, number of holes of throttle-valve open, point of cutting off steam, temperatures, pounds of coal consumed per hour, number of tons of coal on board the vessel, indicated horse-power, &c. He will state the number of engineers, of first and second class firemen, and coal-heavers attached to the vessel, and also the number of tons of coal that the bunkers will contain. He will add such observations on the machinery and vessel as his experience may suggest, with a view to their correct appreciation and value. A copy of the tabular synopsis and of the report is to be pasted into each quarterly steam-log, and another is to be forwarded, through the prescribed channels, to the Department.

ASSISTANT ENGINEERS.

509...When there is no Chief Engineer on board, the duties assigned to him will devolve on the senior Assistant Engineer.

510...Assistant Engineers are at all times faithfully and zealously to carry into prompt execution all orders they may receive from the Engineer Officer in charge on board, or others, their superiors; and they are to be specially careful in the management of the engines, boilers, and their dependencies; to adhere strictly to the directions of the Engineer in charge, and to report to him instantly on discovering anything going wrong about them.

Surgeon of the Fleet.

511...When the engines are in operation, the Engineer of the watch will execute promptly all orders he may receive from the Officer of the Deck, though he must be careful in so doing that no risk of injury is incurred.

512...He will make hourly reports to the Officer of the Deck whether the engines and their dependencies, the force-pumps, hose, and all other means for extinguishing fire, are in good order, and that the pumps and hose are ready for immediate use. Should anything occur to require a change in the orders under which the Engineer is then acting, or should special attention be required to any object in order to insure safety or more efficiency, he will report the same to the Officer of the Deck immediately.

513...Should it be necessary from any cause to stop the engines suddenly, he will report the fact to the Officer of the Deck; if not possible to do so in time before stopping them, he will report afterwards his reasons therefor and the probable length of time they will be stopped. He will also inform the Chief Engineer immediately.

514...He will note hourly on the steam-log all the information which the columns in it require, and place in the column of "remarks" full information of the state of the weather and sea, and all accidents to, or defects in, the engines or their dependencies, the manner of their working, the quality of the coal, and any other circumstances which may be useful for determining the powers and qualities of the vessel and the engines under the various circumstances to which they may be exposed.

515...He will be particularly careful to prevent the waste of coals, oil, tallow, and all other stores in the Engineer's Department.

516...In the absence of the senior Engineer Officer belonging to the vessel, the one remaining on board highest in rank or seniority is to be held responsible for the good order of the engine-room, and for the proper discharge of all the duties connected therewith.

SURGEON OF THE FLEET.

517...In addition to the duties prescribed by law, and by the "Instructions for the government of medical officers," the Surgeon of the Fleet will be required:

Surgeons.

Under the orders of the Commander-in-Chief—

1. To inquire into the practice of all the Surgeons, or persons acting as such, in the fleet or squadron to which he may be attached, and will report to the Commander-in-Chief any neglects which he may discover.

2. To suggest to the Commander-in-Chief, for his consideration and decision, the most proper measures for preventing or checking disease, or for promoting the comfort of the sick or wounded in the fleet.

3. When required by the Commander-in-Chief to specify those vessels which may appear, from the state of the health of the crews, least fit for active service, or most in want of refreshments.

4. To keep a medical journal of the health of the fleet or squadron, from which he shall report to the Medical Bureau.

5. After an engagement to require a report of killed and wounded from the Surgeons of all the vessels engaged, which he will embody in a general report and forward it to the Commander-in-Chief through his immediate Commander.

6. And, finally, to perform such other duties relating to his position as shall be assigned to him by the Commander-in-Chief.

518..He will not make an inspection or an examination of any kind on board any vessel of the squadron without the order to do so, in writing, from the Commander-in-Chief.

519..Such order must be presented to the Commander of the vessel on board which the inspection or examination is to take place.

520..The detail of officers of his corps for any service, will be made by the Chief-of-Staff.

SURGEONS.

521..The Surgeon or senior Medical Officer ordered to a vessel will, in addition to the duties prescribed in the "Instructions for the government of medical officers," examine the dispensary, medical store-rooms, and sick bay; to see that every preparation is made for the reception of stores and medicines, and for the proper care of the sick and wounded. In case of any defect in the arrangements he will report it immediately to the Commanding Officer.

5 N R

Surgeons.

522.. The sick bay, dispensary, and medical store-rooms are under his immediate charge. He will see that they are kept in proper condition, and will report them daily for inspection to the Executive Officer, at such times as the Commander of the vessel may direct.

523.. He will be particularly attentive to the comfort and cleanliness of all patients under his professional care.

524.. He will report to the Commanding Officer daily the names and condition of the sick, according to such forms as may be prescribed; and will, at the same time, suggest any measures he may deem important for the health of the crew, and will cause to be deposited daily in the binnacle a list of the officers and other persons whose condition requires that they should be excused from duty.

525.. He will take every precaution to prevent the introduction or progress of any infectious disease, and make immediate report to the Commander of any probable danger from or the appearance of any such disease.

526.. He is carefully to examine the crew as soon as practicable after joining the ship, for the purpose of reporting to the Commanding Officer any necessity that may exist for vaccination, which, if possible, is to be performed before the sailing of the vessel.

527.. He will be allowed to his exclusive use a convenient store-room for the preservation of articles in his charge, and will, with approval of the Commanding Officer, be allowed proper persons, in addition to the established attendants, should they be necessary, to assist in the care of the sick.

528.. He is at all times to have in readiness everything necessary for the relief of the wounded.

529.. On the probability of an engagement he will cause a sufficient number of tourniquets to be distributed to the officers in different parts of the ship, and see that all persons stationed with him, and such others as may be designated, are instructed in the proper mode of using them.

530.. He will cause the boats attending the ship with articles of food for sale to be examined, and if any contain articles the use of which would, in his opinion, be injurious to the crew, he will represent the same to the Executive Officer.

531.. The journal of his daily practice shall be subject to the inspection of the Surgeon of the Fleet, and be forwarded, as directed,

Passed and other Assistant Surgeons.

for correspondence and other reports, to the Navy Department, at the expiration of the cruise.

532... Whenever any person on board shall receive any wound or injury which may probably entitle him to make application for a pension, he shall report the same to the Commander in writing, before the person be removed or discharged from the vessel.

533... When practicable, such persons who may be sent to a hospital or a hospital vessel are to be accompanied by a medical officer, and the Surgeon will send with them a statement of their diseases or injuries, with a synopsis of treatment, according to such forms as may be prescribed by the Navy Department.

534... He shall inspect the provisions for the crew, and report to the Commanding Officer when he may discover any that are unsound. He will also cause the purity of the water to be tested before it is received into the tanks, and he will make known to the Commanding Officer any want of care or cleanliness in the preparation of food for the crew, or any instance of personal neglect with regard to it, of which he may be cognizant. He will make known to the Commanding Officer everything which may come to his knowledge as conducive to, or militating against, the general health and comfort of the ship's company.

535... After battle, he shall make out in duplicate a careful report of killed and wounded, one copy of which he will send to the Commander of the vessel, and the other shall be forwarded through the Commanding Officer to the Surgeon of the Fleet.

PASSED AND OTHER ASSISTANT SURGEONS.

536... They shall perform all the professional duties which may be required from them, and conform to the instructions which may be given by the Surgeon of the vessel to which they may be attached, they will be unremitting in their attentions to the comfort and cleanliness of the sick, and exact from those under their direction a rigid performance of their duties.

537... Assistant Surgeons, whether passed or otherwise, shall attend personally, to see that medicines are properly weighed or measured, and labelled for distribution to the sick.

Fleet Paymaster.

538. In the absence of the Surgeon, the passed or other Assistant Surgeon, oldest in commission, will perform all the duties of the Surgeon.

FLEET PAYMASTER.

539. When a Paymaster is detailed to discharge the duties of Fleet Paymaster, he will be attached to the flag-ship. His duties will be as follows:

Under the orders of the Commander-in-Chief—

1. To exercise a general supervision over all the Paymasters of the fleet or squadron.

2. To keep an account of the stores on board the store-vessels of the squadron, and at depots on shore within the limits of the Commander-in-Chief's command.

3. To receive and classify the returns and requisitions of Paymasters of store-vessels and depots, as well as of all other vessels of the squadron, and to receive, examine, and forward to the Department, Bureau of Provisions and Clothing, and Fourth Auditor of the Treasury, all returns and reports required to be made to them, taking care that the returns shall be in proper form, and accompanied by the required vouchers.

4. To keep the Commander-in-Chief informed of the quantities and condition of the Paymaster's stores in the fleet or squadron.

5. To distribute promptly the orders, circulars, and decisions of the Department, Bureau of Provisions and Clothing, Fourth Auditor of the Treasury, and Commander-in-Chief, in all matters relating to his department.

6. To draw all money for the fleet or squadron, except in cases of actual necessity when vessels are absent from the flag-ship, and to pay out the same on the requisitions of the different vessels duly approved by the Commander-in-Chief.

7. All returns and requisitions made by the Pay Officers of the fleet or squadron are to pass through his hands, unless from his absence injury to the public service will ensue by delay.

8. And, finally, to perform such other duties relating to his position as shall be assigned to him by the Commander-in-Chief.

540. He will not make an inspection or an examination of any

Paymasters.

kind, on board any vessel of the squadron, without the order to do so, in writing, from the Commander-in-Chief.

541...Such order must be presented to the Commander of the vessel on board which the inspection or examination is to take place.

542...The detail of officers of his corps for any service will be made by the Chief-of-Staff.

PAYMASTERS.

543...The Paymaster, when ordered to a vessel, will, in addition to the duties prescribed in the "Instructions for the government of Inspectors in charge of stores, Naval Storekeepers, Paymasters, and Assistant Paymasters," and in the "Rules in regard to the transaction of business at the office of the Fourth Auditor," carefully examine the bread-rooms, store-rooms, and issue-room, and report immediately to the Commanding Officer any defect in their arrangement or construction that he may discover.

544...He will make requisitions for money, and for such provisions, clothing, small stores, and other articles, as may be needed; but such requisitions are at all times to be subject to the approval of the Commanding Officer of the vessel, and the revision and approval of the senior officer present in command.

545...When he shall present a requisition for money, for the approval of his Commanding Officer, or such Commanding Officer shall direct him to prepare a requisition for his approval, the Paymaster shall present a statement of the amount of public money then in his possession; and the Commanding Officer shall not direct or approve a requisition for a larger sum than may appear to be necessary for the public interests, in addition to such unexpended balance as may have been reported already on hand.

546...If a requisition of a Paymaster for money require the approval of an officer superior or senior to his immediate Commanding Officer, it is hereby made the duty of such superior or senior to exact of the Commanding Officer of the vessel or navy yard to which the Paymaster may belong, a written statement of the amount of money reported to be in the hands of the Paymaster, and also specifying the particular objects and amounts under their appropriate heads of appropriation for which the money is wanted.

Paymasters.

547. In all cases where a Paymaster shall have received, or shall have been duly authorized or directed to pay over any public money, without the previous knowledge or sanction of his immediate Commanding Officer, it shall be the duty of such Paymaster to report forthwith to his Commanding Officer the amount so received or paid, and the authority under which he acted.

548. No money which may be placed in charge of a Paymaster by order of, or authority from, his commanding or other superior officer, or of the Treasury or Navy Department, is to be used or paid away by him without the sanction or approval of either his immediate Commanding Officer, the Commander of the squadron or station to which he belongs, the Fourth Auditor of the Treasury, the Second Comptroller of the Treasury, or the Secretary of the Navy.

549. Whenever provisions, or any other articles for which the Paymaster is responsible, are sent out of the vessel, he will procure from the Commander an order in writing, that a proper account of and receipt for them may be taken.

550. He shall report to the Commanding Officer any articles which may be received in his department that he may consider of improper quality, deficient in quantity, or requiring additional means for their preservation.

551. He will make no changes upon the muster-roll of the vessel unless he shall receive information from the Commanding Officer of the promotion, resignation, dismissal, or death, or an order for the discharge, transfer, or change of rating, of any person borne upon it.

552. The accounts of men transferred will be made out in conformity to the regulations of the Treasury Department, and must accompany the men. They are to be sent by the Paymaster making the transfer to the Paymaster of the vessel, navy yard, or station to which the transfer is made, who will, after comparing them, receipt one copy and return it to the Paymaster who made the transfer, as a voucher for the settlement of his accounts. The transfer of accounts must, in all cases, be made through the Commanding Officers.

553. The Paymaster will only issue clothing and small stores and money to Petty Officers and persons of inferior ratings, in such quantities or sums, and at such times, as shall be directed in writing by the Commanding Officer; and all issues made shall be receipted for, or certified to, at the time, in the presence of a com-

Paymasters.

mission or warrant officer, and the receipts be witnessed or certified by him.

554.. Whenever it is absolutely necessary upon foreign stations to purchase clothing, he shall take care that the articles be, as nearly as possible, of the same kind and quality as those furnished by the United States; and no more shall be purchased than shall be sufficient to meet the existing exigency.

555.. When articles are furnished packed in bales, packages, or casks, for preservation, which cannot be opened without injury, they need not be opened to ascertain their contents, but the Paymaster will receipt for them according to their marks. And whenever they may be opened it shall be in the presence of an officer, and their contents then compared with the invoice, and, if found to vary from it, a survey shall be held to authenticate the facts.

556.. Articles of clothing which shall be found damaged by regular survey may be valued by the surveying officers, and issued by the Paymaster in the same manner as other clothing, at the reduced prices fixed by the surveying officers.

557.. He will report the condition of the store-rooms, of which he keeps the keys, to the Executive Officer daily, at such times as the Commander of the vessel may direct.

558.. The messes of the ship's company may, with the approbation of the Commanding Officer, relinquish one complete ration in a mess of eight, and two in messes of not less than fourteen persons, for not less than three months, unless sooner detached, or unless their terms of service should expire in less than three months; and they may receive the established value in money from the Paymaster when in port, at such times (not oftener than once a month) as the Commanding Officer may direct.

559.. He shall not pay money to any person in debt to the United States, except for stopped rations.

560.. He shall make no change in the daily allowance of provisions, except by the written order of the Commanding Officer.

561.. He will make monthly reports to the Commanding Officer of all expenditure of provisions, and quarterly reports of the expenditures of money, clothing, and small-stores in his department, and of the quantity of each kind remaining on board, and the length of time for which there is a supply.

Paymasters.

562...He shall draw and negotiate all bills of exchange, in conformity with such instructions as the Secretary of the Navy may give upon the subject.

563...He shall report quarterly, or oftener if required, to the Commanding officer of the vessel, the expiration of service of the men which will occur in each subsequent month in each rating, giving the number only in each rating. (Form No. 20, Appendix.)

564...Having received the effects of any officer, or other person who may have died, deserted, or been captured, together with an inventory of the same, he shall carefully preserve them until directed by the Commanding Officer to deliver them to the owner, his heirs, or representatives, or to sell by public auction the effects of deserters, or persons who may have died in debt to the United States.

565...When the stores on hand will admit of it, without an undue reduction of any article, he will, when ordered by the Commanding Officer, issue to officers' messes such articles of the public stores as they may require for their own use on board ship, at ration prices.

566...Whenever a Pay Agent shall be authorized to make advances of pay to officers bound on a cruise, it shall be the duty of the Paymaster of the vessel to furnish to such agent, as his guide, a correct list, signed by himself and approved by the Commanding Officer, of all the officers entitled to an advance of pay, which list must exhibit their names, rank, and yearly pay.

567...Where there is no Pay Agent, traveling expenses incurred by an officer under an order of the Navy Department, or Senior Commanding Officer, shall be paid by the Paymaster upon the order of the Commanding Officer of the station.

568...The Paymaster will furnish clothing and small-stores to marines when embarked, upon a requisition signed by the Commanding Officer of the Marine Guard, and approved by the Commanding Officer of the vessel.

569...He will furnish to the Paymaster of the Marine Corps a statement of the account of any marine whose name is borne upon his books, who may die, desert, or be transferred to a shore station.

570...When attached to a receiving-vessel, he shall receipt for all recruits considered fit for service, and certify that he has charged to them respectively the amounts rendered as advance by the Recruiting Officer.

Passed Assistant and Assistant Paymasters—Chaplains.

571...He shall preserve as vouchers all orders given by Commanding Officers of receiving-vessels to furnish clothing or small-stores to persons indebted to the United States.

572...In foreign ports where a Paymaster in charge of stores is stationed, whether on shore or on board a stationary storeship, all requisitions for stores will be made upon him and all purchases in open market will be made by him, unless otherwise directed by the Commander of the squadron.

573...The descriptive lists attached to certificates of death, certificates of ordinary disability, and certificates of pension, are always to be signed by the Paymaster in charge of the accounts of the person in whose case the certificate issues.

PASSED ASSISTANT AND ASSISTANT PAYMASTERS.

574...Passed Assistant and Assistant Paymasters, in the discharge of their duties, are to be governed by the Instructions to Paymasters.

CHAPLAINS

575...The Chaplain is to perform divine service and to offer prayers when duly ordered by the Commanding Officer.

576...He is, with the consent of the Senior Medical Officer, to visit the sick and afford them consolation.

577...He is to instruct in the principles of the Christian religion the boys and such other persons as the Commander of the vessel may commit to his care.

578...Should there be no schoolmaster on board, he is to apply to the Commanding Officer to detail an intelligent and well-disposed person of the crew to instruct, under his direction, the boys of the vessel, in reading, writing, and the elementary rules of arithmetic; and he is frequently to examine the boys, and report from time to time to the Commanding Officer those whom he may find to be diligent and well-disposed, in order that they may be suitably encouraged and rewarded.

579...He is to make to his Commanding Officer, on the first of January, April, July, and October, a report of the duties performed

Professors of Mathematics—Carpenters and Sailmakers.

by him during the previous three months, and also a condensed report of the kind at the end of cruise.

PROFESSORS OF MATHEMATICS.

580...If ordered to duty on board ship, the Professor of Mathematics is carefully to attend to the tuition of the Midshipmen, should any be on board, and such others as may be placed under his instruction by the Commanding Officer, and will report weekly to the latter their attendance, proficiency, and conduct.

581...He shall present to the Commanding Officer, made up to the last days of March, June, September, and December, reports of the attendance and proficiency of those whom he has instructed, for transmission to the Secretary of the Navy.

CARPENTERS AND SAILMAKERS.

582...The Carpenter and Sailmaker are to regard the general instructions contained in the paragraphs relating to Boatswains and Gunners as applicable to themselves.

583...When the vessel is at sea, the Carpenter is, every day, before half-past seven a. m., and as much oftener as may be desirable, according to the service the ship is employed on, to examine the masts and yards, and to report to the Officer of the Deck their state.

584...In ships of two or more decks, he is frequently to examine the lower deck ports, to see that they are properly lined; and when they are barred in, he is to see that they are all properly secured.

585...He is to be particularly careful in keeping the pumps and hose in good order, always having at hand whatever may be necessary for their prompt and efficient use.

586...He is to keep the boats, ladders, and gratings in as good condition as possible, always reporting to the Executive Officer every damage they may sustain, as soon as he discovers it.

587...He is to keep always ready, for immediate use, shot-plugs, and every other article necessary for stopping shot-holes and repairing other damage in battle.

588...He is frequently to examine the sides and decks of the ship, and will report to the Executive Officer when calking is required.

Yeomen.

589...When the ship is going into port, he is to prepare as correct an account as possible of the defects of the hull, masts, and yards of the ship, and the repairs she may stand in need of.

590...The Sailmaker is, every day, before half-past seven a. m., and as much oftener as the service on which the ship is employed may render desirable, to examine the sails in use, and report to the Officer of the Deck their condition.

591...Before the sails are received on board, he is to examine them carefully, and report to the Executive Officer, should he discover any defects. He is to examine the sail-rooms frequently, to see that the sails are kept perfectly dry and free from vermin. He is to keep the sails properly tallied, and so stowed that he may be able to find easily any one wanted. When sails are to be landed, he is to see that they are dry, well made up, and tallied.

ARTICLE IV.

Petty Officers and Crew.SECTION 1.—*Yeomen.*

592...The Yeoman shall receipt and be responsible for all stores in the Boatswain's, Carpenter's, and Sailmaker's departments, and for all such in the Gunner's department as may be placed under his charge in the general store-room.

593...He shall see that all the regulations respecting lights in the store-room are strictly observed, and that every precaution is taken to guard against fire or other accidents; he must never suffer private stores of any kind to be kept in the store-room without written orders to that effect from the commander.

594...He shall keep the accounts, according to the forms which are or may be prescribed, of all receipts, expenditures, conversions, or transfers of stores in the respective departments, specifying the time and place, and the person from whom the articles were received, and to whom and for what purpose they were delivered, and, if converted to other purposes than those for which they were received, by whose order.

595...He shall present the accounts of receipts and expenditures weekly to the Executive Officer of the vessel for examination.

Masters-at-Arms.

596...He shall exhibit the abstract expense-books to the Commanding Officer within the first week of each month, that he may cause the same to be compared with his own, and, if found correct, the Commander shall approve the same, as a voucher for the Yeoman's accounts.

597...He shall, when a ship is to be paid off, or placed in ordinary, present to the Commander his expense-books, to be returned into the Navy store, and an abstract statement of the total quantities of the respective articles which may have been received and expended in each year during the cruise, and which may then remain on hand, or have been returned into store, as shown by his expense-books; and the Commander shall forward the same to the proper bureaus of the Navy Department, and shall state whether the quantities reported by the Yeoman's expense-books correspond with the quantities actually on hand, or returned into store, as ascertained by survey; and if there should be any difference, he will note the same; and, if in his power, will state the probable cause of such difference.

598...Unless ordered by the Secretary of the Navy, the Yeoman shall not receive more than three-fourths of his pay until the stores in his charge shall have been examined and found correct, and all losses shall be charged to his pay.

SECTION 2.—*Masters-at-Arms.*

599...The Master-at-Arms, being the Chief of Police, must exercise a strict surveillance over the conduct of the crew, particularly when upon the berth-deck. When there is no officer in charge of the berth-deck, he will be considered in charge, and must be obeyed accordingly; he will superintend the berth-deck messes, maintain order and cleanliness, and report to the Officer of the Deck any violation of the regulations which may come to his knowledge; he will see the mess-bills made out on the last day of each month.

600...He is to keep an account of the offenses committed by, and punishments awarded to, Petty Officers and persons of inferior ratings, and, at 9 a. m., daily, to furnish the Executive Officer with a report of persons confined for misconduct, stating their offenses, manner, and date of confinement.

601...In case of fire, or any sudden danger, he shall release any of

Petty Officers Generally.

the crew who may be confined, and will instantly report to the Executive Officer that they are so released.

602...He is to see the hold and all store-rooms locked at the appointed hour, and that no lights are left therein; and, on returning the keys, to report the same to the Executive Officer.

603...He is to see that all fires, and the officers' and ship's company's lights are extinguished at the proper hour; and that during the night no lights are permitted, except those authorized by the Commanding Officer.

604...He, together with the Ship's Corporals, will be particularly vigilant in preventing the smuggling of liquor into the ship, and in examining boats or lighters to ascertain that no improper articles are either brought on board or carried away from the ship, and that none of the crew leave the vessel in them without due authority.

605...When the magazine is about to be opened, he is to see that all required fires and lights are properly extinguished, and to report them so to the Officer of the Deck; and, at the same time, he is to notify the Marine Officer in charge of the guard that the magazine is about to be opened, so that the necessary directions may be given to sentinels to prevent the use of improper fires or lights until it is closed.

606...He is, at all general musters of the crew, to account for absentees, as their names are called.

607...Immediately upon the death, desertion, or capture of any of the crew, he will secure all their property, and, after the inventories are made out, deliver the same to the Paymaster; and, should any of the crew absent themselves without leave, he will take charge of their effects, till otherwise ordered by superior authority.

608...Ship's Corporals are to be subordinate to the Master-at-Arms, and assist him in the performance of his duties. In the absence of the Master-at-Arms, the senior is to discharge his duties.

SECTION 3.—*Petty Officers Generally.*

609...The Petty Officers are required to exhibit a good example of subordination, alacrity, and cleanliness, and to aid their superiors to the utmost of their ability in maintaining order and discipline.

610...They will be allowed such indulgence as the duties of the

Persons Inferior in Rating to Petty Officers—The Commander.

ship, and the nature of the service upon which she is engaged, in the judgment of the Commanding Officer, will permit.

SECTION 4.—Persons Inferior in Rating to the Petty Officers.

611. All other persons composing the crew are hereby enjoined to yield, on all occasions, a willing, cheerful, and prompt obedience to those placed over them; to be especially attentive to their stations and the instructions they may receive; to avoid difficulties with each other, and departures from regulations; to be always tidy about their persons and effects; and, in a word, to contribute all in their power to promote order and harmony.

ARTICLE V.**Preservation and Safety of the Vessel.****SECTION 1.—The Commander.**

612. He shall not grant leave of absence to any officer, at any time, when the safety of the ship is concerned, or when it will interfere with exercise, or otherwise retard the public interests, or render it necessary to place the deck in charge of an officer inferior in rank to those designated for the purpose. Unless in case of absolute necessity, the charge of the deck is not to be intrusted to any other officer than one of those to whom it is regularly given.

613. On approaching land or anchorage of any kind, he will be careful to have the cables bent in due time.

614. When going into any port or harbor, or approaching shoals or rocks, whether with or without a pilot, he shall cause regular soundings to be taken; and he will have the leads frequently used whenever the vessel is on soundings. Upon all occasions of anchoring, he is, if possible, to select a safe berth, and have the depth of the water and the quality of the ground examined for at least three cables' length around his vessel, in places that are not known, or where he is a stranger, and have such bearings and angles noted in the log-book as will enable him to recover an anchor in case it should be necessary to slip a cable.

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615...He will cause the chain cables to be carefully guarded against corrosion, and have them inspected once a quarter, and will cause the swivels, shackles, and bolts, to be coated with soft tallow, and the pins with white lead, or thick white paint.

616...He will cause the capstans to be turned round and properly oiled once a week, and will have the bars swiftered in when using them.

617...He will take care that the lightning conductors are kept at all times ready for service, and that the wire boarding-netting of his ship is always in the most serviceable condition.

618...He shall see that the meteorological observations are taken and recorded as per form in log-book; and on indications of the approach of gales or hurricanes, he shall cause hourly, or more frequent, observations of the barometer and sympiesometer to be made, and every change in the force and direction of the wind recorded.

619...He is to take every precaution against fire, and to establish general regulations for the duties to be performed by the officers and men, should one occur. He is not to allow lights to be used on the orlops, or in the holds or store-rooms, except in safe lanterns; nor lights to be kept in officers' state-rooms, except the officer himself is present; nor are friction matches, or any other substance or liquid, susceptible of easy or spontaneous ignition, to be on board in the private possession of any one. He is never, on any pretense, to allow any inflammable liquid to be drawn off from any package or cask anywhere but on the gun-deck, by daylight.

620...No explosive oils will be allowed on board vessels of the Navy, nor inflammable liquids, other than such as pertain to medical stores and turpentine; the latter will be kept in sound, safe tanks, securely stowed in the most convenient place on the spar deck, and none of it ever taken below.

621...He will not permit smoking in the ward-room, steerages, cock-pit, or any part of the berth-deck; but he will designate such places for smoking as will be best for the comfort of the officers and crew, having due regard to the safety of the vessel and her discipline.

622...He will permit a lighted lantern to be hung up in a suitable place during meal hours, and after evening quarters until tattoo, or

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the setting of the watch, from which pipes or cigars may be lighted. No pipes or cigars shall be lighted at the galley or on the berth-deck.

623...He will cause all lights and fires, other than the lights in light-rooms, to be extinguished whenever it is necessary to receive or discharge powder; and all not absolutely necessary are to be extinguished whenever the magazine is opened for any general purpose. On all occasions of handling or passing powder the utmost precautions are to be taken to guard against accidents.

624...The magazine is never to be opened without the knowledge and consent of the Commanding Officer for the time being.

625...He will be careful that the vessel is kept well caulked, particularly about the bits, water-ways, and other parts liable to be strained. He will cause this work to be done, as far as practicable, by the carpenters and caulkers of the vessel.

626...He will keep a night-order book, in which shall be entered all orders given to the Officer of the Deck, for his government during the night.

627...If, while sailing in squadron, he shall find that the course directed to be steered is leading the ship under his command or any other ship into danger, he will give notice to the Commander-in-Chief and to the ship endangered.

628...When in command of an iron vessel, he will take every opportunity of examining the bottom of such vessel, and be very careful that the plates are cleaned and coated with preserving composition as often as may be necessary, or opportunity may offer for so doing; and he is to see that no injury be done by corrosion to the rivets or other parts, and that no copper articles be allowed to rest on the bottom in contact with the iron.

629...He shall cause every "notice to mariners" that may appear during his cruise, and that contains, from an authentic source, any information relating to his cruising ground, whether with regard to errors of charts, to the discovery of new dangers, or to the condition or position of lights, buoys, or beacons, to be copied in a book kept for that purpose, and to be embodied on the chart to which the information contained in such "notice" relates. He shall also compare his list of charts with that of every other public vessel, more recently from the United States, with which he may meet, for the

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purpose of procuring copies, tracings, or notes of any new charts or other hydrographical information that the latest publications may afford. At the end of the cruise such note-books, tracings, copies, and memoranda must be returned by him to the Bureau of Navigation.

ARTICLE VI.

SECTION 1.—*Rank and Command.*

630... The Line Officers of the Navy are classed by law as follows :

Admiral.	Lieutenant Commander.
Vice-Admiral.	Lieutenant.
Rear-Admiral.	Master.
Commodore.	Ensign.
Captain.	Midshipman.
Commander.	

631... The usage of the naval service considers also that Mates, Boatswains, and Gunners are Officers of the Line.

632... Military command of, or in, vessels of war of the United States is exercised by the above-designated officers, in the order in which they are named.

633... Medical, Pay, Engineer Officers, and others not of the line, and not classed by law, are placed in the Annual Navy Register as follows :

Surgeons.	Second Assistant Engineers.
Passed Assistant Surgeons.	Chaplains.
Assistant Surgeons.	Professor of Mathematics.
Paymasters.	Carpenters.
Passed Assistant Paymasters.	Sailmakers.
Assistant Paymasters.	Secretaries.
Chief Engineers.	Clerks.
First Assistant Engineers.	

634... Military command of, or in, a vessel of war of the United States is not exercised by the above designated officers.

635... The relative rank between certain grades of Line Officers and certain grades of Medical, Pay, Engineer, and Clerical officers is regulated by law, as follows :

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Rank and Command.

1. Surgeons of the Fleet, Paymasters of the Fleet, and Fleet Engineers, and Surgeons, Paymasters, and Chief Engineers of more than twelve years, rank with Commanders.
2. Surgeons, Paymasters, and Chief Engineers of less than twelve years, and the Secretary of the Admiral and the Secretary of the Vice-Admiral, rank with Lieutenants.
3. Passed Assistant Surgeons and First Assistant Engineers rank next after Lieutenants.
4. Assistant Surgeons, Assistant Paymasters, and Second Assistant Engineers rank next after Masters.

636. Officers of the Marine Corps are placed by law, in relation to rank, on the same footing as officers of similar grades in the Army, and the relative rank between officers of the Army and Navy is fixed by law, as follows, lineal rank only to be considered:

Commodores, with Brigadier Generals.

Captains, with Colonels.

Commanders, with Lieutenant Colonels.

Lieutenant Commanders, with Majors.

Lieutenants, with Captains.

Masters, with First Lieutenants.

Ensigns, with Second Lieutenants.

637. The relative rank between officers of the Navy and officers of the Marine Corps follows accordingly.

638. Medical, Pay, Engineer, or other officers, not of the Line, are not to exercise authority, except in the corps or department to which they respectively belong.

639. When, from any circumstance whatever, the Commander-in-Chief of a fleet or squadron is rendered incapable of exercising command, the Line Officer of the fleet or squadron next in rank or seniority is to discharge his duties.

640. If the Commander-in-Chief of a fleet or squadron be killed in battle, the Line Officer on duty on board the flag-ship highest in rank or seniority, whether detailed as Captain of the fleet, or as an aid of any kind to the Commander-in-Chief or otherwise, is to succeed him provisionally, and until the officer of the fleet or squadron next in rank or seniority to the Commander-in-Chief announces that he has taken command. It shall be the duty of any officer thus succeeding the Commander-in-Chief provisionally, to inform the

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officer of the fleet or squadron next in seniority to the Commander-in-Chief, as soon as practicable, of the death of the latter. The flag of the deceased Commander-in-Chief is to be kept hoisted in its place until the battle be ended, or the enemy be out of sight or captured.

641... In case the Commander of a vessel should be rendered incapable of exercising command, or should die, the Executive Officer is always to succeed him in command until further orders, even though there may be officers on board, as passengers, higher in rank or seniority than himself; but in all cases where an Admiral, Vice-Admiral, Rear-Admiral, or a Commodore is embarked on board a vessel of the Navy, as a passenger, by due authority, her Commander, if of lower grade or junior in rank, is to be amenable to his orders, and such senior officer, when so embarked, will carry his flag.

642... Officers, junior to the Commander, embarked as passengers on board a vessel of war, will not be assigned to duty on board that vessel unless the exigencies of the service shall make such assignment necessary, of which necessity the Commanding Officer shall be the judge. When passengers shall thus be assigned to duty, they shall have the same right to command and quarters as if originally ordered to that vessel.

643... No officer can put himself *on duty* by virtue of his commission or warrant alone.

644... The officer in charge of the deck, for the time being, is the representative of the Commanding Officer, and his authority (subject, however, to the orders of the Executive Officer) shall be recognized in all matters pertaining to the management and police of the vessel which come under his supervision.

645... Officers of the Marine Corps are not to exercise command, either afloat or at a Naval Station, over others not of their own corps, unless specially authorized by the Commander of a vessel or station for a particular purpose, or when on guard, or in the performance of police duties. But when serving on shore with a mixed detachment, composed of sailors and marines, the Marine Officer will exercise command, according to his relative rank and date of commission.

SECTION 2.—*Petty Officers.*

646... The Petty Officers of the Navy shall be divided into two classes—*Petty Officers of the Line* and *Petty Officers*.

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647... The class of *Petty Officers of the Line*, and the order of rank, and of succession to command, shall be as follows :

1. Boatswain's Mates.
2. Gunner's Mates.
3. Signal Quartermaster.
4. Cockswain to Commander-in-Chief.
5. Captains of Forecastle.
6. Quartermasters.
7. Quarter Gunners.
8. Cockswains.
9. Captains of Main-top.
10. Captains of Fore-top.
11. Captains of Mizzen-top.
12. Captains of Afterguard.
13. Second Captains of Forecastle.
14. Second Captains of Main-top,
15. Second Captains of Fore-top.
16. Second Captains of Mizzen-top.

648... All other *Petty Officers*, except the *Master-at-Arms*, shall be called *Petty Officers*, and shall take precedence and have assimilated rank as follows :

- | | | |
|---|---|--|
| <ol style="list-style-type: none"> 1. Yeomen. 2. Apothecaries. 3. Paymaster's Yeomen. 4. Masters of the Band. 5. Schoolmasters. 6. Ship's Writers. 7. Carpenter's Mates. 8. Armorsers. 9. Sailmaker's Mates. | } | To rank next after the <i>Masters-at-Arms</i> . |
| <ol style="list-style-type: none"> 10. Painters. 11. Coopers. 12. Armorer's Mates. 13. Ship's Corporals. 14. Captains of Hold. 15. Ship's Cooks. 16. Bakers. | } | To rank next after <i>Gunner's Mates</i> . |
| | } | To rank next after <i>Captain of After-guard</i> . |

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649...The Master-at-Arms will be the Chief Petty Officer of the ship in which he shall serve. All orders from him in regard to the police of the vessel, the preservation of order, and obedience to regulations must be obeyed by all Petty Officers and others of the crew. But he shall have no right to succession in command, and shall exercise no authority in matters not specified above.

650...*Petty Officers* are not to exercise authority except in the department to which they belong, or over those placed immediately under their control.

651...Precedence among Petty Officers of the same rate shall be established by the Commanding Officer of the vessel in which they shall serve.

652...Orderly Sergeants of Guards of Marines, on board vessels of the Navy, shall rank next after Master-at-Arms; all other Sergeants with Gunner's Mates; and all Corporals with Captain of Afterguard.

653...Non-commissioned Officers of Marines are not to exercise military authority or command over others not of the corps to which they belong, unless specially authorized by the Commander of the vessel or station for a particular purpose, or when on guard or police duties.

654...When serving afloat, Petty Officers of the Navy shall take precedence of Non-commissioned Officers of Marines holding the same relative rank; but when serving as troops on shore, the Non-commissioned Officers shall take precedence of Petty Officers of the same relative rank.

ARTICLE VII.

SECTION I.—*Military Honors, Ceremonies, and Salutes.*

655...When the President of the United States shall visit a vessel of the Navy, he will be received as follows: the Boatswain shall attend with eight side-boys, and pipe the side; the yards shall be manned at the moment when the bow oars of the boat in which he is embarked are tossed; the men on the yards of the fore and main masts will face aft, and on those of the mizen-mast, forward; all the officers of the vessel shall be arranged in line upon the quarter-deck, in full uniform. The full marine guard shall be paraded. The

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President shall be received at the gangway by the Admiral, Commodore, or Commanding Officer, and such other officers as may be designated to assist in the reception. When the President reaches the deck, the National flag shall be displayed at the main, and kept there so long as he remains on board. All officers and men on deck, the guard excepted, shall uncover their heads, the guards shall present arms, the drums shall give four ruffles, the band shall play the national air, and a salute of twenty-one guns shall be fired; the men on the yards shall lie in, and lie down at the firing of the last gun. The same ceremonies shall be observed when the President leaves the vessel; the yards shall be manned as he crosses the gangway; the salute shall be fired after the boat in which he is embarked is clear of the side, and at the last gun the men on the yards shall lie in, and lie down, and the Flag shall be hauled down. If other vessels of the Navy be present, they shall man their yards at the moment the Flag is displayed at the masthead of the one visited, and will also fire a salute of twenty-one guns, unless otherwise directed by the senior officer present. On passing such vessels, their sentinels shall present arms, the drums shall beat four ruffles, and the band shall play the national air.

656. The Vice-President of the United States, when visiting a vessel of the Navy, shall receive the same honors as have been prescribed for the President, except that the yards shall not be manned, and that there shall be but one salute of seventeen guns, which shall be fired on his leaving; and that the National flag shall not be displayed, unless the reception takes place abroad, in which case it shall be hoisted at the fore.

657. An ex-President of the United States, when visiting a vessel of the Navy, shall receive the same honors as have been prescribed for the President, except the display of the National flag, and the manning of the yards.

658. Members of the Cabinet, Justices of the Supreme Court, or Governors of States, when visiting a vessel of the Navy, shall receive the same honors as those prescribed for the Vice-President, except that the salute shall consist of fifteen guns, and shall be fired on leaving. A committee of Congress officially visiting a navy yard or station, will be saluted with fifteen guns on arriving or leaving.

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659.. A foreign sovereign, or the chief magistrate of any foreign republic, when visiting a vessel of the Navy, shall be received with the same honors prescribed for the President, except that the flag of his own country shall be displayed at the main, and the band shall play his own national air.

660.. Members of a royal family, when visiting a vessel of the Navy, shall receive the same honors as would be paid to their sovereign, except that one salute only shall be fired on leaving.

661.. Whenever a minister appointed to represent the United States abroad, or a minister of a foreign country, shall visit a vessel of the Navy, he shall be received by the Admiral, Commodore, or Commanding Officer, and the marine guard shall be paraded. A salute of fifteen guns shall be fired on his leaving.

662.. A Chargé d'Affaires, or Commissioner, shall be received in the same manner, but the salute shall be thirteen guns.

663.. A Consul General shall be received by the Commanding Officer, and saluted with nine guns.

664.. A Consul shall be received by the Commanding Officer, and saluted with seven guns.

665.. When an Admiral goes on board his flag-ship to assume command, he shall be received by all the officers of the vessel in full uniform; the crew in mustering clothes shall be arranged on the side opposite to that on which he enters; the full marine guard shall be paraded. He is to be met at the gangway by the Commanding Officer, and such other officers as he may select; the officers and men shall uncover their heads, the guard will present arms, the drums shall give four ruffles, and the band will play a march. When he orders his flag to be hoisted, a salute of seventeen guns will be fired. When he shall make a visit of inspection to any vessel of his fleet, the same ceremonies will be observed; the salute will be fired immediately after he arrives on board.

666.. When an Admiral relinquishes his command afloat, the ceremonies prescribed for his first reception shall take place at his departure. His flag will be hauled down at the last gun of the salute.

667.. An Admiral leaving his flag-ship with the intention of soon returning on board, shall be entitled to an officer's guard, which is to present arms as he passes in front of it, and the drums to give

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four ruffles; the Boatswain with eight side-boys will attend the side. He is to be accompanied to the gangway by the Line Officer next in rank to himself on board, and all the Line Officers of his Staff; the Officer of the Deck, and the Junior Officers of the Watch, will also be in attendance. The same ceremonies are to be observed on his returning on board. If absent at night with the intention of returning, four lights are to be displayed perpendicularly at the peak.

668... In the case of a Vice-Admiral, the same ceremonies will be observed as for an Admiral, with the exception that the drums shall give three ruffles, and that his salute shall be fifteen guns.

669... In the case of a Rear-Admiral the same ceremonies will be observed as for a Vice-Admiral, with the exception that the drums shall give two ruffles, that six side-boys shall attend the side, and that his salute shall be thirteen guns. If absent at night, with the intention of returning, three lights will be hoisted perpendicularly at the peak.

670... A Commodore on first going on board the vessel which is to carry his broad pennant, is to be received in the same manner as prescribed for a Rear-Admiral, except that his salute is to be eleven guns. Whenever he shall make a visit of inspection, the same ceremonies shall be observed; the salute will be fired immediately after he arrives on board.

671... The salutes as prescribed above for Flag Officers, on first taking command, are to be observed when not in the presence of another Flag Officer in command. If, on any such occasion, a Senior Flag Officer shall be present in command, the ship hoisting the flag of an Admiral or Commodore for the first time, shall salute such senior officer, who shall return the salute. If a Junior Flag Officer in command be present, he shall salute the flag of his senior when it is first hoisted, and such senior shall return the salute. No other salutes shall be fired on such occasion.

672... When a Commodore relinquishes his command afloat, the ceremonies prescribed for his first reception are to take place at his departure. The broad pennant shall be hauled down at the last gun of the salute.

673... A Commodore when leaving his ship with the intention of soon returning on board, shall be entitled to the same honors as

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those prescribed for a Rear-Admiral, and the same are to be paid him on his return. If absent at night, with the intention of returning, two lights shall be displayed perpendicularly at the peak.

674...An Admiral's, Vice-Admiral's, or Rear-Admiral's flag, or a Commodore's broad pennant, shall not be hoisted on board any ship of his fleet or squadron, which he may visit for any purpose, without his special order.

675...All Flag-ships will carry a topleight at night, while in port.

676...When the Commander-in-Chief of a fleet or squadron, whether an Admiral, Vice-Admiral, Rear-Admiral, or Commodore, shall first visit a ship not belonging to his own fleet or squadron, he shall be received as if he were visiting a ship under his own command, but in no case shall a flag or broad pennant be hoisted.

677...Whenever an Admiral, Vice-Admiral, Rear-Admiral, or Commodore, employed on shore, but not in command of a navy yard or station, shall visit a vessel of the Navy on duty, he shall be received by the senior Line Officer present and the officer of the deck. The marine guard shall be paraded, and on the occasion of his first visit a proper salute shall be fired.

678...When an officer is appointed to the command of a single vessel, he will, if she be at a navy yard and ready to be transferred to him, make, in company with the Commanding Officer of the yard, or some other proper officer or officers appointed by such Commanding Officer for the purpose, a thorough personal examination of her, and inform himself as to all her arrangements and preparations of equipment; after which the transfer is to be formally made in the presence of as many of her officers and crew as can be assembled, before whom his appointment is to be read; and then the vessel is to be placed in commission by hoisting her ensign and pennant. If the vessel is already in commission, he is, nevertheless, to examine her and inform himself as stated above, and to read to her officers and crew his appointment.

679...When the Commander of a vessel of war, below the rank of Commodore, shall leave such vessel, he shall be accompanied to the gangway by the Line Officer next in rank to himself, and by the officers of the watch. The Boatswain with four side-boys shall attend the side for Captains and Commanders; a Boatswain's Mate with two side-boys for Commanding officers of lower grades. The

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same observances shall take place on the return of such Commanding officers. If absent at night with the intention of returning, one light shall be hoisted at the peak.

680. When an officer of the rank of Admiral, Vice-Admiral, Rear-Admiral, or Commodore, shall be ordered to command a navy yard or station, he is to be received at the gate, or landing, by the officer whom he is to relieve and the Line Officer next in rank, by all the officers of the station in uniform, by the marine guard with arms presented, and with proper salutes. On relinquishing his command, like ceremonies shall be observed, and his flag or broad pennant shall be hauled down at the last gun.

681. No officers of the Navy shall be saluted, other than Admirals, Vice-Admirals, Rear-Admirals, and Commodores commanding afloat; Admirals, Vice-Admirals, Rear-Admirals and Commodores on shore duty. When several officers entitled to be saluted may be assembled on board a ship, or at a navy yard or naval station, on the same duty, but one salute shall be fired, which shall consist of the number of guns to which the senior of such assemblage may be entitled. Return salutes shall be as follows: Between officers of equal rank, gun for gun. To an inferior by a superior: if the inferior be a Commodore, the number of guns already specified in preceding paragraphs. If a Captain, or officer of less rank, seven guns.

682. Whenever the President of the United States, the Vice-President, an ex-President, or any other personage for whose reception afloat, ceremonies have been prescribed in the foregoing articles, shall visit a navy yard or naval station, he shall be received with the same ceremonies, so far as may be practicable.

683. Officers of the Army or Marine Corps, on visiting a vessel of the Navy, a navy yard or naval station, shall be received agreeably to their relative rank with officers of the Navy.

684. It will be the duty of every officer reporting to the Commander of a navy yard or station to pay him a visit of courtesy, independent of the visit he paid on reporting for duty.

685. When commanding officers visit or depart from vessels of the Navy, they shall be received at the gangway on arriving, and accompanied there on leaving, by the commander of the vessel, if the visiting commander is of the same or of higher rank, otherwise

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by the Executive Officer. The Boatswain with four side-boys shall attend the side for Captains and Commanders, a Boatswain's Mate with two side-boys, for Commanding Officers of lower grades.

686...The Officer of the Deck will receive at the gangway on arrival, and attend there on the departure of all commissioned officers. Warrant Officers will receive and attend Warrant Officers. A Boatswain's Mate and two side-boys will attend the side for all commissioned officers other than Captains and Commanders. Two side-boys will attend the side for all Warrant Officers.

687...Forts, castles, or cities of the United States, are not to be saluted by any vessel of war of the United States.

688...Vessels mounting less than ten guns shall not fire a salute that may require the re-loading of the guns, unless it may be necessary to fire a return salute, in order to avoid giving offence to a foreign nation, or to foreign official personages. No surveying vessel, store-ship, or transport, is ever either to fire or return a salute.

689...A vessel mounting ten or more guns, ordered to join a fleet or squadron, is, on meeting the Commander-in-Chief, to salute his flag, and shall not again salute it while under his command, except he shall make a visit of inspection to such vessel.

690...When fleets, squadrons, or divisions meet, none but the officers commanding them are to salute.

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

692...On the Fourth day of July and the Twenty-second day of February, the National Flag shall be displayed at the peak and at each masthead, and the Union Flag hoisted forward over the bowsprit cap from sunrise to sunset, on board of every vessel of the Navy in commission, not under way. At noon a salute of twenty-one guns shall be fired by all vessels able to salute, and such as are at sea, with the ensign flying at the peak at the time. Vessels should also dress ship on these days with signal and other flags, but foreign ensigns will not be used on such occasions. At navy yards and naval stations the ensign shall be displayed from sunrise to sunset, and a salute of twenty-one guns shall be fired at noon.

693...When a national anniversary to be celebrated occurs on a Sunday, all the ceremonies are to be deferred until the following day; and in no case should a salute be fired on Sunday, unless the

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failure to do so would give offence to foreign authorities; but salutes may be returned on that day.

694...If a vessel join a commanding officer who is entitled to a salute on Sunday, it is not to be fired until the following morning, immediately after hoisting the colors.

695...Commanding officers of vessels of the Navy, when in foreign ports, are to give timely information to the public authorities of such ports, and to the Commanding Officers of foreign vessels of war present, of any anniversary or other event which it is intended to celebrate; and should they fire salutes in honor of the occasion, the salutes are not to be returned unless the failure to do so would give offence, but a message of acknowledgment and thanks is to be promptly sent to them and to all others who may have publicly displayed any mark of honor or respect on the occasion.

696...In saluting any personage, whether civil, naval, or military, the ensign of his nation is not to be exhibited, if its display will involve a return of the salute. Such salutes shall be regarded as personal, and their return shall not be expected. The same functionary shall not be saluted by the same vessel, at the same place, oftener than once in twelve months, except when it may be necessary in cases of foreign officials, or of naval or military officers who may have received advancement of rank.

697...When a foreign vessel of war, of a nation in amity with us, shall arrive at a port of the United States where one or more vessels of the Navy may be lying, the senior officer in command shall send a proper officer on board without delay, to make the usual offer of civilities and assistance.

698...If the foreign vessel is a flag-ship, and if a flag-ship of the United States be present, the flag-officer of the United States, after having made the offer of civilities as above directed, shall await a visit from the foreign flag-officer, and shall promptly return it. If a flag-ship of the United States be not present, the senior officer in command shall visit the foreign flag-officer, after having made the offer of civilities as above directed.

699...If the foreign vessel is not a flag-ship, after the offer of civilities has been made as above directed, a visit from her Commander shall be awaited by the senior officer in command, and shall be promptly returned.

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700...If any foreign vessel of war, arriving as above provided, shall salute the United States, the senior naval officer present shall return such salute if there is no fort or battery on shore to answer it.

701...Commandants of navy yards, and of naval stations, shall also on such occasions make promptly the offer of civilities and assistance, but will await the first visit from foreign officers of all ranks.

702...Commandants of navy yards, or of a naval station, will return national salutes fired by foreign vessels of war, if there is neither ship nor fort to answer them.

703...When naval, military, or civil officers of a foreign nation visit a vessel of the Navy, or a navy yard, or naval station, they shall be received with the salutes and honors herein provided for persons of similar rank in the service of the United States.

704...On the arrival of a vessel of the United States in a foreign port, her Commander will inform himself as to the salutes and ceremonies usually observed between the authorities and ships of war, as provided for under head of Commanders-in-Chief, and will proceed accordingly.

705...Vessels of the Navy are not to salute any functionary of the United States, in a foreign port, until the proper honors have been paid to the flag of the nation to which the port belongs, unless such honors have been declined. The sails shall be furled when a place or port is saluted.

706...The Commander of a fleet or squadron, on arriving at a foreign port, is to call in person and pay the first visit to the diplomatic functionaries of the United States thereat, whose rank is of and above that of Chargé d'Affaires; and the Commander of a vessel of the Navy, on so arriving, is to so call and first visit the functionaries of our government thereat, whose rank is of and above that of Consul General. The Commander of a fleet or squadron, on so arriving, is to send a suitable officer to visit the consular officer, and tender to him a passage to the flag-ship; and the Commander of a vessel of the Navy, on so arriving, is to send an officer, who is to visit the consular officer, and if he be of the rank of Consul General, to inform him of the presence of the ship, and of the Commander's intention to visit him, unless the latter should find it con-

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venient to make the visit at that time; if of lower rank than Consul General, to offer him a passage to the ship.

707. Vessels of the Navy may participate in celebrating the national festivals of a country, while lying in one of its ports, by hoisting the ensign of that country at either the fore or main, as circumstances may require, dressing ship and firing salutes; and they may also participate in a similar way, while lying in a foreign port, in celebrating the national festivals of any other country in amity with the United States, besides the one to which the port belongs, if in effect invited so to do. In such cases, the colors shall be hauled down with those of the foreign ships, or forts, whose national festival is celebrated. And in case of foreign vessels of war lying in our ports and celebrating their national festivals, the Commander of the station, or senior officer present, may participate in the celebration, as provided for when lying in a foreign port.

708. Whenever any vessel of the Navy may be lying in a foreign port, or may enter such port, and foreign vessels of war of nations in amity with the United States may be at anchor there, or may enter, it shall be the duty of the Commanding Officer to render to such vessels all such civilities as may be customary, and to reciprocate fully all such as may be extended to himself.

709. Vessels of the United States shall salute flag-ships of other nations in amity with us, on meeting them at sea, or in foreign ports, when commanded by an officer superior in rank to the officer of the United States, on being assured of receiving gun for gun in return.

710. On entering a foreign port when the flag-ships of several nations are present, the following rule shall be observed: The first flag-ship to be saluted shall be the flag-ship of the nation to which the port belongs, if one be present; and next the flag-ship of that foreign flag-officer who has been longest in command on the station, and the rest in like order. The national flag of the vessel saluted shall be displayed at the fore, and the jib hoisted at the first gun, and hauled down at the last.

711. All salutes from ships of war of other nations to those of the United States shall be returned gun for gun, and the jib shall be hoisted as above directed.

712. No vessel of the Navy is to lower her sails or dip her colors

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to another vessel of the Navy; but should a foreign vessel or a merchant vessel of the United States dip her colors or lower her sails to any vessel of the Navy, the compliment shall be instantly returned.

713. Whenever any person for whom a salute has been provided in the preceding articles shall embark on board a vessel of the Navy for passage, he shall be entitled to the same salute as if he were visiting such vessel, and also to the same salute on disembarking.

714. Should it occur that any foreign official of high rank or distinction, whose reception has not been provided for in the foregoing paragraphs, should visit any vessel or naval station of the United States, he may be received with the salutes and honors assigned to him by his own country.

715. No salute is ever to exceed twenty-one guns; all salutes must be fired between sunrise and sunset, and the national colors must always be displayed at the time. On the occasion of a visit by any person entitled to one salute, such salute shall be fired on his leaving a vessel, or on his arrival at a navy yard or station.

716. Cheers shall never be given as a compliment to any officer, or man, on joining a vessel of the Navy, or while attached to or being detached from her.

717. Officers in boats not laden, nor engaged in towing, are, on meeting or passing other boats, to observe the following ceremonies, as marks of respect, according as they may be under oars or sail; and the officers to whom the salutes are made are to be careful to acknowledge them promptly by raising their caps: To a boat with the flag of an Admiral, Vice-Admiral, or Rear-Admiral, or the broad pennant of a Commodore, boats with a narrow pennant are to lie on their oars, or let fly their sheets; and boats without any pennants are to toss their oars, or lower their sails. In both cases, officers in them are to salute by raising their caps. In the case of two boats meeting or passing, each with the same insignia of a Commanding Officer, the junior officer in rank or seniority is first to salute the other by raising his cap. Officers in boats, meeting or passing their own immediate Commander in a boat with his pennant flying, are to salute him by lying on their oars, or letting fly their sheets, and raising their caps; and, in passing each other, the salute

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of raising the cap is always to be mutually made, but first by the junior in rank or seniority. All officers inferior in grade to the Commanding Officer of another vessel than the one to which they belong, are, on passing him in a boat with his pennant flying, to lie on their oars, or let fly their sheets, and raise their caps. Cockswains steering boats are, whenever Commissioned Officers are saluted, to stand up and raise their caps; and whenever Warrant Officers are saluted, they are to raise their caps only. The officer and Cockswain of loaded boats, or of boats engaged in towing, shall salute a boat with the flag of an Admiral, Vice-Admiral, or Rear-Admiral, or the broad pennant of a Commodore, by standing and raising their caps. On passing boats with a narrow pennant, or with Commissioned Officers on board, the Cockswain shall stand, and both he and the officer shall raise their caps. Boats containing superiors of other grades shall be saluted as already provided for. When boats are rowing in the same direction, an inferior is not to pass his superior in grade, unless he be on urgent duty, or authorized by the superior. When boats are pursuing opposite directions, the rule of the road, to prevent fouling, is that both should put their helms to port, circumstances permitting. When boats are approaching the same landing or vessel, an inferior is always to yield the way to a superior in grade. Boats about leaving the ship's side with inferiors are to give way in ample season to others approaching it with superiors.

718. A sentinel at a gangway is to present arms to all officers coming on board or leaving the vessel, of and above the rank of Lieutenant Commander, and to carry arms to all other Commissioned Officers; but neither this ceremony, nor that of piping the side, is to take place except during the hours when the colors should be displayed. And, after tattoo, all side lights but one may be dispensed with, except in the case of a visit or departure of a foreign officer. The side will only be piped during meal hours, in case foreign officers of rank visit the ship.

719. All inferiors, in meeting, addressing, or passing a superior, he being in uniform, either afloat or on shore, shall raise their caps, and superiors are strictly enjoined to return such salutes in the same way.

720. Every officer, or man, on reaching the quarter-deck, either

Funeral Honors.

from a boat, or below, or on leaving it to go over the side, is to salute it by raising his cap, and this is to be acknowledged in return, and in the same way, by all the officers of the watch at hand.

721...All officers, on going on shore or on returning on board, will report to the Officer of the Deck.

722...All persons having occasion to address the Executive Officer, or the Officer of the Deck, on matters of duty, shall always salute by touching their caps.

723...On board vessels having an accommodation ladder shipped at each gangway, the starboard gangway is to be reserved for the use of the Commissioned Officers and their visitors; the port gangway for all others. When one accommodation ladder only is shipped, it is to be used indiscriminately by all officers.

724...Officers and men are not to omit, on any occasion, to extend to Officers of the Army of the United States, and to all foreign officers, the courtesy and mark of respect due to their rank, when passing them in boats or meeting on shore

SECTION 2.—*Funeral Honors.*

725...On the receipt of official intelligence of the death of the President of the United States, the senior officer present shall, on the following day, cause the ensign of each vessel under his authority to be hoisted at half-mast from sunrise to sunset, and a gun to be fired by his vessel every half hour, beginning at sunrise and ending at sunset. At Naval Stations the same ceremonies are to be observed.

726...On the death of a Commander of a fleet, squadron, or division, at sea, the ensigns of all the vessels present, and the distinguishing flag of command which he wore, shall be hoisted half-mast during the performance of the funeral ceremony; and on committing the body to the deep, the flag-ship shall fire as many minute guns as he was entitled to receive for a salute when alive, and finally his flag shall be hauled down at the last one of these guns. If occurring in port, the ensigns and distinguishing flag mentioned shall be hoisted half-mast during each day from that of his decease until sunset of the one on which the funeral service is performed, and, on sending the body to the shore, the prescribed number of min-

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ute guns is to be fired. The escort will fire three volleys of musketry over the grave.

727...On the death of an officer commanding a vessel, at sea, the ensigns of all the vessels present, and the pennant of the vessel he commanded, shall be hoisted half-mast during the performance of the funeral ceremony; and, on committing the body to the deep, the vessel he commanded shall fire as many minute guns as he was entitled to receive, either as his proper salute, or from his superior, as a return salute, when alive. If in port, the pennant of the vessel he commanded shall be hoisted half-mast during each day from that of his decease until sunset of the one on which the funeral service is performed; and, on sending the body to the shore, all the vessels present are to half-mast their ensigns until sunset, and the number of minute guns indicated is to be fired. The escort will fire three volleys of musketry over the grave.

728...On the death of a Commissioned Officer, other than those already mentioned, at sea, the ensigns of all the vessels present shall be hoisted half-mast during the performance of the funeral service; and if in port, the ensigns are to be so hoisted during the time that the body is being conveyed to the shore, and until the return of the funeral escort to the ship. In either case, after the funeral services, three volleys of musketry are to be fired by the full marine guard.

729...On the death of a Warrant Officer, the ensigns of all the vessels present shall be hoisted half-mast during the performance of the funeral service when at sea; and when in port, during the time that the body is being conveyed to the shore, and for one hour afterward. In either case, three volleys of musketry are to be fired by a sergeant's guard of fourteen men.

730...On the death of a Medical, Pay, Engineer, or other officer, not of the Line, the same funeral honors are to be observed as those prescribed for a Line Officer of the same relative rank, except that the distinctive flag or pennant of the vessel is not to be hoisted at half-mast, and that no minute guns are to be fired. If a Commissioned Officer, three volleys of musketry are to be fired by the full marine guard.

731...On the death of a Petty Officer, or other person of inferior rating, the ensigns of all vessels present shall be hoisted half-mast

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during the performance of the funeral service when at sea; and when in port, during the time that the body is being conveyed to the shore.

732...On the death of an officer, non-commissioned officer, or private, of the Marine Corps, the funeral honors are to be regulated by his relative rank. In no such case are ships to half-mast their distinguishing flags, or pennants, or to fire minute guns.

733...If it should not be practicable to fire with musketry, at the grave of any officer, in a foreign country, the volleys may be fired over the body after it is lowered into the boat alongside the ship.

734...On the death of an officer, or other person belonging to the Navy, on shore, he will be entitled to the same funeral honors, so far as circumstances will admit, as though he had died on duty at sea. As a recognition of distinguished services, the Secretary of the Navy may order such additional honors as in his judgment may seem appropriate.

735...No vessel of a fleet or squadron, other than that of the Senior Officer present, is ever to half-mast her colors until permission to do so has been obtained; but whenever the vessel of the Senior Officer present has her colors at half-mast, all the other vessels in sight are to follow motions.

736...Funeral honors are not to be paid before the rising nor after the setting of the sun.

737...When a death occurs on board a vessel of the United States, in a foreign port, the Senior Officer present will make the arrangements for the funeral with the local authorities through the United States consul, and will request permission for the escort to carry the necessary arms.

738...On the death of a commissioned officer occurring in a foreign port, the Senior Officer present will, when circumstances permit, notify the senior foreign naval officer of each nation having vessels in port of the time and place of the funeral, and will, through the consul, obtain permission from the local authorities to land an armed escort, if one is necessary.

739...Whenever notice is given to the Commander of a vessel of the navy that the funeral of a foreign officer is to take place, he will, if practicable, detail two or more officers of the rank of the deceased to attend.

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740...At all funerals, the attendance of officers and men shall be as large as may be practicable under existing circumstances, and in proportion to the rank of the deceased.

741...Funeral processions will shove off in the following order: 1st, Music and firing party; 2d, boat with chaplain and surgeon; 3d, boat carrying the corpse, with body bearers; 4th, boats with pall-bearers; 5th, boats with officers of the ship to which the deceased was attached; 6th, boats from other vessels of the United States, in the inverse order of the rank of Commanding Officers; 7th, boats from foreign ships, arranged from van to rear in the inverse order of the rank of their several senior officers, and when such seniors are of the same grade, then length of service on the station will decide relative positions. If the deceased be a Commander of a squadron or of a single vessel, his flag or pennant will be carried at half-mast in the bow of the boat containing the coffin.

742...The firing party should be composed of marines, and the seamen landed should not be armed. The colors, draped, should be carried in the procession, and in case it be the funeral of an officer commanding a squadron or vessel, his flag or pennant should be similarly dressed and carried. All drums should be covered with black crape or serge, and muffled.

743...On reaching the shore, the procession should be formed under the command of an officer, senior to the officers commanding the firing party and the details of men from different vessels who are to form a part of the procession. The order of formation will be as follows: see plan.

Music.

Firing party.

Chaplain and surgeon.

Pall or hearse.

Men from different vessels, in squads, commanded by their own officers.

Officers of the vessel to which the deceased was attached, juniors leading.

Officers from the fleet or squadron, juniors leading.

Foreign officers, arranged as directed for procession in boats.

744...Eight men should be selected to act as body-bearers, and if a hearse be used they will march immediately behind it.

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745... The pall-bearers should be six in number and of the same grade as the deceased, when practicable. They will march on either side of the hearse or pall, the junior to the left and front, the next junior to the right and front, &c. They will wear crape on the left arm and on the sword hilt.

746... The officer in charge of the procession will, through the officer detailed to receive foreign officers, invite the senior of each of these delegations to designate one of his party to act as pall-bearer, and those thus selected will march, one with each of the pall-bearers.

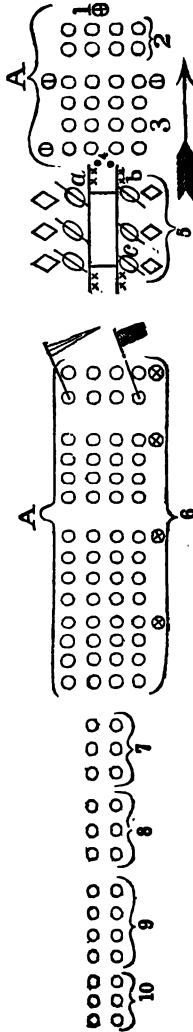
747... The procession will march to the grave in common time, and the escort will return in quick time.

748... The flag and pennant should be carried in the center of the line composed of the firing party and the battalion of seamen. Before leaving the grave the drapery should be removed from the flag and drums, and on the return the pennant should not be displayed.

749... The colors will never be hauled down from half-mast at sunset, but will be run up when the call is beaten.

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Funeral Procession—moving by the left flank.



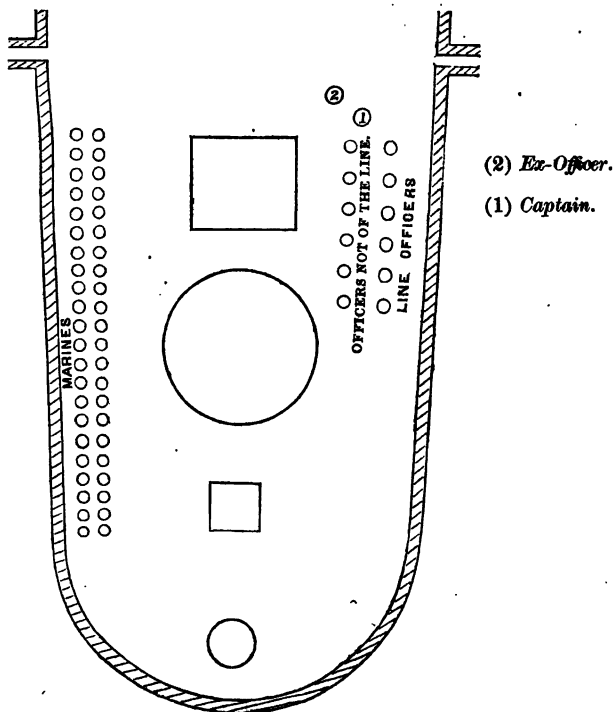
(c). Commanding Officer.

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|---|--|
| <p>A A. Escort.</p> <p>1. Midshipman in charge of band.</p> <p>2. Music.</p> <p>3. Firing party.</p> <p>4. Chaplain and Surgeon.</p> <p>5. Pall or hearse.</p> <p>φ φ. Pall bearers—<i>a</i> & <i>b</i> the two juniors; <i>c</i> the senior.</p> <p>◇ ◇. Foreign officers, pall-bearers.</p> | <p>+++. Body bearers.</p> <p>6. Battalion of seamen.</p> <p>7. Officers of ship of deceased.</p> <p>8. Officers of the squadron and Consul of the United States.</p> <p>9. Foreign officers and Consuls.</p> <p>10. Minister of the United States and foreign Ministers.</p> |
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Funeral Honors.

750...In processions, the line will be formed with the Line Officers, in the order of their rank, on the right, and all other officers, in the order of their rank, on the left. Then, moving by the right, the Line Officers will be ahead, and, by reversing at funerals and moving by the left, (as is customary,) the Line Officers will again be in their proper place, that is, the rear.

751...In receiving distinguished persons on board ship, the Officers will be assembled on the starboard side of the Quarter-deck; those of the Line, on the right, those not of the Line, opposite. The Marine guard being drawn up on the port side, as usual.



Distinguishing Flags of Officers.

SECTION 3.—*Distinguishing Flags of Officers.*

(See signal book for a description of distinguishing flags.)

752... When the Secretary of the Navy shall visit a vessel of war of the United States, the jack shall be hoisted at the main, on his coming on board, and carried there until his departure.

753... The flag of the Admiral is to be carried at the main ; of the Vice-Admiral, at the fore ; of a Rear-Admiral, at the mizzen. A Commodore's broad pennant is to be carried at the main. If more than one Rear-Admiral is present, the juniors will carry their flags, with stars, as in their boat flags, at the mizzen. If more than one Commodore is present, the juniors will carry their broad pennants at the fore.

754... Divisional Commanders are not to wear their distinguishing marks, when separated singly from the squadron and station to which they belong.

755... Any officer commanding a vessel of the Navy, except one on board which a flag, broad pennant, divisional, or senior officer's mark may be worn, shall wear a narrow pennant at the main. This pennant is to be regarded not as an emblem of rank, but rather as significant of command, and that the vessel is of a public character.

756... All commanding officers of and above the grade of Lieutenant Commander may wear on a staff at the bow of the boat in which they may be embarked a flag or pennant of the same character which they are entitled to wear at the mast-head of their respective vessels ; but no divisional flag shall be worn in the bow of boats.

757... The flag or broad pennant of a Commander-in-Chief, or fleet or squadron, shall be worn only when he is actually in command of such fleet or squadron, but it shall not be worn by any vessel in a port of the United States during his absence from that port for a longer period than twenty-four hours. The senior officer present in such cases is, for the time being, to wear his distinguishing mark, to issue all necessary orders, and to obey any directions that may have been, or may be, given to him by said Commander.

758... An Admiral, Vice-Admiral, or Rear-Admiral in command of a shore station, is to wear his flag, and to hoist it on board the receiving vessel ; or, if there be no such vessel thereat, at any suitable

General Instructions.

place within his limits. A Commodore in such command is to wear his broad pennant, and to so hoist it.

759..To distinguish officers in boats, Captains shall wear a gilt ball on the end of their boat staffs, and Commanders a gilt star.

760..Commanding Officers of fleets, squadrons or divisions, will carry the distinguishing marks of their rank on the bow of their barges.

761..These distinguishing marks will be allowed to no other grades.

762..In foreign countries all boats should carry the national flag unless specially ordered to do otherwise.

ARTICLE VIII.

General Instructions.

763..The attention of all persons belonging to the Navy is particularly called to the laws for the government of the Navy, and to all general orders and regulations of the Navy Department which now exist or may be issued hereafter.

764..Every general order issued by this Department, or published by authority, will be read to the officers and crew by the Executive Officer on board of every naval vessel, at the first general muster subsequent to its receipt, and the fact entered upon the ship's log. All officers are directed to preserve a copy of each General Order and Circular.

765..A supply of all General Orders and Circulars of the Department will be forwarded to the Commandants of navy yards and stations, and Commanders of fleets or squadrons, who are required to distribute them to each and every officer under their respective commands.

766..Commandants of navy yards and stations will post, for at least three months after their date, in the most conspicuous place within the limits of their command, a copy of each of the General Orders and Circulars received by them.

767..All officers on duty are required to apply, in writing, monthly, to the Commandant of the navy yard or station, or of the fleet or the squadron under whose command they are serving, for such

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General Orders and Circulars as they have not received ; and all officers not on duty will make similar application to the Navy Department, such application to specify the number or dates of the General Orders or Circulars they have not received, or the number and date of the last one received by them.

768...Although particular duties are prescribed for officers and others in these regulations, it is not intended to confine or limit them to those specified, but every person is enjoined to promote, by zeal and energy, the efficiency of the service.

769...Authority is to be exercised with firmness, but with kindness and justice to inferiors, and officers will bear in mind that the authority to punish offenses is strictly defined by law ; no deviation therefrom will be tolerated.

770...All persons in the Navy are to be constant in attention to their duties, and shall not absent themselves therefrom without the consent of their immediate Commanding Officer.

771...Every officer or other person of the Navy shall treat with respect his superior, or any-one having authority over him, and is required to set an example of morality, subordination, and devotion to duty.

772...If any person in the Navy shall consider himself oppressed by his superior, or shall observe in him any misconduct, he is not on that account to fail in his respect to him, but he is to represent, through the proper channel, such oppression or misconduct to the proper authority. But in all cases such person will be held accountable if his representations should be found vexatious, frivolous, or false.

773...If any person belonging to the Navy shall know of any fraud, collusion, or improper conduct on the part of any agent, contractor, or other person employed in matters connected with the naval service, he shall report the same, in writing, through the proper channel, to the proper authority ; but he must, in all cases, specify the particular acts of misconduct, and the means of proving the same, for he will be held strictly accountable for any frivolous or vexatious charges he may present. No anonymous correspondence will be noticed.

774...If an officer receive an order from a superior contrary to any particular order of any other superior, or to instructions, or

General Instructions.

general orders from the Department, he will respectfully represent the facts in writing to such superior, and if, after such representation, the superior shall still insist upon the execution of his order, it is to be obeyed, and the officer receiving and executing it is to report the circumstances to the one from whom he received the original order.

775..Every officer who shall divert another from any service upon which he shall have been ordered by a common superior, or require him to act contrary to the orders of such superior, or interfere with those under his command, must show to the Department, or to the officer under whose command he may be acting, that the public interest required the procedure.

776..All orders countermanding a written order from a common superior shall be given in writing.

777..No person in the Navy shall, without the authority of his superior or Commanding Officer, exchange with another for the performance of any duty with which he may be charged.

778..When any officer, whether in command of a fleet, squadron, division, or single vessel, shall meet with his superior or senior officer, also in command, he will visit him in person, show him his orders or instructions, and consider himself under his command for the time being. If he shall have received confidential orders, he is at once to inform his superior of that fact, and he must not be delayed in the execution of such orders by his superior *without an overruling necessity therefor*, of which the Department must be informed in detail, at the earliest possible moment; in all cases of such interference, the original instructions must be carried out as soon thereafter as practicable, and a full report upon the subject forwarded to the authority which issued such confidential orders.

779..Any officer who may be sent on detached duty, and who may arrive within the limits of a port or station commanded by an officer belonging to the same fleet, squadron, or division, shall always communicate with such Commanding Officer, either in person or by letter, according as he may be junior or senior to such officer, before proceeding to execute any part of the duty with which he may be charged within such limits, unless otherwise directed by their common superior, or the position of such Commanding Officer, or other imperative circumstances that would cause a delay preju-

General Instructions.

dicial to the service. Such officer will always communicate with the Commanding Officer of the port or station before leaving it, in order that an opportunity may be afforded to send reports or dispatches in case there should be no regular means of communication between him and the Commander-in-Chief or Navy Department.

780...Boats shall not be regarded as being on *detached duty* while engaged in the ordinary service of the ship to which they belong. Unless specially fitted for an expedition for which a regular detail of officers and men is made, or unless separated from the ship by unavoidable or unforeseen circumstances, they will be regarded as attached to her, and no officer in such cases shall assume authority on the ground that he is engaged on detached duty.

781...When two or more vessels are in company, the senior officer present will regulate the motions of all.

782...No deviation shall be made from the directions of the Navy Department in relation to the construction, repair, arrangement, armament, or equipment of vessels without its previous sanction, or in cases of absolute necessity occurring abroad, of the Commander-in-Chief, or of the senior officer present, and then the nature of the alteration, effects produced, and costs, are to be reported to the Department at the earliest moment practicable. Nor shall any change be made in the fixtures or furniture of officers' apartments without such sanction, and, if made for private convenience, no article substituted for that allowed shall be removed, even though it may have been purchased by the officer desiring the change.

783...Every officer is strictly enjoined to avoid all unnecessary expenditures of public money or stores, and as far as may be in his power, to prevent the same in others, and to encourage the strictest economy consistent with the interests of the service. All persons in the Navy are hereby held answerable for any wasteful or improper expense they may direct, authorize, or knowingly permit.

784...In case of robbery, or on the discovery of the loss of money or other public property, the person responsible for the safe custody of the same will immediately report the occurrence to the senior officer present, who will thereupon order a board of three suitable officers to investigate the alleged robbery or loss, and to report fully and impartially all the circumstances connected therewith, so

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far as they can ascertain, which report will be forwarded to the Secretary of the Navy.

785...No article of public stores is ever to be appropriated to the private use of any person not in distress, without the consent of the Navy Department, or the order of the senior officer present in command, who shall give to the Department early information of every case that may occur, together with the attending circumstances, and he shall, in every instance, be careful to take the best security for future indemnity to the government that the nature of it, will admit.

786...Merchant vessels in distress for the want of stores or provisions, at sea or elsewhere remote from supplies, may be furnished with such as can be spared, but proper receipts in triplicate are to be taken for all articles so supplied, the original of which shall be retained by the officer from whose department the stores or provisions have been furnished, and the duplicate and triplicate shall be forwarded by different opportunities to the Secretary of the Navy. Cash payments may be received if practicable; if otherwise, a bill of exchange shall be obtained to be drawn by the Master on the owners, payable to the order of the Secretary of the Navy, and its first and second forwarded by different opportunities. The address of the owners to be stated and the value of the provisions and stores is to be calculated at their invoice prices. In cases of extreme distress gratuitous assistance is to be offered to the fullest extent practicable.

787...Supplies shall be furnished to foreign ships of war, when requested, so far as the articles needed can be spared. Proper receipts shall be taken from the Commander of the foreign ship of war, and forwarded as above directed. In any case of thus furnishing stores or provisions, Commanding Officers will give written orders to the officers from whose departments they are to be issued, to so issue them.

788...Mechanics on board vessels on foreign stations may be allowed to repair vessels of the merchant service of the United States in cases where a refusal to do so would of necessity impose injurious delays or greatly increase expenses. For their services they may receive such compensation as may be properly offered and their Commanding Officer may regard as fair and equitable.

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No officer in the Navy, however, is ever to claim or receive any compensation whatever for such services. Assistance may likewise be rendered to foreign vessels on similar terms, when not attainable otherwise, by permission of the senior officer.

789... All persons employed in the Navy, or for naval purposes, are strictly prohibited from having any interest whatever in purchases or contracts for supplies of any kind for the Navy, or in any works pertaining to it, nor shall they receive, directly or indirectly, any emolument or gratuity of any kind from any contractor or other person furnishing supplies, nor act as agent or attorney for any such contractor or other person.

790... When the sun sets at or after six o'clock, tattoo shall be beat at nine o'clock in the evening, and the colors be hoisted at eight o'clock in the morning; and when it sets before six o'clock, the tattoo shall be beat at eight o'clock in the evening, and the colors be hoisted at nine o'clock in the morning. The colors shall be kept flying until sunset if the weather will permit, or the Senior Officer see no objection thereto. Whenever a vessel of the Navy shall get underweigh, or come to anchor, the colors shall be hoisted, though earlier or later, if there be light enough for them to be seen; also in passing, meeting, joining, or parting from any other of the vessels of the Navy; and unless there should be sufficient reason to the contrary, on falling in with any other vessel at sea, and in passing or approaching forts, castles, batteries, light-houses, or towns.

791... All lights and fires, except those necessary for the service of the vessel, or specially allowed by the Commanding Officer, or the lights used in the wardroom, steerages, and warrant officers' apartment, shall be extinguished at tattoo. The wardroom lights shall be extinguished at ten p. m., and all others at nine p. m., unless otherwise allowed in special cases by the Commanding Officer. The greatest caution is to be observed with regard to lights in any part of a vessel. No light shall be left unattended in any apartment, unless it be in a lantern properly secured. No uncovered light shall be used in any store-room or in the hold, nor shall spirit-lamps, explosive oils, or friction matches be allowed on board any vessel of the Navy.

792... When any commissioned or warrant officer, seaman, marine, or other person belonging to the Navy, shall be accused of a capital

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crime, or of having used violence, or committed any offense against the person or property of any citizen of the United States, such as is punishable by the known laws of the land, the Commanding Officer and officers of every vessel, naval station, or command to which the person or persons so accused shall belong, are hereby required, upon applications duly made by or in behalf of the party or parties injured, to use their utmost endeavors to deliver over such accused person or persons to the civil magistrate, and likewise to be aiding and assisting to the officers of justice in apprehending and securing the person or persons so accused, in order to bring him or them to trial.

793...Should fugitives from justice, or persons accused of crime, escape to vessels of the Navy in a foreign port, they are not to be harbored, but shall be delivered up, on application to the proper authorities.

794...Gambling is strictly prohibited on board vessels of the Navy and in navy yards, and at all places and stations belonging to, or under the control of, the Navy Department.

795...Officers are prohibited from borrowing money, accepting deposits from, or having any pecuniary transaction with, enlisted men or appointed Petty Officers in the naval service. The Pay Officer of the vessel is the proper person to receive deposits. Such deposits are at the risk of the depositors in all cases, and it must be so stated in the memorandum of deposit which the Paymaster is authorized to give; but the Paymaster is to take every precaution for its safe-keeping.

796...Should any Officer of the Navy so far forget what is due to his own honor, and to that of the service of which he is a member, as to incur debts, especially upon a foreign station, without a reasonable expectation of discharging them, or should any officer leave any foreign port without paying, or providing for the payment of every debt he may have incurred, his conduct, when brought to the knowledge of his Commanding Officer, shall be reported by him to the Commander of the fleet or squadron, or the Secretary of the Navy, in order that such course may be pursued as the circumstances of the case may require.

797...Officers of the Navy not on duty are to keep the Department at all times advised of their address.

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798...Officers, on being detached from duty, will immediately inform the Department of their intended place of residence, and notice must be given of any contemplated change before it shall have been made.

799...Officers will promptly acknowledge the receipt of orders, and also inform the Department immediately on their having reported in obedience to them.

800...A written order from the Department to an officer to leave his domicile for duty, fixing no date and not expressing haste, will be obeyed by leaving within four days after receipt; if the order reads "without delay," he will leave within forty-eight hours; if "immediately," then within twelve hours; and all officers are required to indorse on their orders from the Department the date and hour of receipt.

801...All persons belonging to the Navy will conform strictly to such regulations for uniform as may be published from time to time.

802...Officers serving afloat, or traveling in foreign countries, shall communicate to the Commander-in-Chief of the squadron, or to the Secretary of the Navy, any information they may acquire that will be useful to the government of the United States.

803...Officers of the Navy, and all others in the employment of the Navy, are forbidden to give publicity to any hydrographical knowledge obtained, or discoveries or improvements in ordnance made during their service afloat, and officers in command of stations are not to communicate information to foreign officers without authority from the Department.

804...The residence of an officer is within the State or Territory which he habitually makes his home when off duty, and the appropriate column in the Navy Register will designate whatever State or Territory officers may select as their residence. No officer making such selection will afterwards change it, or his residence, without informing the Secretary of the Navy.

805...No officer under arrest or suspension, or on furlough, will leave the State or Territory of which he is a resident, or visit the Navy Department, without the authority of the Secretary of the Navy.

806...All orders to the Officer of the Deck, to be carried out during

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the night, whether given by the Commanding or Executive Officer, must be in writing.

807...No person in the Navy will upbraid another person in the Navy for refusing a challenge to fight a duel. Every person is enjoined to assist in the honorable adjustment of any differences that may occur. No disgrace can attach to any one for refusing a challenge, as such a course would be in obedience to law.

808...No person in the Navy shall use any language that may tend to render officers or others dissatisfied with any service in which they may be engaged, or upon which they may be ordered, or to diminish their confidence in, or respect for their superiors in command, or which may in any manner tend to weaken that subordination which is essential to the security and usefulness of the Navy; and it shall be the duty of every officer who may hear any such language to suppress it, and report it immediately to the proper officer.

809...Combinations on the part of officers, or others, for the purpose of remonstrating against a superior, or his orders, or complaining of details of duty, or of service, are strictly forbidden. If an individual believes that he has cause to remonstrate or complain, he is at liberty to do so either in writing or personally; but to combine with any other person to prefer or set forth a complaint against a superior, is to be regarded as insubordinate and factious, and may be punished by a court-martial. No person is to delay obedience to an order for the purpose of remonstrating or complaining.

810...Presents of swords, plate or other things of value, from inferior officers, or from crews, to their superior or commanding officer, in the way of compliment, and all votes, resolutions or testimonials, whether of praise or censure, from inferiors to superiors, are injurious to discipline, and are, therefore, strictly forbidden.

811...Written testimonials of the general or particular conduct of officers and others are only to be given by their Commanding Officer, and in case of Commanding Officers themselves, by the Commander of the squadron. All such are to be addressed officially to the Secretary of the Navy, and forwarded to the Department for record and use. In case of officers who are required to furnish testimonials on presenting themselves for examination, such testimonials may be written by those whose province it is to do so; but they shall be directed to and sent to the Navy Department, and

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certified copies of them given to the individuals to whom the testimonials are due.

812...No person belonging to, or in the employ of the Navy, shall accept any gift or testimonial of any kind from the workmen, or any other person or persons employed in any navy yard, or other place under the control of the Navy Department.

813...Intelligence respecting any contemplated naval or military operations, descriptions of naval vessels or armaments, their destination, or the names of such as are under repair, or fitting for sea, or any other information whatsoever that can be used to the injury of the government, are prohibited from being given by any person in the naval service.

814...Discussions of military or naval movements by officers in the presence of their attendants, or any of the crew, are prohibited.

815...All publications, or communications in private letters, relative to military or naval operations, the movements of ships or of distinguished officers, or containing information of any kind or description that can be used by the public enemy, are strictly forbidden.

816...Publications relating to private transactions, or having in view the praise or censure of any person in the naval service, are prohibited.

817...In all matters liable to undergo investigation by court-martial, or otherwise, officers and others will be careful not to pre-judge the case, or commit themselves by giving an oral or written opinion, until required to do so by the Department, or Commander-in-Chief of the squadron.

818...Commanding Officers of fleets and squadrons are directed to investigate immediately, by a Court of Inquiry, or if the matter is of less importance, and a court impracticable, then by a board of three officers, all accidents, occurrences and transactions, which it is necessary the Department should have full information upon, and forward the same to the Secretary of the Navy, in such a complete and concise form that action may be taken thereon without referring the case back again. Commanding Officers of vessels, acting singly, will order boards of not more than three officers, in all such cases.

819...No officer will interfere personally in the arrest and management of intoxicated men more than may be absolutely necessary. The arrest should always be made by persons not above the grade of

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Petty Officers, and no more violence should be used than that required to restrain or confine them.

820... The use of sheath knives on board ship is strictly forbidden. Jack-knives shall be worn with lanyards and in fobs.

821... When a vessel is to be laid up, or put out of commission, the orders detaching the officers, for leaves of absence or waiting orders, will not be delivered by the Commandant of the navy yard or station until the stores of the vessel shall have been landed, her crew transferred or paid off, and the vessel ready to be turned over to the yard or station, and all regulations relative to a vessel arriving from sea fully complied with.

822... All officers of the Navy, not on duty, whose names are borne on the books of a navy yard or station for pay, will, on the receipt of orders for duty, enclose a copy of the same to the Commandant of the yard or station.

823... All officers returning from sea, under orders or permission from their Commanding Officer, will, immediately on their arrival in the United States, report in writing to the Department, enclosing a copy of the order or permission under which they return.

824... An order or permission given by a Commanding Officer on a foreign station to an officer to return to the United States and report to the Secretary of the Navy, requires no more than that he should report, in writing, from the place of his arrival. No allowance for travel to the seat of government will be allowed, unless specially authorized by the Department.

825... Duty on board a sea-going vessel of the Navy in commission, on board a practice ship at sea, or on board a coast survey vessel actually employed at sea, will be regarded by the Department as sea service.

826... Officers of the Navy while attached to vessels of the coast survey on sea service, will be entitled to sea pay.

827... Commanding Officers may order medical officers of the Navy to render professional aid to persons who are not attached to the naval service, or on board a ship of war, under certain exigencies.

828... Officers of the Navy are entitled to the attendance of Naval Surgeons, to medicines, hospital stores, and surgical appliances, whether on duty or off duty.

829... Mercantile steam vessels shall not be hired to tow any

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United States vessels in or out of port unless circumstances should require it for their safety, or when the full use of all their own means may not be able to prevent injurious delays when ordered on special or urgent service.

830...Commanding Officers of vessels will see that the steam heaters placed on board are not removed from their positions during warm weather, as the practice of taking them down and storing them in the hold rapidly destroys them.

831...Steamers of war of the Navy are never to be used for towing vessels, unless when necessary for aiding in battle, or to engage therein; or to enter or depart from a port during a calm or other impediment; or to relieve them in distress at sea, or by special order from the Department.

832...No officer or man attached to a vessel on the west coast of Africa will be permitted to be on shore before sunrise or after sunset, or to sleep there at night; this rule to apply not only to the continental coast, but to the Cape de Verde Islands. No United States vessel will ascend or anchor in any of the African rivers except upon imperative public service. Boat excursions up rivers, or hunting parties on shore, are forbidden. Vessels, when possible, will anchor at a reasonable distance from shore—far enough not to be influenced by the malaria floated off by the land breeze. Convalescents from fever and other diseases, when condemned by medical survey, are to be sent to the United States with the least possible delay. When the general health of a ship's company shall be reported as impaired by cruising upon the southern or equatorial portion of the coast, the earliest possible opportunity will be given them to recruit, by transferring the ship, for a time, to the Canaries, or other windward islands of the station. Boat and shore duty, involving exposure to sun and rain, is to be performed, so far as the exigencies of the service will permit, by "Kroomen" employed for that purpose. All possible protection from like exposure is to be afforded to the ship's company on board; and the proper clothing and diet of the crew, as well as the ventilation and care of the decks, will be made a frequent subject for the inspection and advice of the medical officers.

833...All "slush" which may not be required for the use of the vessel, or the messes of the men, shall be sold, and the proceeds paid

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over to the Paymaster, who shall receive, disburse, and account for the same, under the direction of the Captain, for the following purposes, viz: For premiums to the Captains of guns who shall fire most accurately at a target when exercising with ball; to men making the best shots with small arms; for musical instruments and music, exclusive of that for the band; for furnishing rough clothing for the cook and his assistants, and for the Captain of the hold.

834... When any barrels or packages in which provisions or other articles have been received on board shall have been emptied, they shall, if they cannot be returned to a navy yard or station, be disposed of to the best advantage to the public service. If sold, the amount received for the same shall be paid to the Paymaster, and reported and accounted for by him in the same manner as other public moneys; and all articles so sold, and the amounts paid to the Paymaster, shall be entered in the log-book, and reports of sales, with approval of the Commander, forwarded.

835... Whenever any articles from a vessel of war may be sold abroad, it is strictly enjoined that all the port regulations or custom-house laws referring to such articles shall be rigidly complied with.

836... Ships of war will take pilots only when it is deemed necessary, and pay them such rates as the laws of the States respectively authorize. Pilots will not be called on board until the ship is ready to proceed to sea, and will be paid only from that time. In coming from sea, the pilot will be discharged the moment his services are no longer absolutely necessary. Coast pilots may be employed when approved by the Secretary of the Navy, or the Commander-in-Chief of a squadron. Their pay is to be governed by the direct decision of the Department. During the stay of a pilot on board, he shall be furnished with a cot or hammock, and bedding, and a suitable place be appointed for his sleeping. He will take his meals at the ward-room table, or in such other mess as the Commanding Officer may direct. The employment of pilots does not relieve the Commanding Officer from responsibility.

837... All mail matter conveyed by vessels of the Navy is to be delivered, immediately after arrival in port, to the postmaster of the place.

838... The families of officers, or of other persons, are not allowed

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to reside on board national vessels, nor to become passengers therein, unless by the assent of the Secretary of the Navy.

839. Women are not to be taken to sea from the United States in any vessel of the Navy, without permission from the Secretary of the Navy; nor when on foreign service, without the express permission of the Commander-in-Chief of the fleet or squadron, or of the senior officer present, and then only to make a passage from one port to another.

840. No seaman or other seafaring man, not being a citizen of the United States, shall be admitted or received as a passenger on board of any public vessel of the United States in a foreign port, without permission in writing from the proper officers of the country of which such seaman or seafaring man may be a subject or citizen.

841. The law in relation to distilled liquors on board vessels of the Navy does not include ale, beer, wine, or other liquors not distilled.

842. When gold, silver, or jewels, shall be placed on board any vessel of the Navy for freight or safe-keeping, the Commander of the vessel shall sign bills of lading for the amount, and be responsible for the treasure. The usual percentage shall be demanded from the shippers of the treasure, and its amount shall be divided as follows: One-fourth to the Commander-in-Chief of the fleet or squadron to which the vessel may belong; one-half to the Commander of the vessel; one-fourth to the navy pension fund. When a Commander-in-Chief of a fleet or squadron does not participate in a division of the amount, then two-thirds of the whole of it shall inure to the Commander of the vessel, and the remainder to the pension fund.

843. Sunday must be observed on board of all vessels of the Navy, and at all stations and navy yards, in an orderly manner, by officers and men. All labor or duty will be reduced to the measure of strict necessity. The religious tendencies of officers and men are to be encouraged, and suitable times and places will be assigned for Divine worship.

844. No Line Officer of the Navy will, by virtue of any assimilated rank or otherwise, claim or exercise any command over any part of the land forces of the United States on shore; nor will he permit the assumption of authority or command by any officer of the Army over any vessel, or other part of the force under his orders. Co-

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operation with the Army is strictly enjoined whenever it may be requested, if, in the opinion of the officer in command, his force and other circumstances will permit.

845...All Officers of the Line, when on duty, from the grade of Rear-Admiral to Commander, inclusive, will be addressed by their proper title. The word "Captain" will be used only in reference to, or when applied to, the officer holding that rank; and all Line Officers below the rank of Commander, whether commanding or not, will be addressed either by the title of their grade, or as Mr. Officers of the Marine Corps above the rank of First Lieutenant, will be addressed by their military title, brevet or lineal; of and below that rank, by their title, or as Mr. Officers not of the Line will be addressed by their titles, or as Mr., or as Dr., as the case may be.

846...No officer will claim any rank by virtue of any temporary position he may hold, other than that prescribed by law.

847...So far as the public service will permit, and supplies can be procured, Commanding Officers of fleets or squadrons will require their vessels to visit alternately all the places within the limits of their command where American commerce extends, unless otherwise directed by the Secretary of the Navy. The vessels will take advantage of the trade wind and currents, and thus economize in the use of coal.

848...Lengthy anchorage in ports where no public exigency requires the presence of a vessel is forbidden; also the wintering of the vessels of a squadron in port.

849...Commanders of fleets or squadrons, and of vessels on special service abroad, will cause the Secretary of the Navy to be furnished quarterly with a cruising report, in the following form :

Vessel.	Rate.	Commanding Officer.	Ports visited and date.	Days at sea.	Days in port.	Remarks.

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850...Commanding Officers of fleets or squadrons, single ships, navy yards, and naval stations, will forward to the Department, at the end of each month, reports of all suspensions, arrests, or confinements of officers under their command, made out in accordance with the annexed form :

UNITED STATES NAVAL STATION,

18 .

Monthly report of all officers who have been placed under suspension, arrest, or in confinement, within the limits of this station, for the month ending

Name.	Rank or rate.	Suspension, arrest, or confinement, and if the latter, its nature.	By whose order.	Date.	Remarks.

_____,
Commanding Station.

_____, *Secretary of the Navy,*
Washington City.

851...Such of the forms, indicated in the Book of Regulations, as shall not be furnished in blank by the Department or its Bureaus, are to be prepared in manuscript by or under the direction of those who are required to use them.

852...Commanders of fleets, squadrons, stations, and vessels acting singly, will indorse upon the orders of all officers reporting for duty the dates thereof.

853...Commanders of vessels will report the dates on which the vessels under their commands are regularly put into commission, to the Bureau of Navigation, and transmit, at the same time, correct lists of all the officers then and there present on board for duty.

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854.. Officers ordered to duty on board a vessel already in commission for sea-service, will, immediately after reporting for duty and joining that vessel, report the facts and date to the Bureau of Navigation.

855.. Commandants of navy yards and stations will promptly report to the Department the departure of vessels from, or their arrival within, the limits of their command, stating the destination of the vessel or the quarter from which it came, as the case may be, and the Commanding Officer thereof.

856.. Commandants of navy yards and stations, Commanders of fleets or squadrons, and Commanders of vessels, will communicate to the appropriate bureau any faults in the Book of Allowances, as ascertained from its actual use, and any suggestions that, in their opinion, would tend to its perfection.

ARTICLE IX.

**Applications—Qualifications—Examinations—Appointments
and Promotions—Ratings and Disratings.**SECTION 1.—*Applications and Qualifications.*

857.. Applications of candidates for admission into the Naval Academy must conform to the regulations of that institution, which contain all the information necessary, together with a description of the requisite qualifications.

858.. All applications for admission into the Navy, in any capacity, can be made to the Secretary of the Navy, at any time, by the candidate himself, or by his parent, guardian, or any friend. No application will be considered unless strictly in accordance with the following rules. The registry of a name will give no assurance of permission to be examined, as the Department reserves to itself the right of selecting for examination those whom it may consider most likely to be of service to the country.

859.. All applications must state the age, birth-place, and residence of the candidate, who must also furnish certificates of his moral and physical qualifications. An applicant for the office of Assistant Naval Constructor must furnish, in addition to the foregoing, evidence showing that he is a shipwright by profession, that

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he has been engaged in that business, and must present the certificate of the persons with whom the business was learned, and those by whom he has since been employed. (Form No. 16, appendix.)

860...No person will be appointed to any commissioned or warranted office in the Navy until he shall have passed a physical and a professional examination. The physical examinations shall precede the professional, and if a candidate should be deemed physically unfit, he will not be examined otherwise. The passing of an examination must not be considered as giving any assurance of appointment, as the Department reserves to itself the right to select those persons of the highest attainments, in case there should be more candidates than vacancies.

861...A candidate for the appointment of Master's Mate must be of sober and correct habits; he must be not less than eighteen nor more than thirty-five years of age; he must have been at sea before the mast or as an officer. The recommendation by Commanding Officers, of Petty Officers or men, for zeal or gallantry, may entitle them to examination.

862...A candidate for a Boatswain's appointment must be of sober and correct habits; he must be not less than twenty-one nor more than thirty-five years of age; he must have been at least seven years at sea, and have served one complete year of that time as a Petty Officer in the Navy; he must be a thorough, practical seaman, and understand the rigging of ships according to regulations, and the cutting and fitting of the same; also, the weighing, catting, fishing, securing and transportation of anchors, and the working of cables; the erection and securing of shears, the handling of purchases, the masting of ships, the securing of yards, and be able to write sufficiently well to keep an account of stores.

863...A candidate for a Gunner's appointment must be of sober and correct habits; he must be not less than twenty-one nor more than thirty-five years of age; he must understand the fitting and arrangement of magazines, light-rooms, passages, and shell-rooms; the stowage and preservation of ammunition, fireworks, and ordnance stores generally; the proportion of powder for guns of every class, the method of making and filling cartridges, the construction, strapping, filling and fusing of shells, the application of fuses of all kinds, and the use of fireworks; also, the making of cartridges for

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small arms, of wads, both junk and grommet; the fitting of gun-gear, the details and use of gun-carriages of all kinds, the securing and transportation of guns, the use of gun-sights, and the exercise established by regulations; he must also be able to write sufficiently well to keep an account of stores, and to make up his returns as required in the ordnance ledger.

864. . . A candidate for a Carpenter's appointment must be of sober and correct habits; he must be not less than twenty-one nor more than thirty-five years of age; he must be a good shipwright, understand caulking, the fishing of masts and yards, and the quality and strength of timber; also, how to unship and hang a rudder, to construct and hang a jury-rudder, and be able to write sufficiently well to keep an account of stores.

865. . . A candidate for a Sailmaker's appointment must be of sober and correct habits; he must be not less than twenty-one nor more than thirty-five years of age; he must be a good workman in his line of business; be capable of draughting, and understand thoroughly the cutting and making of sails, awnings, hammock-cloths, boom-covers, and wind-sails for a vessel of war, and be able to write sufficiently well to keep an account of stores.

866. . . A candidate for an appointment as Second Assistant Engineer must not be less than nineteen nor more than twenty-six years of age; he must be of moral character and correct habits; he must have worked not less than eighteen months in a steam-engine manufactory, or else have served not less than that period as an engineer on board a steamer provided with a condensing engine, and have secured a favorable impression of the director or head engineer as to his ability; he must be able to describe and sketch all the different parts of the marine steam-engine and boilers, and to explain their uses and mechanical operation, the manner of putting them in operation, regulating their action, and guarding against danger. He must be well acquainted with arithmetic, and must be perfectly competent to manage a marine engine. He should have a good knowledge of the chemistry of combustion and corrosion, mechanics, and mensuration, and write a legible hand.

867. . . A candidate for the office of Assistant Naval Constructor must be not less than twenty-four nor more than thirty-five years of age; he must be of good moral character, have an accurate

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knowledge of arithmetic, of the nature and use of logarithms; be able to resolve a simple algebraic formula into numbers; be acquainted with the primary elements of geometry, descriptive geometry, mensuration, naval architectural drawing, and laying off on the mould-loft floor, and with practical building.

868...A candidate for the office of Assistant Paymaster must be not less than twenty-one nor more than twenty-six years of age. His moral and mental qualifications, as well as his fitness for the office he solicits, will be subjects of rigid investigation.

869...A candidate for the office of Assistant Surgeon must be not less than twenty-one nor more than twenty-six years of age. His moral, mental, and professional qualifications will be decided upon by the board.

870...An applicant for the office of Chaplain must be not less than twenty-one nor more than thirty-five years of age. He must be a regularly ordained minister.

871...No person shall be appointed a Secretary who is under twenty-one years of age; nor shall any person be appointed a Clerk who is under eighteen years of age. The officers who may nominate secretaries or clerks, will be responsible for their moral character and fitness for the duties they are to perform.

SECTION 2.—*Examinations.*

872...At stated or convenient periods, boards will be ordered for the examination of candidates for appointment or promotion, who will be duly informed of the time and place of meeting. Before proceeding to the examination of any candidate for appointment, the medical officers who may be ordered for the purpose will furnish to the board, to examine professionally, a certificate of the physical fitness of each candidate who may pass the examination; and also a list of those who may be found to be physically unfit for the service. No person will be passed by the medical board who is not free from physical defects, and all obvious tendency to any form of disease which would be likely to interfere with a prompt and efficient discharge of duty. In the case of an Assistant Surgeon, the board of examiners will scrutinize his physical qualifications, and will make a separate report in each case, *direct* to the Department, to be placed

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on file with his testimonials. The board to examine professionally, having received the certificate of the physical fitness of the candidate, will proceed to examine him on all the required qualifications; it will grant certificates to those who may be found duly qualified, numbering them in succession in the order of relative merit. It will, besides, report to the authority convening them, at the close of a session, the result of all their investigations, and forward all the documentary evidence they may have received in relation to the capacity and fitness of parties.

873...The board of Naval Surgeons will assemble annually, and usually about the close of the lecture season. In no case admitting of a reasonable doubt will it report favorably, as the health and lives of the officers and men of the Navy are objects too important to be intrusted to ignorant or incompetent persons.

874...Boards for the examination of candidates for appointment or promotion shall be composed as follows: For a Mate, of three Line Officers, one of whom shall be of, or above, the rank of Lieutenant Commander. For a Boatswain or Gunner, of three Line Officers, one of whom shall be of, or above, the rank of Lieutenant Commander. For a Carpenter or Sailmaker, of three Line Officers, one of whom shall be of, or above, the rank of Lieutenant Commander. For Engineer Officers, of one Rear-Admiral and not less than three Chief Engineers. For Passed Assistant and Assistant Paymasters, of one Rear-Admiral and not less than three Paymasters. For Assistant Naval Constructors, of one Rear-Admiral, one Professor of Mathematics, and not less than three Constructors.

875...Candidates who may exhibit the highest degree of practical experience and professional skill will be given the preference, both in admission and promotion.

876...No qualified candidate will be held over for appointment more than one year. If not appointed within that time, it will be necessary for the candidate to be re-examined, when he will take position, if successful, with the class last examined.

877...Any person who shall fail to present himself for examination after having obtained permission, will be considered as having forfeited his right to be examined, and any officer who shall fail to present himself after having been ordered so to do, (unless for reasons satisfactory to the Department,) will be dropped from the list.

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878...Any Assistant Surgeon or Assistant Paymaster who, after examination, shall be reported by the board as not qualified for promotion, shall be dropped from the list of officers of the Navy.

879...Any officer who may have been absent from the United States on duty, or have been excused by the Department from attending at the time when others of his date were examined, will, if not rejected at a subsequent examination, be entitled to the same rank with them, and if, from any cause, his relative seniority cannot be assigned, he shall retain his original relative position on the register. In order, however, that the relative position of officers of the same date who may be examined for promotion at different times may be more readily determined, a majority of the members of the board will be selected, if practicable, from those who served on the next preceding board.

880...No allowance will be made for the expenses of persons undergoing examinations for appointments, as the latter are indispensable prerequisites to appointment. An exception to this rule will be made in the case of candidates for admission to the Naval Academy, who, if successful, will be allowed their actual traveling expenses.

881...Any person producing a false certificate of age, time of service or character, or making a false statement to a board of examination, will be immediately dropped.

SECTION 3.—*Appointments and Promotions.*

882...Any person having passed an examination will be eligible to an appointment. Appointments will be made as vacancies may occur, in the order of merit as reported by the board. Every person on receiving an appointment from the Department to any office in the Navy, will forward a letter of acceptance immediately to the Department, together with the oath of allegiance duly signed and certified. (See appendix, form No. 17.)

883...No officer shall, when within the jurisdiction of the United States, unless authorized by the Secretary of the Navy, appoint any person not holding a commission or warrant in the Navy to perform the duties of a commissioned or warranted officer, nor give to any commissioned or warranted officer any acting appointment. An ex-

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ception to this rule will be found in the fourth section of the act to provide for the appointment of Assistant Paymasters, approved July 17, 1861.

884...No officer, other than the Commander-in-Chief of a fleet or squadron, shall give any *acting appointment*, except as provided for in the last paragraph; nor shall any such acting appointment be issued unless a lasting vacancy should occur in the established complement of a vessel of the Navy, which cannot be filled from supernumerary officers on board other vessels of the fleet, squadron, or division, and in such case it shall be in writing, and be subject to revocation by himself, or by his successor, or by the Secretary of the Navy. In the case of a vacancy by death on board any vessel absent from the United States, and acting singly, the Commanding Officer may issue a *written order* to supply the deficiency, which shall continue in force until the vessel falls in with the Commander-in-Chief, or arrives in the United States.

885...Temporary vacancies on board vessels not within the United States, occasioned by the continued indisposition of officers, their absence on duty, or inability to perform it, may be filled by a written order from the Commander-in-Chief, or senior officer present, to other officers of the fleet, squadron, division, or vessel, who will perform the duties of such sick, absent, or incompetent officers, until their return to duty, or until further orders be received from competent authority. All such orders may be revoked by the officer from whom they issued.

886...No Commanding Officer of a vessel which may be ordered to sail from the United States, or which may be separated from the Commander-in-Chief of the fleet or squadron to which such vessel belongs, shall issue any order to fill vacancies among offices which existed and could have been reported to the Navy Department in time for orders to be issued to other officers before sailing, or to the Commander-in-Chief before the separation occurred.

887...All *acting appointments* and *orders* directing an officer to perform duties higher than those of his proper grade must specify the vessel on board which he is to act, and in case of subsequent removal to another vessel, a new appointment or order must be given, except when the original shall have issued from the Navy Department.

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888...Officers conferring acting appointments, or giving orders to fill vacancies, will promptly inform the Department of such transactions, and of the reasons which governed them. In no case will the established complement of the vessel be exceeded. If an acting appointment or order to perform duties belonging to a higher grade be revoked, the reasons for the revocation must be immediately reported to the Department.

889...An officer holding an *acting appointment* will wear the uniform of the grade to which he is appointed, and will annex the title of his acting rank to his official signature; when the duty ceases, he must relinquish the uniform, but when holding only an *order* to perform the duties of a higher grade, he will not change his uniform nor his official designation.

890...All officers when commanding a vessel of war, or acting as Chief-of-Staff, shall be allowed to appoint a clerk.

891...Every officer entitled to a secretary or clerk may nominate him. But the appointment or discharge of a clerk by any officer not in command shall be subject to the approval of the Commander of the vessel; the latter, however, will not refuse his approval except for good and sufficient reasons, which he will state in writing to such officer. No secretary or clerk shall be entered upon the muster-roll of any vessel, nor be entitled to any pay, until he shall have accepted his appointment by letter, in duplicate, binding himself therein to be subject to the laws and regulations for the government of the Navy, and the discipline of the vessel, so long as his appointment may continue. One of these letters in duplicate shall be transmitted immediately to the Department by the officer conferring the appointment, together with the oath of allegiance; the other copy of the letter of acceptance shall be preserved by that officer. In the case of any clerk appointed by an officer not in command, the letter of acceptance sent to the Department must bear the approval of the Commander of the vessel. The acceptance of an appointment as secretary or clerk shall be understood as binding such person to serve with the officer who appointed him until regularly discharged, or until the return of such officer to the United States.

892...Masters-at-arms and Yeomen will be appointed by the Commander of the vessel; Apothecaries and Nurses will be appointed by the Surgeon, and Paymaster's Yeomen by the Paymaster; but all

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such appointments must bear the approval of the Commander of the vessel or station. They will be entered on the ship's books after having been found physically qualified, have taken the oath of allegiance, and have signed an agreement (form No. 18, appendix) to serve faithfully for the cruise or otherwise, to be amenable to the laws, regulations, and discipline of the service, and to be subject to discharge in case of misbehavior, in any port, foreign or domestic, without claim for passage money, the fact of misbehavior to be established by a summary court-martial, appointed by the Commander of the vessel. This agreement must be executed in duplicate, one copy of which, approved by the Commander of the vessel, together with the oath of allegiance, shall be forwarded to the Department, and the other copy shall be retained by the Commander of the vessel. The physical examination of Apothecaries and Nurses will be made by the officer appointing them. Masters-at-arms, Yeomen, and Paymaster's Yeomen, will be examined by the Surgeon of the vessel or of the station. The Petty Officers named in this paragraph, together with the Orderly Sergeant of Marines, shall be allowed to mess separately on the berth-deck.

893. The Surgeon of every vessel of the Navy may appoint, for duties connected with the medical department, an apothecary, and on board every vessel commissioned for sea-service he may appoint one nurse, when the complement is less than (200) two hundred, and when it is (200) two hundred and over, two or more nurses, subject to the approval of the Commanding Officer. Nurses will be allowed on board receiving-ships, in numbers proportionate to the necessities of the case.

894. No Paymaster, Passed Assistant Paymaster, or Assistant Paymaster, shall be allowed a clerk in a vessel having the complement of one hundred (100) persons, or less, excepting in supply-steamers and store-vessels. Paymaster's Yeomen will be allowed in all vessels having a complement of twenty persons and over.

895. Whenever an officer is appointed Commander-in-Chief of a fleet or squadron, he will be allowed to nominate to the Department an officer not below the grade of Commander, to serve as Chief-of-Staff, and such other officers of lower grade as may be necessary for him to have on his personal staff, who, if allowed by the Department, will be in addition to the complement of the flag-ship.

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896...The Commander-in-Chief of a fleet or squadron, in the case of a vacancy occurring on a foreign station, may *order* the Senior Surgeon, Senior Paymaster, or Senior Engineer of the squadron, to perform the duty of Fleet Surgeon, Fleet Paymaster, or Fleet Engineer, if such officers are authorized, unless from disability, or other good cause, it be found necessary to select another of the same, or of a lower grade, for the purpose.

897...No officer is to order into service or to assign to duty any officer who is on leave of absence or furlough, or make any change in the distribution or arrangement of officers established by the Secretary of the Navy, except in cases of emergency, and then he shall report his acts to the Department without delay.

898...If an officer be promoted while in command of a vessel on foreign service, he is not, on that account, to be removed from his command until instructions be received from the Secretary of the Navy.

899...As a general rule, Ensigns, Masters, Lieutenants, or Lieutenant Commanders will not be nominated for promotion to the next higher grade until they shall have performed as such, respectively, at least one year's sea service, exclusive of coast survey service.

900...Masters who have not been promoted from Ensigns are not to be considered eligible to further advancement, except under extraordinary circumstances.

901...No officer will be promoted to the grade of Lieutenant until he has served one year as Master, one year as Ensign, and at least one year as Midshipman after leaving the Naval Academy.

902...Masters, Ensigns, and Midshipmen serving on board any naval steamer, will hereafter be taught thoroughly the duty of steam enginery. They will be divided into four watches on deck, and the same number in the engine and fire rooms, and will serve alternately on deck and below whenever steam power is used.

903...Any person having served six months at sea under an acting appointment as Boatswain, Gunner, Carpenter, or Sailmaker, may be eligible to a warrant bearing the same date as his acting appointment, provided the Commanding Officers under whom he may have served shall have certified favorably as to his merits.

904...Candidates for promotion to the grade of First Assistant

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Engineer must have served at least two years at sea as Second Assistant Engineer on board of a naval steamer; favorable testimonials must have been received by the Department from the Commanding Officers and Senior Engineers under whom they may have served. They must also pass, before the board appointed to examine them, a thorough examination upon the subjects prescribed for Second Assistant Engineers, and, in addition thereto, be able to explain properly the principles, peculiarities and uses of the different kinds of valves and valve-gear applied to marine steam machinery; the construction, principles, peculiarities, and uses of the various apparatus for working steam expansively; the construction of the various marine boilers commonly used, together with their attachments, uses of the same, and the reasons therefor; the causes of derangement in the operation of air and feed pumps and feed pipes, and how to prevent and remedy them; the chemistry of boiler scale, the means of preventing it, and the mode of removing it; the construction, principles, peculiarities, and uses of the different kinds of surface condensers; how to calculate the loss by "blowing-off," with the sea-water in the boiler at a given concentration; the principles of, and the manner of using, the various instruments for determining the water's concentration, and the method of graduating them; the theory of using steam expansively, together with the limits and modifications imposed by practice, and the necessary calculations connected therewith; the construction and mode of applying the indicator, and the interpretation of its diagrams; the construction and principles of the various steam and vacuum gauges, and the causes of their derangement; and besides, they must have a thorough knowledge of rudimentary mechanics, be well versed in the elements of geometry, including descriptive, and be well acquainted with the practical building and repairing of steam machinery.

905.. Candidates for promotion to the grade of Chief Engineer, must have served at least two years at sea as First Assistant Engineer on board of a naval steamer; favorable testimonials must have been received by the Department from the Commanding Officers and Senior Engineers under whom they may have served. They must also pass, before the board appointed to examine them, a thorough examination upon the subjects prescribed for First Assistant Engineers, and in addition thereto, they must satisfy it that they

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are well versed in mechanical philosophy, the physical laws of steam, applied mechanics, the theory of the steam engine, and likewise in the construction, principles, and the laws of action of various types of marine governors, paddle-wheels, and screw-propellers, and in all the necessary calculations relating to these. Furthermore, they must satisfy the board that they are thoroughly acquainted with the various kinds of paddle-wheel and screw-propeller engines, able to point out their respective advantages and disadvantages, to design and erect the same, and to proportion them to a given vessel, for a given speed, with a given propelling instrument; that they are thoroughly versed in the strength of materials, in the theoretical laws governing form, the limits and modifications imposed by practice, and the reasons connected therewith; that they are familiar with the different kinds of boilers, their respective advantages and disadvantages, and able to properly proportion and construct the same for supplying a given power under given conditions; and that they do understand so much of chemistry as is involved in the laws of combustion and corrosion, and the metallurgic operations connected with steam engineering. •

906. When, in the opinion of the Department, the wants of the service require a greater number of Engineers of any grade above that of Second Assistant than can be obtained by regular promotion, candidates presenting themselves for admission will have to undergo the same examination as that prescribed for the grade to which they may aspire; and with regard to subsequent promotion, the same length of sea-service prescribed as necessary to advancement from one grade to another will be required. But all persons so appointed to the grade of Second Assistant Engineer must be between the ages of twenty-one and twenty-eight; all to the grade of First Assistant Engineer, between twenty-five and thirty-two; and all to that of Chief Engineer between twenty-eight and thirty-five.

907. Assistant Surgeons, after five years' service in the Navy, at least two years of which shall have been passed on board a public vessel of the United States at sea, shall be entitled to an examination for promotion. Testimonials of correct deportment and habits of industry from the Surgeons and Commanding Officers with whom they have been associated on duty must have been received by the Department, and they shall present to the board a journal of prac-

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tice, or case-book, in their own handwriting. They are expected to be familiar with all the details of duty specified in the "Instructions for the Government of Medical Officers."

908...Candidates for promotion to the grade of Paymaster must satisfy the examining board of their competency to perform the various duties of Paymaster. They must be well acquainted with all laws and regulations relating to the duties and responsibilities of the position they aspire to. They must have a good theoretical and practical knowledge of book-keeping, and the law and practice of exchange, the value of foreign coins as compared with those of the United States, and the weights and measures of foreign countries; and they must have a sufficient knowledge of the Spanish and French languages to enable them to transact the business of their departments in those languages. But the acquaintance of these languages is not to be exacted until four years after the promulgation of this regulation. They must produce satisfactory testimonials from their Commanding Officers of their conduct, character and deportment, and from the Bureau of Provisions and Clothing, and also from the Fourth Auditor's Office that their accounts have been well kept and promptly rendered, and that their returns have been properly and seasonably made.

909...Candidates for promotion to the grade of Naval Constructor must have been at least five years in the service as Assistant Naval Constructors; they must pass, before the board appointed to examine them, a satisfactory examination in Euclid's Elements, algebra, with its application to geometry, plane trigonometry, conic sections, descriptive geometry, mechanics, strength of materials; calculation of displacement, of stability, of center of gravity, of center of effort, and other matters relating to the theory of naval architecture, as well as the practice in building ships of-wood and of iron.

SECTION 4.—*Ratings and Disratings.*

910...On a crew being transferred from a receiving vessel to a vessel of the Navy intended for sea-service, the officer ordered to command her is to select and have rated from such crew the different Petty Officers allowed by the Department for one of her class.

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911...In the event of a vacancy occurring among the appointed Petty Officers, if a suitable person can be found among the crew of the vessel, the Commanding Officer may *rate* such person, and cause him to perform the duties appertaining to the vacant situation. The rating of such person will not discharge him from his enlistment, however; but in case that it should be revoked, he will return to his former rate on the ship's books.

912...No enlisted person shall be transferred from any quarter to any vessel, navy yard, station, or hospital, with the rating of a Petty Officer, excepting machinists.

913...No Petty Officer, or person of inferior rating, shall ever be disrated by the Commander of a vessel, unless he shall have received his rating from that Commander; and this shall be done for good and sufficient cause only, which must be stated in the log. But any Commanding Officer transferring his command shall previously reduce all persons who may have been rated by himself to the rates they held at the time of joining his ship, and his successor shall appoint them immediately to the same rates. In case, however, of the death of any Commanding Officer, his captivity, or any other circumstance which may vacate his command, all ratings established by himself shall also be vacated, subject to re-establishment by his successor, as provided for above, except those of such persons as a Commander is allowed to take with him from one ship to another, who shall not be reinstated, unless such successor shall fail to bring with him other persons to fill their situations. If not reinstated, the Cockswain shall resume the rate he held on joining the vessel, and the steward, cook, and one other person of inferior rating, shall be regarded as having fulfilled their enlistment, and be entitled to their discharge, if they desire it, unless they enlisted for the ordinary duties of deck-hands, in which case they shall resume their former rates and serve their full time.

914...No person having enlisted in any particular rate shall be reduced to a lower rate, except by order of the Department, or to carry out the sentence of a court-martial, except as provided below for firemen, coal-heavers, and machinists.

915...No person, about to be discharged from a vessel going out of commission, or transferred and sent home to be discharged, shall be disrated by reason of such discharge or transfer, but his rate,

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whatever it may be, shall be expressed on the face of his discharge or transfer for that purpose.

916. Whenever a change of rating takes place, an order in writing will be given by the Commander of the vessel to the Paymaster, stating the change of rate and the time from which it is to date; but no such order shall be given in one quarter to take effect in a preceding quarter.

917. Should any machinist, fireman, or coal-heaver be reported by the Senior Engineer of the vessel for neglect of his duty, or inability to perform it, from other causes than sickness, or injury received in line of duty, the Commanding Officer of the squadron, or, in his absence, the Commanding Officer of the vessel to which such machinist, fireman, or coal-heaver belongs, may, if he deems it necessary, direct another person to perform it during the continuance of such neglect or disability, or until the place is supplied by a person of the proper rating, and the person so appointed shall receive the pay of the situation which he may thus fill. But the Commanding Officer shall, when it is practicable, direct first-class firemen to supply the places of machinists; second-class firemen to succeed or supply the places of the first-class; and the coal-heavers, if qualified, should take the place of the second-class firemen in preference to other persons. The pay of such reduced fireman or coal-heaver is provided for under the head of allowances.

ARTICLE X.**Rules to Prevent Collisions.**

918. The following rules for preventing collisions on the water are to be strictly observed in the Navy, with the understanding, however, that the exhibition of any light on board a vessel of the Navy may be suspended, whenever, in the opinion of the Secretary of the Navy, the Commander-in-Chief of a squadron, the senior officer present, or the Commander of a vessel acting singly, the special character of the service may require it—as in blockading, &c.

919. **ARTICLE 1.** Preliminary.

RULES CONCERNING LIGHTS.

ARTICLE 2. Lights to be carried as follows.

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- ARTICLE 3. Lights for steamships.
- ARTICLE 4. Lights for steam tugs.
- ARTICLE 5. Lights for sailing ships.
- ARTICLE 6. Exceptional lights for small sailing vessels.
- ARTICLE 7. Lights for ships at anchor.
- ARTICLE 8. Lights for pilot vessels.
- ARTICLE 9. Lights for fishing vessels and boats.

RULES CONCERNING FOG-SIGNALS.

- ARTICLE 10. Fog-signals.

STEERING AND SAILING RULES.

- ARTICLE 11. Two sailing ships meeting.
- ARTICLE 12. Two sailing ships crossing.
- ARTICLE 13. Two ships under steam meeting.
- ARTICLE 14. Two ships under steam crossing.
- ARTICLE 15. Sailing ship and ship under steam.
- ARTICLE 16. Ships under steam to slacken speed.
- ARTICLE 17. Vessels overtaking other vessels.
- ARTICLE 18. Construction of articles 12, 14, 15, and 17.
- ARTICLE 19. Proviso to save special cases.
- ARTICLE 20. No ship, under any circumstances, to neglect proper precautions.

920...ARTICLE 1. In the following rules every steamship which is under sail, and not under steam, is to be considered a sailing ship; and every steamship which is under steam, whether under sail or not, is to be considered a ship under steam.

921...ARTICLE 2. The lights mentioned in the following articles, and no others, shall be carried, in all weather, between sunset and sunrise.

922...ARTICLE 3. All steam vessels when under way shall carry—
 (a) At the foremast head a bright white light, so fixed as to show an uniform and unbroken light over an arc of the horizon of twenty points of the compass, so fixed as to throw the light ten points on each side of the ship, viz: from right ahead to two points abaft the beam on either side, and of such a character as to be visible on a dark night, with a clear atmosphere, at a distance of at least five miles.

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(b) On the starboard side a green light, so constructed as to throw an uniform and unbroken light over an arc of the horizon of ten points of the compass, so fixed as to throw the light from right ahead to two points abaft the beam on the starboard side, and of such a character as to be visible on a dark night, with a clear atmosphere, at a distance of at least two miles.

(c) On the port side a red light, so constructed as to show an uniform unbroken light over an arc of the horizon of ten points of the compass, so fixed as to throw the light from right ahead to two points abaft the beam on the port side, and of such a character as to be visible on a dark night, with a clear atmosphere, at a distance of at least two miles.

(d) The said green and red lights shall be fitted with inboard screens, projecting at least three feet forward from the light, so as to prevent these lights from being seen across the bow.

923. .ARTICLE 4. Steamships, when towing other ships, shall carry two bright white masthead lights, vertically, in addition to their side lights, so as to distinguish them from other steamships. Each of these masthead lights shall be of the same construction and character as the masthead lights which other steamships are required to carry.

924. .ARTICLE 5. Sailing ships under way, or being towed, shall carry the same lights as steamships under way, with the exception of the white masthead lights, which they shall never carry.

925. .ARTICLE 6. Whenever, as in the case of small vessels during bad weather, the green and red lights cannot be fixed, these lights shall be kept on deck, on their respective sides of the vessel, ready for instant exhibition, and shall, on the approach of or to other vessels, be exhibited on their respective sides in sufficient time to prevent collision, in such manner as to make them most visible, and so that the green light shall not be seen on the port side, nor the red light on the starboard side. To make the use of these portable lights more certain and easy, they shall each be painted outside with the color of the light they respectively contain, and shall be provided with suitable screens.

926. .ARTICLE 7. Ships, whether steamships or sailing ships, when at anchor in roadsteads or fairways, shall, between sunset and sunrise, exhibit, where it can best be seen, but at a height not exceeding

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twenty feet above the hull, a white light in a globular lantern of eight inches in diameter, and so constructed as to show a clear, uniform, and unbroken light, visible all around the horizon, and at a distance of at least one mile.

927..ARTICLE 8. Sailing pilot vessels shall not carry the lights required for other sailing vessels, but shall carry a white light at the masthead, visible all around the horizon, and shall also exhibit a flare-up light every fifteen minutes.

928..ARTICLE 9. Open fishing boats and other open boats shall not be required to carry side lights required for other vessels, but shall, if they do not carry such lights, carry a lantern having a green slide on the one side and a red slide on the other side; and on the approach of or to other vessels, such lantern shall be exhibited in sufficient time to prevent collision, so that the green light shall not be seen on the port side, nor the red light on the starboard side. Fishing vessels and open boats, when at anchor, or attached to their nets and stationary, shall exhibit a bright white light. Fishing vessels and open boats shall, however, not be prevented from using a flare-up in addition, if considered expedient.

929..ARTICLE 10. Whenever there is a fog, whether by day or night, the fog-signals described below shall be carried and used, and shall be sounded at least every five minutes, viz:

(a) Steamships under way shall use a stean whistle, placed before the funnel, not less than eight feet from the deck.

(b) Sailing ships under way shall use a fog-horn.

(c) Steamships and sailing ships when not under way shall use a bell.

930..ARTICLE 11. If two sailing ships are meeting end on, or nearly end on, so as to involve risk of collision, the helms of both shall be put to port, so that each may pass on the port side of the other.

931..ARTICLE 12. When two sailing ships are crossing, so as to involve risk of collision, then, if they have the wind on different sides, the ship with the wind on the port side shall keep out of the way of the ship with the wind on the starboard side, except in the case in which the ship with the wind on the port side is close-hauled, and the other ship free, in which case the latter ship shall keep out of the way. But if they have wind on the same side, or if one of

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them has the wind aft, the ship which is to windward shall keep out of the way of the ship which is to leeward.

932..ARTICLE 13. If two ships under steam are meeting end on, or nearly end on, so as to involve risk of collision, the helms of both shall be put to port, so that each may pass on the port side of the other.

933..ARTICLE 14. If two ships under steam are crossing so as to involve risk of collision, the ship which has the other on her own starboard side shall keep out of the way of the other.

934..ARTICLE 15. If two ships, one of which is a sailing ship and the other a steamship, are proceeding in such directions as to involve risk of collision, the steamship shall keep out of the way of the sailing ship.

935..ARTICLE 16. Every steamship, when approaching another ship so as to involve risk of collision, shall slacken her speed, or, if necessary, stop and reverse; and every steamship shall, when in a fog, go at a moderate speed.

936..ARTICLE 17. Every vessel overtaking any other vessel shall keep out of the way of the said last-mentioned vessel.

937..ARTICLE 18. Where, by the above rules, one of two ships is to keep out of the way, the other shall keep her course, subject to the qualifications contained in the following article.

938..ARTICLE 19. In obeying and construing these rules, due regard must be had to all dangers of navigation, and due regard must also be had to any special circumstances which may exist in any particular case, rendering a departure from the above rules necessary in order to avoid immediate danger.

939..ARTICLE 20. Nothing in these rules shall exonerate any ship, or the owner or master or crew thereof, from the consequences of any neglect to carry lights or signals, or of any neglect to keep a proper lookout, or of the neglect of any precaution which may be required by the ordinary practice of seamen, or by the special circumstances of the case.

940..Should a collision unfortunately take place, each Commanding Officer is required to furnish the Department with the following information:

1st. His own report, that of the pilot, the Officer of the Deck, and other officers who witnessed the occurrence. These reports and

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statements are to be exemplified by a diagram, and must contain the courses steered, the point at which the vessel was first seen, the bearing, the time when the engine was slowed, when the vessel was stopped, whether in motion, and, if so, at what speed at the moment of collision, the direction of the wind, the condition of the weather and atmosphere, what lookouts were placed, what lights were exhibited by both vessels, whether either vessel deviated from the above rules and regulations, whether any blame can attach to any one, and if so to whom, and any and all other facts bearing upon the subject.

2d. Written statements and estimate of damage from officers of the vessel with which the vessel of the United States Navy collided, if they can be obtained.

3d. Survey of the injury to both vessels by United States officers.

4th. If the vessel is in charge of a pilot, and the collision has occurred from his acting in violation of the above rules and regulations, the fact must be established in the report, and no pilotage paid to him.

ARTICLE XI.

Preservation of Health of Crew.

941..As cleanliness, dryness, and pure air, are essential to health, the Commanding Officer is to use his utmost endeavor to secure each in the greatest degree possible. Sea water is not to be admitted to the holds, the ship is always to be pumped dry, the pump-well frequently swabbed out and dried, and a solution of nitrate of lead or sulphate of iron, and whitewash, used wherever it is practicable. He is to take care that there is a free passage in the bilges, fore and aft, for water, and that those places where, from the trim of the ship, a lodgment may occur, be bailed and swabbed out frequently. In steam vessels, especially, he is to take care that every possible means be taken for the free circulation of air; that the bilges be frequently cleansed and whitewashed, and that all offensive matter be removed from the limbers. The man-hole plates of the coal-bunkers should be kept off during the day, whenever the state of the weather will permit.

942..He shall cause the bedding and clothing of the crew to be inspected by the officers of divisions once a month, and the bedding

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and clothing aired and cleansed once a fortnight, when the weather will permit.

943... Whenever it shall be deemed necessary, upon the report of the Medical Officer, to destroy the clothing, or other personal effects of officers or men, to prevent the spread of disease, the Commanding Officer will direct a survey to be held on the articles to be destroyed, and the report of survey, approved by him, will be transmitted to the Department, and will contain a descriptive list of the articles, with an estimate of their value.

944... He shall not allow men to sleep about the deck in situations where they will be exposed to night dews or rains, to sleep in wet clothes or bedding, or to take them below the gun-deck, when it can be avoided.

945... He shall cause the crew to bathe or wash themselves frequently, and when they are washing decks or scrubbing clothes or hammocks, he will direct that they take off their shoes and stockings and roll up their trousers, unless the temperature of the water or air should be such as not to justify it.

946... He shall pay great attention to the suitable clothing of the men, obliging them to make such changes as, in the opinion of the Medical Officers and himself, will be most conducive to health, according to the changes of climate to which they may be subjected.

947... He shall take care that the boats' crews have their breakfasts before leaving the vessel, and their other meals at the usual times, except when special duties prevent.

948... He shall not allow the boats to be away from the ship after sunset, without his special permission.

949... He shall prevent all unnecessary exposure of those under his command.

950... He shall prevent the introduction on board and use of improper fruits or of other articles which may endanger the health of the crew.

951... Before water is received on board to be placed in the tanks or for present use, he will cause it to be tested by the senior Medical Officer, and will not permit any to be drunk which is impure.

952... Unless absolutely indispensable, the men are not to be placed on a daily allowance of water of less than one gallon.

953... When in port, he may cause fresh meat and vegetables to

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be issued to the crew, not exceeding four days in the week, unless the Surgeon may recommend more frequent issue as necessary to their health.

954... When men are sent to the hospital they are to be accompanied by a Medical Officer, with a statement of the case, who is to see that the clothing and bedding of the men are carefully delivered to the proper officer of the hospital, with a complete list of the same.

955... Whenever sick or wounded men are sent from one vessel to another, to be, on the arrival of the latter at her destined port, transferred to a naval hospital, the Commanding Officer of the former will take especial care to make every necessary arrangement in his power for having them properly attended to while on board the vessel to which they are sent, and also for their being properly placed in the hospital on her arrival. If necessary, to insure such attention, a suitable person will be sent in charge of them. Unless for urgent reasons, such sick or wounded men will be sent only in store or supply vessels, or other vessels of the Navy.

956... Men who may be sent to a hospital from a vessel in commission lying in the port where the hospital is located, are to be transferred to the receiving ship.

957... The life-buoys are to be always ready to be dropped, and at sea, and in strong tide-ways in port, shall have men stationed by them. They shall be examined every evening by the gunner, and their condition reported to the Executive Officer. The quarter boats are to be kept in condition to be immediately lowered, with a crew for each in each watch, in charge of a Petty Officer.

958... The lives of the men shall not be exposed by setting them to do unnecessary work outside the ship at sea, or in strong tide-ways. When necessary to employ them outside of the vessel every precaution shall be taken to rescue them in case any should fall overboard.

ARTICLE XII.

Stores and Outfits.

559... The Commander of a vessel, when she is first equipped, shall be furnished by the Commandant of the yard with inventories

Stores and Outfits.

of all the articles belonging to the different departments; and he is thereafter to cause accurate accounts to be kept of all expenses incurred for the vessel in the different departments, and shall make quarterly returns to the Commander of the division, squadron, or fleet, embracing a complete abstract of the expenditure of stores in the Master's, Boatswain's, Gunner's, Carpenter's, and Sailmaker's departments, which the latter will investigate and forward to the Bureaus to which they belong, with his remarks thereon.

960... He shall examine all the returns of expenditures, all requisitions for supplies, all accounts rendered against the vessel, and, on being satisfied of their correctness, shall approve the same.

961... In making or approving requisitions for stores of any kind, he will, unless otherwise specially authorized, only require or approve for the articles which may be necessary to complete such quantities as are or may be established as the allowance for the vessel or specially authorized, and the requisition must state that it is so made.

962... He shall use the utmost economy and care in everything which relates to the expenses of the vessel or the public service, and shall require from all those under his command a rigid compliance with the regulations for the receipt, conversion, and expenditure of stores of every description.

963... When a vessel is ordered to be placed in ordinary, he shall, unless otherwise directed, after a survey shall be made upon the different articles, cause all the stores to be tallied, and properly marked and safely delivered to the proper officers of the navy yard.

964... Should a cable be slipped or parted, the Commander of the vessel, or, if he cannot, the senior officer present, shall use every exertion possible to recover it; but should neither have an opportunity so to do, then information of the fact must at once be forwarded to the Navy Department, or to the nearest public agent of the United States, whichever course may best lead to a prompt recovery.

965... When the ship is paid off or placed in ordinary he shall require from the Officers and Yeomen charged with stores an abstract statement of the receipts and expenditures of stores during each fiscal year, and the total quantity during the cruise, and shall, under this abstract, enter the quantities remaining on hand, as shown

Apartments and Messes.

by the general abstract expense book. If the remaining stores shall be landed, or can be surveyed before he leaves the ship, the quantities actually landed, or found to be on hand by survey, shall also be stated under the quantities, as shown by the abstract expense book; and if any differences shall be found to exist, he shall have inquiry made as to the cause, and note the result upon the report, and forward the same to the Navy Department. If the Commander should be detached, and the ship delivered over before the stores are landed or surveyed, he will sign and transmit to the Commanding Officer of the navy yard the required abstract of receipts and expenditures during the cruise, and the quantities on hand, as shown by the expense books.

ARTICLE XIII.

Apartments and Messes.

966...Apartments to be occupied by officers of different grades will be arranged on such decks of a vessel of such size and in such way as the Navy Department may direct; and the officers of a vessel are to mess in the apartments provided for them for the purpose, and none are to be permitted to mess elsewhere on board, except as hereafter provided for; nor shall separate messes be formed in the same apartment. Cabin officers in ships with two cabins, if they prefer it, may form one mess. A Commander-in-Chief may have his Chief-of-Staff and Secretary, or either of them, in his mess, and a Commanding Officer may have his clerk; but in such cases those officers shall be accommodated permanently in the cabin, and shall not occupy the apartments provided for them elsewhere on board.

967...A Commander-in-Chief, a Commander of a squadron or division, a Commodore, a Commanding Officer of the vessel, a Chief-of-Staff, or any Captain or Commander doing duty on board, is to be regarded as a cabin officer, and as entitled to mess therein, and also to be accommodated in other respects agreeably to these instructions.

968...Officers as passengers are to mess with those with whom they are associated as to the occupation of apartments; but no such officer is to be entitled to the accommodation of a state-room to the exclusion of any officer regularly attached to the vessel who is entitled to such accommodation.

Apartments and Messes.

969.. The Commander-in-Chief or Commanding Officer of a squadron or division, when embarked, shall be entitled, where there are two cabins on different decks, to select one of them as the apartment to be occupied by himself; and the other is to be occupied by the Commanding Officer of the vessel, Chief-of-Staff, and such passengers as are cabin officers.

970.. The Commanding Officer of a vessel, where there is no Commander-in-Chief or Commanding Officer of a squadron or division embarked on board, and where there are two cabins on different decks, shall be entitled to select one of them as the apartment to be occupied by himself; and where there is but one cabin provided, he is to occupy it.

971.. In case of there being but one cabin to a vessel having on board a Commander-in-Chief, or Commander of a division or squadron, the officer commanding her shall be entitled to one-third of the space allotted for the cabin apartment, divided off by a fore and aft bulk-head, provided such space is sufficient for the purpose, without interfering with efficiency and comfort.

972.. When one of the two cabins on different decks of a vessel is vacant, and, in the judgment of her Commanding Officer, not required for other public purposes, he may permit it to be occupied by the officers as a withdrawing room, but no one but the Executive Officer is to sleep there.

973.. A Chief-of-Staff, or principal aid to a Commander-in-Chief of a fleet or squadron, serving on board a vessel provided with two cabins on different decks, if he does not mess with the Commander-in-Chief, is to mess with her Commanding Officer, and be otherwise accommodated in the same cabin in which they are to mess. If there be two state-rooms in it, said Commanding Officer is to have the first choice, and the Chief-of-Staff the second choice with regard to them. And in any arrangement of cabin accommodations whereby there may be two state-rooms in the apartment assigned to the Commanding Officer of the vessel, the Chief-of-Staff shall be entitled to occupy one of them.

974.. When no other arrangement is prescribed or feasible, the Commander-in-Chief, Commanding Officer of the vessel, and Chief-of-Staff are to occupy the cabin jointly, the choice of accommodations to be made in the order in which they are here mentioned.

Apartments and Messes.

975. The state-rooms opening into the wardroom country will be occupied, on the starboard side, by all the Line Officers borne upon the books, according to rank, commencing with the forward room.

976. The state-rooms opening into the wardroom country will be occupied, on the port side, as follows: The forward room shall be occupied by the Senior Engineer in charge of the engines, and if there be no such officer on board, then by the Paymaster, Passed Assistant Paymaster, or Assistant Paymaster in charge of the Pay Department; the next room by the Surgeon, or Assistant in charge of the Medical Department; the next room by the Senior Marine Officer in charge of the guard; and all the rooms abaft this by other Wardroom Officers not of the line, in the order of their rank. In flag-ships, the Engineer, Paymaster, and Surgeon, in charge of their respective departments, shall occupy rooms conformable to the above rule, and all other officers entitled to rooms on the port side, according to their rank. All other rooms shall be occupied as the Commander may direct.

977. In all vessels of the first-class, and in those of the second-class having a covered gun-deck, the Boatswain and Gunner will each have a separate room on the starboard side, forward of the steerage, and the Carpenter and Sailmaker will also each have a separate room on the port side; but in vessels below the above the Boatswain and Gunner will occupy one room jointly, fitted with two berths, on the starboard side, and the Carpenter and Sailmaker a similar room on the port side.

978. State-rooms in the cock-pit, or on the orlop or berth deck of a vessel, remaining vacant, are to be assigned by the Commanding Officer to such officers entitled to the accommodation of rooms as have not been provided with them, agreeably to their rank or seniority, giving preference in all cases to the watch officers in the regular order of rank.

979. In all messes of officers, except Engineers, the Senior Line Officer shall preside, and the Senior Line Officer present will be held responsible for the order and decorum of the mess. In messes of Engineers the senior one shall preside, and the senior one present will be held responsible for the order and decorum of the mess.

980. Petty Officers will be messed by themselves, and shall not be required to perform the duty of mess cooks.

Naval Transports.

981... The boys will be distributed among the messes, but shall be berthed by themselves, under the charge of the schoolmaster, or one of the Petty Officers.

ARTICLE XIV.

Naval Transports.

982... Unless otherwise specially directed by the President, officers of the Army, when ordered to take passage in vessels of war, shall, if of the rank of General Officers, live with the Commander of the fleet or squadron, if one is embarked in the same vessel; otherwise, such General Officers, and all Field Officers by commission, in their respective corps or regiments, shall live in the apartments of the Captain or Commanding Officer of such vessel; and all other officers of regiments or corps, with the Lieutenants or Wardroom Officers of the Navy, or with those having the same designation, or who perform similar duties but without interfering with the sleeping apartments of the Naval Officers.

983... When officers of the Army are embarked with troops, in a transport or troop-ship, commanded and officered by Naval Officers, the latter shall occupy the same apartments which they usually occupy when employed on other service, and separate accommodations shall be provided for the special use of the Officers of the Army and those under their command.

984... Officers of the Army embarked with troops in Navy transports, or in troop-ships, shall mess together, and separately from the Officers of the Navy, unless otherwise mutually agreed upon with the sanction of the Commanding Officer of the vessel and of the troops.

985... When any part of the Army, Volunteers, or Militia, of the United States shall be embarked in any vessel of the Navy for *duty* therein, they shall, until they are regularly detached therefrom, be subject to the laws for the government of the Navy, and to the regulations of police for the vessel, in the same manner and to the same extent as marines when they form a part of the complement of a vessel.

986... Whenever any part of the Army, Volunteers, or Militia, of

Convoys.

the United States shall be embarked on board any vessel of the Navy for transportation only, they shall not be subject to the laws and regulations for the government of the Navy, but to the laws for the government of the Army; but they shall, nevertheless, be subject and conform to the internal regulations of the vessel in which they may be embarked, upon pain of confinement by the Commander of such vessel while on board, and of such punishment as an Army court-martial may direct, after they shall have been landed.

987...No Army courts-martial shall be held on board any vessel in the Navy when in commission, nor shall Army, Volunteer, or Militia Officers order any public punishment or confinement in irons to be inflicted on board such vessel, without the previous approval of the Commanding Officer of such vessel.

ARTICLE XV.

Convoys.

988...A Commanding Officer affording convoy to merchant vessels is to arrange with their masters such signals as will enable him to regulate movements, and them to communicate wants; and he will give them in writing, or in print, such directions for their government as may be necessary for their protection. Should it be expedient to provide them with secret instructions or signals, he will enjoin upon each master not to inform any person of the same, and not to allow an enemy, in the event of capture, to become possessed of the same.

989...He shall take a list of the names of the vessels under his convoy, specifying their rig, tonnage, and number of men, the places to which they belong and are bound, the date of their joining, and the names of their masters, owners, and supercargoes, a copy of which he is to transmit to the Secretary of the Navy; and on his arrival in port he is to send another list to the Secretary of the Navy, setting forth the names, &c., of the vessels that arrived with him, and of those that did not so arrive, mentioning, with regard to the latter, the time and supposed cause of their separation.

990...Before taking under his convoy a vessel bound to a belligerent port he shall require satisfactory proof that there are no articles of contraband on board; and, without such proof, he is not to take

Convoys.

her under his convoy, or afford her protection *en route* against a belligerent claim, unless specially directed.

991...An officer charged with a convoy must be very vigilant in guarding against attack or surprise, and if attacked he must defend it to the last extremity. He must never weaken the conveying force by detaching a part of it to go in chase beyond signal distance, nor must he himself separate from the convoy, unless such course would be the means of preserving it from an enemy.

992...He shall adopt all possible measures to prevent the separation of the convoy, and may direct such vessels to repeat his signals as he may deem proper. If practicable, he shall appoint a place of rendezvous in case of separation.

993...Each vessel of the convoy should be notified of the place of rendezvous, so as to know how to steer, in case of being separated from the rest of the squadron.

994...He will be particularly careful at night to see that the vessels acting as outposts permit no strange sail to get among the vessels of the convoy and cut them out.

995...He will make report to the Secretary of the Navy of the name of any vessel, and of the master, who shall disobey the instructions or signals for the convoy, or leave the convoy without permission, or otherwise misbehave, stating the particulars of his misconduct, so that insurance offices may be informed of the same.

996...Whenever the master of any vessel under convoy shall wilfully or repeatedly neglect or refuse to conform to the instructions or signals of the Commanding Officer of the conveying force, the said commanding Officer may refuse him any further protection, and be released from any further responsibility for the safety of the vessel.

997...When different convoys shall sail at the same time, or shall meet at sea, they shall sail together as long as their course shall be in the same direction; but the different convoys shall be kept as distinct from each other as circumstances will allow.

998...While two convoys continue together, the Senior Officer commands the whole; and the vessels of the conveying forces will wear different distinguishing flags, for the information of the respective convoys.

999...The Commanding Officer is enjoined not to receive, or

Prizes, or Vessels Seized as such, and Prisoners.

suffer any person under his authority to receive, under any pretense, any fee, reward, or gratuity, from any owner or master, or other person, for the protection afforded.

1000...Vessels of war of the United States are not to take under their convoy the vessels of any power at war with another with which the United States is at peace, nor the vessels of a neutral power, unless specially ordered so to do, or some very particular circumstances should occur to render it expedient and proper, of which they are to advise the Navy Department at the earliest possible moment.

1001...The Commanding Officer of a vessel of the Navy, about to sail from a foreign port during war, or when it is probable that war will soon occur, is, if the nature of the orders under which he is acting will permit, to give timely information to the merchant vessels of the United States lying therein of the day of his intended departure, and to take under his protection all such bound the same way as may be desirous and ready to accompany him; and he is also to take under his protection any other vessels of the United States that he may fall in with on the passage, which may desire it, and conduct them in safety as far as his course and theirs are the same.

1002...No lights are to be carried at night by either the public or private vessels of a convoy, except by the authority of the officer who may command it. If he directs any one or more of these vessels to carry one or more of them, they are to do so.

1003...The Commanding Officer of a convoy is not to permit the vessels under his protection to be searched or detained by any belligerent or other cruiser.

ARTICLE XVI.

Prizes, or Vessels Seized as such, and Prisoners.

1004...The attention of Commanding Officers of the Navy is particularly called to the laws in relation to captured vessels.

1005...When a vessel shall be seized as a prize; it shall be the duty of the Commander of the vessel making the capture to cause all the hatches and passages leading to the cargo to be secured and sealed, except such as may be indispensably necessary for the use of

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the persons on board and for the management of the vessel. The log-book, and all papers relating to the vessel and cargo, shall also be sealed up, and placed in charge of the prize-master, for delivery with the vessel and cargo.

1006...Should it be absolutely necessary to take out of a vessel seized as a prize any property, either for its better preservation or for the use of vessels or armed forces of the United States, a correct inventory, and also a careful appraisalment of its value, by suitable officers, qualified to judge, shall be made. This inventory and appraisalment shall be made in duplicate, one part of which shall be transmitted to the Secretary of the Navy and the other to the judge or United States attorney of the district to which the prize may be sent.

1007...If, from unavoidable circumstances, it should become necessary to sell any portion of the captured property, a full report of the facts shall be made to the United States attorney or judge of the district into which the prize is sent, and any proceeds of sale shall be held subject to the order of the said judge.

1008...The prize-master will vigilantly guard the captured or seized property intrusted to his care from spoliation and theft, such offenses leading to a forfeiture of the prize-money, and such other punishment as a prize-court may inflict, both of the crew and the prize-master.

1009...The Commanding Officer of any vessel of the Navy making a capture shall report to the Navy Department and to the judge of the court to which the prize is sent all the material facts attending it, including the names of all vessels within signal distance at the time, together with all the circumstances of their position, so far as he may be cognizant of them.

1010...The Commanding Officers of all vessels claiming to share in a prize shall cause the prize-list, which they are required by law to transmit to the Navy Department, to exhibit not only the name and rank, or rating, but also the rate of annual or monthly pay of each person borne on the books at the time of the capture to which the list refers. They shall also, in all cases, forward a statement of their claims, with the grounds upon which they are based, to the Department, and to the judge of the district to which the prize was sent.

Prizes, or Vessels Seized as such, and Prisoners.

1011... The law requires that the master of the captured or seized vessel shall be sent in, his evidence being considered primary ; and as many of the officers and crew of the captured or seized vessel as can properly be taken care of should be sent forward, in custody of the prize-master, who will report, immediately on his arrival, to the United States attorney, as well as to the Department. The mate and supercargo, next to the master, are the most important witnesses before a prize court, and should always be sent with the captured or seized vessel, or carried into the port to which she may be sent for adjudication, without delay.

1012... Although in time of war the Commander of a vessel is to exercise constant vigilance to prevent supplies of arms, munitions, and contraband articles being conveyed to the enemy, yet under no circumstances is he to seize any vessel within the waters of a friendly nation.

1013... A Commanding Officer in time of war is to diligently exercise the right of visitation and search on all suspected vessels other than neutral men of war, yet in no case is he authorized to chase and fire at a vessel without showing any colors and giving her the customary preliminary notice of a desire to speak and visit her ; *i. e.*, first, a blank cartridge shall be fired ; second, a shotted gun, aimed so as not to hit ; third, a shot fired at the vessel ; nor is he to chase or fire at any such vessel or commit acts of hostility or of authority within a marine league of any foreign country with which we are at peace.

1014... When such a visit shall be made, the vessel, if neutral, is not then to be seized without a search carefully made, so far as to render it reasonable to believe that she is engaged in carrying contraband of war for or to the enemy, and to his ports, directly or indirectly, or unless she is attempting to violate a blockade established by the United States. If, after visitation and search, it shall appear to the satisfaction of the Commanding Officer that the vessel is in good faith and without contraband, actually bound and passing from one friendly or neutral point to another, and not bound or proceeding to or from a port in the possession of the enemy, then she cannot be lawfully seized. It shall be the duty of the officer making the search to indorse upon the ship's register or license the fact of the visit, the nature of the search, by what vessel made, the name

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of her Commander, the latitude and longitude, the time of detention, and when released.

1015...In order to avoid difficulty and error in relation to papers found on board a neutral vessel that may have been seized, the Commanding Officer will take care that official seals, or fastenings of foreign authorities, are, in no case, nor on any pretext, to be broken, or parcels covered by them read by any naval authorities; but all bags or other things covering such parcels, and duly sealed or fastened by foreign authorities, will be remitted to the prize court.

1016...If information should be received by a Commanding Officer that a suspicious vessel has come, or intends to come, within the limits of his prescribed cruising ground, he will not be authorized to depart from the usual practice in regard to visitation, search, or capture, but shall, in the event of falling in with her, proceed in all respects as provided for in the preceding paragraphs.

1017...The officers and crew of a neutral vessel seized are not to be confined except by detention on board, unless by their own conduct they should render further restraint necessary. Their personal property is to be respected, and a full and proper allowance of provisions is to be distributed to them. If any cruelty or unnecessary force is used toward such crew a prize court will decree damages to the injured parties.

1018...A neutral vessel seized is to wear the flag of her own country until she is adjudged to be a lawful prize by a competent court. The flag of the United States, however, may be exhibited at the fore, when necessary, to indicate that she is, for the time, in the possession of officers of the United States.

1019...The form of a letter of instructions to be given to prize-masters, to be observed by Commanding Officers, will be found in the Appendix, No. 15.

1020...The Navigator, or other officer, or prize-master, in whose charge instruments are placed, or the prize-master to whom arms are intrusted, will be held strictly accountable for their condition, and in case of loss or damage by neglect, or any other cause not satisfactorily explained, the value will be charged to his account. The officer appointing a prize-master will require him to give a receipt in duplicate for the instruments and arms with which he may

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be furnished, one of the same to be forwarded to the Commanding Officer of the station to which the prize vessel is bound, and the other to be retained by such appointing officer; and in case of any deficiency in the delivery of these instruments and arms, or of any palpable abuse, the Commanding Officer of the station will at once have the matter investigated, and report the result to the Navy Department.

' 1021..Prisoners of war are to be treated with humanity; their personal property shall be carefully protected; they shall have a proper allowance of provisions, and every comfort of air and exercise which circumstances admit of. Every precaution must be taken to prevent any hostile attempt on their part, and, if necessary or expedient, they may be ironed or closely confined. If officers give their parole not to attempt any hostile act on board the vessel, and to conform to such requirements as the Commanding Officer may consider necessary, they may be permitted such privileges of quarters and of the deck as he may deem proper.

1022..If any vessel shall be taken acting as a vessel of war, or a privateer, without having a proper commission so to act, the officers and crew shall be considered as pirates, and treated accordingly.

1023..When a vessel is detailed to act in the suppression of the slave-trade, her Commanding Officer, if acting singly, will be furnished by the Department with the necessary instructions, slave-trade papers, &c., but if acting otherwise, by the Commander-in-Chief of the squadron.

ARTICLE XVII.

Paroling and Flags of Truce.SECTION 1.—*Paroling.*

1024..Paroling must always take place by the interchange of signed duplicates of a written document, in which the names and rank of the persons paroled are correctly and distinctly stated. Any one who intentionally mistakes his rank forfeits the benefit of his parole, and is liable to punishment.

1025..None but Commissioned Officers can give the parole for

Paroling.

themselves and their command, and no inferior officer can give a parole without the authority of his superior, if within reach.

1026...No paroling of entire bodies of men after a battle or capture, and no dismissal of large numbers of prisoners with a general declaration that they are paroled, is permitted, or will be considered of any value.

1027...An officer who shall give a parole for himself or his command, without referring to his superior, when it is in his power to do so, will be considered as giving "aid and comfort to the enemy," and may be considered as a deserter, and be punished accordingly.

1028...For the officer the pledging of his parole is an individual act, and no wholesale paroling by an officer for a number of inferiors in rank, in violation of Paragraph No. 1026, is permitted, or will be considered valid.

1029...No person belonging to the Navy or Marine Corps can give his parole except through a Commissioned Officer. Individual paroles not given through an officer are not only void but make the individuals giving them amenable to punishment as deserters. The only admissible exception is when individuals, properly separated from their commanders, have suffered long confinement without the possibility of being paroled through an officer.

1030...No prisoner of war can be forced by the hostile government to pledge his parole, and any threats or ill treatment to force the giving of the parole is contrary to the law of war.

1031...No prisoner of war can enter into engagements inconsistent with his character and duties as a citizen or subject of his state. He can only bind himself not to bear arms against his captor for a limited period, or until he is exchanged, and this only with the stipulated or implied consent of his own government. If the engagement which he makes is not approved by his government, he is bound to return and surrender himself as a prisoner of war. His own government cannot, at the same time, disown his engagement and refuse his return as a prisoner.

1032...No one can pledge his parole that he will never bear arms against the government of his captors, nor that he will not bear arms against any other enemy of his government not at the time the ally of his captors. Such agreements have reference only to

Flags of Truce.

the existing enemy and his existing allies, and the existing war, and not to future belligerents.

1033.. While the pledging of the military parole is a voluntary act of the individual, the capturing power is not obliged to grant it.

1034.. Paroles not authorized by the common law of war are not valid until approved by the government of the individual so pledging his parole.

1035.. The pledging of any unauthorized military parole is a military offense, punishable under the common law of war.

SECTION 2.—Flags of Truce.

1036.. A flag of truce is, in its nature, of a sacred character, and is ever to be so regarded by all persons in the Navy of the United States.

1037.. To use it to obtain surreptitiously naval knowledge or information against the interests or wishes of an enemy, is to abuse it, and to subject the bearer of it to the punishment of a spy.

1038.. The Senior Officer present is alone authorized to dispatch, or to admit communication with, a flag of truce; but a vessel in a position to discover the approach of a flag of truce earlier than the rest, is, whenever one appears, to communicate promptly the fact by signal.

1039.. A flag of truce is always to be admitted with great circumspection, and should never be allowed to approach so as to be a means of acquiring useful information. The firing of a gun, with a blank charge, by the flag or Senior Officer's ship, is generally understood as a warning to a flag of truce not to approach any nearer.

1040.. Unnecessary frequency in the use of a flag of truce is to be carefully avoided.

1041.. A flag of truce on the water should be met at a suitable distance off, or at the point previously agreed upon, by a boat or vessel from the Senior Officer's ship, in charge of a commissioned and discreet officer, and having a white flag kept plainly displayed forward from the time of leaving until that of return.

1042.. And in dispatching a flag of truce the same precaution as to a suitable officer to be placed in charge, and as to keeping the white flag displayed, is to be observed.

Quarantine.

1043... Whenever the white flag is used the ensign is also to be exhibited.

1044... No flag of truce can insist on being admitted; and as a rare exception only should a flag of truce be admitted during an engagement. If then admitted, it is no breach of faith to retain it. Firing is not necessarily to cease at the appearance of a flag of truce in battle, and if any one connected with it be killed, no complaint can be made. If, however, the white flag be exhibited evidently as a token of submission, then, of course, firing should cease.

1045... An attacking force should avoid firing on hospitals whenever they are designated by flags or other symbols distinctly understood; but it is an act of bad faith, amounting to infamy, to hoist the hospital protective flag over any other building than a hospital, unless the attacking force should request or consent that it might be used in order to spare edifices dedicated to science or literature, or containing works of art,

ARTICLE XVIII.

Quarantine.

1046... Commanding Officers in going into port, whether foreign or domestic, are to comply strictly with all its regulations regarding quarantine.

1047... In boarding vessels just arrived care is to be taken that it is not done in violation of the rules of the port, and, in case they are subject to quarantine, the Boarding Officer is to obtain the information he desires without going along side of them; and in boarding vessels at sea care is to be observed not to do so, unless absolutely indispensable, if there be any cases of an infectious disease among the crews, or if they come from places without a clean bill of health, or be otherwise liable to be subjected to quarantine. No concealment is to be countenanced with regard to anything that may have been done by a vessel of the Navy subjecting her to quarantine.

1048... If a vessel of the Navy should arrive in any port with an infectious disease among her crew, or if a disease of the sort should break out among her crew while lying in port, her Commanding

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Officer is to have the quarantine flag hoisted, and to prevent all communication at all liable to engender the disease elsewhere, until the proper authorities of the place may extend to her the privilege of pratique. To prevent the spreading of an epidemic on board a vessel of the Navy, the Commanding Officer is authorized to arrange with the authorities of the port for the care and treatment of the invalids, either on shore or on board a hulk in the harbor.

1049...If a vessel of the Navy should be at sea in company with other vessels, and an infectious disease should exist or appear on board of her, the Commanding Officer is to keep her quarantine flag exhibited until it ceases, and to do all in his power to prevent its dissemination.

1050...Commanding Officers, whether liable to quarantine or not, are, on arriving in the waters of a port, to extend every facility to health-boats, in making their visits, and to afford all the information they may require. If the vessel be under way she is to heave to, if necessary, on their approach.

ARTICLE XIX.

Transfers, Discharges, and Desertions.SECTION 1.—*Transfers.*

1051...No Commander of a vessel of the Navy is ever to transfer any person belonging to his vessel to any other vessel or station, unless specially authorized by competent authority. The Commanding Officer of a fleet or squadron may authorize transfers from one vessel to another under his command, when on a foreign station, and when, in his judgment, the good of the public service shall render it expedient or necessary.

1052...An officer transferred from a vessel, navy yard, or station, to any other vessel, navy yard, or station, or to any prize, is to be furnished with his account at the time, signed by the Commanding Officer and Paymaster of the vessel, navy yard, or station from which he goes, specifying his rank, the sums paid, and the balance due.

1053...When any person other than an officer shall be transferred from one vessel, navy yard, or station, to any other vessel, navy

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yard, or station, or to any prize or hospital, the Commanding Officer of the vessel, navy yard, or station from which he goes shall take care that he is accompanied by his account, signed by himself and the Paymaster, specifying the date of his entry, the period and term of service, the sums paid, the balance due, and the quality in which he was rated; and also by a complete descriptive transcript, and clothes list, and whether or not he is entitled to an honorable discharge.

1054...Officers having men sent to them without their accounts will report immediately to the Secretary of the Navy the names and rates of such men, and all other information which can be obtained, and which may be necessary to enable the Department to ascertain the name of the Officer who has been guilty of this violation of law.

SECTION 2.—*Discharges.*

1055...Persons enlisted for the naval service, and serving on board vessels within the United States, may be discharged by the written order of the Commanding Officer of a vessel acting singly, of a squadron, or of a station, for either of the following reasons, but not otherwise, except by the authority of the Department: Expiration of service, sentence of a general or summary court-martial, or unfitness for service from causes ascertained by survey to have existed prior to enlistment.

1056...Persons claiming to be legally entitled to their discharge, on the score of being minors or aliens, must apply to the courts having cognizance of such cases.

1057...No person enlisted for the naval service shall be discharged while absent from the United States, except by order of the Secretary of the Navy, or by the sentence of a general court-martial: *Provided*, however, that upon the expiration of the term of his enlistment, any person whose detention on board may not "be very essential to the public interests" may be discharged upon his own request in writing, by order of the Commander-in-Chief or of the senior officer present; and the fact that the request was so made shall be stated on the face of the discharge. Whenever a discharge shall be given for any of the reasons above mentioned, a report of all the circumstances shall be made to the Navy Department, and

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information shall be given to the nearest Consul of the United States, that he may regulate his conduct toward the person so discharged, with a full knowledge of the facts.

1058...Every discharge paper, whether honorable or otherwise, issued to a person of the Navy, must contain upon its face or back (see forms 22 and 23) a full and complete descriptive list of the individual to whom it is given.

1059...Petty officers *appointed* by the Commanding Officer, or with his approval, shall not be discharged before the expiration of the term for which they agreed to serve, except by sentence of a court-martial, by order of superior authority, or for good and sufficient reasons, of which the Commanding Officer will be the judge. The latter will never authorize such discharges for the purpose of avoiding a court-martial, nor unless he is satisfied that the public interests will not be injured thereby.

1060...A Yeoman shall in no case be discharged during the continuance of the cruise for which he engaged to serve, until his accounts shall have been examined and the stores under his charge accounted for.

1061...A Yeoman is not to be discharged at the expiration of a cruise until his accounts have been audited and approved by the Commandant of the yard, as required by the Ordnance and other instructions. If found correct, the Commandant of the yard will then give him a discharge; but if not so found, that officer is at once to make to the Bureau of Equipment and Recruiting, or to the Bureau of Ordnance, as the case may require, a statement of deficiencies, covering their amounts, and of any circumstances which may have come to his knowledge attending them, for the decision of the Department.

SECTION 3.—*Honorable Discharges.*

1062...Commanding Officers of vessels will deliver to their successors a list of such three-years men as are entitled to honorable discharges, and when any such men are transferred to a hospital, to a station, to any other vessel, or to any other duty, such lists shall always accompany their transfer. Officers receiving men without such lists will immediately report the fact to the Bureau of Equip-

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ment and Recruiting, with the name of the officer who transferred the men in violation of this regulation.

1063... Commanding Officers, upon returning from a cruise, when directed to discharge the whole or any part of the crew, will furnish to those petty officers and others of inferior rating, who enlisted for three years, and who, in their judgment, are, on being discharged, entitled to it as a testimonial of fidelity and obedience, an honorable discharge, and forward immediately to the Secretary of the Navy returns of the names and descriptions of those to whom it has been given.

1064... Blanks for the honorable discharges, and the returns in relation to them, will be furnished by the Bureau of Equipment and Recruiting, and great care is hereby enjoined as to the filling up of both completely and accurately.

1065... When any petty officer or person of inferior rating, who, having received an honorable discharge, shall within three months from the date thereof present said discharge at any naval rendezvous, or account for its loss in a satisfactory manner, answer the description it contains, and be found physically fit for the service, he may be re-enlisted for three years; and upon his transfer to a receiving vessel, he will be entitled to three months' gratuitous pay, equal in amount to what he would have been entitled to receive if he had remained employed in actual service for three months, with the rate specified on the face of the honorable discharge.

1066... If the honorable discharge should have been lost, reference can be made to the files of the Department for corroboration that the person presenting himself did receive an honorable discharge, and for a descriptive list of his person.

1067... The three months' pay to which a Petty Officer or person of inferior rating is entitled, who shall enlist for three years within three months after his honorable discharge, shall be considered "honorable discharge money," and so denominated. It will not, however, be paid in one sum at the time of re-enlistment, but shall be reserved for payment during the term of his re-enlistment, at such times and in such sums as the Commanding Officer may direct.

1068... No person discharged at his own request, or for his own convenience, before the expiration of his term of enlistment, shall be given an honorable discharge.

Continuous Service Certificates.

1069.. When invalids are sent to the United States from a foreign station, the Commanding Officer of the vessel to which they belonged will transmit a list of their names to the Department, stating the general character of each, and designating such as, in his opinion, are entitled to the honorable discharge, in order that the Commandant of the station at which they may arrive in the United States may be directed to grant the said discharge to those deserving it. A duplicate of the list is to be sent also to the Commandant of the station where they are to arrive.

SECTION 4.—*Continuous Service Certificates.*

1070.. All enlisted men, except Officers' cooks and stewards, now serving in the Navy, who were under the age of thirty-five years at the date of their current enlistments, and all men under the said age who hereafter enlist in the naval service, except those who may be rated Officers' cooks and stewards, will receive, upon the expiration of their enlistments, if they shall so elect, Continuous Service Certificates, in lieu of the ordinary or honorable discharges heretofore issued.

1071.. All persons holding Continuous Service Certificates will be entitled to receive for each continuous re-enlistment for three years, within three months from the date of their discharge, one dollar per month in addition to the pay prescribed for their several ratings.

1072.. Any person failing to re-enlist within three months from the date of his discharge from any enlistment, will cease to derive any advantages accruing from his previous continuous enlistments.

1073.. The Continuous Service Certificates will embrace all the advantages of honorable discharges in cases where persons are recommended for the same, and must always show, in the column for the purpose, whether or not the men are entitled to such discharges.

1074.. Commanding Officers are directed not to recommend for honorable discharge appointed men, nor Officers' cooks, stewards and mess boys, shipped for the cruise of the vessel. Men holding these rates will receive commendatory letters, if entitled to the same, from those under whose control they have acted, countersigned by their respective Commanding Officers.

Desertions.

1075...At the expiration of ten years' service any disabled enlisted man who has not been discharged for misconduct, will be entitled to a pension, if a Board of Survey shall recommend such action in his case; and after twenty years' service any enlisted man, disabled from sea service by reason of age or infirmity, who has not been discharged for misconduct, will be entitled to a pension equal to one-half the pay of his rating, when last discharged.

1076...Any man holding a Continuous Service Certificate, who is distinguished for obedience, sobriety, and cleanliness, and is also proficient in seamanship or gunnery, shall receive, upon the expiration of his enlistment, a good conduct badge; and after he shall have received three such badges, under consecutive re-enlistments, within three months from the dates of his discharges, he shall, if qualified, be enlisted as a Petty Officer, and hold a Petty Officers' rating during subsequent continuous re-enlistments; and he shall not be reduced to a lower rating, except by sentence of a court-martial.

1077...As the Continuous Service Certificates are prepared at considerable expense to the Government, and are printed on parchment, each man receiving the same will be furnished with a box for its preservation; and under no circumstances will a duplicate certificate be issued.

SECTION 5.—Desertions.

1078...Desertion being an offense of the gravest character, every possible endeavor must be made by the officers of the Navy to check it, as well as absence without leave, or straggling, and to apprehend promptly all persons who may desert or so absent themselves. In each case descriptive lists, signed by the Commanding Officer, showing on their face the amount of reward offered, are to be distributed among the police of the place, but not without the permission of the local authorities. (Form No. 4.)

1079...A reward, not exceeding twenty dollars, may be offered for the recovery of a deserter, and a reward, not exceeding ten dollars, may be offered for the recovery of a straggler, but in neither case is it to be paid until the delinquent is actually delivered on board the vessel, or at the place on shore where he belongs, and

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from which he deserted or went without authority. If, however, the vessel should have departed from the port at which the offense occurred, then the delivery of the delinquent to the Commanding Naval Officer thereat is to be regarded as equivalent to his delivery on board of her. Any reward which may be paid for the apprehension and delivery of a deserter or straggler is at once to be charged to his account.

1080. .In addition to the reward above authorized to be paid for the apprehension and delivery of deserters and stragglers, there may be paid a reasonable amount to cover such expenses attending their lodgment, subsistence, and traveling, as may appear to have been fairly incurred; and this amount, entered separately, is also to be charged against them. No claim, however, for loss of time, or for subsistence, that may be made by any person apprehending and delivering a deserter or straggler, is to be entertained.

1081. .A reward for the apprehension of an officer is not to be offered unless specially authorized by the Navy Department, or, on a foreign station, by the Commander-in-Chief of a squadron.

1082. .Absence without leave, and with a manifest intention not to return, is always to be regarded as desertion. Absence without leave, coupled with a probability that the party does not intend to remain permanently away, is, at first, to be regarded as straggling, and, at the expiration of ten days, if the party still remains absent, as desertion. In either case, the Commanding Officer, on informing himself of the facts attending it, is, primarily, to decide the point of intention, and to cause the party to be entered on the log and marked on the books of the Paymaster as above indicated.

1083. .The wages due a deserter are to be regarded as forfeited to the United States; or, if in debt to the government, the proceeds of his effects left on board are to be applied to liquidate it, and the balance, if any, is to be accounted for to the Fourth Auditor of the Treasury by the Paymaster. If not so in debt, the whole of said proceeds are to be so accounted for.

1084. .Persons deserting from the naval service forfeit all claim to any balances, including prize-money, due to them at the time of desertion, unless sentenced to other punishment, or acquitted by a general court-martial, or unless the mark of desertion is erased by competent authority.

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1085. . The letter R, marked against a person's name on the books of the Paymaster, is to signify desertion, and no application to the Department for its removal will be entertained, unless the Department is furnished with sufficient evidence, either direct or circumstantial, that, in reality, there was no intention to desert.

1086. . If the account of any person returning, or delivered on board, with an R already appearing against his name, has not actually been transmitted to the Fourth Auditor, the Commander of a squadron, or of a vessel acting singly, may have it removed, if he is satisfied upon explanation that it ought not in justice to remain, in which case the party is to be recredited with the wages that were due him when the R was placed against his name, and credited with the proceeds that may have resulted from the sale of his effects left on board, or, if he was in debt, with any balance of them that may appear in his favor; but under no circumstances is any allowance of wages to be made to him for the time of his unauthorized absence.

1087. . Should desertions occur from a vessel in a port of the United States, her Commanding Officer, before sailing, is to transmit, to the Bureau of Equipment and Recruiting, a list and description of the deserters, and a duplicate of the same, with a statement of the reward offered in each case, to the Commanding Officer of the station, if there be one at the place, and if not, to the Commanding Officer of the station nearest to it, in order that he may receive such deserters, if apprehended, and have the reward offered for them paid.

1088. . When any person belonging to the naval service shall desert therefrom, if within the United States, application shall be made to the civil authorities for his apprehension and delivery. If in the waters of any foreign nation, between which nation and the United States the apprehension and delivery of deserters is provided for by treaty, proceedings for his recovery shall be taken by the Senior Officer present, in accordance with the provisions of such treaty; and in cases where no such treaty provisions exist, the same course, as provided by treaty with other nations, shall be followed, if it shall be practicable to do so, otherwise direct application to the proper authorities shall be made by the Senior Officer present.

1089. . If a deserter from a vessel of war of the United States, in a foreign port, desert to or take refuge on board a vessel of war of

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another nation than that to which the port belongs, the Senior Officer present shall make a formal request for his delivery to the senior foreign naval officer present of the nation in question. If the request is not complied with, he shall report the case and circumstances immediately to the Navy Department.

1090...If any person belonging to the Navy, charged with crime, shall desert therefrom, in the waters of any foreign nation, between which nation and the United States a treaty of extradition for the apprehension and delivery of persons charged with crimes may exist, the Senior Officer present shall take measures for his recovery, in accordance with the provisions of such treaty.

1091...In no case shall force be used to recover deserters abroad, either from the shore or from foreign ships; but officers may be sent to either shore or ships to identify deserters.

1092...In case of shipwreck, or any other circumstance except capture by an enemy, whereby any person belonging to a vessel of the Navy shall become unavoidably separated from the command, it shall be his duty to proceed at once to the nearest ship, squadron, or station, and report himself to the officer in command. In the event of failure to do this, he will be regarded as a deserter, and no claim for wages will be allowed unless he shall prove, to the satisfaction of the Department, that he was prevented by circumstances beyond his control.

ARTICLE XX.

Medals of Honor.

1093...An act of Congress, approved May 17, 1864, directs that seamen distinguishing themselves in battle, or by extraordinary heroism in the line of their profession, may be promoted to forward warrant officers, or acting master's mates, as they may be best qualified, upon the recommendation of their Commanding Officer, approved by the Flag Officer and the Department; and that, upon such promotion, they shall receive a gratuity of one hundred dollars and a "*Medal of Honor.*"

1094...In all cases of selections, as above authorized, Commanding Officers are to communicate the names of the individuals with-

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out delay, in order that the Department may take prompt action with regard to them; and if the selection involve promotion, as contemplated by the act of Congress just mentioned, those officers are to be particular in stating whether it should be that of a forward warrant officer, or to that of an acting master's mate, together with their reasons therefor.

ARTICLE XXI.**Allotments.**

1095 . . . An allotment must not exceed one-half the pay of the person granting it, except by the special permission of the Secretary of the Navy. It must be confined to making provision for the support of the family or other relatives of the grantor, for such time as he may be absent from them on public duty. It must not be made payable on any other than the last day of the month. After having been signed, it must have the approval of the Commander of the vessel or station to which the person making it is attached, and will be registered by the Paymaster of such vessel or station, who will be responsible for its deduction from the grantor's pay; or, in special cases, it will be registered at the Fourth Auditor's Office. It will be executed in duplicate, and in the case of commissioned or warrant officers, one part will be transmitted by the Paymaster who has registered it, to the Fourth Auditor's Office, and in the case of any other person, both parts will be so transmitted. The Paymaster will send, with the allotments registered by him, a general abstract for the use of the Fourth Auditor's Office, and a particular abstract for each of the pay agents by whom they are payable. The death, discharge, forfeiture of pay by sentence of a court-martial, or desertion of a person who has an allotment running, will be communicated, by the Paymaster of the vessel or station to which he was attached, to the Fourth Auditor's Office, and to the pay agent by whom it is payable, by the first opportunity that may occur; in default of which the Paymaster will be held liable for the amount paid by the pay agent in consequence of such neglect. In case of a discharge abroad, he will charge the allotment for as many months in advance as will probably be required for information of the dis-

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charge to reach the Fourth Auditor's Office. Immediately upon the return of a vessel to the United States, at the expiration of her cruise, the Paymaster will send to the Fourth Auditor's Office, and to the several pay agents by whom they are payable, a list of the allotments to be stopped. When an allotment is to be discontinued by request of the person granting the same, the reason must be assigned for its discontinuance. One letter should be addressed to the Fourth Auditor's Office, and one to the pay agent by whom it is payable.

1096. .All persons enlisting for the Navy, on being transferred to a sea-going vessel, will be allowed to allot only a sum not exceeding one-half the wages corresponding with the rate they received on enlisting. Any subsequent rating conferred on board such vessel is not to govern in determining the amount that may be allotted.

1097. .Allotments shall be made out by the Paymaster, and approved by the Commanding Officer, for all those persons on board who may wish to leave them for the benefit of their families or relatives, at the earliest moment after the ship is put in commission, and shall be promptly forwarded by him as required, in order to insure payment when due. In cases of capture of officers or men who have granted allotments which may expire after their capture, the monthly payments of the same are to be continued by pay agents until otherwise ordered.

ARTICLE XXII.

Port Admirals, Navy Yards, and Naval Stations.SECTION 1.—*Port Admiral.*

1098. .Whenever an officer shall be appointed as Port Admiral the geographical limits of his command will be defined by the Secretary of the Navy.

1099. .All United States vessels in commission, stationed, or arriving, within the limits of his command, unless commanded by, or in the presence of and acting under the orders of, his superior officer, will make their reports to him, and obey his orders generally, until turned over to the navy yard authorities.

1100. .He will cause every vessel not commanded by his senior,

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fitting for, or returning from, a cruise, to be inspected by a board of three Line Officers, who will report to him the state of her preparation for battle, discipline, and general efficiency for service; whether any alterations have been made during the cruise, in the vessel, her armament, equipment, or arrangement; and if so, their nature and extent, and by whose authority.

1101...He will not permit vessels to remain in port longer than may be absolutely necessary, after orders have been received for their departure.

1102...He will have supervision over the rendezvous for recruits and receiving vessels when anchored in the roads.

1103...He will exercise no authority or control over the Commandant of the navy yard, or over any other establishment, persons, vessels, or property, under the immediate authority of, and in charge of, that Commandant.

1104...When he is absent on leave or duty, or from illness, or other cause, the Senior Line Officer on duty under his command will act in his stead.

1105...He will receive and return visits of foreign officers; if he has not a flag-ship of his own, a boat and crew suitable to his rank will be kept on board the receiving ship for his convenience; if there is no receiving ship, he will arrange with the Commandant of the navy yard to furnish him with a proper boat in which to visit foreign vessels.

1106...He may select an aid or aids from the receiving ship when about to visit a foreign man-of-war, or for other purposes.

1107...When the Commanding Officer of a navy yard is also charged with the duties of a Port Admiral, he is to govern himself, in discharging the duties of the latter office, by the above instructions, as far as they can be made applicable to him.

SECTION 2.—Commanding Officer of a Navy Yard.

1108...The Commanding Officer shall, under the direction of the Secretary of the Navy, exercise entire control over every department in the navy yard, and will be considered responsible for the due preservation of all buildings and stores contained therein, and

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of all vessels in ordinary or repairing, and for the judicious application of all labor.

1109... In the event of his being temporarily away—absent either on leave or duty—or unable to perform his duties by illness or otherwise, the Executive Officer is to act in his stead, but he shall not alter any of the regulations established for the yard.

1110... He will cause the mechanics and others employed in the yard to be mustered conformably to instructions. He will be particularly careful that none but effective men are employed, and no more than are requisite, and that they are obtained on the most favorable terms to the United States consistent with the instructions he may receive from the Navy Department.

1111... The rate of wages of the employés in the navy yard shall conform, as nearly as is consistent with the public interest, with those of private establishments in the immediate vicinity of the respective yards, to be determined by the Commandants of the navy yards, subject to the approval and revision of the Secretary of the Navy.

1112... He is to approve all pay-rolls for labor, and bills for supplies furnished, upon being satisfied of their correctness and with the prices charged.

1113... He shall see that all officers and other persons employed in the yard perform their duties in a proper manner, and that all reports and returns are made within the time and in the manner which may be directed by the Navy Department, and shall not allow any materials of any kind to be used except for public purposes; nor any mechanic, laborer, or other person, or horses or cattle, to do any work except for public purposes, during working hours, as authorized by the Department.

1114... He will cause all lights and fires on board vessels under his control to be extinguished as early in the evening as is directed to be done on board vessels in commission, and he will establish proper regulations to guard against accident from fire in the vessels under his charge, and in the dwellings and other buildings within the yard.

1115... He will see that the fire-engines are at all times in good order, and will organize a fire department in the yard, and appoint proper fire companies, including hook-and-ladder, from the navy

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officers and the master and other workmen, excepting those who belong to or are members of fire companies without and in the vicinity of the yard; and once in every month, before the time of breaking off work in the afternoon, the fire companies shall exercise one hour, or until the time to break off work arrives.

1116... The refusal of any foreman or other workman in the yard to perform duty in the fire companies of the yard, shall, unless he belongs to a fire company without and in the immediate vicinity of the yard, be considered good cause for his immediate dismissal from the government employ; or when, on any alarm of fire in the yard, any such person does not appear at his post, unless he can give satisfactory reason for his absence, he shall be considered equally liable to dismissal. All absentees at the exercise of the fire companies are to be reported to the Commandant.

1117... The Executive Officer will be appointed to direct the fire department, and he will frequently examine the engines and all apparatus for subduing fires, and report at once any deficiencies, and once a month, at least, in writing, their actual condition. The carpenter, or other proper person, will take charge of and keep in order the engines, hose, and fire-buckets, and will report to the officer in command of the fire department any deficiencies, that they may be immediately remedied.

1118... An alarm of fire in the yard will be given by the ringing of the yard and the ships' bells, and the firing of a gun, if it can be readily done, and the same alarm may be given for fires adjacent to or near the yard, which may expose it to danger.

1119... When he shall deem it prudent and advisable, he will direct the fire-engines and other apparatus to be sent to extinguish fires near to the yard, but they are to be kept under the control of their own officers, and must return to the yard immediately, if so directed by the Commanding Officer.

1120... He is not to authorize or allow any alterations in the prescribed arrangements or plans of the yard, nor the purchase of any surplus stores, nor the sale of any articles, unless specially directed or authorized by the Navy Department.

1121... The pass-word for the night, and the countersign, when he shall deem proper, may be issued by the Commanding Officer of the yard to such persons only as he may direct to be intrusted with them.

Commanding Officer of a Navy Yard.

1122. A regular journal shall be kept by the line officer second in rank after the Executive Officer, under the direction of the Commanding Officer, in which shall be entered the time when all officers report for duty at, or shall be detached from, the yard, when any vessel is received for repairs or put in commission, the number of mechanics and others employed, the arrival and departure of all vessels of war and of vessels with stores of any kind for the yard, the time when any vessel is taken into or removed from the dock, the state of the wind and weather, as well as the barometer and thermometer, and the other principal transactions of the yard.

1123. On the first of each month Commandants of navy yards or shore stations will forward to the Secretary of the Navy a report of the vessels of the Navy repairing or fitting for sea at such yard or station, which report will embrace, in separate columns, the name of the vessel, her rate, probable time of completion of hull, probable time of completion of machinery, when ready for officers to mess on board, when ready for sea, name and rank of commanding officer, and any remarks that may be deemed necessary. This report will be in lieu of the weekly one heretofore required, and will also embrace the names, &c., of the vessels on service connected with the yard or station.

1124. When a vessel is directed to be placed in ordinary, or given into his charge for repair, he will cause her to be properly moored or otherwise secured.

1125. Although the control of the Commander over a vessel is to cease when the vessel is placed in charge of the Commanding Officer of a yard for repairs or equipment, it is hereby made the duty of such Commander to point out to the Commandant of the yard any defects or deficiencies which he may have discovered.

1126. Whenever the Commander, or other officers belonging to a vessel fitting out or undergoing repairs at a navy yard, shall be directed to report to the Commanding Officer of the yard, such officers, and any other persons belonging to the vessel, may be employed in stowing or equipping her, in moving or securing her, or in preparing her equipments, whenever it can be done to advantage.

1127. When a vessel in commission shall be placed in a proper situation to receive any repairs that may have been ordered, her officers and crew may, if he deems necessary, be removed to some

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other vessel or quarters until her repairs shall be completed, and strict care must be taken that such vessel or quarters, and all articles belonging to them, are at all times kept perfectly clean and in good order by the persons using them for the time being.

1128... He will not permit any vessel in commission to be repaired at the yard under his command without the sanction of the Department, except in cases of emergency, and in all such urgent cases surveying officers shall be duly appointed, and a copy of their report shall be forwarded to said bureau without delay.

1129... He shall report to the Bureau of Construction and Repair the time when he receives a vessel for repair, when the repairs are commenced, and the time when she is returned into the charge of the Commander, or when her repairs are completed.

1130... When a vessel in ordinary is to be equipped for service, the equipments shall be made under the direction of the Commanding Officer of the yard, conformably to general regulations, or to such orders as he may receive from the Secretary of the Navy.

1131... When a vessel shall be stowed and equipped under his direction, he shall take care that the officer who is appointed to take command shall be furnished with the drawings and plans referred to in paragraph 161, and with lists of all the stores and provisions which may have been put on board of her in the respective departments, and their cost, with the draught of water when the vessel is light, and at other times.

1132... When he shall be directed to build, equip, or repair any vessel, or to construct any building, or to make any improvement in the navy yard, he will direct an account to be opened against such vessel, building, or improvement, debiting it with the number of days' work, and the cost of labor performed by each class of mechanics and laborers, and the quantity and cost of the different material used, detailed reports of which are to be forwarded to the proper bureau when the objects are completed.

1133... When requisitions duly approved are made for articles which are not in store, he will direct the officer in charge of the department for which the articles are wanted to make requisitions for such as he may deem necessary, upon the purchasing agent, in the case of open purchases, or upon the contractor when the required

Commanding Officer of a Navy Yard.

article is deliverable under contract, and will approve and forward them, that the articles may be promptly furnished.

1134...He will keep a bill-book, in which shall be copied all bills or articles which may be delivered for any special object in the yard, and be approved by him, keeping each appropriation and object distinct from every other. He shall keep marginal duplicates of all requisitions which he may approve.

1135...The officers of the Navy employed in navy yards are to have the charge of masting, rigging, stowing, arming, equipping, dismasting, mooring, and moving all vessels at the yard.

1136...He will direct the constructor to furnish the time clerks daily with lists of the distribution of the workmen employed under his superintendence; the chief Steam and Civil Engineers, the same in reference to those employed under their direction; and the foremen not under the Constructor, Chief, or Civil Engineer will report in the same manner as to those employed under them.

1137...He will cause prudent scrutiny to be exercised over all articles and packages passing in or out of the yard; and when articles or packages shall be suspected as improper to be passed, they are to be stopped and examined, and if found to be of improper character to be passed in or out of the yard, are to be detained and reported to the Commanding Officer.

1138...He will impress upon mechanics and all others that it is one condition of their employment that they conform to the established regulations of the yard.

1139...He will not allow smoking in the yard, except in the officers' quarters and their inclosures, and the quarters of the ordinary men.

1140...He will cause the entering gates of the yard to be closed at sunset, and no visitors will be allowed after that time, unless to the officers attached to the yard, or persons on board the vessels alongside the yard.

1141...No alterations must be made in the arrangements of the hull, the dimensions or arrangements of the masts, spars, boats, or other equipments of any vessel which may be ordered for repair or equipment, without the previous sanction of the Department; but if, in the opinion of the Commanding Officer of the yard, any changes can be made to improve the qualities of a vessel, or increase the

Executive Officer, Lieutenants, Masters, etc., of a Navy Yard.

accommodations of her crew, he will make timely reports of the same to the proper bureau, with the reasons for recommending the alterations, and an estimate of the probable increase of expense which such alterations would occasion.

1142. When a vessel is transferred to the Commandant of a yard at the expiration of a cruise, he will take care that all the stores and outfits in the several departments are duly surveyed and delivered into the charge of the proper officers; he will use every precaution to prevent losses in the transfer from the ship to the storehouses, and will require all officers in charge of stores to superintend the removal.

SECTION 3.—*Executive Officer of a Navy Yard.*

1143. The Line Officer attached to a navy yard to perform general duties therein, who is next in rank or seniority to the officer appointed to its command, shall be the Executive Officer of the establishment; and he is to perform such duties as may be assigned to him by the Commanding Officer.

1144. He will take precedence, after the Commandant, over all officers and persons attached to the yard and connected with it, and all such officers and persons will be subject to his orders.

1145. He shall, under the direction of his Commanding Officer, regulate the police of the yard, correct all abuses, and report to him such as are important.

1146. In the absence of the Executive Officer, the Line Officer next in rank or seniority is to attend to his duties; no one senior to the Executive Officer is to be employed on duty at the yard in the different departments.

SECTION 4.—*Lieutenants, Masters, and Ensigns of a Navy Yard.*

1147. The Line Officer next in rank or seniority to the Executive Officer is, under his direction, to observe a general superintendence over the yard; and he will correct, as far as may be in his power, all irregularities that may come under his notice, and report such as may require further notice to the Executive Officer.

1148. A Lieutenant or Master, or other commissioned officer, is

Ordnance Officer of a Navy Yard.

to be present at the muster of the mechanics and laborers, to see that they answer properly to their names, and repair, without noise or delay, to their respective places of employment.

1149... In the absence of the Line Officer next in rank to the Executive Officer, the Line Officer next in rank or seniority to him will attend to his duties; and so, too, with regard to the absence of any other Line Officer below the Executive Officer, the one next in rank is to attend to his duties.

SECTION 5.—*Ordnance Officer of a Navy Yard.*

1150... He is to take charge of all articles coming under the cognizance of the Bureau of Ordnance. He will see to the proper care of these articles, and make the returns prescribed by the Bureau of Ordnance.

1151... The Ordnance Officer shall carefully scrutinize all requisitions made upon the stores in his charge by the subordinates in his department, in order to check excessive issues; and whenever a quantity of material is issued to any officer or master workman for manufacture, having charge of such manufacture, his receipt will be taken for the quantity of material delivered, and when the manufacture is completed and the articles turned into store, such officer or master workman shall make a proper exhibit of the portion used, and the balance is to be returned.

1152... He will carefully examine, weigh, or measure, all articles, whether received on contracts or open purchases, and only give receipts for them after they have been found to agree with the terms of the contract or advertisement, and if so, enter them immediately on his books, and make out the bills without delay, certify them, and hand them to the Commandant for approval, to be transmitted to the parties in interest.

1153... He will supervise all work done under the Bureau of Ordnance in the yard, and have the general superintendence, charge, direction, and mustering of all persons employed under its cognizance.

1154... He will prepare duplicate pay-rolls in his office for paying the men, the original of which is to be sent to the Commandant of the yard in due time for his approval, and transmitted to the

Navigation Officer of a Navy Yard.

Paymaster of the yard, and the duplicate forwarded to the Bureau. The pay-rolls must be certified by him.

1155... He will not deliver or issue any article out of the store without taking a proper receipt at the time of delivery; and when a vessel has been fully equipped and fitted for her cruise he will make an inventory, in duplicate, of all articles, with their cost, furnished the vessel, one of which is to be delivered to the Ordnance Officer of the vessel before sailing, signed by himself, and the other forwarded to the Bureau, receipted by the Ordnance Officer of the vessel.

1156... He shall attend all sales and surveys of articles under the cognizance of the Bureau of Ordnance.

1157... Such stores as are condemned he will take care are disposed of, as the survey, approved by the Bureau, directs, but in no case is he to allow articles to be sacrificed through sales at auction.

1158... When stores have been landed, surveyed, and disposed of, he will furnish the bureau with a statement, showing the total value of them, in order that the vessel may be credited with the amount. All stores so landed from vessels must be kept separately.

1159... He is to supply all vessels, when fitting for sea, with such armaments and ordnance stores as may be directed by the Bureau of Ordnance, taking receipts therefor and transmitting them to the bureau.

1160... He will be careful to make his requisitions upon the Bureau in ample time for all articles with which he is concerned, in order to answer promptly the demands that will probably be made upon him, and he will be held responsible for all deficiencies. (See Section 18—*Officers in Charge of Stores.*)

SECTION 6.—*Navigation Officer of a Navy Yard.*

1161... He is to take charge of all articles coming under the cognizance of the Bureau of Navigation. He will see to the proper care of these articles, and make the returns prescribed by the Bureau of Navigation.

1162... The Navigation Officer shall carefully scrutinize all requisitions made upon the stores in his charge by the subordinates in his department, in order to check excessive issues; and whenever a

Navigation Officer of a Navy Yard.

quantity of material is issued to any officer or master workman for manufacture, having charge of such manufacture, his receipt will be taken for the quantity of material delivered, and when the manufacture is completed, and the article turned into store, such officer or master workman shall make a proper exhibit of the portion used, and the balance is to be returned.

1163... He will carefully examine, weigh, or measure all articles, whether received on contracts or open purchases, and only give receipts for them after they have been found to agree with the terms of the contract or advertisement, and if so, enter them immediately on his books, and make out the bills without delay, certify them, and hand them to the Commandant for approval, to be transmitted to the parties in interest.

1164... He will supervise all work done under the Bureau of Navigation in the yard, and have the general superintendence, charge, direction, and mustering of all persons employed under its cognizance.

1165... He will prepare duplicate pay-rolls in his office for paying the men, the original of which is to be sent to the Commandant of the yard in due time for his approval, and transmitted to the Paymaster of the yard, and the duplicate forwarded to the Bureau. The pay-rolls must be certified by him.

1166... He will not deliver or issue any article out of the store without taking a proper receipt at the time of delivery, and when a vessel has been fully equipped and fitted for her cruise he will make an inventory, in duplicate, of all articles, with their cost, furnished the vessel, one of which is to be delivered to the Navigation Officer of the vessel before sailing, signed by himself, and the other forwarded to the Bureau, receipted by the Navigation Officer of the vessel.

1167... He shall attend all sales and surveys of articles under the cognizance of the Bureau of Navigation.

1168... Such stores as are condemned he will take care are disposed of, as the survey, approved by the Bureau, directs, but in no case is he to allow articles to be sacrificed through sales at auction.

1169... When stores have been landed, surveyed, and disposed of, he will furnish the Bureau with a statement, showing the total value of them, in order that the vessel may be credited with the amount. All stores so landed from vessels must be kept separately.

Equipment Officer of a Navy Yard.

1170...He will supply all vessels fitting for sea with the articles to be issued from the Navigation Office, taking receipts for the same, and transmitting them to the Bureau.

1171...He will examine the construction of every vessel in the vicinity of the steering apparatus, and ascertain, by personal inspection, that there are no iron bars, rods, stanchions, axles, or other iron fastenings in or about the pilot-house, or sufficiently near the binnacle, to affect the compasses, but that, on the contrary, all metallic fastenings or mountings are made of copper or other suitable composition. He will also specially examine into the condition of the compasses of the vessel after they shall have been put on board and in the places selected for them. The result of both of these examinations, for which he will be held responsible, he will report to the Bureau.

1172...He will be careful to make timely requisitions upon the Bureau for all articles which he is expected to have in charge, in order to answer promptly the demands that may be made upon him, and he will be held responsible for all deficiencies. (See Section 18—*Officers in Charge of Stores.*)

SECTION 7.—Equipment Officer of a Navy Yard.

1173...He is to take charge of all articles coming under the cognizance of the Bureau of Equipment and Recruiting. He will see to the proper care of these articles, and make the returns prescribed by the Bureau of Equipment and Recruiting

1174...The Equipment Officer shall carefully scrutinize all requisitions made upon the stores in his charge by the subordinates in his department, in order to check excessive issues, and whenever a quantity of material is issued to any officer or master workman for manufacture, having charge of such manufacture, his receipt will be taken for the quantity of material delivered; and when the manufacture is completed, and the articles turned into store, such officer or master workman shall make a proper exhibit of the portion used, and the balance is to be returned.

1175...He will carefully examine, weigh, or measure all articles, whether received on contracts or open purchases, and only give receipts for them after they have been found to agree with the

Equipment Officer of a Navy Yard.

terms of the contract or advertisement, and if so, enter them immediately on his books, and make out the bills without delay, certify them, and hand them to the Commandant for approval, to be transmitted to the parties in interest.

1176...He will supervise all work done under the Bureau of Equipment and Recruiting in the yard, and have the general superintendence, charge, direction, and mustering of all persons employed under its cognizance.

1177...He will prepare duplicate pay-rolls in his office for paying the men, the original of which is to be sent to the Commandant of the yard, in due time for his approval, and transmitted to the Paymaster of the yard, and the duplicate forwarded to the Bureau. These pay-rolls must be certified by him.

1178...He will not deliver or issue any article out of the store without taking a proper receipt at the time of delivery; and when a vessel has been fully equipped and fitted for her cruise he will make an inventory, in duplicate, of all articles, with their cost, furnished the vessel, one of which is to be delivered to the Equipment Officer of the vessel before sailing, signed by himself, and the other forwarded to the Bureau, receipted by the Equipment Officer of the vessel.

1179...He shall attend all sales and surveys of articles under the cognizance of the Bureau of Equipment and Recruiting.

1180...Such stores as are condemned he will take care are disposed of as the survey, approved by the Bureau, directs, but in no case is he to allow articles to be sacrificed through sales at auction.

1181...When stores have been landed, surveyed, and disposed of, he will furnish the Bureau with a statement, showing the total value of them, in order that the vessel may be credited with the amount. All stores so landed from vessels must be kept separately.

1182...He will supply all vessels fitting for sea with the articles to be issued from the Equipment Office, taking receipts for the same, and transmitting them to the Bureau.

1183...He will be careful to make timely requisitions upon the Bureau for all articles which he is expected to have in charge, in order to answer promptly the demands that may be made upon him, and he will be held responsible for all deficiencies. (See Section 18—*Officers in Charge of Stores.*)

Chief Engineer of a Navy Yard.

SECTION 8.—*Chief Engineer of a Navy Yard.*

1184... When a Chief Engineer of the Navy shall be attached to a navy yard, he shall, under the direction of the Commandant, have the superintendence of the construction and repairs of the steam and other machinery.

1185... He shall have the supervision, under the Commandant, of the foremen and other men employed in the machine and boiler shops and foundries, and of all the material used in those departments, and be responsible for its preservation and proper use.

1186... He will carefully examine, weigh, or measure all articles, whether received on contracts or open purchases, and only give receipts for them after they have been found to agree with the terms of the contract or advertisement, and if so, enter them immediately on his books, and make out the bills without delay, certify them, and hand them to the Commandant for approval, to be transmitted to the parties in interest.

1187... All requisitions for materials or articles in his department are to be made by the foremen employed under his direction, and, when countersigned by him, are to be submitted for the approval of the Commandant of the yard, who will allow such as he may deem necessary. No articles or materials are to be purchased without previous requisitions, nor are any to be used till they are duly inspected, approved, and received. He will have proper requisitions made to cover the expenditure of all articles or materials which may have been used or condemned during the preceding half month by the master workmen.

1188... He will have made out and sign the semi-monthly and other reports in his department that are required to be made by the Commandant of the yard to the Bureau of Steam Engineering, the Commandant causing him to be furnished with the costs and expenditures necessary for this purpose.

1189... Foremen under him will report at the middle and end of each month the expenditure of materials and labor upon the several objects under their immediate superintendence.

1190... He will have an exact account kept of all materials and labor expended on each and every object, and report to the Com-

Chief Engineer of a Navy Yard.

mandant semi-monthly the operations on the same, distinguishing the number and classes of men employed, and the kind and quantities of materials used in each.

1191... He will prepare duplicate pay-rolls in his office for paying the men, the original of which is to be sent to the Commandant of the yard, in due time for his approval, and transmitted to the Paymaster of the yard, and the duplicate forwarded to the Bureau. These pay-rolls must be certified by him.

1192... He will supply all vessels fitting for sea with the articles to be issued from his department, taking receipts for the same, and transmitting them to the Bureau.

1193... He will not deliver or issue any article out of the store without taking a proper receipt at the time of delivery, and when a vessel has been fully equipped and fitted for her cruise he will make an inventory, in duplicate, of all articles, with their cost, furnished the vessel, one of which is to be delivered to the Chief Engineer of the vessel before sailing, signed by himself, and the other forwarded to the Bureau, receipted by the Chief Engineer of the vessel.

1194... When stores have been landed, surveyed, and disposed of, he will furnish the Bureau with a statement, showing the total value of them, in order that the vessel may be credited with the amount. All stores so landed from vessels must be kept separately.

1195... He shall attend all sales and surveys of articles under the cognizance of the Bureau of Steam Engineering.

1196... Such stores as are condemned he will take care are disposed of as the survey, approved by the Bureau, directs, but in no case is he to allow articles to be sacrificed through sales at auction.

1197... He will be careful to make timely requisitions upon the Bureau for all articles which he is expected to have in charge, in order to answer promptly the demands that may be made upon him, and he will be held responsible for all deficiencies.

1198... He will, at the end of each fiscal year, submit to the Commandant a report of the engines and boilers that have been made or repaired, showing the original estimate and the actual expenditure.

1199... The Chief Engineer of the yard will have the work done as required by the Inspector of Machinery afloat, after approval by the Commandant. (See Section 18—*Officers in Charge of Stores.*)

Chief Engineers, etc.—Surgeon of a Navy Yard.

SECTION 9.—*Chief Engineers appointed as Inspectors of Machinery afloat.*

1200...The Inspector of Steam Machinery afloat is to have charge of all steam machinery afloat, at the yard or station, under the direction of the Commandant, whether the vessel be under repairs or in ordinary; and he is to exercise control over all employes in the Engineer's department on board such vessel.

1201...He is held responsible for the condition and preservation of all the machinery of the vessels under his charge. When a steamer is to be laid up at the yard, he will take charge of the machinery at the time the Chief Engineer of the vessel is detached, and when repairs are to be effected he will make requisition on the Commandant for the work necessary.

1202...The Inspector of Machinery will make monthly reports to the Commandant of the condition of the Engineer's department of all vessels under his charge, mentioning all repairs required, and will use all proper means for the preservation of their engines, boilers, and appurtenances.

1203...He will strictly conform to all the orders he may receive from the Commandant of the yard, in relation to repair and preservation of machinery, boilers, tools, &c.; of the vessels under his charge.

SECTION 10.—*Surgeon of a Navy Yard.*

1204...The Surgeon of a navy yard will, in addition to the duties required in the "Instructions for the Government of Medical Officers," have charge of all medicines, medical stores, instruments, and other articles provided by the Bureau of Medicine and Surgery for use at the yard for vessels fitting out, or received from vessels arriving there.

1205...He will give his professional attention, when necessary, to all officers and other persons belonging to the Navy and Marine corps who are attached to the yard for duty.

1206...In case of wounds or injuries received by mechanics or laborers while at work in the yard, he is required to apply a first dressing, and will expend whatever may be necessary for the purpose from public stores in his charge.

Naval Hospitals.

1207...He will report daily to the Commandant the names of all persons attached to the navy yard who should be excused from duty on account of sickness, and to the officer in command of marines the names of all marines who may be unfit for duty.

1208...He will attend the families of officers attached to the yard, if necessary.

1209...He will inspect the persons of all recruits who may offer to enlist in the marine corps at the navy yard, and of all candidates for any appointment in the Navy who may present themselves under proper authority. The report in each case must be made according to Form No. 24, Appendix. (See Section 18—*Officers in Charge of Stores.*)

SECTION 11.—*Naval Hospitals.*

1210...When officers of the Navy are admitted into a naval hospital with any disease, they are entitled to remain under treatment in, and to have all the advantages of, such hospital, until cured, unless in the case of chronic disorders which, after an appropriate period, shall appear to the Surgeon of the hospital as not susceptible of cure. In all such cases the Surgeon of the hospital shall make a report to the Commandant of the navy yard, and request a medical survey thereon, which survey shall be ordered by the Commandant of the navy yard. If the report of the survey shall recommend a continuance of treatment, the officer or officers surveyed shall be continued on treatment until a subsequent survey or surveys shall recommend a discharge from the hospital; and in all such cases, when a medical survey, duly approved, shall recommend the discharge of an officer from a hospital, it shall be at the option of such officer, if disabled or decrepit, to be transferred to the Naval Asylum at Philadelphia. A copy of all the papers in such cases shall be forwarded by the Commandant of the navy yard to the Secretary of the Navy.

1211...The fact that an officer has been treated within a naval hospital on account of any disease or disability for four months, or for a longer period, is not to be considered as a bar to his readmission to the same, or to any other naval hospital. Sick, wounded, or disabled officers are entitled to the benefits of naval medical

Surgeons of Naval Hospitals, etc.—Paymaster of a Navy Yard.

and surgical attendance, either within or without a naval hospital or asylum, so long as they remain sick, wounded, or disabled.

SECTION 12.—*Surgeon of a Naval Hospital.*

1212...In addition to the "Instructions for the Government of Medical Officers," the Surgeon of a hospital will conform to the following :

1213...Whenever patients are left in a hospital after the sailing of the vessel from which they were sent, he must, whenever any of them are in a situation to justify their removal, report to the Commandant of the station, that they may be sent to some other vessel.

1214...Whenever any enlisted person shall not have so far recovered as to justify his removal from the hospital when his term of service shall have expired, the Surgeon must immediately report such cases to the Commandant of the station, making a particular statement of all the facts and circumstances connected with each case within his knowledge.

1215...If any clothing or other articles be furnished to men while in a hospital, a statement of them, with their cost, is to be made upon the back of the clothes lists which accompanied them to the hospital, and this is to be duly certified by the proper officer of the hospital, in order that the articles may be charged against the pay of those who received them. All regulations for a hospital must be submitted to the Secretary of the Navy.

SECTION 13.—*Passed and other Assistant Surgeons of a Navy Yard or Hospital.*

1216...They will be guided by the regulations prescribed for medical officers of the same grade attached to vessels for sea service.

SECTION 14.—*Paymaster of a Navy Yard.*

1217...The Paymaster of a navy yard shall pay all officers and enlisted persons belonging to the navy attached to the yard and to vessels in ordinary at the yard, and, if so ordered, of those belonging to receiving vessels, and of such officers as may have their accounts transferred to the station for pay

Inspectors in charge of Paymaster's Stores.

1218...He shall pay all mechanics and laborers who may be employed under the direction of the Commandant, upon pay-rolls, (which shall have been properly made out, certified, and approved,) after he shall have satisfied himself of the correctness of the calculation.

1219...As it is important that no more of the working day be absorbed in paying the men than can be avoided, they are therefore to be divided into convenient gangs, not exceeding one hundred each, and be conducted to the pay-office by the foremen or quartermen in the order of their names on the rolls. The names of absentees will be called a second time, after the gang to which they belong has been paid, and all those who do not answer the second call, except in cases of sickness, shall not be paid until the next pay day. The foremen or quartermen will be held responsible for the quiet and proper deportment of the men.

1220...He will make all payments in specie, or in funds which he may receive from the government for public use.

1221...He shall make requisitions monthly, under the direction and with the approval of the Commanding Officer, for such amount of money as may be deemed necessary for the public service in his department, such requisitions to be registered and certified to by the Commandant's first clerk.

1222...He shall keep distinct accounts of moneys received and expended under the different appropriations, and never apply them to any other objects than those for which they were drawn, except by special written authority from the Secretary of the Navy.

1223...He will forward to the Department, every two weeks, a summary statement, showing his receipts and expenditures during that time, with the balances then on hand, under each head of appropriation; also, an estimate of the amount required under each head for the succeeding month.

SECTION 15.—*Inspectors in charge of Paymaster's Stores.*

1224...Inspecting officers at navy yards, connected with the Bureau of Provisions and Clothing, in addition to the duties prescribed in the "Instructions for the Government of Inspectors in Charge of Stores, Naval Storekeepers, Paymasters, and Assistant

Naval Constructors.

Paymasters," are charged with the following: To receive and inspect all stores offered, by authority, for delivery under contract, and to prepare for issue all such as strictly conform to the conditions of the contract and to the samples where they have been provided; to receive stores from ships returned from sea, and to keep and issue them; but articles of clothing and small stores which have been injured by use will not thus be received.

1225.. The term "stores," as applicable to articles belonging to the Bureau of Provisions and Clothing, is to be understood as meaning provisions, clothing, small stores, candles, Paymaster's stationery and blanks, and Paymaster's Yeoman's stores.

1226.. Inspectors in charge are hereby required to exercise a constant supervision over the stores in their custody, and to protect them against deterioration by every means in their power. They are not to issue clothing that does not conform strictly to the uniform. (See Article 18—*Officers in Charge of Stores.*)

SECTION 16.—*Naval Constructors.*

1227.. The Naval Constructor will act under the orders of the Commandant of the Yard.

1228.. He will have the general superintendence and charge of the construction and repair of all vessels depending upon the Bureau of Construction and Repair, and also the immediate superintendence and direction of all foremen, mechanics, and laborers employed on the work confided to him by the Commandant, and give them their instructions accordingly.

1229.. He will conform strictly to the instructions he may receive for the building, repair, and equipment of ships, being furnished with copies of orders and contracts relating thereto; if, in the course of the repairs of any vessel, defects should be discovered which were not previously known, and which will be likely to increase the expense or delay the work, he will make immediate report of the same to the Commandant for further instructions, suggesting such modifications as will be likely to diminish the expense or increase the utility of the work. He will prepare bills of materials and schedules for advertisements, and also the accounts of cost of building and repairing ships, for transmission, when duly approved, to the Bureau of Construction and Repair, through the Commandant.

Naval Constructors.

1230...He will, before the end of each fiscal year, submit to the Commandant a report of the vessels that have been built, repaired, and for which work has been done, giving the original estimate and the actual expenditure.

1231...He will make such suggestions to the Commandant of the Yard, in the line of his profession or duty, as he may consider to be to the interest of the service.

1232...He will inform the Commandant, in writing, of the number of persons required, and suggest names in the various departments under his control, and will recommend their respective wages; when the services of any are no longer required, he will report to the Commandant the persons that may be dispensed with; and he will report any irregularity, incompetence, neglect, or misconduct of persons under his direction.

1233...The inspection and measurement of all materials used on work under his charge, and the storage and preservation of timber and wood materials for the same, will be under his supervision. He will adopt measures to prevent the use or conversion of any timber or other wood material, or metals, until such account is taken of them as will secure a correct expenditure; and he will cause daily returns to be made to the inspector of timber of the wood materials which may have been used or converted, and to what object applied, that he may be able to furnish the information necessary, in order that requisitions may be made to cover the expenditure. He will have such records and registers of timber kept as may be prescribed, that the particular species and quantities remaining on hand may at all times be known. All *condemned timber* shall be expended as such, and shall be included in the semi-monthly requisitions accordingly, as if expended in any other manner.

1234...He will examine and certify to the correctness of all bills for materials and supplies for work under his charge; will examine and certify as to the correctness of the pay-roll for labor; will have made and sign the semi-monthly and other reports in his department that are required to be made by the Commandant of the yard to the Bureau of Construction and Repair, the Commandant causing him to be furnished with the costs and expenditures necessary for this purpose.

1235...All requisitions for materials or articles in his depart-

Civil Engineers.

ment are to be made by the foremen employed under his direction, and, when countersigned by him, are to be submitted for the approval of the Commandant of the yard, who will allow such as he may deem necessary. No articles or materials are to be purchased without previous requisitions, nor are any to be used till they are duly inspected, approved, and received. He will have proper requisitions made to cover the expenditure of all the timber and wood materials which may have been used or condemned during the preceding half month by the foremen.

1236...Foremen under him will report at the middle and end of each month the expenditure of materials and labor upon the several objects under their immediate superintendence.

1237...He will be responsible for all waste and improper use of materials by those under his general superintendence.

1238...He will have an exact account kept of all materials and labor expended on each and every object, and report to the Commandant semi-monthly the operations on the same, distinguishing the number and classes of the men employed, and the kind and quantities of materials used on each.

1239...He will carefully examine, at least once a month, all the vessels which may be on the stocks or in ordinary, to see that they are as effectually guarded against change of form or decay as circumstances will permit, and make a written report to the Commandant of the yard.

SECTION 17.—*Civil Engineers.*

1240...The Civil Engineer, will supervise the erection and the repairs of all buildings, docks, and wharves in the navy yards, and, if required to do so, of magazines, or other naval structures outside the yards. He will have the immediate supervision and direction of the Architect, when one is employed at the same yard with himself, and of all foremen and other workmen employed on said works, and will recommend their respective wages, and be responsible for the proper distribution and employment of all materials for said work.

1241...He will conform strictly to the instructions he may receive for executing the work, and will, when directed, prepare plans of

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any proposed improvements, and estimates of cost, with bills of materials and schedules for advertisements, which may be necessary for such works.

1242... He will, at the end of each fiscal year, submit, through the Executive Officer of the yard, a report to the Commandant, giving a clear and distinct statement of the condition of the several works of improvement, the original estimate to complete, the amount appropriated for each object, progress made upon each, and the total amount expended during the year, the amount of appropriations unexpended for each, and the additional amount, if any, required to complete such work; and if any more is required than was originally estimated the reasons must be fully stated.

1243... He will inform the Executive Officer daily of the number and rating of persons proposed for employment the next day, noting in each class the proposed increase or decrease of force, and, when a decrease is directed, will indicate for discharge those least serviceable.

1244... The inspection and measurement of all materials and of all works under his charge will be under his supervision.

1245... He will examine and certify to the correctness of all bills for materials and supplies for works under his supervision; will examine as to the correctness of the pay-roll for labor, and sign the monthly and semi-monthly reports that are required to be made by the Commandant of the yard to the Bureau of Yards and Docks.

1246... All requisitions for materials or articles to be expended will be made by the foreman, countersigned by him, and approved by the Executive Officer, who will transmit them to the Commandant of the yard, who will allow such, as he may deem necessary. No articles or materials are to be purchased without previous requisition, nor are any to be used till they are duly inspected, approved, and receipted for.

1247... Foremen under him will report at the middle and end of each month the expenditure of materials and labor upon the several objects under their immediate superintendence.

1248... He will be responsible for all waste or improper use of materials by those under his general supervision.

1249... He will keep an exact account of all materials and labor expended upon each object, and report, through the Executive Offi-

Foremen.

cer, to the Commandant, semi-monthly, the operations on the same, distinguishing the number and class of the men employed, and the kind and quantities of materials used on each.

1250...He will be careful that the sums expended and the liabilities incurred shall not exceed the appropriation for any work ; to which end he will be furnished with copies of appropriations and contracts made, and of orders issued in relation to any works under his supervision ; and he will be duly responsible for the execution of the works supervised by him, according to the plans approved by the Bureau, and within the time and amount estimated by him.

SECTION 18.—*Foremen.*

1251...Application to fill the position of Foreman in any of the navy yards will hereafter be addressed to the Secretary of the Navy, through the Commandant, stating the name, age, and residence of the applicant, with testimonials as to his character, habits, professional skill and competency, and physical ability.

1252...Whenever a vacancy shall occur in the office of Foreman, the board convened at the navy yard where such vacancy exists will, under the direction of the Secretary of the Navy, make a selection from the qualified candidates, who shall have passed a satisfactory examination, irrespective of locality—no District or State being entitled to preference for these positions.

1253...They shall be in the yard at the times of commencing work, and keep, in due form, an account of the labor performed by each individual in their respective departments, upon different objects, and hand copies of the same, daily, to the clerk of the Commanding Officer, and also to the Chief Engineer, Naval Constructor, or Civil Engineer, if under the direction of either, and if not, to the clerk of the yard.

1254...They shall have the immediate control of, and be vigilant to insure constant diligence from, all those who may be employed under their special direction.

1255...They shall attend all surveys and conversions of materials in their respective departments, and, if necessary, they may suggest measures for their better preservation.

1256...In the selection of workmen, they may suggest the names

Foremen.

of persons to be employed, but their employment shall be made with the approval of their superiors in office. Whenever men shall be required, and new ones taken into the yard who may not be known to the Chiefs of the respective departments as good workmen in their several branches, they shall be examined satisfactorily to the officer in charge of the department concerned, and are not to be received unless they are found to be competent and correct men. When a reduction is required they may suggest the names of the persons, but the selection for discharge shall be approved by the head of the department, under the direction of the Commandant, and shall embrace those whose services can best be dispensed with consistently with the interest of the government and justice to individuals.

1257. They will hand to the heads of their respective departments, daily, an account of all materials which may have been taken for use the preceding day by them or by their direction.

1258. No article whatever is to be taken or used without the knowledge of the proper foreman.

1259. The foremen must give their regular personal attendance, and are only to be paid, like all other persons who receive daily pay, for the time they actually attend to their duty in the yard, except when special exemptions shall be granted with the approbation of the Navy Department.

1260. No foreman shall leave the yard during working hours without the knowledge and consent of the head of the department in which he is employed, and the permission of the Executive Officer. No person employed under him shall leave the yard during working hours without the permission of the Executive Officer.

1261. If any mechanic or other person employed in a navy yard shall be dismissed for misconduct, by proper authority, such person shall not again be employed in any navy yard, except by direction of the Secretary of the Navy.

1262. All nominations of persons to office in navy yards, which require the approval of the Department, must be accompanied by testimonials of character, habits, and competency, and a statement as to whether the nominee has served in the military or naval service, and if so, how long, and in what capacity.

1263. In the employment of mechanics and others in navy yards,

Officers in Charge of Stores.

at naval stations, or elsewhere in the service of the Navy Department, preference is to be given to such as have been honorably discharged from the Navy and Marine Corps, and especially to those who have been wounded or disabled, provided they are capable of performing satisfactorily the duties required of them.

SECTION 19.—*Officers in Charge of Stores.*

1264...The officers in charge of stores shall take charge of such stores and materials as come under the cognizance of the Bureaus of Ordnance, Construction and Repair, Equipment and Recruiting, Steam Engineering, Navigation, Medicine and Surgery, and Provisions and Clothing; as may be received into the yard for the public service and confided to them, and be held responsible for the expenditure of the same, conformably to the general instructions of the service, or to the special orders of the Navy Department.

1265...They will, under the direction of the Commanding Officer of the yard, have charge of the keys of all store-houses and buildings containing articles for which they are responsible. The keys must never be taken out of the yard, and when not in use must be kept hung up in some safe place.

1266...Whenever directed by the Commanding Officer, they shall make requisitions upon the purchasing agents for open purchases, or upon contractors, when the required articles are deliverable under contract, for all articles that may be wanted, and present the same to him for his approval. Such requisitions must always specify the appropriation and class, and, when practicable, the particular object for which the articles are required; and separate requisitions must be made under each appropriation for which articles may be wanted. Requisitions for articles purchased at the expense of contractors must be made in the form given in Section 21 of this article.

1267...They shall not give a receipt for any articles delivered in the yard, whether purchased by purchasing agents or delivered by contractors, until they shall have been furnished with an invoice or bill stating the particular articles, their cost, and the object or appropriation for which they were purchased, nor until the articles shall have been certified to be of proper quality by the inspecting officers, unless directed by written order of the Commanding Officer.

Officers in Charge of Stores.

1268...All articles which may be received into the yard for public service, or which may be placed in their charge by the order of the Commanding Officer, shall be immediately entered on their books under the respective appropriations to which they belong.

1269...They shall not deliver articles for any other object or appropriation than that for which they were originally received, except by a written order of, or upon a requisition approved by, the Commanding Officer of the Yard, which order or requisition they must preserve as the authority for such transfer or loan.

1270...They will issue no articles (timber, timber materials, and coal excepted) but by the previous written order of, or upon requisitions duly approved by, the Commanding Officer of the yard. These requisitions or orders must specify the appropriation, and the object for which the articles are wanted; and when they are to be drawn from an appropriation different from that for which they are wanted, it must be distinctly stated on the face of the requisition. Requisitions for timber, timber materials, and coal, can be made semi-monthly, to cover the quantities which may have been used, condemned, or transferred, during the preceding half month.

1271...They will deliver articles to vessels in commission upon requisitions, when signed by the Commanding Officer of the vessel, approved by the senior officer present in command of such vessels, and by the Commanding Officer of the yard, taking receipts, as directed in the next following paragraph.

1272...They will take receipts for all articles delivered upon the requisitions themselves, and preserve them as vouchers for their expenditures, and also upon invoices prepared in triplicate, one of which they will leave for the use and government of the officer receipting for the same. They shall give credit to the proper objects, and charge themselves on the books with all surplus stores that may have been required for any object and returned to them again as not having been wanted.

1273...They will examine all accounts rendered for supplies furnished, which shall have been duly certified to have passed inspection, and, on being satisfied of their accuracy and the reasonableness of the prices charged, shall receipt the same and send them immediately to the Commanding Officer for approval; but if they shall believe any article to be overcharged, or shall discover any

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defect or deficiency, they will call the attention of the Commanding Officer to such charge, defect, or deficiency, before receipting for the same.

1274...After survey shall have been held upon stores returned from a ship, they will receive them on store account, excepting such as shall have been condemned. When articles recommended for repairs are repaired they will credit the vessel with their original value, less the cost of repairs. The articles so received may be issued to other vessels, by order of the Commandant of the yard, when it can be advantageously done; and these second-hand articles must be entered and expended on separate lines from other articles.

1275...They will notify the Commanding Officer whenever any article of stores may be so nearly expended as to require replenishing, and when any additional measures may be necessary for the proper preservation of articles in their charge.

1276...When there are any articles in store which may be used without impairing efficiency, though not of the precise dimensions, form, or quality named in a requisition, they are to be supplied in place of those required, to prevent the necessity of open purchases, unless otherwise specially directed by the Commandant of the yard.

1277...They shall be responsible for the shipment of all stores under their charge from the yard at which they are stationed to other places, by such conveyances as may be furnished by the purchasing agent or other duly authorized person, and conformably to such orders as they may receive upon the subject. Particular attention must be paid by them to have all the articles thus to be transported delivered by the bills of lading at the *precise place* to which they may have been ordered, and that they are in good shipping order. The price, rate, or amount of freight to be paid must be specifically inserted in all bills of lading, and not left to the phrase, "according to usage."

1278...All articles forwarded from the navy yard must be accompanied by a bill or invoice, stating the particular contents of each package, the cost of the separate articles, and the appropriation to which they belong.

1279...They shall keep their books and make their returns in

Time Clerks—Mustering Workmen and Check Officers.

such manner and at such times as may be prescribed by the Navy Department.

1280... Whenever articles contracted for are, in consequence of the failure of the contractor to furnish them, purchased in open market, they will receipt for them accordingly, keeping a record of the same, and make a quarterly return to the proper Bureau of the excess of cost over that of the contract price.

1281... When relieved they shall make a regular transfer of all stores on hand to their successors.

SECTION 20.—*Time Clerks.*

1282... The Time Clerks of the yard are responsible for the proper mustering of the men, and for making correct returns of their time and the pay allowed them.

1283... They must be present, duly prepared, precisely at the times prescribed for mustering the workmen, and then commence the musters. They are to make out, semi-monthly, the pay-rolls by which the workmen are to be paid the wages they have earned, and these containing the names of the workmen, the number of days' work each has performed, the class to which each belongs, the rate of pay established by the Commandant for each class, the amount due to each individual, the whole amount chargeable to each appropriation, and marginal notes of all extra work performed, are to be certified by them as correct in every particular. They are also to make out, monthly, a copy or transcript of the last two semi-monthly pay-rolls, which is to be signed by themselves, and then approved and forwarded by the Commandant to the Chief of the appropriate Bureau.

SECTION 21.—*Mustering Workmen and Check Officers.*

1284... The mustering of workmen is to commence twenty minutes before the bell rings in the morning and at noon. The moment the men are mustered they must proceed at once to the place of work, ready to begin the moment the bell tolls the hour of labor at morn and noon. No workman is to leave his work until the bell rings to knock off. Foremen of workmen will be held responsible that these orders are complied with.

Purchasing Agents at Shore Stations.

1285. A Check Officer, who is to be a commissioned officer of the line, is to be present at each mustering office or station whenever a muster takes place, and, with a verified copy of the roll used thereat, he is to note, as the roll is called, the presence or absence of each individual, and to enter the name of any new man, not already on the roll, presenting himself to be received by due authority. Immediately after the muster has ended, he is to compare his roll with that of the mustering clerk, and if any disagreement should be found, an investigation must take place without delay, to ascertain the cause of the discrepancy and correct the error. The rolls kept by Check Officers, when filled, are to be returned by them to the Commandant's office, and there filed for reference. In case of a deficiency of officers to serve as just mentioned, the Commandant is to direct as many of the clerks or writers already employed in the yard as may be necessary to act in their stead, and they are to do so in addition to the ordinary duties exacted of them.

SECTION 22.—Purchasing Agents at Shore Stations.

1286. All requisitions for stores will be approved by the Commandant of the navy yard, and those for articles not under contract will be made upon the Purchasing Agent, who will procure them and be responsible that they are forthcoming, at the lowest market price and of the best quality, subject to the usual inspection at the navy yard before being received. If articles are to be *selected*, the person to select them will call upon the Purchasing Agent for such instructions as he may have to give, and when the articles are obtained, the Commandant will satisfy himself of the correctness of the bills in all respects before approving them. This order will not apply to articles specially ordered by the Department or Bureaus. All requisitions for stores contracted for will be made on the contractor directly.

1287. Open purchases will not be made unless the requisition has the approval of the proper Bureau.

1288. Whenever it becomes necessary to purchase articles contracted for in open market, in consequence of the failure of the contractor to furnish them, the requisition will be made on the Purchasing Agent, and will state upon its face: "There is required

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to be purchased, in open market, for immediate use, to supply deficiencies under the contract of," (here state the contractor's name,) "dated ———, the following articles, which must conform in quality as near to the contract as practicable." The bills must be certified by the Purchasing Agent thus: "The above-named articles were purchased at the lowest market prices, in open market, for immediate use, to supply deficiencies under the contract of ———, dated ———." The Purchasing Agent will keep a record of these purchases, showing the aggregate amount thereof, to be returned to the respective Bureaus quarterly.

1289 .. He will procure all freight or transportation of articles not specially provided for by the Bureaus, on the requisitions of the Commandant of the yard, and will be responsible for the efficient means as well as the proper rate of freight or terms of transportation. When it becomes necessary to send drafts of men from one naval station to another, he will, upon the order of the Commandant, or senior officer present, furnish the necessary means of transportation.

1290 .. He will certify on all bills for purchases in open market, and for freight and transportation made or procured by him, that the prices are the lowest market rates.

129 .. If he shall send articles from one place to another for the navy, particular attention must be paid to make them deliverable by the charter-party, bill of lading, or other agreement, at the precise place where they may be specially required, and a particular rate of freight be inserted, and not left "according to usage." The number of lay days, and the amount of daily demurrage after they shall have expired, must be explicitly stated in the charter-party and bill of lading.

1292 .. Disbursing Agents and Paymasters at shore stations will keep their deposits with the nearest Assistant Treasurers, except those stationed at Washington, who will keep their deposits with the Treasurer of the United States.

1293 .. They shall have no private interest, directly or indirectly, in the supply of any article which it may be their duty to procure for the navy. The practice, by inexperienced officers, of giving certificates to persons with whom they have had trading dealings, or to inventors whose works they may have superficially examined,

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being deemed prejudicial to the true interests of the service, it is directed that hereafter no such certificates or recommendations be given by any person attached to the Navy Department within the United States.

1294. . They are to make no sale of articles belonging to the United States, nor any purchases, nor incur any public expense, without the sanction of the senior officer upon the station, the Commanding Officer of the navy yard, the Navy Department, or one of the Bureaus thereof.

1295. . They shall pay no bills for articles furnished, or services rendered to navy yards, or vessels under the control of the Commanding Officer of the yard, without the previous approval of that officer; nor any bills for articles furnished, or services rendered, directly to vessels in commission, without the certificate of the Commander of the vessel, and the approval of the senior officer in command of the station, unless sanctioned by the Navy Department.

1296. . They will not pay bills under one appropriation from any money belonging to another appropriation, without the express sanction of the Secretary of the Navy; and whenever money shall be so transferred they shall note it particularly in their next return.

1297. . Their requisitions upon the Department and Bureaus for money must be made under the specific heads of appropriation, and those upon the Bureaus must be accompanied by triplicates of the bills for the payment of which they are intended.

1298. . They shall make monthly returns to the Navy Department of all moneys received, expended, and remaining on hand, under each appropriation, in such form as may be prescribed. These returns must be made out and forwarded within ten days after the expiration of each month, unless otherwise directed by the Secretary of the Treasury under the act approved July 17, 1862.

1299. . Whenever they shall be authorized by the Secretary of the Navy to make advances of pay to officers bound on a cruise, it shall be the duty of the Paymaster of the vessel to furnish him, as his guide, a correct list signed by himself and approved by the Commanding Officer, of all the officers entitled to an advance of pay, which list must exhibit their names, rank, and yearly pay.

Inspectors, etc.—Commanding Officers of Naval Stations.

SECTION 23.—*Inspectors at Navy Yards and Naval Stations.*

1300.. Inspectors are charged with grave duties, and they will be held to a very strict accountability for the reception of any inferior articles. Under the direction of the appropriate Bureau they will provide their offices with facilities for testing the purity and quality of all articles which are offered for reception at their stations; where more accurate determinations are required, the proper Bureau will authorize scientific analyses. Every Inspector will keep a book, which shall be an official register of his examinations of articles offered for delivery; it will contain the names of the contractors or vendors, the articles passed or rejected, with the dates of passage or rejection, and the daily indorsement of the Inspector. The rejected articles will be placed by themselves, and the Commandant will cause them to be removed from the yard within forty-eight hours after rejection, or report to the proper Bureau when such immediate removal is impracticable. On the last day of every month, Inspectors, whether regularly or specially charged with such duties, will make an abstract report of all their transactions, under this regulation, to the respective Bureaus, and the Chiefs of the different Bureaus will be vigilant in perfecting a rigid and impartial system of inspection of all articles furnished, either under contract or open purchase, and will require reports of all articles rejected, with the names of the persons offering them, and the original analyses in cases where analyses have been made. Every article of supply for the navy must be thoroughly inspected before reception, and every officer charged with this duty of examination, whether a regular Inspector, or specially detailed for the occasion, will make out and forward his reports in accordance with these instructions.

SECTION 24.—*Commanding Officers of Naval Stations.*

1301.. Commanding officers of naval stations will conform to the regulations for Commandants of navy yards, so far as they may be applicable. Annapolis, League Island, New London, Sackett's Harbor, Mound City, and New Orleans, are referred to under the head of naval stations.

When Embarked.

ARTICLE XXIII.

Marines.SECTION 1.—*When Embarked.*

1302. Whenever instructions are given to the Commandant of the marine corps to prepare a guard for a vessel going into commission, he will immediately cause the proper number of officers and men to be detailed and kept in readiness for embarkation.

1303. When a vessel is ready for the reception of the marines, the Commanding Officer of the station will direct the Commanding Marine Officer, whose duty it shall be to have sent to the designated place of embarkation the detachment which may have been previously ordered for such vessel.

1304. When marines are received on board a vessel they are to be entered separately on her books as part of the complement, or as supernumeraries, as the case may require, and are to be in all respects upon the same footing as the seamen with regard to provisions and short allowances.

1305. The senior marine officer shall report daily in writing to the Commander of the vessel the state of the guard.

1306. The marines are not to be diverted from their appropriate duties, or called upon to coal ship, or work as mechanics, except in case of emergency.

1307. They may be furnished by the Paymaster with clothing and small stores when the Commanding Marine Officer shall certify that they require them, and the Commander of the vessel approves the issue.

1308. The store-room for marine clothing shall be under the charge of the Senior Marine Officer, and he shall keep the key of it. He will report its condition daily to the Executive Officer, at such hour as the Commander shall appoint.

1309. The Commanding Marine Officer is to have charge of, and will be accountable for, the arms, accoutrements, and clothing belonging to the marines, and he will be careful to have the whole preserved in the best possible manner. He will report any injury that may result to them from the neglect or misconduct of any person, that the amount may be recovered from him.

When Embarked.

1310...A detachment of marines, on joining a vessel of war for sea service, will always be accompanied by the officers who are attached to it.

1311...They will be exercised in the manual of arms, and duties of the soldier, and at the great guns of the vessel by their officers, at such times and places as the Commander may appoint.

1312...As occasions may arise when it may become necessary to employ marines at the great guns, they shall be instructed as full gun's crews by their own officers, and also may be assigned as parts of ordinary gun's crews under other officers of divisions.

1313...When not on guard, or on duty as sentinels, they are to be subject to the orders of the sea officers in the same manner as the seamen.

1314...All general orders to sentinels shall pass through the Marine Officer. The sentinels on the spar deck may receive special orders from the Officer of the Deck when an emergency may require it; but should they be of an important character the latter shall inform the Executive Officer.

1315...Any misbehavior of the marines on guard duty, or on duty as sentinels, is to be reported to the Officer of the Deck, and by him made known to the Senior Marine Officer on board, who will report the same to the Executive Officer.

1316...No officer of the Navy of inferior relative rank shall give orders to a marine officer, unless such navy officer be at the time in command of the vessel, or be the Executive Officer; or Officer of the Deck.

1317...The Commanding Marine Officer will be particularly attentive to the comfort and cleanliness of his men, as well as their soldier-like appearance and efficiency. He will inspect the clothing at least once a month, and report to the Commanding Officer of the vessel in case of any loss or abuse.

1318...If repairs of the arms and accoutrements become necessary, the Marine Officer will apply to the Executive Officer for such assistance as can be afforded.

1319...The Marine Officer, with the approval of the Commander of the vessel, may reduce non-commissioned officers for misconduct or incompetency, and make promotions to supply vacancies; should no Marine Officer be attached to the vessel the Commanding Officer may order such reductions and promotions.

Enlistments—When at the Navy Yards.

1320...The clothing accounts, muster-rolls, and such other accounts as may be directed by the Commandant of the marine corps, will be kept by the officer or non-commissioned officer in charge of the guard of any vessel, who will forward them, through the Commander of the vessel, to headquarters.

1321...When there shall be more than one Marine Officer attached to a vessel one shall at all times be on board for duty, unless upon very particular occasions, to be judged of by the Commanding Officer of the vessel.

1322...When a vessel is to be put out of commission, the Marine Officer, with the guard, shall remain on board until all the officers and crew are detached, and the ship regularly turned over to the officers of the navy yard or station.

SECTION 2.—Enlistments.

1323...The regulations for the recruiting service of the Army of the United States will be applied to the recruiting service of the Marine Corps, as far as practicable.

SECTION 3.—When at the Navy Yards.

1324...The marine detachment serving within a navy yard is to be subject to the orders of the Commandant of the yard, but no part of the detachment shall be relieved or withdrawn therefrom except by order of the Commandant of the marine corps, approved by the Secretary of the Navy. All such orders shall pass through the Commandant of the yard.

1325...When a Marine Officer is ordered to relieve another officer commanding the marines within a navy yard, he shall, on his arrival, report himself to the Commandant of the yard. Marine Officers joining a navy yard will report to the Commandant and Commanding Marine Officer.

1326...The Commanding Marine Officer within a navy yard will cause to be posted such sentinels for the protection of the yard and vessels in ordinary as may be directed by the Commandant of the yard. He will make to the Commandant of the yard a daily report of the amount and disposition of the force under his command,

When at the Navy Yards.

specifying, by name, officers who may have joined in the previous twenty-four hours.

1327... He will, unless the Commandant shall think proper to issue it himself, transmit every morning, in writing and under seal, to the Commandant of the yard, and to such other officers and such only as he may designate, the countersign for the ensuing night.

1328... The police and internal government of marines, when in barracks within or without a navy yard, and their instruction shall be under the direction of the Commanding Marine Officer, with the approval of the Commandant of the yard.

1329... Non-commissioned officers serving within a navy yard may be reduced by the Commanding Marine Officer, with the approval of the Commandant of the yard, and he may promote to fill vacancies, with the sanction of the Commandant of the yard.

1330... Marine Officers belonging to a navy yard desiring leave of absence will conform to the general rules of the Navy on the subject. The customary liberty to non-commissioned officers, musicians, and privates may be granted at the discretion of the Commanding Marine Officer, with the approval of the Commandant of the yard.

1331... All official communications to and from officers and enlisted men of the Marine Corps serving at navy yards shall be forwarded through the Commanding Officer of the yard.

1332... Deficiencies in the complements of marines in vessels on the eve of sailing may, by order of the Commandant of the yard, be supplied by the Commanding Marine Officer, and the circumstances of the case reported, without delay, to the Commandant of the corps by the Commanding Officer of the marines, and by the Commandant of the navy yard to the Navy Department.

1333... All offenses or neglects which may be committed by marines as sentinels, or in violation of orders given by the Commandant of the yard, must be reported to him. Other offenses which may be committed by marines, either in barrack inclosures or elsewhere, shall be reported to the Commanding Marine Officer.

1334... Marines, when stationed at or employed within a navy yard, are to conform to all regulations which may be issued by the Commandant thereof for its government and security.

1335... The exercises and formation of marines at parades, reviews, inspections, escorts, guard mountings, and funerals, chal-

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lenges of persons, police and regulations for camp and garrison duties, and salutes, will be the same as those established, or which may be hereafter established, for the Army.

1336... When marines are transferred from one station to another it shall be the duty of the officer transferring them to forward their returns forthwith to the officer to whom they are transferred.

1337... It is the duty of officers serving with detachments to assist their Commander in making out rolls, reports, and returns; keeping the books of the detachment, attending to issues, and to everything connected with the welfare of the command. The Commander will see that their assistance is rendered.

1338... The officer of the day will inspect the provisions daily issued to the troops, and if not of good quality will report the same to the Commanding Officer. He will also inspect the different meals, to see that the rations are properly cooked and served.

1339... Officers and soldiers, in garrison, will wear the prescribed uniform of the corps.

1340... When a deserter is apprehended, or surrenders himself, the officer in whose charge he is will immediately report the same to the headquarters of the corps, and to the Commanding Officer of the navy yard or station from whence he deserted.

1341... The Commanding Marine Officer at a navy yard will have a daily drill of one hour when the weather will permit.

ARTICLE XXIV.

Recruiting and Receiving Vessels.SECTION 1.—*Recruiting.*

1342... As the appointment of officers to attend to the recruiting service is intended not only to hasten the collection of recruits for the Navy but to guard against the enlistment of improper, unsound, or incompetent persons, strict and constant attention to the duties of the rendezvous is to be given, the hours of which are to be from 9 a. m. to 3 p. m., and later, when emergencies require it.

1343... The junior officers who may be ordered upon this duty are intended as assistants to the Commanding Officer, and not to act as

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his substitutes, except ~~in cases where~~ he is unable to attend by reason of sickness, or when absent ~~with the~~ sanction of the Department; under all other circumstances he will ~~be~~ expected to attend daily at the rendezvous, and to personally question the persons offering to enlist, examine into their qualifications, and determine whether they may enter or not, and in what capacity or rating.

1344. Boys shall not be enlisted under fourteen years of age, nor under four feet eight inches in height, even as apprentices. No one shall be received under the age of eighteen without the consent of his parent or guardian, if any such can be found. If the evidence of the parent or guardian cannot be obtained, the doubt is to be noted on the descriptive list, and no advance money will be paid; the required clothing and bedding being supplied on board the receiving vessel. No person shall be entered as landsman over the age of thirty-three, unless he possesses some mechanical trade, nor shall he be entered after thirty-four, even though possessing a trade, without special authority of the Department. No person shall be entered as ordinary seaman unless he shall have been two years at sea, nor as seaman unless he shall have been four years at sea, before the mast, and passed a satisfactory examination. The recruit may be required to declare on oath, in presence of the Commanding Officer of the rendezvous or vessel, that he makes a true statement of age, to the best of his knowledge and belief, unless he proves his age in some other manner.

1345. Except by special authority from the Navy Department, no person shall be enlisted for the naval service unless the Commanding Officer of the rendezvous or vessel, and the Medical Officer required to examine him physically, shall both pronounce favorably as to his fitness.

1346. Every one enlisting at a naval rendezvous is, before signing the shipping articles, to take the oath of allegiance prescribed by an act of Congress approved August 6, 1861, and to sign it.

1347. Every one enlisting at a naval rendezvous who has already been in the service of the United States must produce his discharge therefrom, in order to guard against shipping a person who was discharged dishonorably. Should it have been lost, and time will permit, the Department can be applied to for information as to the nature of the discharge with which the party was furnished. In all

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cases of doubt or suspicion as to the kind of discharge given to the individual, the Department must be consulted, and the communication be addressed to the Bureau of Equipment and Recruiting.

1348. Whenever a person is enlisted on board ship, or elsewhere than at a rendezvous, a complete descriptive list must be made out and returned quarterly, with the shipping articles, signed by the Recruiting Officer and the Surgeon. The form No. 13, Appendix, will be used, substituting the name of vessel or place for "Naval Rendezvous," and quarter in place of the word "week." The recapitulation is not required, but the certificate at the foot of it is to be adopted, leaving out the second line of the second paragraph, viz: "also the names, &c., &c., who have been rejected at the receiving ship." Printed blank forms will always be forwarded with the muster-rolls and shipping articles.

1349. The shipping articles are to be read to every one about to enlist, by a Commissioned Officer of the rendezvous, in order that such person may fully understand the nature and extent of the obligation he is about to assume.

1350. No person in a state of intoxication will be submitted to examination, nor shall any person known to have been convicted of an infamous crime be received into the naval service.

1351. No person on enlisting is to be rated as a petty officer, or higher than a seaman, unless he be a fireman.

1352. No machinists, firemen, or coal-heavers shall be shipped as such until they have passed a satisfactory examination by one or more Medical Officers of the navy in respect to their health and vigor, nor shall machinists or firemen be so shipped until they have passed a satisfactory examination by one or more Engineer Officers of the navy upon their ability to manage fires properly with different kinds of fuel, and to use skillfully smith's tools in the repair and preservation of steam machinery and boilers.

1353. If persons should be enlisted by authority of the Department, to perform particular duties with complaints or injuries which, in the opinion of the Medical Officer and the Commander of the navy yard or station, will not interfere with the proper discharge of these duties, their condition must be fully described and carefully noted on all the descriptive lists containing their names, in order that no improper claims for pensions may be afterward allowed.

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1354...The Commanding Officer of a rendezvous, on enlisting a person for the service, should request the surety for the recruit, or the recruit himself, if he has not received any money, to repair, without delay, on board the receiving ship, where good naval clothing, appropriate to the season, will be furnished him by the Paymaster, and deducted from his advance, to be then paid to the recruit. Clothing sufficient only for cleanliness and proper appearance should be furnished the recruit. Thus his whole advance will not be appropriated for clothing, and a quantity of unnecessary articles stowed in his bag, to be stolen or lost. When finally transferred to a sea-going ship his wardrobe can be amply supplied there, and his clothing properly and cheaply altered or made by shipmates, if unable to do so himself.

1355...Each enlisted person delivered on board a receiving or other vessel intended to receive recruits must be accompanied by both a transcript list and a descriptive list, (Forms Nos. 11 and 12.)

1356...The transcript list must set forth in full the name of the recruit; the year, month, and day of his enlistment; the term or period for which he enlisted; whether he enlisted for general or special service; the date of the honorable discharge under which he may have re-enlisted, together with the name of the vessel from which such discharge was received, and the rating he held on board of her when discharged; his rating under present enlistment; his wages per month under the same; the wages advanced or bounty paid to him, if any, at the rendezvous, and the name of his surety, if any was exacted or given.

1357...The descriptive list must set forth in full the name of the recruit, his previous naval service, and the capacity in which he last served; his place of birth, age, and trade or occupation; the color of his eyes, hair, and complexion; his height, and the permanent marks or scars about his person.

1358...The transcript and descriptive lists are both to be prepared at the rendezvous, under the direction of its Commanding Officer, to be signed by him or by the officer serving in his stead, and to be addressed to the Commanding Officer of the vessel to which the recruit is sent; and a copy of each is to be duly and carefully recorded and retained at the rendezvous.

1359...Should a person holding an honorable discharge prove

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physically disqualified, it will be so written by the Recruiting Officer on the face of the discharge, and such discharge shall not entitle the holder to be received under it.

1360...The Recruiting Officer will write on the face of the honorable discharge, over his official signature, the date of re-enlistment. After the reception on board the receiving ship, of the person re-enlisted, the Paymaster, also, will write on the face of the honorable discharge, over his official signature, that the three months' pay has been credited or paid him, with the date of such credit or payment, and the amount thereof.

1361...Should it become necessary or expedient to provide a Recruiting Officer with money in order to secure men for the service, he is not to hold in his possession, at any one time, more than one thousand dollars; and therefore, in making his requisitions upon the pay agent, he is to govern himself accordingly, and the Commanding Officer of the navy yard or station, before approving them, is to satisfy himself as to their propriety. A Recruiting Officer intrusted with public money is to report weekly to the Chief of the Bureau of Equipment and Recruiting, and to the Commanding Officer of the station, whatever balance he may have on hand.

1362...Recruiting Officers shall make no advance of pay, nor give any bounty, except by express orders from the Secretary of the Navy, or of the officer under whose orders they may be placed; and in all cases of making advances, the amount advanced to petty officers, if any such enlistment should be authorized, shall not exceed the amount authorized for seamen, and good security is to be taken for all advances, until the persons receiving it shall have been duly received and mustered on board the receiving vessel, or some other vessel of the United States.

1363...Recruiting Officers shall not pay any advance or bounty-money except to the person duly entitled to receive it; and they must produce his receipt for the same, together with a certificate from the Commanding Officer of the receiving or other vessel to which the person may be sent, that he was actually received on board, before any credit can be allowed them for such advance or bounty-money so paid.

1364...Recruiting Officers, when authorized to make advances of any sort with their own hands, are to do all in their power to induce

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recruits to repair on board the vessels to which they are to be sent, and there receive the amounts in clothing and other necessaries.

1365. When recruits are willing to repair on board the receiving vessels, and there receive the requisite clothing and other necessaries, the Recruiting Officers are to notify the Commanding Officers of the vessels of the fact, and securities may be dispensed with.

1366. Every Commanding Officer of a rendezvous must report, every Saturday evening, to the Chief of the Bureau of Equipment and Recruiting, the number of recruits he has enlisted during the week ending at the close of the rendezvous on that day, specifying particularly their names; the dates and periods of their enlistment; their ratings; whether they were enlisted for general service or coast survey; the dates of the honorable discharges under which they may have re-enlisted, together with the names of the vessels from which said discharges were received, and the ratings they held on board of them when discharged; their previous naval services, and the capacities respectively in which they last served; their places of birth, ages, and trades or occupations; the color of their eyes, hair, and complexions; their height, and the permanent marks or scars about their persons, according to Form No. 13; and every such Commanding Officer must also report on the same day of each week, and up to the same time, to the Commanding Officer of the navy yard or station, the number of each rating of persons he has enlisted in the course of it, according to Form No. 21.

1367. Each vessel of the Navy shall be furnished, by the Commanding Officer of the navy yard or station from which she departs on a cruise, with a sufficient number of printed copies of the prescribed shipping articles, and with seventy-five printed forms of the descriptive list for every two hundred men composing her crew; and each Commanding Officer of a vessel on foreign service, or in the United States where there is no established naval rendezvous, may enlist seamen, firemen, coal-heavers, and persons of inferior rating, to fill vacancies which may exist in her complement, provided the rules concerning enlistments at rendezvous be adhered to, so far as they can be made applicable, and that the advance-money is not to exceed one month's pay, unless by permission of the Department. The term for persons so enlisted may be for a less period than three years, and so as to correspond with the time, as nearly as

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practicable, at which the rest of the crew generally will probably be discharged. A Paymaster will be appointed to each naval rendezvous.

SECTION 2.—*Receiving Vessels.*

1368. The Commander of a vessel receiving recruits will take charge of, and receipt for daily, to the officer sending them, all such as may be duly forwarded; and if, after an examination severally by himself and the Medical Officer, they shall be found fit for the service, he shall cause them to be regularly entered upon her books, and paid, under the restrictions provided in the preceding section, the advance-money allowed. He is also to receipt to the Recruiting Officer for the descriptive lists directed to accompany the recruits, and to direct the Paymaster of his vessel to receipt to that officer for the transcript lists he is ordered to furnish, and to certify to him that the amounts of money against the recruits, as exhibited by his accounts, have been duly charged to them respectively. The recruit will be carefully inspected to see that he conforms to the descriptive list accompanying him, in order that no person may be delivered on board the receiving vessel who had not previously passed examination at the rendezvous.

1369. No person is to be considered as finally shipped in the naval service until he shall have passed medical inspection on board the receiving ship where he is to be delivered. If this examination should develop any cause why the recruit should not be accepted, the Commander of the receiving vessel will report the case to the Commandant of the navy yard or station, who will forthwith order a survey by two or three medical officers, and, as far as practicable, senior to the Medical Officer of the rendezvous where the primary examination was held; and if the recruit is found unfit for service, the objections are to be fully stated by the board of survey, whereupon the recruit shall not be received. The order for survey and medical report shall, in all such cases, be transmitted to the Bureau of Equipment and Recruiting.

1370. The descriptive lists accompanying recruits are to be carefully verified, under the direction of the Commanding Officer of the vessel to which they are sent, and, should discrepancies be detected, he is to notify the Commanding Officer of the rendezvous of all the facts attending them without delay.

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1371... The descriptive lists are to be kept by the Executive Officer, who is to have a copy of them recorded in a book for the purpose, to be retained on board for reference when necessary.

1372... Descriptive and clothes lists must always accompany recruits whenever they are transferred from one vessel to another, and the name of the vessel to which they are transferred, preceded by the words "transferred to," must be noted on the descriptive lists, as well as a statement of their probable qualifications; and all such transfers must be duly noted on the muster-book of the vessel making them.

1373... The transcript lists are to be kept by the Paymaster, who is to have a copy of them recorded in a book for the purpose, to be retained on board for reference when necessary.

1374... Accounts, specifying the sums paid and balance due, and transcript lists, both signed by the Commanding Officer and Paymaster, must always accompany recruits whenever they are transferred from one vessel to another.

1375... The Commander will have the clothing and bedding of all recruits carefully examined and marked with the ship's number, and lists of the same taken when they are first received on board, and take all measures for their preservation and safe-keeping. No recruit will be allowed to bring on board any other outside clothing than that prescribed by the uniform regulations.

1376... Neither clothing nor small stores are to be issued to recruits on board a receiving vessel, without the written order of the Commanding Officer; and this must be preserved by the Paymaster as a voucher, in case a person to whom an issue of them was made should die or desert while in debt to the United States.

1377... The Commander of the receiving vessel is to adopt proper precautions to prevent desertions, and is not to allow any recruit to go on shore on liberty without the consent of the Commanding Officer of the station.

1378... Receiving vessels shall be completely equipped and every means furnished for exercising the recruits who may be on board. The Commanding Officer will, under the direction of the Commanding Officer of the navy yard or station, have them exercised at the guns, small-arms, heaving the lead, &c., sails, pulling in boats, exercise of the boats' howitzers, and daily exercise of yards; and he

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will report to the Department at the end of each month the exercises had during the month. Particular attention will be paid to the instruction of landsmen and boys.

1379...The recruits on board a receiving vessel are not to be employed upon duties unconnected with that vessel, except by the order or sanction of the Commander of the station or yard; and when employed in aid of the force in navy yards for rigging or equipping vessels, or for any other service, he will see that they are placed under the direction of proper navy officers. Unless for some special service, he will not authorize the employment of the recruits in a navy yard upon other duties than such as are immediately connected with the equipment of vessels or the preparation of their outfits and stores.

1380...No recruit intended for general service is to be rated a petty officer while on board a receiving vessel, as that authority is to be exercised by the Commanding Officer of the sea-going vessel to which he may be transferred.

1381...When the Commanding Officer of a receiving vessel is directed to transfer men to a sea-going vessel, if there be more than a sufficient number of any class on board to comply with the order, he is to make an impartial selection, having reference to the unexpired terms of service and the station on which the vessel is to serve, and sending a fair proportion of such as may be supposed qualified for petty officers, of useful mechanics, and persons of foreign birth and colored persons.

1382...When men are to be drafted from the receiving vessel to a sea-going vessel, the selection shall be made by the Commander of the receiving vessel; and no officer, whatever may be his rank, shall be permitted to visit the receiving vessel and make selections for the vessel which he is to command.

1383...In case of complaint or dissatisfaction as to the character or condition of the draft on the part of the Commander of the vessel to which men are transferred from a receiving vessel, it shall be the duty of the Commander of the navy yard or station to order a survey, on which he will decide the case; but no men are to be returned and exchanged except for good causes, and by his written order, in which the reasons for the same will be expressed.

1384...Should authority be given to enlist men for a particular

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vessel, such men will not be detailed for any other vessel, except by order of the Department.

1385...When persons who have entered at the rendezvous are brought on board the receiving vessel, care will be taken that they are in a proper condition to be received; and if any person, when brought on board, should be so much intoxicated as to require restraint, he shall not be received until he becomes sober.

1386...If, between the time of a person being entered at the rendezvous and his appearance on board the receiving or other ship, he should receive an injury which, in the opinion of the Inspecting and Medical Officer of the receiving ship, unfits him for the service, he shall not be received.

1387...The Commander and other officers attached to the vessel designated to receive recruits are to conform to the general regulations for other vessels in commission, as far as they are applicable, and are to live on board, unless specially exempted by the Secretary of the Navy, in the same manner as though under orders for sea service.

1388...A return for each week, ending on Saturday, signed by the Commanding Officer of the receiving vessel and the Paymaster attached to her, showing all the changes with regard to recruits that have taken place, in the course of it, whether resulting from deaths, desertions, discharges, apprehensions, surrenders, or transfers, is to be made to the Chief of the Bureau of Equipment and Recruiting, agreeably to Form No. 14, through the Commanding Officer of the navy yard or station.

ARTICLE XXV.

Surveys.

1389...Orders for surveys by officers of the Navy shall be made as follows:

1390...By Chiefs of Bureaus, on all articles in their respective departments reported as unfit for use at navy yards, at naval stations, or elsewhere on shore, within the United States, except in cases of exigency, when such surveys may be ordered by Commandants of navy yards or of naval stations, as the case may be, who will report the circumstances immediately to the proper Bureau.

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1391...By Commandants of navy yards, all medical surveys on persons in hospitals or elsewhere within the limits of their commands, and such other surveys as pertain to their duties.

1392...By Commandants of naval stations, all medical surveys on persons in hospitals or elsewhere within the limits of their commands, and such other surveys as pertain to their duties.

1393...By Port Admirals, Commanders-in-Chief, Commanders of divisions or of squadrons, Senior Officers present, and Commanders of single ships, all surveys of whatever nature afloat, except such as fall within the province of Commandants of navy yards and of naval stations.

1394...The navy yards referred to are those at Portsmouth, New Hampshire; at Boston, Massachusetts; at Brooklyn, Long Island; at Philadelphia, Pennsylvania; at Washington, D. C.; at Norfolk, Virginia; at Pensacola, Florida; and at Mare Island, California.

1395...The naval stations referred to are those at Annapolis, Maryland; at League Island, Pennsylvania; at Sackett's Harbor, New York; at Mound City, Illinois; at New London, Connecticut; at New Orleans, Louisiana; and at such other places as it may be found expedient hereafter to establish them.

1396...Whenever articles are received under a contract or purchase at a navy yard or station on shore, or received on board ship directly from a contractor or furnisher, a proper officer, with the master workman under whose direction they are to be used, or the officer to whose department they may pertain, are to inspect them carefully, in order to guard the government against imposition or loss, and his report, in ordinary cases, may be deemed sufficient; but if they be in doubt, or their decision be questioned, the Commanding Officer is then to have the inspection or survey made by at least three competent persons, of whom the master workman or department officer aforesaid is, if practicable, to be one, and their decision, when approved by the Commanding Officer, is to be regarded as conclusive.

1397...All applications for surveys upon articles on ship-board supposed to be defective or unfit for use, or to be unequal to sample, or deficient in quality, must be made in writing, according to the prescribed form, (No. 19, Appendix,) by the person having charge of the same, to his immediate Commanding Officer, and if he deems such

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survey necessary, he will, if within the limits of a navy yard or naval station, transmit the same to the Commandant thereof; if under the control of a Port Admiral, to that officer; if serving in a fleet, to the Commanding Officer of the fleet, squadron, or division to which he belongs; otherwise, to the Senior Officer present; or, if acting independently, he will order it himself.

1398. Officers who may order surveys upon articles reported as defective, or requiring repairs, will, when practicable, select at least two commissioned officers for that duty, of a rank proportioned to the importance of the survey to be held, so that the United States may not be exposed to loss from the inexperience of the surveying officers, and, when it can be done, the officers shall be selected from other vessels than those to which the articles may belong.

1399. Surveying officers may call upon the person having charge of the articles to be surveyed, or upon any other person, for information which may assist them in making correct statements upon the subject they may have been directed to investigate; and if any person shall endeavor to deceive the surveying officers, by knowingly giving false statements, or if the surveying officers shall discover, or find reason to suspect any fraud, they shall notice it particularly in their report.

1400. The report of officers directed to survey articles represented to be unfit for service must specify by whose order the survey was held, each particular article surveyed, the state in which found, and the most proper disposition to be made of it; and if the articles are found to be damaged, or of improper quality, their report must further state, if possible, by whom they were furnished, and whether the damage or injury was or was not owing to the misconduct or neglect of any particular person or persons. Contractor's and inspector's marks must be noted.

1401. When officers are ordered to ascertain the quantity of articles they are not to take the account of them from the officer who has charge of them, unless it shall be impracticable to make a personal examination, or they shall be directed to take the account from him by the person ordering the examination, and when the quantity of articles shall be so taken, it must be particularly noted in their report, with the reasons why it was so taken, and they shall state what, if any, articles are found to be defective.

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1402. Reports of all surveys, except such as are hereafter provided for in this section, shall be made in triplicate, one part of which shall be written on the back of the order, or attached to it, and be furnished to the officer who requested the survey, another to the Commander of the vessel, and a third shall be transmitted to the proper Bureau of the Navy Department, by the officer ordering the survey. A copy of the request and of the order shall be made upon the duplicate and triplicate reports.

1403. Discrepancies between the marks and contents of packages as to quantity or kind are to be determined and reported upon by a board of survey. It must embrace the marks of the parties who furnished and inspected them.

1404. No stores, provisions, or clothing, are to be thrown overboard, unless they are entirely useless, and except the surveying officers shall, in their report, represent them as being, in their opinion, prejudicial to the health of the ship's company, in which case the Commander of the vessel shall cause them to be thrown overboard as soon as the report of the survey is duly approved or confirmed, and the certificate of one of the surveying officers that they were so disposed of is to be attached to the report, but all other articles are to be converted to some other use or turned into store. All surveys of articles destroyed will contain a descriptive list of the articles, with an estimate of their value.

1405. If provisions or stores are so much damaged as to be unfit for issue or use on shipboard they may be condemned to be sold, if advisable, when in a foreign port. Within the United States such damaged stores or provisions are to be returned into store, when practicable to do so.

1406. If any officer of the Navy having charge of money, provisions, or other stores belonging to the United States, shall die, be suspended, removed, or otherwise separated from his vessel or station, so as to render it necessary to appoint another person to perform his duties, it shall be immediately reported by his Commander to the senior officer present in command, who shall order, in writing, a survey to be held by proper officers, and, when practicable, in presence of the officer who is to succeed to the charge of the articles aforesaid, and the surveying officers shall make out a statement, in writing, of the amount, quantity, or number, state and

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condition of such articles, in quadruplicate, and sign the same, and transmit them in a report to the officer ordering the survey, one copy to be retained by him, and three sent to the officer appointed to take charge of the money and stores, two of which he will receipt and hand over to the officer relieved, or to the representative of the officer, if deceased, one to be retained by him and the other to be forwarded to the Navy Department. (See General Order No. 147, as to Paymaster.

1407...All officers ordered upon surveys are strictly required to perform that duty with the utmost attention and fidelity, and to make their reports with the strictest impartiality, so that, should they be called upon, they may be able, conscientiously, to make oath of their correctness.

1408...In all reports of surveys involving quantities, they must be expressed in writing, and never exclusively in figures.

1409...Whenever any important accident or derangement shall occur to the machinery of a steamer there shall be held upon it a strict and careful survey, by a board composed of one Line Officer and at least two Engineer Officers, who shall report, in writing, the nature and extent of the accident or derangement, the cause thereof, the probable time of repair, and to whom, if to any one, blame in connection therewith is to be attributed. The report is to embrace every detail necessary to a complete understanding of the case. The order of the survey shall accompany the report, which is to be made in duplicate, and forwarded to the Department by the first opportunity.

1410...Whenever, in the opinion of the Commanding Officer of a vessel, any person attached to her is unfit for service, he shall, if on separate or detached service, order a survey to be held upon such person by the medical officers of the vessel, and such others as may be convenient, not exceeding three, though two will suffice where the full number cannot be procured. In extreme cases, the survey may be conducted by the Medical Officer of the ship, but if serving in squadron the Commanding Officer of the vessel shall report all such cases to the officer in command of the squadron or senior officer present, who shall order the survey to be held. The Board shall examine and report upon such person in accordance with the form prescribed by the regulations of the Bureau of Medicine and Surgery.

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When the person is found unfit for duty, the report shall state the general character of the disease or injury, its probable duration, as far as can be predicted, and in every case all the facts and circumstances connecting the disease or injury with the performance of duty or exposure incident thereto. Medical officers are strictly forbidden to give unofficial certificates of ill health or inability to perform duty, and all such private or unofficial statements will be disregarded by the Department when officers present themselves for the purpose of seeking an extension of leave or change of duty. Whenever such person may be reported unfit for duty, and the survey is approved by the officer ordering it, he shall be disposed of as promptly as possible, in the manner recommended by the board, and in case of discharge from service, without reference to the state of his account.

1411... All reports of surveys, on account of temporary disability, shall be made out in duplicate, and forwarded, through the proper channel, to the Bureau of Medicine and Surgery.

1412... Besides the surveys above directed, the Commander of a vessel, when practicable, shall appoint, at the commencement of each regular quarter, to serve to the end of it, three suitable officers, to whom, as a continued board of survey, the Paymaster, or any other officer responsible for stores, shall refer, through the senior of the three, either verbally or in writing, all such articles in his department as he may judge to be unfit for use, or not to correspond with their marks in quantity or kind, provided they do not exceed in quantity, on any one occasion, the bulk of a package of clothing, or, in the case of provisions, two barrels; and this board shall survey and pronounce upon said articles, which, with the consent of the Commanding Officer, are to be disposed of as recommended.

1413... At the end of the quarter, or earlier if ordered, the board is to report in form, and in triplicate, to the Commanding Officer for his action and signature, separately for each department, and separately, also, in the case of clothing or small stores, upon all the articles it has condemned in the course of it, and the disposition which has been made of them, in order that these reports may answer as authenticated vouchers.

1414... Should any of the board die, or be detached during the

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quarter, the above report is to be made up to the time of the occurrence, signed by the survivors in one case, who are to append a note as to the cause of the absence of more signatures, and by all the members in the other. In either event another report is to be made at the end of the quarter, if surveys have been held in the mean time.

ARTICLE XXVI.

Pensions.

1415...Commanding Officers, on shore and afloat, will make out special reports, addressed to the Secretary of the Navy, of every case of death, wounds, injury, or disability occurring in the line of duty, to persons in the naval service under their command. These special reports will be made out before the wounded, injured, or disabled person is removed from under the command of the officer in question, and, in cases of death, upon its occurrence.

1416...These reports will be made in triplicate, and will state clearly but briefly the circumstances under which the death, wounds, injury, or disability occurred, and distinctly, whether or not in the line of duty. The original, duplicate, and triplicate of these reports, in all cases of death, shall be forwarded through the proper channel, and by different opportunities, to the Secretary of the Navy, but in cases of disability from wounds, injury, or disease incurred in the line of duty, the triplicate shall be given to the person in question, as his voucher for a claim for a pension. The descriptive list of all enlisted persons shall be accurately entered in these reports.

1417...Commanding Officers, on shore and afloat, will require, from the proper medical officers serving under them, reports, according to form, of every case of death or disability occurring to persons in the naval service under their command. These reports will specify the immediate or remote cause of death, and, in cases of disability, the nature and the degree of the disability incurred, and will be forwarded with the special report, as above directed, to the Secretary of the Navy, in order to furnish evidence as to claims for pensions. In all such cases as provided for above, surveys shall not be requisite to establish claims for pensions.

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1418... When any enlisted person in the Navy is received in any naval hospital on account of wounds, injuries, or disease, and after treatment shall remain either partially or wholly disabled therefrom, the Surgeon in charge of such hospital shall report his case to the Commandant of the navy yard, and shall request a survey to be held upon him, which survey shall be ordered by the Commandant of the navy yard. Such surveys, and any other surveys that may be ordered upon persons in the naval service, on account of disability from wounds, injuries, or disease, involving claims for pensions, shall be composed of Captains or Commanders and of Surgeons.

1419... Testimony shall be taken to determine whether the wounds, injuries, or disease occurred in the line of duty, and the line officers shall state distinctly their opinion thereon; the medical officers shall decide upon the nature and degree of the disability, and if the disability has been incurred by disease, shall state their opinion as to the origin of such disease. When it is not possible to order Captains or Commanders and Surgeons on such surveys, lower grades of line and medical officers shall compose them. All reports of such surveys shall be made out in triplicate; the original and duplicate shall be transmitted to the Secretary of the Navy, and in cases of disability incurred in the line of duty, the triplicate shall be given to the person in question, as his voucher for a claim to a pension.

1420... When any person belonging to the naval service, received in a naval hospital, as above provided, shall die in such hospital, the surgeon in charge shall report the death and attendant circumstances to the Commandant of the navy yard, who shall order a board, composed as provided for in the preceding paragraph, to determine if the cause of death originated in the line of duty. If the death has ensued from disease, the testimony of medical officers shall be taken as to the cause or origin of such disease, but the line officers are to determine, by proper testimony, whether the disease, wound, or injury occasioning death was incurred in the line of duty. Reports to be made out in triplicate, and forwarded to the Secretary of the Navy.

1421... In exceptional cases of death, wounds, injury, or disability of person in the naval service, not falling under the cognizance of Commanding Officers, and not provided for in the preceding para-

Leaves of Absence.

graphs, the Secretary of the Navy will decide as to whether such death, wound, injury, or disability was received in the line of duty.

1422.. These regulations do not extend to such cases of disability as are provided for by the sixth section of the act to amend certain acts in relation to the navy, approved March 2, 1867; nor do they preclude the ordinary reports of medical officers of the navy to the Chief of the Bureau of Medicine and Surgery; nor are they to interfere with simple medical surveys to determine if officers or men are unfit for present service on board any vessel, as provided for by paragraph 1410, or with any special medical survey.

ARTICLE XXVII.

Leaves of Absence and Furloughs.SECTION 1.—*Leaves of Absence.*

1423.. Permission to leave the United States can only be granted by the Secretary of the Navy, and no officer is ever to leave the United States under any leave of absence, unless such leave shall expressly authorize it.

1424.. Within the United States Commanding Officers may grant leave of absence to persons under their command for not exceeding one week, provided it can be done without delaying the equipment of the vessel to which they may belong, or producing other injury to the public service, and that no leave is granted to any officer belonging to a vessel under sailing orders to go beyond the limits of the place or station.

1425.. Commanders-in-Chief of squadrons and Commanders of navy yards or stations in the United States shall not leave the limits of their command for a longer period than one week in any successive two months without the permission of the Secretary of the Navy.

1426.. Permission will not hereafter be granted by Commanding Officers of squadrons or vessels in commission to any officer or man under their command to leave his station for any causes connected with health till a board of medical survey shall have pronounced such a measure essential to early recovery, or have reported the officer or man unfitted for further duty on his station; and Com-

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manding Officers of squadrons abroad will not hereafter grant leaves of absence, unless authorized by the Navy Department, to officers to return to the United States, except upon the recommendation of a medical board of survey. This order is not intended to supersede the instructions of October 3, 1861, authorizing the Commanding Officer of a vessel detached from a squadron, or on separate service, to transfer sick or invalids upon the report of the Medical Officer of the vessel. Officers on leave, in consequence of medical survey or sick ticket, will report their state of health to the Department every fifteen days.

1427. Officers of the Navy applying for a leave of absence, or an extension thereof, on the score of ill health, must forward at the same time to the Department the certificate of a surgeon in the Navy, if there be one in their vicinity; or, if there be no naval surgeon, of some respectable surgeon or physician, of their inability to perform duty. Such certificates must state the nature of the disease and the probable duration thereof, as far as can be judged.

1428. Unless otherwise directed by competent authority, temporary leave to officers may be granted by their Commanding Officers; but no such leave is to exceed twenty-four hours, unless sanctioned by the Commander-in-Chief or Senior Officer present.

1429. The petty officers and men belonging to vessels in the Navy will be permitted to visit the shore on suitable occasions, when it can be done without injury to the public service. In foreign ports such permission will not be granted, if objected to by the proper authorities thereof. The senior officer present must always be consulted before such leave in foreign ports is granted. Leaves of absence, or permission to go on liberty, will not be granted to any enlisted man by any person other than the Commanding Officer of the vessel to which he is attached; and should the Commanding Officer be absent on service, or on temporary leave, the officer left in command shall have no power to grant leave to any enlisted man unless specially authorized by the Commanding Officer. The names of those to whom leave is to be granted must be specified in writing, and signed by the Commanding Officer previous to his absenting himself from the vessel.

1430. Leave is not to be granted to enlisted men who are in debt to the government, unless they deposit, as security, the full amount

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of their indebtedness, and in no case unless, in the judgment of the Commanding Officer, there is no probability of desertion. Hereafter all funds deposited by enlisted men, as security for their return from absence on leave, and forfeited by their desertion, and any bounty-money or advanced pay refunded by minors or others discharged from the service, will be deposited by the Paymaster with the nearest United States Assistant Treasurer; the advance pay to the credit of "pay of the navy," and the bounty and other money to the appropriation for naval bounties. The certificate of deposit, in the case of advanced pay, is to be transmitted to the Navy Department, and in other cases to the Bureau of Equipment and Recruiting, to be sent to the Fourth Auditor of the Treasury.

SECTION 2.—*Furloughs.*

1431... Officers can only be placed on furlough by the Secretary of the Navy.

1432... Officers on furlough are not to wear their uniforms, except on occasions of special ceremonies.

ARTICLE XXVIII.

Correspondence.

1433... Officers of the Navy and Marine Corps, and all other persons connected with the naval service, will observe the following rules in their correspondence with the Secretary of the Navy and the Bureaus of the Department :

1434... All communications are to be written in a clear and legible hand, in concise terms, without erasures or interlineations, and on one side only of each half sheet.

1435... If the subject-matter can be completed on one page, and no communications or papers are inclosed with the letter, a half sheet only shall be used; but if communications or papers are inclosed with the letter, a whole sheet shall be used, and such communications or papers shall be placed between the leaves.

1436... Inclosures are to be separately numbered, and referred to accordingly.

1437... The paper used is to be white foolscap, thirteen and a half

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by sixteen and a half inches, weighing sixteen pounds to the ream, and made of linen stock; to be stop-ruled, with twenty-four blue lines on the first and third pages only, leaving one-inch margin back and front, top and bottom.

1438. Separate letters are to be written on separate subjects.

1439. Letters are to be folded twice, parallel with the ruling, indorsed with the name and rank of the writer, place or vessel, date, and brief statement of the contents.

1440. Signatures are to be distinctly legible, and the writer is to annex his rank or rate. This rule is also to be observed on all occasions of officers signing their names to official documents.

1441. Commanders of fleets, squadrons, and stations, and all other officers having a regular correspondence with the Department, are to number their letters. A new series is to commence on the 1st of January of each year.

1442. When letters or documents are dated at sea, the latitude and longitude are to be stated.

1443. In all communications dated on board ship, the rate of the vessel shall be stated after her name.

1444. In order to facilitate the public business and prevent errors, the dates of all circulars, orders, telegrams, or letters, to which reference is made in corresponding with the Department or any of its Bureaus, *shall be distinctly quoted*. And the same rule is to be observed in forwarding triplicate bills, bills of lading, and invoices, the date of the order or orders being written across the face in red ink.

1445. All letters and documents transmitted in a foreign language are, when possible, to be accompanied by translations.

1446. Commanders-in-Chief and other officers abroad are to forward, by different conveyances, duplicates, and, if necessary, triplicates, of all important letters they may write, either to the Secretary of the Navy or to any of the Bureaus, and on these occasions they are to state at the top of each letter, in red ink, when and by what conveyance the original was sent.

1447. Every person in the Navy making a report, application, requisition, or communication of any kind whatever to the Secretary of the Navy, a Bureau, the Commander-in-Chief, or to any authority other than his Commanding Officer, will send the same

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unsealed to such Commanding Officer, to be by him remarked upon and forwarded to its address.

1448...All Officers through whom communications from inferiors are to be forwarded to the Department, one of the Bureaus, or any authority higher than themselves, must forward the same, if couched in respectful language, as soon after being received as practicable; and they will invariably state their opinions in writing, by indorsement or otherwise, in relation to every subject presented for decision. The term "forwarded" is only to be indorsed upon such papers as require no action from the Department or other authority.

1449...No officer left temporarily in the place of a Commander-in-Chief is to assume, or to allow himself to be addressed by, any higher title than his commission bespeaks, nor is he, in his written communications, to subscribe himself otherwise than, after his rank, as the Senior Officer present.

1450...The general routine to be observed in forwarding communications, or in submitting requisitions or reports, is as follows: Commanders of vessels to transmit them to the Commander of the division to which they belong; Commanders of divisions, to the Commander of fleet or squadron to which they belong; Commanders of squadrons, to the Commander-in-Chief; Commander-in-Chief, to the Navy Department. Each of said officers, in forwarding papers from others, to append his approval, or such remarks as he may judge necessary and proper. Fleet officers shall forward all communications through the Chief of the Staff. The senior Marine Officer of the fleet, squadron, or division, will forward all reports or returns from the several vessels through the Chief of the Staff. Should he be in command of the guard of the vessel in which he is serving, all reports or returns relating to that vessel will be forwarded through his Commanding Officer.

1451...If there be no Commanders of divisions Commanders of vessels will transmit them to the Commander of the fleet or squadron; and if there be no Commander-in-Chief other than the Commander of the squadron, he will refer such as may be necessary to the Navy Department.

1452...In case vessels of a fleet or squadron should be separated from the Commander-in-Chief, then, in the absence of their divis-

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ional Commander, the senior officer present is to be regarded in the light of a Commander of a division.

1453...In case of a vessel acting singly, and being alone, her Commanding Officer is, of his own authority, to dispose of requisitions and reports, and to be the medium of reference to the Navy Department; but if not alone, the senior officer present, whoever he may be, is to discharge those functions.

1454...Should the same communication be made to the Secretary of the Navy and any Bureau, the person forwarding such duplicates shall state the same in his communication.

1455...When officers are separated from the Commander-in-Chief, and important or useful information is likely to be delayed by transmission through the latter, reports will be sent directly to the Department, and copies to the Commander-in-Chief.

1456...The receipt of all communications, except acknowledgments, or other communications clearly requiring neither action nor reply, from the Secretary of the Navy, or from any Bureau of the Department, is to be immediately acknowledged, taking care to refer to the subject to which they respectively allude.

1457...There are established in the Navy Department the following Bureaus:

1. Bureau of Yards and Docks.
2. Bureau of Equipment and Recruiting.
3. Bureau of Navigation.
4. Bureau of Ordnance.
5. Bureau of Construction and Repair.
6. Bureau of Steam Engineering.
7. Bureau of Provisions and Clothing.
8. Bureau of Medicine and Surgery.

1458...All orders, circulars, and instructions issued by a Chief of Bureau will relate solely to subjects with which his Bureau is specially charged.

1459...Official letters, relating solely to subjects with which a Bureau is intrusted, are to be addressed to the Chief of a Bureau. All other correspondence must be with the Secretary of the Navy.

1460...All persons in the navy are forbidden to publish, or cause or permit to be published, directly or indirectly, any official instruc-

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tions, reports, or letters, or to furnish copies of the same to any person, without the permission of the Secretary of the Navy.

1461...Officers are prohibited from commenting, in their private correspondence, upon the operations or condition of the vessel or squadron to which they may be attached, or from giving any information of their destination or intended operations, lest such communications may be published to the injury of the public service.

1462...Officers must enter, in proper books, copies of all the official letters they may write, and carefully file and preserve all official documents. The date of the receipts, and of the acknowledgments, of all such documents, must be written on their face.

1463...Letter-books, containing copies of all orders given, or official letters written, and the originals of all letters received on public service, at the different navy yards and at other shore stations, by the Commanding Officer thereof, must be left at those yards and stations, and carefully preserved as records. The Commanding Officers may, if they think proper, take copies for their own use of all orders or letters which they may receive or write.

1464...All correspondence with private parties on public business by any official of a navy yard or station, except the Commandant thereof, is prohibited.

1465...All reports from the Executive Officer, Officers of Divisions, Engineer, Surgeon, Paymaster, or any other person, made to the Commander of a vessel after battle, or any important service, shall be forwarded to the Navy Department, but such Commander will retain copies of them for future reference.

1466...Copies of all general orders and instructions issued by a Commander-in-Chief of all official correspondence of public interest, and of all internal rules that may be issued by Commanders of vessels, shall be sent to the Navy Department.

1467...Commanding Officers will observe great care in forwarding reports to the Department in relation to the official conduct of those under their command, and shall, in all cases, when it will not be clearly injurious to the public service, inform the officer complained of or reported of the nature of the representations in relation to him.

1468...No application for a revocation or modification of orders

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from any officer of the navy, ordered to report for duty at any place or station, will be considered or replied to by the Department, until such officer, if able to travel, has reported in obedience to such order.

ARTICLE XXIX.

Approval of Requisitions, Accounts, and Muster Books, Purchases, and Articles Delivered.

1469. The approval of a requisition for money, or other articles, is to be considered as a certificate, on the part of the approving officer, that, in his opinion, the articles named in the requisition are necessary for the public service, and are conformable to such allowances as may be established; and the approval of such requisition by the officer whose approval will authorize the procurement or delivery of such articles, according to these regulations or instructions from the Navy Department, is to have the force and responsibility of an order. In the procurement and expenditure of stores, Commanding and all other officers concerned are peremptorily enjoined to be governed by the allowances established by the Navy Department, and by the exercise of the most scrupulous economy, to make them last for the full time they are intended, and as much longer as practicable. Unless in a case of absolute necessity, arising from some unavoidable accident, or from a formal condemnation by survey—to be plainly set forth on the face of the requisition—or the article be of a character, the quantity of which, for a given time, cannot possibly be well regulated—that is, tar of any kind, oil for burning, oil or other grease for lubricating, waste for wiping, emery, rivets, files, boiler-iron for patching, material for making or repairing joints about steam works, slacked lime, a disinfectant, a medicinal, or stationery for the Commander-in-Chief—no departure from said allowances will be tolerated, either by the procurement, at the public expense, of anything which they do not embrace or of anything which they do, in advance of the expiration of the time for which it is furnished to last. Commanding Officers will be held to a strict account for any requisitions they may approve in violation of these instructions; and for any want of proper care or interest on their part to secure the utmost

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practicable economy in the use of the public property with which they are intrusted, or over which they are required and expected to exercise control, they will be held to a rigid responsibility; and to this end they will forward copies of all bills of purchases to the proper bureau of the Navy Department, accompanying them with a statement of the quantity of the respective articles put on board when the vessel was fitted out, and the date of their final expenditure.

1470... The approval or signature of a Commanding Officer of a vessel to a muster-book or muster-roll is to be considered as his certificate of the correctness of all the entries made therein in relation to the date of enlistment, ratings, terms, and expiration of service; and he will be particularly careful to examine all such books or rolls, that full confidence may be placed in such as are thus signed or approved.

1471... The approval of a Commanding Officer to a quarterly muster and pay-roll, or to a transfer roll, or account, given to or sent with men transferred, is to be considered as his certificate of the correctness of those parts which are a transcript from the general muster-book, relating to the dates of enlistment, ratings, terms, and expiration of service, but not to the correctness of those parts relating to their accounts, which are upon the responsibility of the Paymaster, and to be certified by his signature to the said transfer-rolls or accounts.

1472... The approval of an officer to a bill for articles purchased, or services rendered, is to be received as a certificate that the purchase or service was duly authorized; that the articles have been received by a responsible officer of the government, or that the service has been performed; that they conform to the contract, or are otherwise satisfactory as regards the performance of the duty, and the quality and price of the articles, but not for the correctness of the calculations determining the amounts charged. The person receipting such bills of articles is to examine and report any errors, but the person paying them is to be finally responsible for their correctness.

1473... All requisitions for purchases to be made in open market must, before any such purchases are made, be submitted to the appropriate bureau for its action. The requisitions must be in dupli-

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cate, and accompanied by an explanation of the uses of, and the necessity for, such purchases.

1474. The approval of an officer, whose approval, by the instructions of the Treasury or Navy Department, will authorize the payment of money, is to have the force, and to be given under the responsibility of, an order for such payment, and is always to be accompanied by the rank of the officer and the date of the approval, and the sum for which the account is approved written in words at length.

1475. The Bureaus of the Navy Department will not pass bills for work performed that are not approved by the Commanding Officer who has been authorized to incur the indebtedness for, and has had charge of, such work.

1476. On a change of command on a foreign station, the officer who relinquishes the command will take care that all bills for articles, the requisitions for which have been approved by him, are settled before he relinquishes the command; but if from any circumstances this cannot be done, the officer who approved the requisitions will be responsible for the correctness of the purchases, though the bills may be authorized to be paid by his successor.

1477. The Commander of a fleet or a single ship, when acting alone, shall, before leaving a port at which he may have received supplies, notify the persons who may have furnished the same to attend at some specified time and place with their accounts, so that none may be left without receiving his inspection and approval, should they be correct.

1478. Purchases made for the Navy by any agent of the Navy Department, upon requisitions or orders addressed to him, are to be made after due inquiry and comparison, by such agent, on the most favorable terms for the government, and upon prices agreed upon before the purchase is made, and he shall certify the same upon the bills rendered for the articles.

1479. Where articles are delivered by, or under the direction of, an agent who purchased the same, the officer who is to take charge of and receipt for them shall examine the bills rendered, and if, in his opinion, any of the articles are charged above the fair market price, he shall report the same to the officer under whose approval they were required, before receiving for them, that such approving

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officer may institute inquiries and take such other measures as the case may require.

1480...Where inspections are required to determine the quality of articles, or their conformity with contracts or agreements, no receipts are to be given for them until the inspecting officers shall have certified their satisfaction with the articles delivered.

1481...In accordance with the fifteenth section of the act approved July 17, 1862, which provides, "That every person who shall furnish supplies of any kind to the Army or Navy shall be required to mark and distinguish the same with the name or names of the contractors so furnishing said supplies, in such manner as the Secretary of War and the Secretary of the Navy may respectively direct, and no supplies of any kind shall be received unless so marked and distinguished," hereafter all articles furnished for the use of the Navy must be marked and distinguished with the name or names of the contractors supplying the same.

ARTICLE XXX.

General Muster-Book.

1482...Every person on board any United States vessel of war, who receives either wages or provisions, must be entered in the general muster-book; but as they will not all be in the same class or situation, it will be necessary to have several lists, separated from each other on the book by convenient spaces, and a separate series of numbers for the several entries in each list. The lists required to keep the necessary distinctions are the following :

1. A list of the commissioned and warranted Navy Officers, including secretaries and clerks.

2. A list of petty officers, seamen, ordinary seamen, landsmen, boys, machinists, firemen, coal-heavers, and others borne for pay and provisions.

3. A list of officers, non-commissioned officers, musicians, and privates of marines.

4. A list of supernumeraries for pay and provisions only.

5. A list of all other supernumeraries.

6. A list of prisoners of war.

1483...The letter "D." is to be placed against the name of every

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person who has been detached; the letter "T." against the name of every person who has been transferred; the letters "Dis." against the name of every person who has been discharged alive; the letters "D. D." against the name of every person who may have died, and therefore discharged dead; the letter "S." against the name of every person pronounced a straggler; and the letter "R." against the name of every person pronounced a deserter.

1484...The entry in each list of the muster-book must be distinguished by a number in the first column, to be exclusively appropriated to it, and which must never be applied to any other entry in the same list, but to each new entry a new number must be given.

1485...The muster-book shall be kept in such form as the Navy Department shall prescribe.

ARTICLE XXXI.

Books.

1486...The receipt to the officer delivering the books allowed a vessel is to be given by her Navigating Officer.

1487...On board flag vessels they are to be kept in the apartment occupied by the Commander of a fleet, squadron, or division, under the immediate charge of his secretary, who is to receipt for them to the Navigating Officer. On board all other vessels they are to be kept in the apartment occupied by the Commanding Officer, under the immediate charge of his clerk, who is to receipt for them to the Navigating Officer. On board all vessels the Navigating Officer is to ascertain quarterly, or oftener, if necessary, if any of them are missing, and to report such as may be to the officer in whose apartment they were kept. This will relieve him from the responsibility of losses, and place it upon the secretary or clerk, as the case may be. At the end of the cruise the Navigating Officer will see that the books are properly returned into store.

ARTICLE XXXII.

Traveling and other Allowances—Rules Concerning the Commencement and End of Rates of Pay.

1488...No officer or other person can be paid mileage except for travel actually performed free of government transportation or ex-

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pense, and in obedience to orders. To entitle an officer of the navy, including a secretary or clerk, to traveling expenses, he must show the Paymaster his orders and indorsements thereon, after having reported for duty.

1489...Officers and others ordered from one station to another, as members of courts-martial, courts of inquiry, boards of examination, inspection, &c., or as witnesses, will be allowed traveling expenses from the place whence ordered and back again, (unless other orders are given,) upon presentation to the pay agent of their orders to that service and discharge therefrom. Paymasters, as vouchers in the settlement of their accounts, will have the orders for traveling expenses above referred to, copied, which copies will be certified by the officers as correct.

1490...When enlisted men are *honorably* discharged, within the United States, from vessels returning from sea, they shall be entitled to three cents per mile as traveling expenses from the place of discharge to the place of enlistment, if within the United States; and this allowance will be paid by the Paymaster of the vessel, with the final account of the person entitled thereto, and noted on his discharge.

1491...The allowance for the traveling expenses of officers of the Navy is fixed by law at ten cents per mile. For traveling out of the United States the actual necessary expenses only are allowed. Detention at any place on the route must be certified by the officer to have been necessarily incurred in awaiting the next conveyance. The expenses must be shown by vouchers in the usual form, unless the officer certifies that it was not practicable to obtain them, in which case his own certificate to a detailed statement of the actual and necessary expenses will be received as sufficient evidence. The traveling expenses of officers within the United States will be paid by the pay agent at the place to which they shall have been ordered, or by the Paymaster of the vessel to which their orders attach them. When a doubt exists as to the distance traveled, the certificate of the officer stating the route by which he traveled, with the distance thereon, and that it was the shortest route usually traveled, will be received as evidence, where the Post Office records do not determine, and he should certify that a public conveyance was not furnished.

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1492..The actual and necessary traveling expenses of officers proceeding from the United States, under orders for foreign service, will be paid upon the production of bills and receipts; or if they shall certify that it was not practicable to obtain receipts, then upon a statement of the actual and necessary expenses, made with as much particularity as may be in their power, and certified to be correct. The traveling expenses of officers returning to the United States from foreign service under orders, or under permission granted in consequence of sickness or medical survey, will be paid upon the same evidence as is required by the last rule in the case of officers going abroad.

1493..Paymasters are not entitled to traveling expenses in coming to Washington to settle their accounts, unless they do so under orders from the Department.

1494..Paymasters' Yeomen and Apothecaries are not allowed traveling expenses, unless by special direction of the Department, and then only actual expenses.

1495..Any fireman, coal-heaver, seaman, ordinary seaman, landsman, or boy, who re-enlists for the term of three years within three months after an honorable discharge, pursuant to the act entitled "An act to provide a more efficient discipline of the navy," approved March 2, 1855, and to the act approved June 7, 1864, is entitled to three months' pay, according to the rating borne upon his discharge, although the re-enlistment may take place immediately after such discharge. This gratuity is conferred only on *enlisted* men; stewards and other persons who are *appointed* are not entitled, though possessing such a discharge.

1496..Paymasters will be allowed the unavoidable loss sustained on clothing and small stores committed to their charge, not exceeding on the former one and a half per cent., or, on the latter, two per cent., upon their presenting their own certificate of the amount of the loss, and of its having been unavoidably incurred, and a certificate of the Commander of the vessel of his belief that the Paymaster, in the preservation and issuing of the articles intrusted to him, used all the care and diligence which a prudent man would use in respect to his own property.

1497..To entitle any person to the one-fourth additional pay granted by the act of July 17, 1862, he must either have re-enlisted

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to serve until the return of the vessel in which he is serving, and his discharge therefrom in the United States, or he must have been detained by the Commanding Officer under the seventeenth section of the said act. In order to sustain a charge for such additional payment, therefore, it will be necessary for the Paymaster by whom it shall have been made, to produce, upon the settlement of his account, a certificate of the Commanding Officer that the persons to whom such additional compensation shall have been allowed (mentioning their names) did actually re-enlist as aforesaid, or were detained by him under the said section of the act referred to. This additional pay, under the seventeenth section of the act of July 17, 1862, is to be allowed to all enlisted men detained after the expiration of their terms of enlistment, whether serving on foreign stations or home squadrons.

1498. For the subsistence of prisoners on board of public vessels, who may mess in either the cabin or ward-room, one dollar and fifty cents per day shall be credited to the mess, and paid by the Paymaster for each person. For their subsistence in any other officers' mess, there shall be so credited and paid one dollar per day for each person; and for their subsistence in any other mess on board than an officers', or by themselves, one ration will be allowed. It is strictly required, in every case, that the caterer of the mess claiming such credit from the Paymaster shall furnish to him his certificate, approved by the Commanding Officer of the vessel, that the actual cost is equal to the amount charged; if less, then to whatever lesser sum such subsistence may cost the mess. No other charge shall be made, nor shall any such person conveyed on board such vessels be required to pay to the mess in which he may live any compensation for subsistence or passage.

1499. When officers of the navy are ordered to take passage in any vessel of the United States Navy, no allowance will be made to any mess for the subsistence of such officers.

1500. For the subsistence of pilots who may mess in the ward-room, two dollars per day shall be credited to the mess and paid by the Paymaster for each person. For their subsistence in any other officers' mess, there shall be so credited and paid one dollar per day for each person; and for their subsistence in any other mess on board than an officers', or by themselves, one ration will be allowed.

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1501...Although it is usual for our ministers to be conveyed in ships of war, no allowance is made for the expenses of their maintenance while on board. In every such case provision is to be made, and the expense to be defrayed by the minister himself, just as it would be if he took passage in a private vessel.

1502...The five cents per day allowed by law to each person in the Navy in lieu of the spirit ration is in addition to pay. Pay officers will credit this allowance on their rolls, under the separate head of "undrawn spirits," to each person on board ship entitled to a ration, and at the end of each quarter will pay the amount due to such of the crew and marines as may elect to receive it. If any person shall decline to receive such payment, it must remain to his credit on the books of the ship, and be accounted for in the same manner as other pay. The commutation price of the navy ration will continue to be twenty-five cents, without reference to the five cents allowed as above mentioned.

1503...The *necessary* and proper funeral expenses of all persons who shall die while in actual service of the United States will be paid, when sanctioned by the Navy Department, or by the Commander-in-chief of the squadron, when on foreign service.

1504...A Marine Officer commanding a guard of a man-of-war, will be entitled to an allowance of ten dollars per month for responsibility of clothing, arms, and accoutrements.

1505...No officer in any branch of the public service, or any other person whose salary, pay, or emolument is fixed by laws or regulations, shall receive any additional pay, extra allowance, or compensation, in any form whatever, for the disbursement of public money, or any other service or duty whatsoever, unless the same shall be authorized by law, and the appropriation therefor explicitly set forth that it is for such additional pay, extra allowance, or compensation.

1506...No charge will be allowed, in the accounts of Paymasters, for a commission paid to any person for making purchases for the vessels of war of the United States on foreign stations. Such purchases shall be made by the fleet or other paymasters, or by the resident Naval Storekeeper, if there be one.

1507...Upon an original appointment of an officer (if he be not a bonded officer) his pay will commence at the date of acceptance.

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This rule applies to secretaries and clerks, but they are not to be appointed until the officers authorized to confer the appointments have left their domiciles to enter upon the service on which they may be ordered.

1508...The pay of all promoted officers, modified by the laws in relation to the pay of officers subject to examination before promotion, commences from the date of the signature of an appointment to perform the duty, should one be given before the issue of a warrant or commission; or from the date of the warrant or commission, should no appointment have been previously given.

1509...The sea-pay of officers will commence when they report for duty on board a sea-going vessel, under the authority of the Department, which is in accordance with the law. When officers are ordered home from abroad, their sea pay will continue until they report their return to the Navy Department on arriving in the United States, provided they return in naval vessels; returning otherwise, they can only receive other-duty pay. The duty pay of an engineer officer is the same, whether employed on shore duty or at sea, and it commences from the date of his leaving his domicile in obedience to orders for duty, though only entitled to credit for sea service and allowance of rations from the date of joining a vessel in commission for sea service.

1510...When an officer who is attached to a vessel for sea service enters a hospital for treatment, he shall continue to receive sea pay for three months, unless sooner detached, by the recommendation of the Medical Officer.

1511...Chaplains are to be paid the same pay as [that specified for Lieutenants in the act of 16th July, 1862. (Attorney General's opinion of 4th September, 1862.)

1512...The provision of the seventeenth section of the act of 16th July, 1862, viz: "In calculating the graduated pay of boatswains, gunners, carpenters, and sail-makers in the Navy, as established by law, the sea service shall be computed from the dates of their appointments or entry into the service in their respective grades in lieu of the dates of their warrants," is regarded as effective only from the passage of that act.

1513...An officer attached to a vessel for sea service, who receives from the Department a leave of absence *on account of ill health,*

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will be considered as entitled to sea pay, as in the case of an officer similarly attached who enters a hospital for treatment, and then to "other-duty" pay until he reports for duty on ship-board; that is, he is entitled to sea pay three months, and "other-duty" pay until he reports or is detached.

1514...Officers of the Navy attached to vessels employed under the orders of the Department in active service in rivers or lakes are entitled to sea pay as well as to rations.

1515...An acting appointment by order of a Commanding Officer, and subsequently confirmed by the Secretary of the Navy, is deemed valid. A copy of the order, certified as such by the Commander of the vessel, may be substituted for the original. It must, however, also be shown that it was issued to supply a deficiency in the established complement of the vessel, and cannot otherwise be made.

1516...Machinists, firemen, and coal-heavers, when unable to perform their duties from other causes than sickness, or injury received in line of duty, or when they neglect them, shall receive only a reduced pay; that is, machinists shall have one-tenth deducted from their pay; firemen of the first class shall only receive the pay of firemen of the second; those of the second, the pay of coal-heavers, and coal-heavers the pay of ordinary seamen, so long as they neglect their duties or are unable to perform them, or until duly discharged from the service.

1517...No person enlisted for the naval service is entitled to pay while at a naval hospital after the expiration of his term of enlistment, but he may be retained for hospital treatment.

1518...Masters-at-arms, yeomen, apothecaries, and paymasters' yeomen, appointed to a vessel ordered on distant service, will be allowed an advance of pay for the usual term, upon condition that the officers by whom they are respectively appointed consent to become responsible for such advance, which will be made by the Paymaster of the vessel.

1519...Officers are entitled to receive the pay due them up to the date of sailing, without reference to the advance received from the pay agent.

1520...A temporary leave of absence is not to be understood as *detaching* an Officer from duty to which he has been ordered by authority of the Department, or as *affecting his rate of pay*.

Accounts.

1521...The accounts of officers who are paid through the Fourth Auditor's office will be settled only at the end of each quarter of the calendar year, or at the period of their transfer to some disbursing officer.

1522...Pay Officers will be allowed "other-duty" pay for themselves and their clerks for the time employed in the settlement of their accounts, not exceeding the period specified in paragraph 1543. And neither clerks nor yeomen of the pay department shall be required to perform clerical services for any other than the pay officer of the vessel, except in cases of emergency, to be approved by the Commanding Officer.

ARTICLE XXXIII.

Accounts.

1523...Disbursing officers of the United States are required to keep their accounts with the United States separate and distinct under every bond given by them, respectively, and to state, in the caption of each quarterly account, *the date of the bond* under which it is rendered.

1524...Any Paymaster of the Navy, resident within the United States, who shall transmit to the Fourth Auditor, within ten days after the end of every month, a summary statement showing his balance at the commencement of the month, his receipts and disbursements, under each head of appropriation, during such month, and the balance at the end of the same, such statement being certified to be correct by the officer required to approve the accounts of such Paymaster, shall be authorized to render his accounts for settlement quarterly instead of monthly, provided that such accounts be duly transmitted within one month after the end of the quarter to which they refer.

1525...Paymasters of the Navy on foreign stations, or serving on board vessels actually performing blockading duty, must transmit the monthly summary statements required in the preceding paragraph, unless they furnish the Fourth Auditor with satisfactory evidence that the nature and exigencies of the service in which they were engaged at that time prevented the transmission of such statements. In such cases they will be authorized to transmit their

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accounts quarterly, agreeably to the provisions of the act of January 31, 1823. When the Paymaster of a sea-going vessel renders his account he must transmit to the Fourth Auditor—

1. A general pay-roll, embracing the individual accounts of the officers, men, and marines, with the columns added and the amount stated in ink, and a recapitulation of the several pages; and it must be signed, in the receipt column, by officers, men, and marines, and each signature of the men and marines witnessed by an officer.

2. A muster-roll, showing the dates of entry and detachment of officers, and the entry, discharge, transfer, and desertion of the men and marines, and the expiration of the term of enlistment of the men; and showing, also, the vessel or station to which the officers, men, and marines may have been transferred. The rolls must be approved by the Commanding Officer of the vessel.

3. Vouchers for all open purchases and other contingent bills, properly approved by the Commanding Officer and receipted.

4. A complete statement of the small-store and clothing account, with the receipts of the Inspectors and other disbursing officers; also, a full statement of all moneys received for provisions.

5. An account of the sales of bills of exchange, with the certificate of at least two merchants as to the rate of exchange at the time of negotiating every bill.

6. All transfer accounts and rolls of officers or men, whether to or from the vessel. Transfer accounts of officers will be made out in triplicate, one part to be sent to the Fourth Auditor, and the other two parts to the Paymaster to whom the transfer is made, one of which is to be receipted by him and returned to the Paymaster by whom the transfer is made, to accompany his final account. The accounts of the men must not be transferred to the Fourth Auditor for payment at the end of a cruise unless specially directed by the Secretary of the Navy or Fourth Auditor. The discharge should not be given unless the man is present and receives the pay due him.

7. All original letters, or copies thereof, from pay agents, Fourth Auditor's office, and the Department, and official papers necessary to substantiate his accounts; copies of officers' orders to join the vessel, certified by themselves, also with their certificates as to the time of accepting their orders.

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8. An account current, showing all his receipts and expenditures, and the date of his bond.

1526...Paymasters on board receiving ships, or at shore stations, will be guided by these instructions in the rendering of their accounts, so far as they are applicable.

1527...In the rendition of the accounts Paymasters of all grades are required to forward to the Fourth Auditor's Office, besides the papers above specified, all their original books from which such accounts are compiled, such as ledgers, journals, receipt books, &c.

1528...All Disbursing Officers *must prepay* the expense of transportation of their accounts to the Fourth Auditor's Office for settlement if they be sent by any other conveyance than the United States mail, but it will be allowed in the final settlement.

1529...A general witness to signatures on the pay-roll is not sufficient. The signature of the officer witnessing the receipt must be given in each case.

1530...Paymasters will make an immediate return to the Fourth Auditor's Office of the accounts of deceased officers, seamen, or marines, and transmit their wills if they shall have left any. The balances which may have been due to them at the time of their death will be paid only after a statement of their accounts at the Fourth Auditor's Office.

1531...Payment of balances due deceased seamen and marines will be made to administrators who are heirs, or appointed with the consent of a majority of the heirs.

1532...When the balance due does not exceed the sum of one hundred dollars, letters of administration will be dispensed with, and the prescribed affidavits substituted. The widow, if she be the applicant, should render a certified copy of her marriage certificate.

1533...Heirship may be established by the fact being inserted in the letters of administration, and additionally proven by the affidavits of two disinterested persons, taken before an officer duly empowered to administer oaths.

1534...If the heirs be minors, guardians should be appointed. Payment of arrearages, claimed under a will, will only be made after satisfactory proof of the will is adduced to the Accounting Officers.

1535...Wills of persons in actual service must in all cases, when

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possible, be in writing, and attested by an officer. A nuncupative will must be reduced to writing immediately, and be attested by at least two officers. The executor will be required to produce the original will, or a copy duly authenticated. No payment will be made to a creditor until the balance due to the deceased person shall have remained in the Treasury, uncalled for by an administrator as aforesaid, for six months after information of the death of such person shall have been received at the Department; and where the balance exceeds the sum of twenty dollars, no claim of a creditor will be paid until an advertisement shall have been inserted, for three successive days, in the newspapers employed to publish the laws in the city of Washington, and also in three successive numbers of a paper nearest where the deceased resided, calling upon other claimants to present their claims at the office of the Fourth Auditor within four months; at the end of which term, if the balance shall not have been demanded by an administrator appointed as aforesaid, the claims which shall have been presented and proved before the Accounting Officers will be paid in equal proportion, the expense of the advertisement having been first defrayed out of the sum due to the deceased person at the time of his death.

1536...In accordance with the spirit and letter of the laws of the United States, the Accounting Officers have determined that the arrears found to be due shall be paid, in all cases, to the proper parties interested, in preference to attorneys.

1537...Where the supplies for the Navy are obtained without advertisement, the account must be accompanied by a certificate of the Commandant of the yard or station who has approved the requisition for the articles, that the public exigencies required the immediate delivery of the articles mentioned in the bill, and that, there not being time to advertise for proposals, the articles were properly obtained by open purchase, and that the purchase is approved for the sum they cost. Where the purchase is made under contract growing out of an advertisement for proposals, the fact must be certified in like manner upon the voucher.

1538...All transfers of the accounts of officers of the Navy from one Paymaster to another will be made *directly*, and not through the office of the Fourth Auditor. The Paymaster by whom the transfer is made will give notice of it, and transmit a copy of the

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account to the Fourth Auditor's Office. When an officer is granted leave of absence, placed on furlough, or directed to await orders, his account will be transferred to the Fourth Auditor's office, or to the Paymaster of the station nearest his intended residence, as he may prefer. When the officer desiring the transfer has allotted any portion of his pay, the Paymaster, upon transferring his account, will make a note thereon of the monthly sum allotted, and of the place of payment and date of expiration of the allotment.

1539... Before a Paymaster can receive credit at the Fourth Auditor's Office for a payment made to an officer for any service, or for any amount of money checked on his books as having been advanced by a pay agent, he must produce the order under which the service has been performed, or the advance made, or a copy thereof, with all indorsements, certified by the officer to be such, together with a certificate, by the officer, of the time at which he left his domicile or station to enter upon such service. The Paymaster will always inspect the original order, and satisfy himself that all indorsements are embraced on the certified copy.

1540... Over-payments other than such as are produced by authorized advances, will be invariably disallowed, whether made in money, clothing, or stores, excepting payments for the commutation of rations, or of the spirit part thereof, and excepting also advances in clothing or small stores as may have been made by the previous order of the Commander of the vessel, upon the ground that they were necessary to the health and comfort of the men which order, if in writing, must be produced; and, if verbal, there must be a certificate of the Commander who gave it. A general approval of the roll in which the advances are charged will not be considered sufficient.

1541... When the crew of a vessel shall have been paid off at the end of a cruise, the Paymaster will transmit to the Paymaster of the Marine Corps a pay-roll of all the marines who have been attached to the vessel during any portion of the cruise, approved by the Commander of the vessel and the Commanding Officer of the guard. As the utmost dispatch is required in paying off crews, Paymasters are directed to forward to the Department, in the most expeditious manner, their requisitions for funds for that purpose,

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and to draw the attention of the Department to the fact if the requisition is not promptly honored.

1542...The second section of the "Joint resolution for the relief of Paymasters," &c., approved March 3, 1849, does not authorize an advance of public money by the Paymaster to the Commanding Officer, or to any other person, on *his* order. But the disbursement must be for some service rendered or article furnished. (See Circular of Second Comptroller of March 20, 1855.)

1543...Pay officers of the navy will render their final accounts and returns to the Fourth Auditor of the Treasury, and the Chief of the Bureau of Provisions and Clothing, as soon as practicable after the expiration of their cruise, but not exceeding the following time after the crew shall have been paid off or transferred:

For vessels of the first rate	sixty days.
For vessels of the second rate.....	fifty days.
For vessels of the third rate	forty days.
For vessels of all other rates.....	thirty days.

Final accounts, in all cases, will be accompanied by the necessary vouchers for a complete settlement of such accounts.

1544...Paymasters of shore stations will be allowed, after detachment, the necessary time for the settlement of their accounts, not exceeding the following:

Paymasters of navy yards at New York and Boston,	sixty days.
Paymasters of navy yards at Portsmouth and Philadelphia,	forty days.
Paymasters of navy yards at Washington and Mare Island,	forty days.
Paymasters of other navy yards and stations,	thirty days.
Inspectors at New York and Boston,	forty days.
Inspectors at other stations,	thirty days.
Paymasters of receiving ships at New York and Boston,	sixty days.

Paymasters of receiving ships at other ports, forty days.

1545...When any pay officer shall fail to render his final accounts for settlement promptly within the prescribed period, he will be considered as delinquent, and will be placed on furlough until further orders. The usual time necessary for packages to reach the Department by express from any given point will be allowed, in

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addition to the time given by the above-mentioned regulations, but no increase of pay will be granted for this additional time. In extraordinary cases the Department may suspend the operation of this rule upon application of the officer and satisfactory evidence that the delay was unavoidable.

ARTICLE XXXIV.

Boards.

1546... Officers on boards are to take their seats in the same order of rank or seniority as on courts-martial, executive officers always to take precedence.

1547... The senior or presiding member is to preserve order, to decide upon matters relating to the routine of business, to decide upon a recess, and to adjourn the board from day to day, at and to such hours as, in his judgment, will be most convenient and proper for the transaction of the business before it. Should, however, an objection be made by another member of the board to an adjournment announced by the senior officer, a vote is to be taken with regard to it, and the decision of the majority is to govern.

1548... No board is to transact any other business than an adjournment, unless at least two-thirds of the members be present.

1549... No member of a board, unless prevented by illness or some insuperable difficulty, ordered away by competent authority, or excused by the officer ordering it, is to fail in his attendance at the appointed times; and in case of such failure, the senior officer present of the board is to inform the officer ordering it of the fact, and also of the reasons of the failure, if known to him, in order that the vacancy may be supplied if necessary.

1550... A member absent when the investigation of a matter or case was held is not to vote upon a decision with regard to it; but, if necessary to arrive at a conclusion, a reinvestigation, with that member present, may take place, and thus he may bestow his vote.

1551... The junior member of a board is to be the recorder of its transactions, but the senior member is to draw the final reports, based upon the opinions of a majority, and these reports are to be signed by all the concurring members, and to have appended, over their signatures, the reasons of dissenting members.

United States Naval Asylum.

1552...Members of a board are not to leave the vicinity of the place at which they are assembled unless authorized by the officer ordering it, or his superior.

1553...As distinct rules are framed for the Naval Academy, the above are not to apply to the boards held thereat, except when composed of officers not attached to it, or partly by such officers and partly by those who are attached to it.

ARTICLE XXXV.

United States Naval Asylum.

1554...The Naval Asylum having been placed under the supervision and direction of the Bureau of Yards and Docks, subject to the immediate control of the Secretary of the Navy, the following regulations have been adopted for its government :

1. The object of the Asylum is to provide a comfortable home for "disabled and decrepit naval officers, seamen, and marines," who shall be entitled to the benefits of the institution.

2. The officers shall consist of a Governor, not below the grade of a Captain in the navy, and an Executive Officer, a Surgeon, and a Chaplain, to be taken from their respective ranks, together with a Secretary to the institution, a Master-at-Arms, a Matron, and such officers and laborers, embracing watchmen, cooks, laundresses, and attendants, as the Department from time to time shall authorize.

3. Applicants for admission into the Asylum will be required to produce evidence of twenty years' service in the Navy. They must state their age, birthplace, and physical condition, the vessels in which they have served, the names of the captains, and the dates of such service. They will also be required to produce a naval surgeon's certificate, stating that the applicant is not able to support himself by manual labor; and in cases where pensioned applicants desire to commute their pension for places in the Asylum, similar certificates will be required; nor will these regulations be deviated from except under extraordinary circumstances, or the written permission of the Secretary of the Navy.

4. In consideration of the liberal provision which has been made

United States Naval Asylum.

for the beneficiaries in the Asylum, they will be required, at the discretion of the Governor or Commanding Officer, to perform such duties, for their benefit and that of the institution, as their age, physical abilities, and condition will allow.

5. For misconduct, (of which drunkenness, fighting, abusive and profane language may be enumerated as foremost,) or for any conduct subversive of good order and discipline, beneficiaries will be subjected to punishment by stoppage of their pocket-money and tobacco, restriction of liberty, confinement in the cells, and curtailment of the ration, at the discretion of the Governor or Commanding Officer, and to dismissal from the Asylum, with the sanction of the Secretary of the Navy.

6. The Governor will administer the affairs of the institution, receive the daily reports of the subordinate officers, make the required returns to the Bureau of Yards and Docks, submit annual estimates for the probable wants of the institution, and transmit the same so as to reach the Bureau on or before the 1st October in each year. He will also cause a diary to be kept and forwarded annually to that Bureau. The diary will also contain a list of absentees, punishments, and misdemeanors of every kind.

7. The allowance to each beneficiary for clothing is not to exceed the amount allowed by the Bureau.

8. In consideration of their good conduct, and the faithful performance from time to time of such duties in and about the Asylum as may be directed by the Governor or Commanding Officer, each beneficiary shall receive one dollar per month. For any violation of the regulations, however, this gratuity may be stopped for such period as the Governor may deem expedient.

9. As a reward for meritorious conduct, the Governor or Commanding Officer shall form a corps of petty officers and watchmen (not to exceed eight in each class) of the best behaved and most efficient of the pensioners, who shall wear a suitable badge of office. It shall be the duty of the petty officers to set and relieve the watchmen on their respective beats, to attend to the hoisting and lowering of the colors, to reporting delinquents, and to the performance of such general duties as the Governor or Commanding Officer may direct. They shall hold their office for the term of three months, may be reappointed at the discretion of the Governor, and shall be allowed

United States Naval Asylum.

two dollars per month *including* the monthly allowance of one dollar for pocket money; only men of sobriety will be selected for these posts.

10. The products of the grounds shall be expended for the benefit of the institution, at the discretion of the Governor or Commanding Officer.

11. No liquors of any kind will be allowed the inmates of the institution, nor will it be permitted within its inclosures. A violation of this regulation will be deemed a sufficient cause for dismissal from the Asylum.

12. The colors will be hoisted and struck daily at the hours usually observed in the Navy.

13. During the summer months the fires will be extinguished as early after meals as practicable. The lights will be extinguished at 10 p. m. In the winter the fires and lights, with the exception of the furnaces and such others as the Commanding Officer may deem necessary, will be extinguished at 11 p. m. The gates and doors shall be closed and locked at 10.30 p. m. in winter, and 11 p. m. in summer, and shall not be opened until daylight, without permission from the Commanding Officer.

14. Beneficiaries will not be allowed to leave the Asylum without the permission of the Executive Officer, and no leave for a longer period than a week to be granted without the sanction of the Bureau; and if, when on leave, they break their liberty without a satisfactory explanation to the Governor, they will not be permitted to return, except by an order from the Bureau.

15. Any beneficiary who shall sell or otherwise dispose of his clothing shall have the value thereof deducted from his allowance of pocket-money and tobacco, and shall be restricted to the limits of the Asylum for a period not less than three months.

16. All complaints shall be referred to the Governor or Commanding Officer, in the same respectful manner as the usage of the service requires on shipboard. Under no circumstances, however aggravated, will a resort to any other method be tolerated, except it be a respectful appeal to the Secretary of the Navy, through the Bureau of Yards and Docks.

17. Divine service will be performed on Sunday at 10 a. m., at which hour the beneficiaries will be required to attend, except in

Arms of the United States—Seamen Gunners.

cases of sickness, or permission to the contrary having been obtained in writing from the Executive Officer.

ARTICLE XXXVI.

Arms of the United States.

1555. *Arms*: Paleways of thirteen pieces, argent and gules; a chief azure; the escutcheon on the breast of the American eagle displayed, proper, holding in his dexter talon an olive branch, and in his sinister a bundle of thirteen arrows, all proper; and in his beak a scroll, inscribed with this motto: "*E Pluribus Unum.*" For the *crest*: Over the head of the eagle, which appears above the escutcheon, a glory breaking through a cloud, proper, and surrounding thirteen stars, forming a constellation, argent, and on an azure field.

ARTICLE XXXVII.

Seamen Gunners.

1556. American seamen and ordinary seamen, not under 22, nor over 35 years of age, who desire to enlist for this branch of the service, will undergo the usual physical examination, and will also be examined by a board of two line officers, as to their general fitness and intelligence, and as to their proficiency in reading, spelling, and the first four rules of arithmetic.

1557. If accepted they are to be enlisted for five years, but no ordinary seaman is to be enlisted and accepted as a candidate for the position, unless he shall evince ability of a superior order, and be especially recommended by the Examining Board of line officers.

1558. When enlisted, they will be transferred to the Gunnery Ship, where they will be instructed in the following branches, viz:

Arithmetic—Vulgar and Decimal Fractions;

Great Guns—Broadside and Pivot exercises;

Artillery—Field and Boat Gun exercises;

Infantry—School of the Soldier; School of the Company; Skirmish Drill;

Broadsword and Pistol exercises.

General Instructions.

GENERAL INSTRUCTIONS.

- Nomenclature of guns and carriages ;
 - Use of spare implements at the gun ;
 - Inspection and preservation of guns on shipboard ;
 - Taking vent impressions ;
 - Storage of magazine, shell-room, and ordnance store-room ;
 - Precautions to be observed about the magazine or shell-room ;
 - Use of flood and discharge cocks ;
 - Filling powder ;
 - Filling and strapping shell ;
 - Fitting boat ammunition ;
 - Fitting and cutting fuzes (Navy time, Bormann, and peculiar makes ;)
 - Arrangement and use of sights on guns ;
 - Use of drift bar ;
 - Use of rifle gun ;
 - Cleaning and oiling small-arms ;
 - Fitting and storage of articles in boats armed for service ;
 - Preparation of gun blacking, and care of battery ;
 - Mounting, dismounting, and slinging guns ;
 - Care and preservation of ordnance stores ;
 - Keeping expenditure books and ledger, and making out returns, &c.
- 1559.**..Candidates will be examined, from time to time, by a board established for that purpose, and when found qualified, will receive a certificate to that effect, and be rated Seamen Gunners from the date thereof, with the pay of thirty-two dollars per month, and will rank all petty officers, except the Master-at-Arms.
- 1560.**..A proportion of Seamen Gunners will be drafted to each vessel when ready for her crew.
- 1561.**..The several ratings of Gunner's Mates will be filled by Seamen Gunners, and preference should be given them in the other ratings of petty officers that they may be qualified to fill ; but the pay of men thus rated shall not be reduced by reason of such rating.
- 1562.**..None but Seamen Gunners will be eligible to the position Gunner or Acting Gunner.
- 1563.**..Seamen Gunners, whatever specific ratings they may hold,

General Instructions.

are, as far as the service will admit, to be employed as instructors, and are to be stationed as Captains of Guns. When employed as instructors on board of vessels, they will, at the discretion of the Commanding Officer, be excused from other duties while the day drills are going on.

1564... These men are to have the letters S. G. placed against their names on the ship's books, &c., no matter what other specific rating they may hold.

1565... Seamen Gunners will be entitled to all the benefits of the continuous service certificate, upon every continuous re-enlistment of five years, and a register of their names should, at the time of their enlistment, be forwarded to the Bureau for record. As it is desired to make this the favorite branch of the service, every encouragement should be given to promote the end in view, by the selection of men of good character and ability as seamen.

1566... They may receive, during their term of enlistment, leave of absence of not less than five months.

APPENDIX.

RETURNS.

Commanders-in-Chief and the Commanding Officers of vessels will see that the following returns are made:

Periodical Returns.

When to be sent.	By whom to be sent.	Subject.	Reference.	To whom to be sent.
Annually	Comd'rs of vessels..	Sailing qualities of ship	Appendix, Form No. 1.	Bureau of Construction.
Do	Do	Copy of remark-book	Paragraph 449	Navy Department.
Do	Surgeons	Expenditure book	Instructions to Surgeons	Bureau of Medicine, &c.
Semi-annually	Commander-in-Chief	Inspection of efficiency	Ordnance instructions.	Bureau of Ordnance.
Do	Comd'rs of vessels..	do	do	do
Do	Navigating officer.	Copy of log-book	Paragraph 447	Bureau of Navigation.
Do	Commander-in-Chief	Condition of steam machinery	do	Navy Department.
Do	Comd'rs of squadrons	and boilers.	do	do
Do	Comd'rs of vessels..	Efficiency and prepar'n for battle	Appendix, Form No. 7.	Commander-in-Chief.
Do	Do	Punishments	Ordnance instructions.	Navy Department.
Do	Do	Ordnance returns	Ord. circular Nov. 5, '63	Bureau of Ordnance.
Do	Do	Returns of all firing, giving num-	do	do
Do	Do	bers and marks of guns.	do	do
Do	Do	Target practice	Ordnance instructions.	do
Do	Do	Steam log	Paragraph 328	Navy Department.
Do	Do	Descriptive muster-rolls	Form Bl. of Equipm't, &c.	Bureau of Equipm't, &c.
Do	Do	Number and rating of crew	Appendix, Form No. 30	Commander-in-Chief.
Do	Do	Abstract of stores expended	Paragraph 959	do
Do	Chief Engineer	Condition of steam machinery	do	do
Do	Do	and boilers.	do	Navy Department.
Do	Do	Synopsis of steam log and report	Appendix, Form No. 2.	do
Fleet Surgeon	Fleet Surgeon	Aggregate of diseases & expenses	Instructions to Surgeons	Bureau of Medicine, &c.
Do	Do	Report of sick	do	do
Do	Do	Bills of articles procured	do	do
Do	Paymaster	Provisions, clothing, &c., on hand,	Instructions to Paymas'trs	Bureau of Provis'ns, &c.
Do	Do	expended, &c.	do	do
Do	Do	Aggregate amount of clothing	do	do
Do	Do	expended.	do	do

Periodical Returns—Continued.

When to be sent.	By whom to be sent.	Subject.	Reference.	To whom to be sent.
Quarterly.	Paymaster. Do. Chaplain. Prof. of Mathematics	Muster and pay rolls. Articles condemned by board. Duties performed Attendance and proficiency of officers under instructions.	Instruct's to Paymast'r's Instruct's to Paymast'r's Paragraph 579 do. 581.	Fourth Auditor. Commanding Officer. do. Navy Department.
Monthly	Commander-in-Chief Paymaster. Do. Commanding Officers Comd'rs of vessels.	Cond'n and employ't of vessels Expenditure of provisions, &c. Summary statement Punishment of officers Condition, deficiencies, &c., before sailing.	do. 105 do. 561 do. 1523 do. 850 do. 162.	do. Commanding Officer. Fourth Auditor. Navy Department. Comd't of the navy yard.
Weekly				

Incidental Returns.

Before sailing.	Commander-in-Chief Comd'rs of vessels. Do. Do. Do. Surgeon Paymaster Comd'rs of vessels. Commander-in-Chief Do. Comd'rs of vessels.	Stores, &c., required for fleet. Descriptive muster-roll List of passengers Description of deserters List of absentees. Receipt of public property Muster-roll Defects or deficiencies Conduct in action. Events in action. Recommendations for medals of honor.	Paragraph 29 Act of Congress, 17th July, 1862, 16th sec- tion, and Form No. 3. Appendix Appendix, Form No. 10 Par. 1087 and form No. 4 Appendix, Form No. 9 Instruct's to Surgeons Instruct's to Paymast'rs Paragraph 159 do. 101 do. 102 do. 1093.	Bureau. Navy Department. do. Bureau of Equipment. do. Bureau of Medicine. Fourth Auditor. Comd't of Navy Yard Navy Department. do. do.
When fitting out.				
After action				

When occurring.				
When occurring.	Commander-in-Chief	Expensitures abroad.....	Inet. from Bu. Constr'n	Bureau of Construction.
	Commanding Officers	Reports of cases for pensions.	Article 96—Pensions.	Navy Department.
	Fleet Captain.....	Neglect or disobedience of orders	Paragraph 136.....	Commander-in-Chief.
	Comd'rs of vessels..	Names of invalids sent from for-	do..... 1069	Navy Department.
	Do.....	Names of men discharged in for-	do..... 1057	do.....
	Do.....	Disasters.....	do..... 999	do.....
	Do.....	Alterations suggested.....	do..... 972	do.....
	Do.....	Losses of clothing by shipwreck	do..... 996	do.....
	Do.....	or capture.....	do..... 241	do.....
	Do.....	Passengers carried.....	do..... 243 & 244	do.....
	Do.....	Collisions.....	do..... 271	Navy Department.
	Do.....	Inspection on transfer of com-	do..... 1006	Navy Department and U.
	Do.....	mand.....	do..... 1009	S. District Judge.
	Do.....	Inventory of property taken out	do..... 1007	do.....
	Do.....	of a prize.....	do..... 1005	U. S. District Judge.
	Do.....	Names of vessels within signal	do..... 442 & 629	do.....
	Do.....	distance at time of capture.....	do..... 249	Navy Department &c.
	Do.....	Sales of prize property.....	do..... 242	Navy Department and
	Do.....	Log-book and papers of prize ves-	do..... 517	Commander-in-Chief.
	Do.....	sels.....	do..... 535	Fleet Surgeon.
	Do.....	Errors in chart.....	do..... 107	Navy Department.
	Do.....	Detention in port.....	do..... 92 & 101	do.....
	Do.....	Grounding of vessels, injury to	do..... 1010	do.....
	Do.....	hull or spars.....	do..... 936	do.....
	Fleet Surgeon.....	Casualties in battle.....	do..... 517	Bureau of Medicine, &c.
	Surgeon.....	do.....	do..... 322	Commander-in-Chief.
	Commander-in-Chief	Suggestions for alterations in	do..... 270	Navy Dep. and successor.
	Do.....	heavy yards, ships, &c.....	do..... 112	Navy Department.
	Comd'rs of vessels.	Reports and diagrams of service	do..... 92 & 101	
	Do.....	Prize lists.....	do..... 1010	
	Fleet Surgeon.....	Reports and diagrams of service	do..... 256	
	Comd'rs of vessels.	Health of the fleet.....	do..... 517	
	Do.....	No. of hours under steam and sail	do..... 322	
	Commander-in-Chief	Qualities, &c., of vessels.....	do..... 270	
	Do.....	List of numbers of correspond-	do..... 112	
	Do.....	ence.....		
When necessary.				
On rejoin'g com'd				
On transf'g com'd				
End of cruise....				

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Incidental Returns—Continued.

When to be sent.	By whom to be sent.	Subject.	Reference.	To whom to be sent.
End of cruise....	Comd'rs of vessels..	Remark-book.....	Paragraph 263.....	Navy Department.
	Do.....	List of men entitled to an honorable discharge.	do. 1063.....	do.....
	Do.....	Log-book and track-charts.....	do. 448 & 450.....	Bureau of Navigation.
	Do.....	Book of calculations.....	do. 451.....	do.....
	Do.....	Yeoman's abstracts.....	do. 597.....	Proper bureaus.
	Do.....	Duplicate reports of injuries.....	do. 242.....	Navy Department.
	Surgeon.....	All public property on hand, &c., with aggregate receipts and expenditures.	Instruct's to Surgeons.....	Bureau of Medicine, &c.
	Do.....	Surgeon's register.....	do.....	do.....
	Do.....	Journal of practice.....	do.....	do.....
	Paymaster.....	Transmission of allotments and records.	Paragraph 1095.....	Fourth Auditor and Pay Agent.
	Chaplains.....	Duties performed.....	do. 579.....	Commanding Officer.

The Commanding Officers of Stations and Navy Yards will see that the following returns are made:

Periodical Returns.

Annually.....	Chief Engineer.....	Engines and boilers made, &c.....	Paragraph 1198.....	Commandant.
	Surgeon.....	Expenditure-book and return of property.	Instruct's to Surgeons.....	Bureau of Medicine, &c.
	Paymaster.....	Day's labor and cost.....	Inst. from Bu. Constr'n.....	Bureau of Construction.
	Naval Constructor.....	Report of estimates, plans, and expenditures.	Paragraph 1230.....	Commandant.
	Civil Engineer.....	do.....	Instruct's from Bureau Yards and Docks.....	Bu. of Yards and Docks.
	Store clerk.....	Stores on hand, receipts, and expenditures.	Instructions from Bureau Construction.....	Bureau of Construction.

Semi-annually	Inspector of Timber	Timber on hand	Instructions from Bureau Construction.	Bureau of Construction.
	Commandant	Record of apprentices	Instructions from Bureau.	Proper Bureau.
Quarterly	Store clerk	Statement of transfers	do	do
	Ordnance Officer	Inspector's returns	Ordnance instructions.	Bureau of Ordnance.
	Chief Engineer	Chief Engineer's returns	Inspector's from Bureau	Bureau of Steam Engineering.
	Surgeon	A abstract of patients subsisted at hospital.	Instruct's to Surgeons	Bureau of Provisions.
	Do	List of patients, (at hospitals)	do	Bureau of Medicine.
	Do	Bills of articles procured	do	do
	Do	Report of sick	do	do
	Paymaster	Paymaster's returns	Instruct's to Paymasters	Bureau of Provisions.
	Do	Paymaster's accounts	Paragraph 1524	Fourth Auditor.
	Inspector in charge	Inspector's returns	Instructions from Bureau	Bureau of Provisions.
	Store clerk	Sales of condemned wood and chips.	Ordnance Provisions.	Bureau Construction, &c.
	Do	Returns of open purchase	Instruct's from Bureau Construction, &c.	Proper Bureau.
Monthly	Commandant	Officers attached to station	Paragraph 1281	Bureau Yards and Docks and Office of Detail.
	Do	Punishment of officers	Instruct's from Bureau Yards and Docks.	Navy Department.
	Do	List of bills approved	Paragraph 850	Bureau Yards and Docks.
	Ordnance Officer	Work performed for ordnance purposes.	Yard and Docks.	Bureau of Ordnance.
	Do	Ordnance returns	Ordnance instructions	do
	Navigation Officer	Instruments on hand, received, and expended.	do	Bureau of Navigation.
	Inspector of Machinery	Condition of engines and boilers	Instructions from Bureau Navigation.	Commandant.
	Chief Engineer	Work performed	Paragraph 1292	Bureau of Steam Engineering.
	Paymaster	Summary statement	Instruct's from Bureau	meeting.
	Do	do	Paragraph 1223	Navy Department.
	Do	Estimate of money required	do	Fourth Auditor.
	Inspector in charge	Inspector's returns	Instructions from Bureau Construction.	Bureau of Construction.
	Naval Constructor	Dock report	Instructions from Bureau Provisions.	Bureau of Provisions.
			Instruct's from Bureau Construction, &c.	Bureau Construction, &c.

Periodical Returns—Continued.

When to be sent.	By whom to be sent.	Subject.	Reference.	To whom to be sent.
Monthly	Naval Constructor ..	Condition of vessels in ordinary.	Instructions from Bureau Construction.	Bureau of Construction.
	Civil Engineer	Report of expenditures	Instructor's from Bureau Yards and Docks.	Bureau Yards and Docks.
	Officers in charge of Stores.	Stores on hand, receipts, and expenditures.	Different Bureaus.	Different Bureaus.
Semi-monthly	Comd'r Rec'g Vessel	Report of exercises	Paragraph 1378	Navy Department.
	Commandant	Inspecting Engineer's report on machinery.	Instructions from Bureau Steam Engineering.	Bureau of Engineering.
	Chief Engineer	Expenditure of labor and materials.	Paragraph 1190	Commandant.
	Naval Constructordo.....	Instructions from Bureau Construction.	Bureau of Construction.
	Do	Condition of vesselsdo.....do.....
	Civil Engineer	Report of expenditures	Instructor's from Bureau Yards and Docks.	Bureau Yards and Docks.
Weekly	Ordnance Officer	Ordnance returns	Ordnance instructions.	Bureau of Ordnance.
	Inspector in charge.	Inspection of magazinesdo.....do.....
	Do	Inspector's returns	Instructions from Bureau Provisions.	Bureau of Provisions.
	Recruiting Officer ..	Recruits enlisted	Par. 1366 and Form 13.	Bureau of Equipment.
	Do	Money on hand	Paragraph 1361do.....
	Comd'r Rec'g Vessel	Changes in recruits	Par. 1388 and Form 14.do.....
	Do	Recruits, prize crews, paroled prisoners, &c., on board.	Instructions from Bureau Equipment.do.....
Daily	Foremen	Labor performed	Paragraph 1254	Chief of Department.
	Do	Timber expendeddo..... 1258do.....

Incidental Returns.

Before sailing.....	Commandant	Inspection of outfit.....	Ordnance Instructions	Bureau of Ordnance.
When fitting out.	Do.....	Plans of stowage.....	Paragraphs 161 & 1131	Commander of Vessel.
When shipped...	Ordnance Officer.....	Copy of invoice of ordnance stores.	Ordnance Instructions.	Bureau of Ordnance.
When delivered..	Navigation Officer	Invoice of navigation stores	Instructions from Bureau Navigation.	Bureau of Navigation.
When held	Do.....	Receipts for instruments.....	do.....do.....do.
	Commandant	Survey of vessels for repairs.....	Paragraph 1138.....	Bureau of Construction.
	Do.....	Survey of a recruit.....	do. 1369.....	Bureau of Equipment.
	Do.....	Survey for pensions.....	Article 26—Pensions.	Navy Department.
	Surgeon	Inspection of recruits, &c.....	do. 1209.....	Commandant.
	Officers in charge of Stores.	Condemned articles and auction sales.	Different Bureaus.....	Different Bureaus.
When occurring.	Surgeon	Expiration of service at hospital	Paragraph 1214.....	Navy Department.
On receipt and completion.....	Commandant	Time consumed in repairing a vessel.	do. 1129.....	Bureau of Construction.
When completed.....	Do.....	Cost of building, &c.....	do. 1132.....	Proper Bureau.....
When discovered	Naval Constructor.....	Defects, &c.....	do. 1229.....	Commandant and Bureau of Construction.
When necessary.	Civil Engineer.....	Plans and estimates	do. 1241.....	Bureau Yards and Docks.
End of cruise.....	Commandant	Ordnance Ledger	Ordnance Instructions.	Bureau of Ordnance.

The Governor of the Naval Asylum will see that the following returns are made:

Periodica Returns.

When to be sent.	By whom to be sent.	Subject.	Reference.	To whom to be sent.
Annually.....	Governor.....	List of beneficiaries.....	Instruct's from Bureau Yards and Docks.	Bureau Yards and Docks.
Quarterly.....	Do.....	Clothing, tobacco, and money ex- pended.	do.....do.....do.....	do.....do.....
Monthly.....	Do.....	Miscellaneous articles expended.	do.....do.....do.....	do.....do.....do.....
	Do.....	Master-roll of pensioners.....	do.....do.....do.....	do.....do.....do.....
	Do.....	Officers and employes.....	do.....do.....do.....	do.....do.....do.....
	Do.....	Pensioners received.....	do.....do.....do.....	do.....do.....do.....
	Do.....	Deaths.....	do.....do.....do.....	do.....do.....do.....
	Do.....	Changes.....	do.....do.....do.....	do.....do.....do.....
	Do.....	Absentees.....	do.....do.....do.....	do.....do.....do.....
Weekly.....	Do.....	Subsistence report.....	do.....do.....do.....	do.....do.....do.....

FORM NO. 1.

COMPLEMENT OF MEN, ———.

A report of the sailing and other qualities of this _____, ascertained under various circumstances and from strict observation, between the _____ of _____, 18—, and the _____ of _____, 18—.

The draught of water found, on trial, to be her best sailing trim, with _____ weeks' { Forward
provisions and stores and _____ tons of coal on board. } Aft.....
The draught of water found, on trial, to be her best sailing trim, with as much pro- { Forward
visions, coal, and stores on board as she can conveniently stow. } Aft.....
The rake of her masts from a perpendicular..... { Foremast... } in 6 feet. {
} Mizzenmast. } in. {

<p>The quantity of iron ballast on board, and where stowed. Proposed quantity of iron ballast, if an alteration is considered desirable The quantity of water she stows, excluding the weight of tanks The quantity of coals (for steaming) she stows.</p>	<p><i>Tons.</i></p> <p>{ In iron tanks { In casks { In bunkers { In other places.</p>
<p>With — weeks' provisions, — weeks' stores, and — tons of coals on board.</p> <p>{ With as much stores, provisions, and coals on board as she can conveniently stow.</p> <p>Foreign Service.</p>	<p><i>Feet. Inches.</i></p> <p>{ Draught of water. { Height of port. { Draught of water. { Height of port.</p>
<p>How many days' consumption of the following articles can she conveniently stow for her complement of men</p>	<p>{ Forward { Aft { Foremost { Midship { Aftermost { Forward { Aft { Foremost { Midship { Aftermost { Provisions { Bread { Water { Fuel, (if a sailing ship).</p>

	Description of guns.	Number.	Pounders, or caliber.	Weight.	Length.
How armed* { On lower deck { On middle deck { On main deck { On upper deck { On poop				<i>Cwt. qrs.</i>	<i>Ft. inches.</i>

* The number, weight, and description of rifled guns to be inserted separately.

FORM NO. 1.—Continued.

Ballast and other Qualities.

NOTE.—Since the object of this form is to obtain full particulars respecting the qualities of the ship, under all circumstances of wind and sea, when under sail alone, under steam alone, and under steam and sail combined, the Captain is to transmit with it a detailed account of any particular circumstances he may deem of importance, and also to suggest any alteration which, in his opinion, would improve the qualities of the ship.

	Degrees.	Force of wind.
1. Does she ride easy at her anchors?		
2. Under storm staysails or trysails		
3. Under storm staysails and maintopsail		
4. Under storm staysails and maintopsail and reefed foresail		
5. Under close-reefed topsails and courses		
6. Under treble-reefed topsails and courses		
7. Under double-reefed topsails and courses		
8. Under all sails, except royal		
9. Under all sails, except when just able to carry royals		
10. How does she carry her lee ports?		
11. Does she roll easy or uneasy in the trough of the sea?		
Stating circumstances of wind and sea. {		
(12. Angle of roll to windward, —; do., to leeward, —; number of oscillations per minute.		
(13. Angle of pitching, —; angle of sending, —; number of oscillations per minute.		
How does she in general carry her helm by the wind? {		
(14. With all sails set		
(15. With treble-reefed topsails and courses		
(16. Under sail alone		
(17. Under steam and sail combined		
How does she steer off the wind?		
18. How does she stay?		
19. In what time does she stay under different circumstances of wind and sea?		
20. How does she wear?		
21. In what time does she wear under different circumstances of wind and sea?		
22. Is she weatherly or leewardly compared with other ships in moderate weather?		
23. Is she weatherly or leewardly compared with other ships in a moderate gale?		
24. How does she behave lying to? Describe sail		

After a trial of — months.

<i>Character of the ship</i>	<i>Under sail alone.</i> Knots.	<i>Under steam and sail.</i> Knots.
Close hauled with smooth water.	{ 25. Under whole or single-reefed topsails and topgallant sails	25
	{ 26. Under double-reefed topsails	26
Close hauled with a head sea.	{ 27. Under double-reefed topsails and topgallant sails	27
	{ 28. Under close-reefed topsails and courses	28
Wind on the beam.	{ 29. Under close-reefed topsails and courses	29
	{ 30. Under treble-reefed topsails and courses	30
	{ 31. Under double-reefed topsails and topgallant sails	31
Wind on the quarter.	{ 32. In moderate weather unable to carry royals	32
	{ 33. In moderate weather, with all sails set	33
	{ 34. In a gale	34
Before the wind.	{ 35. Under double-reefed topsails, topgallant sails, and studding sails	35
	{ 36. In moderate weather, with royal and studding sails	36
How does she send in a heavy gale?	{ 37. In a gale	37
	{ 38. In moderate weather, with all sails set	38
Comparative rate of sailing with other ships.	{ 39. How does she send in a heavy gale?	39
	{ 40. What is her best point of sailing?	40
Comparative speed under steam and sails with other ships.	{ 41. Comparative rate of sailing with other ships	41
	{ 42. Comparative speed under steam and sails with other ships	42
Has the ship been ashore, or has she struck the ground at any time during the period of this report?	{ 43. Is she, generally speaking, a well-built and strong ship, or does she show any symptoms of weakness?	43
	{ 44. Has the ship been ashore, or has she struck the ground at any time during the period of this report?	44
Has she had mention the time and place, and the date of the report of the circumstances, and to whom the report was made.	{ 45. If she has, mention the time and place, and the date of the report of the circumstances, and to whom the report was made	45
	{ 46. Have any particular circumstances occurred likely to affect the copper—such as getting ashore—and on what stations has the ship been employed since last coppered?	46
If the ship be of iron, state the material with which she has been coated, how long it has been on, the state of the bottom, and the Captain's opinion of the material used.	{ 47. If the ship be of iron, state the material with which she has been coated, how long it has been on, the state of the bottom, and the Captain's opinion of the material used	47
	{ 48. Have any storms of lightning been experienced? If so, state full particulars thereof	48
Remarks, stating the grounds for such of the present answers as differ from those in the last report, and any additional observations on the qualities of the ship.	{ 49. Remarks, stating the grounds for such of the present answers as differ from those in the last report, and any additional observations on the qualities of the ship	49

Dated the — of —, 18—.

_____, *Commanding.*

REGULATIONS FOR THE

FORM No. 2.

Synopsis of the steam log of the United States steamer _____, *during*
employed

ENGINES.		TIME.	REVOLUTIONS.
Kind of engine.	Number of cylinders.	Mean tem- peratures in degs., Fahr.	Total number.
	Diameter of cylinder, in inches.		
	Stroke of piston, in feet.		
	Mean point of cutting off the steam, from commence- ment of stroke of piston, in inches.		
	Mean number of holes of throttle valve open.		
	Mean vacuum in condensers, in inches of mercury.		
	Mean steam pressure in boilers, in pounds, per square inch above the atmosphere.		
	Of engine room.		
	On deck.		
	Of injection-water.		
	Of discharge-water.		
	Of feed-water.		
	Total time the fires were lighted, in hours and minutes.		
	Total time the engines were in operation, in hours and minutes.		
Total number.	Mean number per minute.		

Approved, _____,
Commanding.

FORM NO. 2.

the three months ending ———, 18—, the vessel during that period being

SPEED.	COAL.	STORES.	DRAUGHT OF WATER.	PADDLE-WHEEL.	SCREW.
Total number of knots.					
Mean number of knots per hour.					
Total weight of coal consumed, in tons of 2,240 pounds.					
Total weight of refuse from coal, in tons of 2,240 pounds.					
Total weight of coal consumed while the engines were in operation, in tons of 2,240 pounds.					
Mean number of pounds of coal consumed per hour while the engines were in operation.					
Total number of gallons of oil consumed.					
Total number of pounds of tallow consumed.					
Total number of pounds of wiping stuff consumed.					
Greatest draught, forward and aft, in feet and inches.					
Least draught, forward and aft, in feet and inches.					
Average draught for the whole steaming, in feet and inches.					
Diameter to outside of paddles, in feet and inches.					
Number of paddles in each wheel.					
Length of each paddle, in feet and inches.					
Breadth of each paddle, in inches.					
Deepest immersion of lower edge of paddle, in feet and inches, when the vessel is at the average draught for the whole steaming.					
Multiple of gearing.					
Diameter, in feet and inches.					
Pitch, (mean,) in feet and inches.					

Chief Engineer.

REGULATIONS FOR THE

FORM No. 3.

Complete Descriptive Muster-Roll of the Crew of the U. S. _____ on the _____ day of _____, 18____.
 [To be transmitted to the Bureau of Equipment and Recruiting at the commencement of a cruise, and on the 1st of January, April, July, October, and at the expiration of a cruise.]

Ship's No.	NAMES. (Alphabetically arranged, without regard to ratings, with the surnames to the left.)	Date of enlistment.			Where enlisted.	Term of enlistment.	Place or vessel from which received.	When received on board.	Where born.				Personal Description.				T. D. D.D.	REMARKS. Where and when.
		Year.	Month.	Day.					City, town or county.	State.	Age. Yrs.	Occupation.	Eyes.	Hair.	Complexion.	Height. Ft. In.		
<i>Recapitulation of crew remaining on board at date of Muster-Roll.</i>																		
	Petty Officers																	
	Rated Men																	
	Seamen																	
	Ordinary Seamen																	
	Landsmen																	
	Boys																	
	Apprentices																	
	Musicians																	
	Firemen																	
	Coal-heavers																	
	Total																	
<p>Approved this _____ day of _____, 18____, at _____ <i>Commanding Officer.</i></p> <p>Certified to be correct, and that all casualties, transfers, deaths, desertions, and discharges that have occurred since the date of last Muster-Roll are duly noted. <i>Executive Officer.</i></p> <p>Received at the Navy Department _____</p>																		

NOTE.—Care must be taken that every column be correctly filled, and that all casualties, transfers, or discharges which have occurred during the quarter, or to date of roll, are duly noted, reporting dates of various changes, where transferred, &c.; the names of the men thus reported to be entered in common with those remaining on board. If the information required by the printed headings cannot be otherwise obtained, obtain it from the men themselves, making notes, showing the portions thus obtained in the column for remarks. Commanding officers are requested to keep themselves supplied with blanks by application to the Bureau of Equipment and Recruiting, or Fleet Paymaster.

FORM NO. 4.

Description of deserters and men absent without leave from the U. S. S.
 _____, 18—.

Name.	Enlisted		Where born.	Age.	Eyes.	Hair.	Complexion.	Height.		Permanent marks, &c.	Date of desertion.	Reward offered.	Remarks.
	Rating.	When.						Where.	Feet.				

_____,
 Commanding.

FORM NO. 5.

Register of orders given, or of letters written, and of reports or letters received.

(For Commander-in-Chief, Chief of Staff, or principal aid.)

Year.	When.			Where, or place at noon.	Substance of orders or letters received.	Substance of orders given and of letters written.	From whom or to whom.	Remarks.
	Month.	Day.	Hour.					

REGULATIONS FOR THE

FORM NO. 6.

Register of Signals.

(For Commander-in-Chief, Chief of Staff, or principal aid.)

Year.	When.			Where, or place at noon.	Signal Nos. made from the ship.	Signal Nos. made by other vessels.	From what vessel.	To what vessel.	Remarks.
	Month.	Day.	Hour.						

FORM NO. 7.

Quarterly return of punishments on board the U. S. S. — from — to —, 18—.

Names.	Rating.	Offense.	Punishment, its mode and duration.	Remarks.

Commanding.

To be sent in duplicate to Commander-in-Chief, who will forward one copy to the Department.

FORM NO. 8.

U. S. S. _____, } List of men, &c., belonging to this vessel sick at hos-
 at _____ } pital, and who are not likely to return on board before
 Date _____. } the sailing of the vessel.

Name.	Rating.	Disease.	When and to whom the necessary papers have been sent.

_____, *Commanding.*
 _____, *Surgeon.*

FORM NO. 9.

U. S. S. _____, } List of persons absent without leave from this ship,
 at _____, } and from any other cause, except sickness in hos-
 Date _____. } pital.

Name.	Rating.	Reward of-fered.	Date of ab-sence.	Cause of absence.

_____, *Commanding.*

NOTE.—Descriptive lists and accounts of absentees to be sent herewith.

FORM NO. 10.

Passengers.

List of officers or others about to sail as passengers in the U. S. S. _____.
 Dated at _____, the _____ day of _____, 18—.

Name.	Rank.	To join what ship, &c.	Remarks.

_____, *Commanding.*

Form No. 10 will be considered as also applying to passengers arriving in the United States.

REGULATIONS FOR THE

FORM No. 11.

Transcript List.

U. S. (rendezvous or vessel, as the case may require,
(Month and day,) 18—

Name, (in full.)	Year, month, and day of enlistment.	Term or period for which enlisted.	Whether enlisted for general or special service.	Date of honorable discharge under which re-enlisted.	Name of vessel from which such honorable discharge was received.	Rating held as expressed on such honorable discharge.	Rating under present enlistment.	Wages per month under present enlistment.	Wages advanced.	Bounty paid.	Name of surety, if any.)

NOTE.—If sent from a rendezvous, it is to be signed by the Commanding Officer; but if sent from a receiving or other vessel, it is to be signed by the Paymaster and the Commanding Officer.

FORM No. 12.

Descriptive List.

U. S. (rendezvous or vessel, as the case may require,
(Month and day,) 18—

Name, (in full.)	Previous naval service, and capacity when last discharged.	Place of birth.	Age.	Trade or occupation.	Color of eyes.	Color of hair.	Complexion.	Height.	Permanent scars or marks about the person.

NOTE.—If sent from a rendezvous, it is to be signed by the Commanding Officer; but if sent from a receiving or other vessel, it is to be signed by the Executive and the Commanding officer.

FORM NO. 13.

ENLISTMENTS AT _____, IN 18____.
Return of the United States naval rendezvous at _____, for the week ending Saturday, _____, 18____.

[P] As this sheet will become the reference record at the Navy Department, great care must be taken that the information called for under the several headings is correctly given and plainly written. If the number of enlistments exceeds the capacity of this sheet, do not paste an addition to the bottom of it, but carry forward to a new sheet, dating and certifying each sheet.

18 N R

NAMES OF RECRUITS. (In alphabetical order, surnames to the left.)	ENLISTED.			State whether for "General Service or "Coast Survey." Rating.	State name of ship, rate, and date of "HONORABLE DISCHARGE," under which the re-enlistment is made.	Previous naval service.	WHERE BORN, AND PERSONAL DESCRIPTION.										FUTURE HISTORY. (To be filled up at the Navy Department.)								
	When.	Term.	Rating.				City, town, or county.	State.	Age.	State of which a citizen.	Occupation.	Eyes.	Hair.	Complexion.	Feet.	Inches.									

REGULATIONS FOR THE

FORM No. 13—Continued.
RECAPITULATION, &c.—18—

	Musicians.	Firemen.	Coal-bearers.	Seamen.	Ordinary sea-men.	Landsmen.	Apprentices.	Boys.	Total
Shipped this week, ending Saturday, 18—, for general service.. Shipped this week, ending Saturday, 18—, for Coast Survey.. Whole number of enlistments at this rendezvous since 1st day of January, 18—, (including the above)..... Total number of re-enlistments under "honorable discharge," (not of March 2, 1855,) counting from the first entry under the law...									

FAILED TO APPEAR ON THE RECEIVING SHIP; ENLIST-
MENT NOT PERFECTED.

REJECTED AT RECEIVING SHIP.

NAMES. (In alphabetical order, surnames to the left.)	Rating.	Date of en- listment.	Where born.	Age.
NAMES. (In alphabetical order, surnames to the left.)	Rating.	Date of re- jection.	Date of en- listment.	Where born.

UNITED STATES RENDEZVOUS, 18—

I certify that I have carefully examined the recruits agreeably to the regulations of the Navy, and find that, in my opinion, they are free from all bodily defects and mental infirmity which would in any way disqualify them from performing the duties for which they are intended.

I certify that this return shows the names of all persons who have enlisted at this rendezvous for the week ending at the date hereof; also the names of such as have failed to appear at the receiving ship to perfect their enlistment, or who have been rejected at the receiving ship; that I did inspect the recruits previously to enlistment, and that they were not intoxicated when enlisted; that, to the best of my judgment and belief, they were of lawful age, or, being minors, had lawful consent; and that, in accepting them, I have strictly observed the regulations which govern the recruiting service.

Forwarded by _____, *Commandant*.

To the CHIEF OF BUREAU OF EQUIPMENT AND RECRUITING.

_____ *Recruiting Officer*.

FORM NO. 14.

RETURN OF THE RECEIVING SHIP AT _____ IN 18--.

IN As this sheet will become the reference record of the Navy Department, great care must be taken that the information called for under the several headings is correctly given and plainly written. The names must be alphabetically arranged, surnames to the left; and they must exactly correspond with those given at the rendezvous. Dates of enlistment must, in each and every case, be distinctly and correctly stated.

Return of recruits on board the U. S. receiving ship _____, at _____, for the week ending Saturday, _____, 18--.

Whole number of recruits on board at this date Number unfit for duty Exact number of each grade available for general service at this date, and ready for immediate transfer Exact number of each grade available for Coast Survey, or duty other than "general service"	Petty officers.	Musicians.	Firemen.	Coal-bearers.	Seamen.	Ordinary sea-men.	Landmen.	Apprentices.	Boys.	Total.

DEATHS.

Names.	Date of death.	What disease or accident.	Where deceased.	Latest service, &c.	ENLISTMENT.			WHERE BORN.		Age.
					When.	Where.	Rating.	City, town, or county.	State.	

FORM No. 14—Continued.
DISCHARGES.

Names.	Date of discharge.	CAUSE. (Expiration of term, disability, own request, in disgrace, or otherwise.)	Latest service, &c.	ENLISTMENT.			WHERE BORN.		Age.
				When.	Where.	Rating.	City, town, or county.	State.	

DESERTIONS.

Names.	Date of desertion.	From what ship or duty.	Latest service, &c.	ENLISTMENT.			WHERE BORN.		Age.
				When.	Where.	Rating.	City, town, or county.	State.	

DESSERTERS APPREHENDED OR SURRENDERED.

Names.	Date of ar- rest.	Date of sur- render.	By whom ar- rested.	Whence de- serted.	ENLISTMENT.		WHERE BORN.		Age.
					When.	Where.	Rating.	City, town, or county.	

I certify that this return shows all the changes of recruits that have occurred on board this receiving vessel, whether by deaths, desertions, discharges, apprehensions, surrenders, or transfers, during the week ending at the date hereof.

Forwarded by—
 _____,
Paymaster.
 _____,
Commanding Officer.

To the CHIEF OF BUREAU OF EQUIPMENT AND RECRUITING.
 _____,
Commandant.

LIST OF TRANSFERS, 18—.

When the number of transfers exceeds the capacity of this sheet, carry forward to the head of a new sheet. The length of this must not be added to.

NAMES. (Names in al- phabetical or- der, surnames to the left.)	Date of en- listment.	Where en- listed.	Term.	Rating.	Age.	From what place rec'd.	TO WHAT PLACE TRANSFERRED.		Date of transfer, 18—.	Remarks.
							Name of ship intended for.	Name of navy yard or station.		

Forwarded by—
 _____,
Commandant.
 _____,
Paymaster.
 _____,
Commanding Officer.

REGULATIONS FOR THE

FORM No. 15.

Letter to be given to Prize Master by a Commanding Officer making a seizure or capture.

U. S. S. _____,
OFF _____,
_____.

SIR: You will take charge of the _____, captured on the _____ day of _____, 18____, by _____, and proceed with the said prize to the port of _____, and there deliver her, with the accompanying papers, (which were all that were found on board,) and the persons sent as witnesses, to the Judge of the United States District Court or to the United States Prize Commissioners at that place, taking his or their receipt for the same. You will not deliver either the vessel, the papers, or the witnesses to the order of any other person or parties unless directed to act otherwise by the Navy Department or Flag Officer commanding the squadron to which you are attached.

On your arrival at _____ you will immediately report in person to the Commanding or Senior Navy Officer of the navy yard or station thereat, and show him these instructions; and you will report also, by letter, to the Secretary of the Navy, stating in full the particulars of your passage home, and transmit to him, through the Commandant or Senior Officer, the names of the officers and men composing your prize crew, and any communications for the Department with which you may be charged. You will, on your arrival, allow no person to leave the vessel without permission from the Commandant of the station, nor go on shore yourself except on your necessary duty. You will not sleep out of the vessel while in charge, nor allow any but official boats to approach, and only official persons on duty to come on board.

You will, without delay, after reporting, call upon the United States District Attorney at _____, show him these instructions, which are issued by order of the Secretary of the Navy, and give him all the information in your power respecting the circumstances connected with the capture of the _____.

You will then report, and show these instructions, to the Naval Prize Commissioner of the district, who is hereby directed to ascertain and notify you of the earliest date at which your attendance shall no longer be required by the court, and to indorse the notification on this paper.

You will, on being discharged from attendance, if not in the meantime, instructed, and whenever you need instructions respecting yourself, officers, or prize crew, immediately report to the Commandant of the nearest yard or station or Senior Officer for such instructions.

You will particularly bear in mind and strictly observe the injunctions of the law and of the Department respecting captured property or persons under your charge, and recollect that you will be held rigorously responsible for any mismanagement of the trust confided to you.

You, your officers, and prize crew, are hereby detached from the _____, and you will be careful to apply for and take with you their pay accounts and your own, to be presented to the Paymaster of the yard or station at or nearest to the port to which you are ordered. The sea-pay of yourself and officers will continue while in charge of the prize or under the orders of a Flag Officer or Senior Navy Officer afloat; but your name will not be borne on the books of the vessel from which you are detached, and you will not be entitled to share in prizes made by such vessel after your detachment.

 Commanding the U. S. _____.

To _____,
 _____,
 _____.

 CIRCULAR.

The attention of Commanding Officers in the navy is called to the following extract, in relation to their duties, from the twenty-fifth article, section sixteen, of the act of July 16, 1862, for the better government of the Navy :

“He shall, whenever he orders officers and men to take charge of a prize and proceed to the United States, and whenever officers and men are sent from his ship, for *whatever cause*, take care that each man be furnished with a complete statement of his account, specifying the date of his enlistment and the period and terms of his service, which account shall be signed by the Commanding Officer and Purser.”

These requirements must be strictly complied with, and, in addi-

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tion, duplicate statements must be forwarded to the Paymaster of the vessel or station to which the men are sent, together with a descriptive list of the men sent, according to the form here annexed :

Names of crew.	ENLISTED.			WHERE BORN AND PERSONAL DESCRIPTION.								
	When.	Term.	Rating.	City, town, or county.	Date.	Age.	Occupation.	Eyes.	Hair.	Complexion.	Height.	
											Ft.	In.

FORM No. 16.

Letter of application for an examination.

_____, 18—.

TO THE SECRETARY OF THE NAVY :

I respectfully make application for an examination as to my qualifications for appointment as *_____ in the United States Navy. I was _____ years of age on the _____ day of _____, 18—. I was born in _____, county of _____, and State of _____, and I reside in _____, county of _____, and State of _____. I forward herewith testimonials of moral and physical qualifications.

Very respectfully,

_____.

* This blank to be filled up with the position the applicant desires to obtain, as Mate, Sailmaker, Carpenter, Gunner, Boatswain, Third Assistant Engineer, Assistant Civil Engineer, Assistant Naval Constructor, Assistant Paymaster, or Assistant Surgeon. No professional examination being required of candidates for the office of Chaplain or Professor of Mathematics, except at the Naval Academy, their application will be the same as the above, striking out the words, "examination as to my qualifications for."

FORM No. 17.

Letter of acceptance.

_____, 18—.

TO THE SECRETARY OF THE NAVY:

I hereby acknowledge the receipt of an appointment (or warrant or commission) as _____ in the Navy of the United States, dated _____, 18—, and inform the Department of my acceptance of the same. I inclose herewith the oath of allegiance, duly signed and certified.

Very respectfully,

_____,

U. S. Navy.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That hereafter every person elected or appointed to any office of honor or profit under the government of the United States, either in the civil, military, or naval departments of the public service, excepting the President of the United States, shall, before entering upon the duties of such office, and before being entitled to any of the salary or other emoluments thereof, take and subscribe the following oath or affirmation:

“I, A. B., do solemnly swear (or affirm) that I have never voluntarily borne arms against the United States since I have been a citizen thereof; that I have voluntarily given no aid, countenance, counsel, or encouragement to persons engaged in armed hostility thereto; that I have neither sought, nor accepted, nor attempted to exercise the functions of any office whatever, under any authority or pretended authority in hostility to the United States; that I have not yielded a voluntary support to any pretended government, authority, power, or constitution within the United States, hostile or inimical thereto. And I do further swear (or affirm) that, to the best of my knowledge and ability, I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter: So help me God.”

REGULATIONS FOR THE

Which said oath, so taken and signed, shall be preserved among the files of the court, house of Congress, or department to which the said office may appertain. And any person who shall falsely take the said oath shall be guilty of perjury, and on conviction, in addition to the penalties now prescribed for the offense, shall be deprived of his office and rendered incapable forever after of holding any office or place under the United States.

FORM NO. 18.

Article of agreement for _____.

I do hereby agree to enter the Navy of the United States as _____, and to repair on board such vessel and at such time as may be ordered, and to remain in said capacity till the expiration of the service of the vessel, unless sooner discharged by the proper authority, or under the provisions of paragraph No. 892 of the Regulations of the Navy.

I do oblige and subject myself during my service as _____ to comply with and be obedient to such laws, regulations, and discipline of the Navy as are or that may be established by Congress or other competent authority.

Witness: _____

NOTE.—The Medical Officers will testify (on the reverse) to the physical fitness of the person selected; or, if he exhibit defects, they are to be noted.

FORM NO. 19.

Surveys.

U. S. S. _____, _____, 18—.

SIR: I respectfully request that a survey may be ordered upon the below-mentioned articles in my department, which I believe to be _____.

Respectfully,

To _____,
Commanding.

U. S. S. _____,
 _____, 18—.

GENTLEMEN: You will hold a strict and careful survey on the articles above mentioned, in the _____ department, and report to me, in triplicate, their condition. If, in your judgment, they are unfit for use, you will state the particulars in which they are so, and the probable cause which has made them so; and you will include in your statement the names of the contractor and inspector, if they can be obtained, by marks or otherwise, and the invoice prices of the articles, together with your recommendation as to their disposition.

Respectfully,

_____,
Commanding.

To _____.
 _____.
 _____.

U. S. S. _____,
 _____, 18—.

SIR: In obedience to your order of the _____, we have held a strict and careful survey on the articles in the _____ department therein mentioned, and report that in our opinion _____.

Respectfully,

_____.
 _____.
 _____.

To _____,
Commanding.

Approved:

_____,
Commanding.

I certify that the foregoing articles recommended to be _____ were so disposed of in my presence.

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FORM NO. 20.
 Quarterly return of the number and rating of the crew of the U. S. S. _____, 18____, with the number whose term of service expires in each month.

Complement allowed.		Year.	Month.	The number whose term of service expires in each month.
Officers	Petty officers			
Officers	18—	January	
Petty officers		February	
Seamen		March	
Ordinary seamen		April	
Landamen		May	
Boys		June	
Firemen		July	
Coalheavers		August	
Musicians		September	
Marines		October	
			November	
			December	
Boatswain's mates			
Gunner's mates			
Carpenter's mates			
Sailmaker's mates			
Ship's stewards			
Surgeon's stewards			
Master-at-arms			
Ship's corporals			
Armorers			
Ship's cook			
Cooper			
Quartermasters			
Quarter gunners			
Captains of forecastele tops, and after-guard			
Armorers' mates			
Painter			
Captains of hold			
Officers' stewards and cooks			
Seamen			
Ordinary seamen			
Landamen and boys			
Musicians			
Coalheavers			
Firemen			
Orderly sergeants			
Sergeants			
Corporals			
Musicians			
Privates			
Total on board.				

Officers
 Petty officers
 Seamen
 Ordinary seamen
 Landmen
 Boys
 Firemen
 Coalheavers
 Musicians
 Marines

Approved: _____, Commanding. _____ Paymaster.

NAVY OF THE UNITED STATES.

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FORM NO. 21.

Return of persons enlisted at the United States Naval Rendezvous, _____,
during the week ending at the hour of closing, Saturday, 18—.

				White.	Colored.	
Seamen						
Ordinary seamen						
Landsmen						
Coal-heavers						
				Class.		
				1st.	2d.	3d.
Firemen						
Musicians						
Boys						
Total						

_____,
Commanding Rendezvous.

To _____,
Commanding U. S. Naval Station.

FORM NO. 22.

Discharge.

This is to certify that No. _____, a _____, has this day been discharged from the United States _____ and from the naval service.

Dated this _____.

_____,
Paymaster.

Approved : _____,
Captain.

REGULATIONS FOR THE

NAME.	ENLISTED.			WHERE BORN AND PERSONAL DESCRIPTION.								
	When.	Term.	Rating.	City, town, or county.	Date.	Age.	Occupation.	Eyes.	Hair.	Complexion.	Height.	
											Feet.	Inches.

FORM NO. 23.

Honorable discharge from the United States Navy.

This is to certify that No. _____, enlisted _____, 18____, at _____, for three years, _____ years of age, _____ feet _____ inches high, _____ eyes, _____ hair, _____ complexion, has _____, born at _____, "as a testimonial of fidelity and obedience," is this day "honorably discharged" from the United States _____ and from the naval service of the United States. Now, according to the provisions of the second section of the act approved March 2, 1855, if within three months from this date the above-described _____ shall present this his "honorable discharge" at any United States naval rendezvous, and if found physically qualified, and shall re-enlist for three years or longer, then he shall be entitled to pay during the said three months equal to that to which he would have been entitled if he had been employed in actual service.

_____,
Paymaster.

Approved:

_____,
Commanding Officer.

FORM NO. 24.

SURGEON'S OFFICE, NAVY YARD,

_____, 18—.

SIR: I have examined, [state the name in full,] who states that he was born in, [name of town and State,] on the _____ day of _____, 18—, and find that he is [not] physically qualified to perform the duties of a [name the grade] in the Navy of the United States, [if not qualified add,] because he has [state the disability.]

I am, very respectfully,

_____,
Surgeon.

To _____,

Commanding U. S. Naval Station.

FORM NO. 25.

Commanding Officer's report of death or disability in line of duty to establish claim for Pension.

U. S. _____,

_____, 18—.

SIR: I have to report the [death or disability] of _____, a _____ in the United States Navy, while serving under my command. The [death or disability] of the above named _____ occurred on the _____ day of _____, 18—, [here state where] and in the line of duty.

[Here state briefly, but clearly, the facts known to Commanding Officer, as to circumstances attending the death or wounding, or other cause of disability. When the facts are not known by Commanding Officer, give an abstract of the statement of an officer or other person having knowledge thereof. When death or disability occurs from disease alone, give the opinion of the Medical Officer, as to the *origin* of the disease. But in all cases the Commanding Officer will distinctly state his own opinion whether the person was or was not in the line of his duty at the time of his death, or when he received the wound or injury, or contracted the disease producing his death or disability.]

[Here add as may be proper.]

I inclose herewith the report of Surgeon _____, as to the nature

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and degree of the disability (or as to the origin of disease, if necessary) in this case, and (if requisite) the statement of _____ in reference to the cause of death, or origin of wounds or injury, producing disability.

Very respectfully, your obedient servant,

_____,
Commanding United States _____.

Hon. _____,
Secretary of the Navy.

NOTE.—In all cases where testimony other than the personal knowledge of the Commanding Officer is requisite, such testimony will be taken in writing, and in triplicate. Will be signed by the officer or other person making it, and approved and forwarded by Commanding Officer with his report.

FORM No. 26.

Surgeon's Report of Death.

U. S. _____,
_____, 18—.

SIR: I have to report the death of _____, a _____ in the United States Navy, serving under your command. He died on the _____ day of _____, 18—, [here state where] of (casualty, disease,) as set forth in the record of his case, as follows:

[Here state briefly but clearly the facts as to cause of death; if the death has occurred from disease alone, state the original cause of disease, and the time when incurred as exactly as may be practicable.]

_____,
Surgeon United States Navy.

To _____,
Commanding United States _____.

FORM No. 27.

Surgeon's Report of Disability.

U. S. _____,
_____, 18—.

SIR: I have to report that _____, a _____ in the United States Navy, serving under your command, is disabled by (disease

by common name, wound, or injury.)* (If by disease, state the original cause, and the time when incurred, as exactly as may be practicable. If by wound or injury, describe the same.)

He is thereby not only incapacitated for duty as aforesaid, but in the opinion of the undersigned is (one-fourth, half) disabled from obtaining his subsistence by manual labor.

_____,
Surgeon United States Navy.

To _____,
Commanding, United States Navy.

FORM NO. 28.

Application for Disability Survey, from Surgeon of a Naval Hospital.

U. S. NAVAL HOSPITAL,
_____, 18—.

SIR: I have to request that a survey may be held on _____ a _____ in the United States Navy, received from the United States _____ on the _____, and now under treatment in this hospital.

He is (partially or wholly) disabled, and his disability is likely to be permanent.

Very respectfully,

_____,
Surgeon in charge of Hospital.

To _____,
Commandant (Navy Yard or Station.)

U. S. NAVY YARD,
_____, 18—.

To
Captain _____,
Commander _____,
Surgeon _____,

GENTLEMEN: You will hold survey as recommended above, in accordance with the regulations under the head of Pensions, and report in triplicate. You will particularly state all facts you may be able

19 N R

to elicit, in regard to origin of disability, even when you do not find it to be in line of duty.

Very respectfully,

_____,
Commanding Navy Yard.

FORM NO. 29.

Report of Survey on case of disability, to determine if cause of disability originated in line of duty.

U. S. NAVAL HOSPITAL,

_____, 18—.

SIR: In compliance with your order of the _____, we have held a survey upon _____, a _____ in the United States Navy, now in this hospital, and have to report that he (is or is not partially or wholly) disabled, and that his disability (was or was not) incurred in the line of duty.

He is disabled (one-fourth, one-half, or wholly) from [here state the particulars of disability] and his disability was occasioned by [here state the circumstances under which the disability was incurred.]

Very respectfully,

_____, Captain.
_____, Commander.
_____, Surgeon.

To _____,
Commandant Navy Yard.

FORM NO. 30.

Report of death, and order for board to determine if cause of death originated in line of duty.

U. S. NAVAL HOSPITAL,

_____, 18—.

SIR: I have to report the death, to-day, in this hospital, of _____, _____ in the United States Navy. He was received from the

United States _____ on the _____, with (disease, wound, or injury,) and his death was caused by _____.

Very respectfully,

_____,
Surgeon in charge of Hospital.

To _____,
Commanding U. S. (Navy Yard or Station.)

NAVY YARD,
_____, 18—.

To
Captain _____,
Commander _____,
Surgeon _____.

GENTLEMEN: You are hereby appointed a board to take testimony, according to regulations under the head of Pensions, in order to determine if the above-named _____ was or was not in the line of his duty when (the disease was incurred, or the wound or injury was received,) which caused his death. You will report in triplicate.

Very respectfully,

_____,
Commanding Navy Yard.

FORM NO. 31.

Report of Board to determine if cause of death originated in line of duty.

U. S. _____,
_____, 18—.

SIR: In compliance with your order of _____ instant, we have taken testimony, in order to determine if the cause of the death of _____ a _____ in the United States Navy, originated in the line of duty, and have to report as follows: [Here state briefly the facts elicited, as to the cause of death, and distinctly, whether or not, it originated in the line of duty.]

Very respectfully,

_____, Captain.
_____, Commander.
_____, Surgeon.

To _____,
Commanding Navy Yard.

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FORM NO. 32.
 Descriptive List to accompany Reports in Cases for Pensions.

NAME.	Date of enlistment.	Where enlisted.	Term of enlistment.	Rating.	WHERE BORN.		PERSONAL DESCRIPTION.											
					City, town, or county.	State.	State of which a citizen.	Age.	Occupation.	Eyes.	Hair.	Complexion.	Feet.	Height.	Marks.			

FORM NO. 33.

List and description of men honorably discharged from the U. S. _____, 18__.

Ship's No.	Names.	Rating.	When.	Where.	From what vessel re- ceived.	City or county.	State.	Age.	Eyes.	Hair.	Complexion.	Feet.	Inches.	Permanent marks, &c.	Date of dis- charge.

Approved: _____ Commanding Officer. _____ Paymaster.

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