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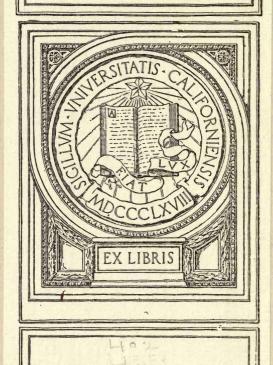
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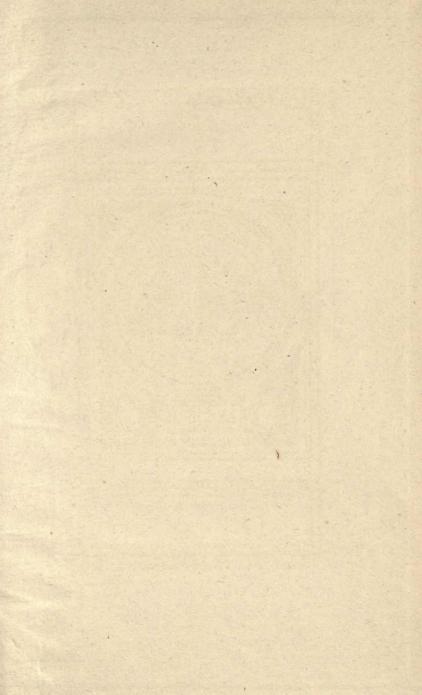
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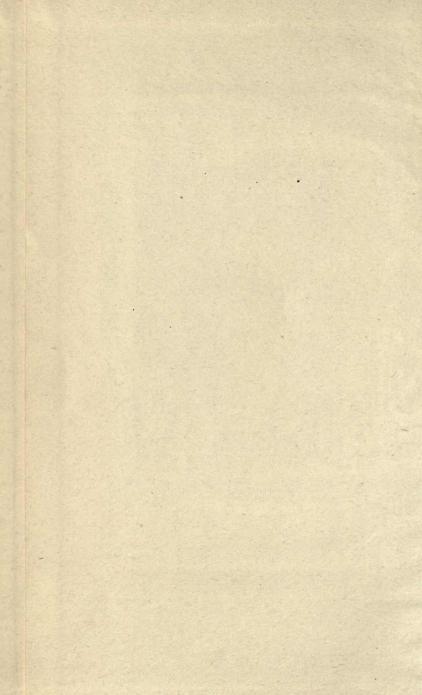
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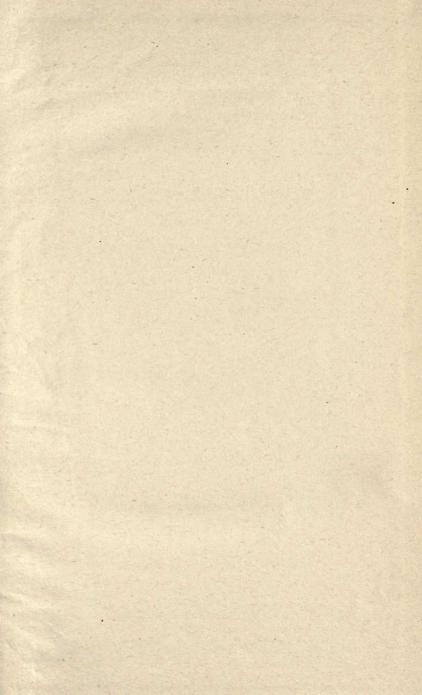
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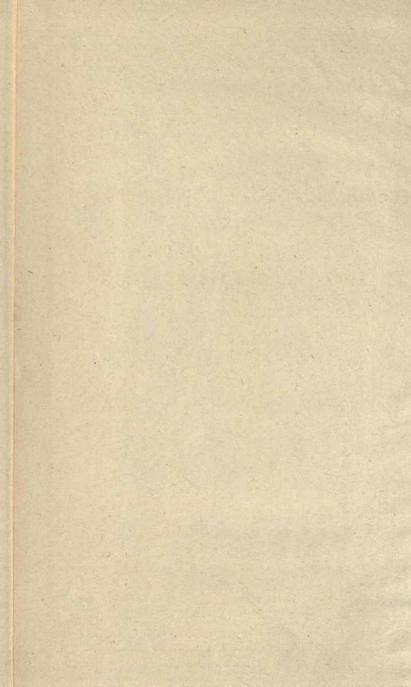
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DEPARTMENT OF COMMERCE

UNITED STATES COAST AND GEODETIC SURVEY

E. LESTER JONES, Director

REGULATIONS FOR THE GOVERNMENT

of the

UNITED STATES COAST AND GEODETIC SURVEY



[Revised Edition: Effective March 1, 1921]

WASHINGTON
GOVERNMENT PRINTING OFFICE
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RECULATIONS FOR THE COVERNMENT

of the

UNITED STATES COAST
AND GEODETIC SURVEY



[Ravised Edition : Effective March 1, 1921]

WASHINGTON GOVERNMENT PRINTED

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LETTER OF SUBMITTAL.

DEPARTMENT OF COMMERCE,
UNITED STATES COAST AND GEODETIC SURVEY.

Washington, February 1, 1921.

SIR: There are submitted herewith, for your approval, Regulations for the Government of the United States Coast and Geodetic Survey.

These regulations supersede all previous regulations for the government of the United States Coast and Geodetic Survey, and they are published for the guidance of all officers and employees of this Bureau.

Respectfully,

E. LESTER JONES,

Director.

The SECRETARY OF COMMERCE.

Approved, to take effect March 1, 1921.

J. W. ALEXANDER, Secretary of Commerce.

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REGULATIONS FOR THE GOVERNMENT OF THE UNITED STATES COAST AND GEODETIC SURVEY.

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1. The Director.—The Director shall direct and superintend the work, be responsible for its correctness and fidelity, for the proper and economical expenditure of the appropriations made therefor, and for the efficient carrying out of the work in every part. To this end he is hereby authorized to issue such instructions, not in contravention of law or of these regulations, as he may deem necessary, and to enter into and approve all contracts and agreements, not otherwise provided for by law or regulation, which are necessary for the proper carrying on of the work.

2. The Assistant Director.—A hydrographic and geodetic engineer of the Survey, who shall have been recommended by the Director and designated by the Secretary of Commerce as Assistant Director, shall perform such duties as may be prescribed by the Director, and in the absence of the latter shall perform the duties of the Director and sign as Acting Director.

(a) He shall be in charge of the office and shall execute a bond in the sum of \$4,000 conditioned for the faithful discharge of his duties and the accounting for and paying over of all public money coming into his hands, which bond shall be approved by the Secretary of Commerce.

(b) He shall have charge of the office buildings and be the custodian of the public property in such buildings.

(c) He shall be responsible for the safety and arrangement of the archives and property.

(d) He shall have control of expenditures on account of the office and the purchase of office supplies and of such supplies as are purchased at the office for use in the field, and shall receive all moneys obtained from the sale of copies of records or charts, publications, and public property, and shall forward the same to the Secretary of Commerce in accordance with Department Regulations. (See par. 562.)

(e) He shall have custody of all records of field work sent to the office, and be responsible for the proper preparation of all replies to such correspondence as may be referred to him or to the sections under his charge.

3. Chief Clerk.—He shall perform such duties as shall be as-

signed to him by the Director and the Assistant Director.

4. Chief of the division of geodesy.—The chief of division of geodesy is charged with the duty of preparing plans for field operations of triangulation, astronomical determinations, precise leveling, and other geodetic operations, and shall have direction of the office computations and discussion of the results in connection therewith.

(a) He will make inspections of the parties in the field under his direction and of the records and correspondence received at the office from chiefs of field parties, for the purpose of insuring that the field operations are in accordance with the instructions issued by the Director, that the work is of the desired degree of accuracy, and that the proper regard for economy is maintained.

(b) He will make reports of fitness of all chiefs of parties working under his direction at the close of each field season, and perform such other duties as may be assigned to him from time to time.

(c) He shall act as Assistant Director in the absence of the Director and the Assistant Director.

5. Chief of the division of hydrography and topography.— The chief of division of hydrography and topography is charged with the duty of preparing plans for the hydrographic and topographic work of the Survey.

(a) He will make inspection of the parties in the field under his direction and of the records and correspondence received at the office from the chiefs of field parties for the purpose of insuring that the field operations are in accordance with the Director's instructions, that the work is of the desired degree of accuracy, and that proper regard for economy is maintained.

(b) He will make reports of fitness of all chiefs of parties working under his direction at the close of each field season and perform such other duties as may be assigned to him from time to time.

(c) He is especially charged with the immediate supervision of all matters relating to ships and their personnel.

(d) He shall have charge of the preparation of the Coast Pilot and Sailing Directions, the direction of the tidal and current work, and the preparation of the Tide Tables.

- (e) He shall act as Assistant Director in the absence of the Director, the Assistant Director, and the chief of the division of geodesy.
- 6. Chief of the division of charts.—The chief of the division of charts shall have charge of the drafting and preparation of new charts from the results of the field work or from other sources, and of keeping existing charts up to date by the addition of new data.
- (a) He shall maintain complete indexes and diagrams of all surveys, reports of dangers to navigation, harbor improvements, and changes in aids to navigation.
- (b) He shall have charge of the engraving of the copper plates from which charts are printed and of the photographic work of the Bureau.
- (c) He shall direct the preparation of the notes for Notices to Mariners and perform such other duties as the Director may require.
- (d) He shall act as Assistant Director in the absence of the Director, the Assistant Director, the chief of the division of geodesy, and the chief of the division of hydrography and topography.
- 7. Chief of the division of terrestrial magnetism.—The chief of the division of terrestrial magnetism is charged with the duty of preparing plans for the field operations covering the magnetic survey and shall have direction of the office computations and discussion of the results of the magnetic work.
- (a) He will make inspection of the parties in the field under his direction and of the records and correspondence received at the office from the chiefs of field parties for the purpose of insuring that the field operations are in accordance with the instructions issued by the Director, that the work is of the desired degree of accuracy, and that proper regard for economy is maintained.
- (b) He will make reports of fitness of all chiefs of parties working under his direction at the close of each field season and perform such other duties as may be assigned to him from time to time.
- 8. Chief of the division of accounts.—The disbursing agent shall be the chief of the division of accounts and, under the direction of the Director, shall make all disbursements of money on account of the Survey, upon requisitions, vouchers, or abstracts, duly approved by the Director and shall render such accounts and submit such statements of expenditures to the Director as may be required.

(a) He shall prepare annually a statement for transmission to the Secretary of Comemree for his report to Congress, as required by section 264, Revised Statutes, giving the number and names of the persons employed during the last preceding fiscal year upon the Coast and Geodetic Survey and business connected therewith, the amount of compensation of every kind, respectively, paid them, for what purpose, and the length of time employed, and shall report a full statement of all other expenditures made under the orders of the Director of the Coast and Geodetic Survey.

(b) He shall perform such other duties as may be assigned to him from time to time.

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U. S. COAST AND GEODETIC SUBVEY. (b) Form No. 412 which must be transmitted to duplicate. will be used for transmitting shipments to the Washington office

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- 9. Official communications.—All official communications sent to the office of the Coast and Geodetic Survey in Washington will be forwarded under cover to the Director. They will also be addressed to the Director, except letters addressed to the disbursing agent and such as relate to minor explanations of work in progress by field parties or others, which may be addressed to the division of the office having immediate supervision of such work.
- (a) All official mail of any character sent from the office to any officer or employee in the field or office, or any field station, shall be transmitted to him through the chief of party, chief of division, or officer in charge of the office or field station, as the case may be, except communications from the disbursing agent relating to accounts.
- (b) All official mail from any officer or employee in the field or office or any field station addressed to the Director shall be forwarded through the chief of party, chief of division, or officer in charge of office or field station, as the case my be, and all communications thus forwarded shall be so noted upon their face with indorsement of approval or disapproval or other recommendation, with signature and date.
- (c) Each communication shall refer to but one subject. Paragraphs in long letters dealing with several phases of the subject and which are likely to be referred to in the future should be numbered. Abbreviations of words should be avoided in all official letters.
- 10. Transmitting letters.—Every transmitting letter must specify in detail every article sent. Of each book or cahier of records the general contents must be stated; the character and limits of each topographic or hydrographic or other sheet, with accompanying descriptive report; of each instrument, its character, and number; and so on for every item sent. No other matter must be mentioned in the transmitting letter.
- (a) Form No. 14 will be used for transmitting inventories of general property, instruments, and books.

- (b) Form No. 412, which must be transmitted in duplicate, will be used for transmitting shipments to the Washington office. (See par. 477.)
- 11. Requisition for funds.—Form No. 13½ will be used in making request for funds for public expenditures. In making requisitions for funds chiefs of party must fill in the statement on Form 13½, both as to estimated expenditures and funds on hand, and dates must be used in giving the period the requisition is intended to cover. A failure to furnish this information will necessitate the requisition being returned to supply same. (See par. 547.)
- 12. Transfer of accounts.—When officers, whose salaries or subsistence are paid by chiefs of parties, are transferred from one party to another in the field, or to the office, Form 327 shall be used in correspondence relating to the state of said officer's account and in reporting said officer's arrival at his new assignment of duty. This form must be prepared in duplicate, the original mailed to the person to whom addressed, and the duplicate delivered to the officer transferred to be presented when reporting to his new assignment.
- 13. Telegrams.—Telegrams should not be sent where communication by mail will answer the purpose. Telegrams must be worded briefly, omitting all words not essential to a clear understanding. As addresses and signatures are paid for, they must be brief, omitting initials unless necessary. "Director, Coast Survey, Washington," is a sufficient address; the letters "D. C." are to be omitted. Telegrams sent to or from the office by officers and employees, on official business, do not require prepayment. Such service is paid for at the office. Night telegrams should be used whenever no delay in delivery will result from their use. Form 511 (telegram) and Form 511a (confirmation of telegram) are provided for use outside of the Washington office.
- 14. Cable messages.—For cable messages the War Department or Western Union code should be used. The cable code address of the office is "Coast, Washington."
- 15. Official indorsement.—The words "Official business, Coast and Geodetic Survey," should be written on all official telegrams before presenting them to the agent for transmission, but these words should be so writen as to indicate clearly that they are not a part of the message.
- 16. Application for leave by telegraph.—Telegrams relating to applications for leave of absence, or granting same, are not considered as "official" business.

- 17. Copies of telegrams as subreceipts.—Charges for telegraphic services (not provided for in par. 13) must be at Government rates and must be accompanied by copies of the telegrams; or the names of places from and to which sent, and the number of words, must be stated in the voucher. In the latter case it must be clearly shown, by brief descriptive reference, that the telegraphic service was on official business.
- 18. Telegraph rates.—When it is necessary to prepay a telegram and in doubt as to the correct rate charged for an official message the person sending the message should request permission to consult the printed schedule on file with the telegraph agent.
- 19. Addresses.—The residence address of all officers and employees of the Service while in the office, and the mail, telegraph, and express address of all officers when absent from the office, on official business or otherwise, must be reported to the office either by letter or on the card (Form No. 342, "Notice of change of address") provided for that purpose. This is necessary to insure safe and prompt transmittal of mail. Each change of address should be reported promptly and in advance.
- (a) In order to facilitate the forwarding of official and personal mail by the inspectors of the various field stations, each employee of the Coast and Geodetic Survey operating in any particular district should send to the inspector of that district, as well as to the office in Washington, a change of address card whenever he moves his headquarters.
- 20. Registered mail.—Important documents, records, and papers shall be forwarded by registered mail and registry receipt requested. (See also under "Records.")
- 21. Courtesy in correspondence,—Official correspondence between officers of the Coast and Geodetic Survey and with officials of other branches of the public service and with the public must be courteous in tone and free from any expression of a personal nature, but courtesy shall be indicated by the substance and feeling expressed rather than by mere polite phrases and formulas.

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17. Copies of telegrams as antireceipts - Charges for telegraphic services (not provided for in par 13) haust be at Covernment rates and must be accompanied by copies of the telegrams;

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22. Report of season's work.—Chiefs of parties and others intrusted with the charge of a party or the direction and execution of any work of the Survey must make a detailed report to the Director, covering each specific work executed, as soon as practicable after said work is completed, and in no case later than one month. This report should, where necessary, in such cases as hydrography, topography, and triangulation, be accompanied by a progress sketch, drawn to a suitable and convenient scale, showing the character, location, and extent of the work accomplished. For rules governing the preparation of progress sketches see General Instructions for Field Work. The date of beginning and ending field work should be stated. The general organization of the party should be stated, including a list of all official members thereof, with a statement of the general capacity in which each was employed. A table of statistics, showing a summary of the results obtained, should also be given (Form 21). It is also desirable to include in these reports brief remarks relative to the methods employed in executing the work reported upon. When the work of a field party is continuous from July 1 to December 31 a report of progress shall be made on the latter date if there is no immediate prospect of completing the work assigned. Recommendations upon methods of field work should be made the subject of a separate communication. All reports and official correspondence should be on standard-size paper. If the field season covers parts of two fiscal years, the statistics for each year should appear separately, as near as practicable.

23. Annual reports.—Chiefs of parties, commanding officers, and others intrusted with the charge of a party or the direction and execution of any work of the Survey will mail to the Director, as soon after July 1 as possible and not later than July 31, a report upon the work executed by them or under their direction during the fiscal year ending June 30 previous, and no other work shall be allowed to interfere with this requirement. This report should contain a statement of all work accomplished during the year.

In making up the annual report much time and needless repetition can be saved by reference to previous special or season's reports during the year; these must not be repeated. The annual report should be supplemented by: (a) A table of statistics, giving a summary of the results obtained (on Form 21). This can be omitted, except by reference, if previously reported. (b) An abstract of occupation of the chief of party for the entire year, giving dates only when general character of occupation changed and stating explicitly dates of beginning and ending field work.

- 24. Personal reports.—All commissioned officers and members of the field force who hold appointments by the Secretary must submit monthly to the Director a report of personal occupation for the month on Form 19a. On the reverse side of this form a detailed statement of occupation should be made. Personal reports of members of a party must be approved by the chief of party or officer having direct administrative supervision of the work before transmission to the Director. They should be transmitted with the salary vouchers or pay accounts but must not be so folded in as to be overlooked upon receipt at the office. The pay accounts of officers will not be settled until the personal reports are received.
- 25. Descriptive reports.—Chiefs of parties will submit descriptive reports with all sheets of hydrographic or topographic work executed by them or under their charge, in accordance with the rules prescribed for such reports under this title in General Instructions for the Field Work. Such reports shall accompany each sheet when transmitted to the office, or the reasons be clearly stated in the transmitting letter for the delay or omission.
- 26. Report of records.—All persons having charge of field work will, at the close of each season's work, report to the Director if they have on hand from past seasons any records of field work, computations or original hydrographic, topographic, or other sheets, either complete or incomplete, or if they have deposited in the archives any incomplete records or sheets, giving a list of the same and an estimate of the time required for the completion of each.
- 27. Report of fitness of officers.—Chiefs of parties and commanding officers will forward to the Director, promptly at the close of each season's field or office work, or when an officer is detached or transferred, or when the chief of party is relived by another officer, and at such other times as the Director may require, a report upon the fitness of all officers under their charge and direction, as prescribed by Form No. 218. This report will also apply

to those temporary employees whose qualifications it is desirable to call to the attention of the Director. These reports form a part of the official records of the Director's office, and they should be made to give the required information in a true and impartial manner.

When reports are unfavorable to any officer, the Director will communicate with the chief of party with a view to rectifying the deficiencies of the officer reported upon.

- 28. Monthly report and journal of field party.—All chiefs of parties charged with the execution of field work of the Survey must mail to the Director, not later than the 10th of each month, a report and daily journal of occupation of the party under their charge during the preceding month. For this purpose Forms Nos. 20, 20a, or 20b, "Monthly report and journal of field work, etc.," shall be used, and persons making out reports should fill in the various details noted thereon, so far as circumstances will permit.
- (a) During the progress of combined operations the chief of party will mail a brief summary of the work accomplished during the month which must reach the office by the end of the month. He will also forward after the close of each month a sketch of the work accomplished on a scale suitable for transfer to a chart of the area of operations.
- 29. Monthly statement of expenses.—This report on Form 474a, shall be forwarded by all chiefs of party monthly and within five days after the end of the month. The provisions of paragraphs 2, 3, and 4 on the back of this form must be strictly complied with, in order that the funds of the Bureau may be most efficiently utilized. The monthly statement of balances on Form 474 shall be forwarded to the chief of party as soon as possible after the receipt of Form 474a at the office.
- 30. Report of receipt of orders or instructions.—When any officer of the Survey receives orders changing his duties he shall inform the Director promptly in writing, as follows:
- (a) Of the receipt of his orders and probable date of departure in obedience therewith.
- (b) Of the date of his arrival at destination and assuming his new duties, with the actual date he relinquished his former duty (Form 423). Chiefs of parties will see that this requirement is complied with.
- 31. Officers reporting at Washington office.—When any officer arrives at Washington, D. C., he will report within 24 hours at the office of the chief clerk and register the date of his arrival,

the vessel or party from which detached, and address while in Washington; also when detached from the office will register the date of detachment, date of instructions for travel, and field address.

- 32. Report of injury.—Immediate report of all cases of injury incurred in line of duty and resulting in any loss of time or any medical treatment must be reported on forms provided for the purpose, through the Director to the Federal Compensation Commission. (See Forms CA1, CA2, CA3, CA4, and CA5.) The term "injury" covers not only accidents as ordinarily defined but also any bodily injury or disease due to the performance of duties and causing incapacity for work. Chiefs of party who have cases concerning which they are doubtful must fill out the forms and forward them to the Director.
- (a) Notice of injury.—Form CA1 shall be submitted by the injured employee, or some one in his behalf, to the chief of party within 48 hours after the injury. This form, when completed, may be delivered personally or mailed to the chief of party.
- (b) Report of injury.—Form CA2 shall be submitted by the chief of party to the Director promptly after an injury.
- (c) Report of termination of total or partial disability.—Form CA3 shall be forwarded by the chief of party to the Director as soon as disability from injury terminates. This form shall be submitted for each injury resulting in any disability, whether or not the employee makes claim for compensation.
- (d) Report of death.—Lower half of Form CA3 shall be accomplished by the chief of party in case of death resulting from an injury sustained while in the performance of duty. If death results immediately, or if no report of injury has previously been submitted such report, on Form CA2, must be forwarded with said report of death (Form CA3).
- (e) Claim for compensation on account of injury.—Form CA4 shall be submitted through the chief of party to the Director within 60 days after the injury causing disability for more than three days. If this claim is not filed within 60 days after injury, a written explanation must be appended. The oath on this form must be acknowledged before an officer having a seal, unless it is impossible to do so.
- (f) Claim for compensation on account of death.—Form CA5 shall be submitted through the chief of party to the Director within one month after death occurs. If not so submitted, an explanation of the delay must accompany the claim. The oath

on this form must be acknowledged before an officer having a seal, unless it is impossible to do so. (See par. 77.)

- 33. Monthly purchase list.—With each set of original accounts, or vouchers sent to the office for settlement, chiefs of parties will transmit upon a separate sheet (Form No. 43) a list of all items charged for in the accounts. This list will be checked by the disbursing officer, and the articles charged for on the inventories of the persons concerned. Articles in the nature of supplies which will soon be consumed may be marked "expended" on the list, and need not be entered on the inventories. The provisions of this paragraph also apply to supplemental accounts. (See pars. 511 and 553.)
- 34. Storage reports.—Forms Nos. 46 and 46a will be used in reporting storage of all classes of public property. Each package, box, or bundle must be numbered and a list of its contents given. (See par. 563.)
- (b) In storing property special care should be given to packing and listing important articles, instruments especially, in numbered packages, in such a way that when required they may be readily withdrawn from storage and shipped to the office or elsewhere by sending the necessary directions and package number to the custodian.
- (c) Reports must show date and place of storage, with whom stored, rate of storage, and whether to be paid monthly or quarterly. Form No. 15 (storage receipt) properly filled out and duly signed by the chief of party and custodian of the property must also accompany the storage report. Form No. 15 will not be required when property is stored in a field station or other storehouse of the Survey, or in storerooms of another department or bureau of the Federal Government.
- (d) No person shall store property of any kind at Government expense until he has received authority from the Director to do so. (See par. 563.)

- 35. Report of horses and mules.—The chief of every party for the work of which horses or mules are purchased must, at the end of each field season, promptly report to the Director the number and class of all animals on hand, with the value in the open market of each animal, the cost of keeping each per month on pasturage or otherwise during the nonfield season, and shall also submit such recommendation in reference thereto as may be deemed advisable. It shall also be the duty of the chief of party at the close of each season, and upon the approval of the Director, to sell to the best advantage every animal not necessary or fit for future use. The transmission dillet redressor thronger and which
- 36. Report of unserviceable property.—Chiefs of parties and other concerned must bear in mind that no survey property of any kind should be put in storage simply for the purpose of getting it off their hands and where there is a probability that it would remain in storage indefinitely or for a long period of time. Whenever an officer in the field has charge of property that he no longer needs in the prosecution of his work, or that he considers valueless to the service, he should, sufficiently in advance, advise the office concerning said property and request instructions for its disposition. (See pars. 556 and 558b.)
- 37. Report of clothing and small stores.—All purchases of clothing and small stores must be reported immediately upon receipt of same (Form 233), with the cost price of each article purchased. This applies to purchases made in the open market as well as from the Navy Department. (See par. 365.)
- (a) Purchases shall not be in excess of the quantity required to last until there is another opportunity to purchase. Overstocking is to be carefuly avoided. Rubber goods, oiled clothing, and similar articles of a perishable nature may be purchased only in quantities for which there is an immediate demand, and shall not be carried in stock.
- 38. Report of issues.—Report of clothing and small stores issued during the month must be made monthly on Form No. 233, and mailed in advance of the monthly pay rolls. If no issue occurs during the month, that fact will be noted on the face of Form No. 233 and the proper statement of account will be made on the back of the form. The report will then be signed and forwarded in the usual way. (See par. 370.)
- 39. Report of inventory board .- At the end of each quarter the commanding officer shall forward to the office, on Form 233a. the report of a board of officers, appointed by himself, to inven-33379°-21-2 d of lavoing to other noting the way habiter

tory the clothing and small stores on hand, which report shall state whether the articles on hand agree with the issuing officer's book account, and if not, shall specify the discrepancies found. (See par. 371.)

- 40. Report of audit of mess accounts.—At the end of each month it shall be the duty of the commanding officer to appoint a board of three officers to examine and audit the accounts of the various messes, and he shall forward their report to the office promptly. If any irregularities or unusual charges are found in the accounts, a full statement in regard to them must accompany the report, together with a statement of the commanding officer's action in reference to their adjustment. Form No. 345, "Statement of mess accounts," will be used for this report, and the directions printed on the back thereof must be complied with.
- 41. Report of inspection.—Commanding officers will transmit to the office, at the close of the season, when the vessel is put in commission, when the vessel is put out of commission, upon the completion of extensive repairs, and as soon after the close of each quarter as practicable, a report of inspection of the vessel under his command, in accordance with the requirements of Form No. 217, "Inspection of vessel." This report will include that of the engineer in charge of the vessel's machinery, which must be approved by the commanding officer. This report should also state any other facts (not embraced in the printed questions) in reference to the vessel's condition which the commanding officer considers necessary to call to the attention of the office. A copy of each report must be retained aboard ship for convenient reference.
- 42. Conduct report of seamen sent to hospitals.—Form No. 214, properly filled out and signed by the commanding officer, will be sent to the medical officer in charge of the United States marine hospital to which a seaman is transferred for treatment. When a patient is discharged from the hospital, or dies, or deserts, the medical officer in charge of the hospital will return this form (No. 214) to the commanding officer of the vessel where the man's pay account, etc., are kept, and said commanding officer will enter this conduct report on the man's shipment record (ship's file copy) in the same manner that entries are made in the transfer of men from one ship to another.
- 43. Report of men sent to hospitals.—Whenever a patient is sent to a hospital, the commanding officer will immediately forward a report on Form 495 to the Director, giving the name, rating, pay of patient, date of removal to hospital, name of hospital,

pital, and the disease or injury from which the patient is suffering. This information will also be noted in the ship's log and in the medical journal, and will be reported by the medical officer in his quarterly abstract of patients (Form No. 235).

- 44. On discharge from hospital.—When the patient has returned from the hospital to the vessel, the commanding officer shall immediately forward a report on Form 495 to the Director, giving the name of the hospital, the date the patient was admitted, the date discharged, and the number of days and thirds of a day during which his ration ceases on the ship. This information will also be entered in the ship's log book and in the medical journal.
- 45. Report of shipment of men.—Immediately upon the shipment of a man a report of such shipment on Form 416 shall be forwarded to the office. At the end of each month the shipping articles (Form 366) containing the names and description of all men shipped during the month, shall be forwarded to the office by the commanding officer. This report should also be forwarded before leaving port on a voyage.
- 46. Report of transfers.—The transfer of a member of the crew can be made only upon authority of the Director, except in Alaska and the insular possessions, where the interests of the work may require immediate action. In all cases of transfer a "Notice of transfer" (Form No. 211) shall be forwarded by the commanding officer making the transfer, to the commanding officer receiving the person, and the latter officer must sign and forward it to the Director when the person has been received on board. (See par. 96.)
- 47. Report of changes in officers and crew, and of passengers carried.—Commanding officers must mail to the Director, on Form 365, at the end of each month and also before the vessel leaves port on a voyage, a report of changes that have occurred among the officers and crew since the last report, such as changes in ratings, desertions, shipments, discharges, etc., also the name and official designation or personal relation of passengers carried and ports of embarkation and destination. The report is to be forwarded whether changes have occurred or not. Read carefully the instructions on the back of the form.
- 48. Discharges.—Discharges (Form 364) must be noted on the shipping articles (ship's file copy) and a duplicate of each "Discharge" must be sent to the office. A discharge must be given and a signed duplicate must be sent to the office at the termination of enlistment, even though the man is immediately reshipped.

The descriptive list and service record of the man (Form 215) should be sent in with the duplicate discharge.

- 49. Report of rejection and waiver of disability.—Form No. 220, properly filled out, signed by the examining surgeon, and indersed by the commanding officer, is to be forwarded to the Director for his action, in cases of desirable men whose physical defects debar them under the rules governing medical examination, but who are entitled to consideration on account of previous service, and whose physical defects will not prevent them from performing the duties of their intended ratings.
- 50. Report to prevent reshipping a man.—In all cases where a man is undesirable, by reason of desertion, incompetency, inaptitude for the service, dishonorable or bad-conduct discharge, Form 226 must be filled out and sent to the Director, the district inspectors, and to the commanding officers of each of the vessels of the Survey.
- 51. Report of vessel laid up.—When a vessel is laid up the commanding officer will report to the office the general condition of the vessel, amount required for repairs, the exact locality of her moorings, the condition and disposition of her boats and equipment, and the name of the ship keeper, etc. He will instruct the ship keeper that he is responsible for all stores and property under his charge, as well as for the safety of the vessel. The dates when vessels are placed in commission and when laid up should be promptly reported to the office.
- 52. Medical officer's season's report.—At the close of each cruise each medical officer shall transmit to the Director, through the commanding officer, a report which shall contain an abstract of his medical journal during the cruise, and also any items of professional interest observed during the voyage. This report should also include any notes which he may have made on the sanitary conditions, natural history and the abundance and physical properties of the water supply of the regions visited. (See par. 303.)
 - 53. Morning report of sick.—The medical officer of each vessel shall report daily before 10 a. m. to the commanding officer, and through the executive officer, the names, rating, and condition of all persons who are sick and unfit for regular duty. Form No. 242 will be used for this report. (See par. 298.)
 - 54. Coal reports.—The chief engineer shall report to the commanding officer daily on Form 61 the amount of coal received or consumed during the last 24 hours and the amount of coal remaining in the bunkers.

- 55. Reports and returns required of field officers.—To assist those concerned in the matter of the regular transmission of the forms, reports, and returns required, there is given below a classified list of the titles and numbers of these forms, arranged according to the intervals of transmission. All officers are expected to consult this list and assure themselves that the reports and returns are submitted as required by the regulations.
- (a) Whenever notice is published that the old edition of any of these forms has been canceled a requisition should be made immediately for sufficient copies of the new forms and upon receipt of these forms the old ones must be destroyed.

QUADRENNIAL.

Storage report. Forms 46, 46a (na

Bond of chief of party (par. 401).

ANNUAL.

Abstract of occupation (par. 23).

Inventories of instruments, general property, medicines, and books, Forms 14, 14a, 18, 18a, and 55 (par. 564).

Progress sketches (par. 22).

Report (par. 23).

Statistical report, Form 21 (pars. 22, 23).

Fitness of officers, Form 21s (page 27) a service Natural history of LINUNALMAS (1987) 22 2021.

Progress sketches (pars. 22, 23).

Abstract of occupation (par. 23).

Statistical report, Form 21 (pars. 22, 23).

QUARTERLY.

Checks, canceled and mutilated (par. 490).

Clothing and small stores, statement of, Form 233a (pars. 39, 371).

Inspection of vessel, Form 217 (par. 41).

Address portee of change of, Form S42 part 10

Accounts for party, forms as per requisition (par 491). Brief summary of work accomplished during months, to be forwarded so as to reach office before end of month.

Clothing and small stores:

Issues, Form 233 (pars. 38, 370).

Purchases, Form 233 (par. 37).

Mess accounts, Form 345 (par. 40).

Personal report, Form 19a (par. 24).

Purchase list, Form 43 (pars. 33, 511, 553).

Report of changes, Form 365 (par. 47).

Report and journal, Forms 20, 20a, 20b (par. 28).

Schedule of work, Forms 20, 20a, 20b (par. 28).

Shipping articles, Form 366 (par. 45).

Statements of expenses, Form 474a (par. 29).

BEGINNING OF SEASON.

Storage report, Forms 46, 46a (par. 34a).

Estimate of expenses (par. 383).

BEFORE END OF SEASON.

Estimates for repairs, Forms 1, 1a (par. 389).

END OF SEASON.

Condition of vessel (par. 41).

Descriptive reports (par. 25).

Fitness of officers, Form 218 (par. 27).

Natural history of places visited (pars. 52, 303).

New regions (pars 52, 303).

Original sheets (par. 26).

Progress sketches (par. 22).

Inspection of vessel, Form 217 (par. 41).

Report of records (par. 26).

Report of work (par. 22).

Sanitary conditions of places visited (par. 52).

Storage receipts, Form 15 (par. 563g).

Storage reports, Forms 46, 46a (par. 34).

Statistical report, Form 21 (par. 22).

OCCASIONALLY.

Address, notice of change of, Form 342 (par. 19).

Absence:

Annual or sick (pars. 110, 111).

From field of duty (par. 75).

Accident or damage: Home to the anion 192397

Report of (par. 239).

Shipwreck or collision (par. 238).

Discharge of member of crew:

Duplicate of discharge, Form 364 (par. 48).

Service record, Form 215 (par. 48).

Injury: Forms CA1, CA2, CA3, CA4, and CA5 (par. 32).

May and June of each year:

Statement of expenses, paragraphs 3 and 4 on back of Form 474a (par. 29).

Estimate of expenses, paragraph 2 on back of Form 474a (par. 29).

Receipt of orders: ood 10 hogor , easted

Acknowledgment (par. 30a):

Detachment and reporting for duty, Form 423 (par. 30b).

Receipt of instructions: 100 30 another sed

Acknowledgment (par. 30a).

Estimates, Forms 1, 1a (pars. 383, 385).

Funds, requisition for, Form 13½ (pars. 11, 547).

Instruments and general property requisitions, Form 12 (par. 546).

Stationery requisitions, Form 11 (par. 545).

Receipt of property from office: Acknowledgment (pars. 477, 555).

Storage of property: 1.700 modishmer should

Storage receipt, Forms, 46 46a (par. 34a). Storage receipt, Form 15 (par. 34c).

Transfer of command or of charge of party:

Clothing and small stores, transfer (par. 376).

Inventories, Forms 14, 14a, 18, 55 (par. 564).

Notification to office of date of transfer.

Transfer of officers; Accounts, Form 327 (pars. 12, 523).

Transfer of member of complement (crew):

Accounts, Form 211 (pars. 46, 97).

Service record, Form 215 (par. 48).

Vessel leaving port: Report of changes, Form 365 (par. 47).

Vessel docking: Tail-shaft examination (par. 251).

Vessel going in commission: Inspection of vessel, Form 217 (par. 41).

Vessel going out of commission:

Inspection of vessel, Form 217 (par. 41).

Report of vessel laid up (par. 51).

Accounts (par. 544).

Various other times:

Assistance rendered (par. 255).

Bids, contracts, or bonds for supplies, work, or repairs, Forms 568, 568a, 569, 569A, 168a, 168c (pars. 340, 362).

Bills of lading and memorandums (pars. 471, 480).

Clothing and small stores—

Invoices and bills (par. 367).

Losses, report of board appointed to appraise (par. 369).

Consent of parent or guardian, Form 219 (par. 87). Correspondence (pars. 9, 21).

Descriptions of hydrographic and topographic stations, Form 524. (See General Instructions for Field Work, pars. 208, 209.)

Disability, rejection and waiver of, Form 220 (par. 49).

Diseases, infections (par. 252).

Estimates for field work or repairs, Forms 1, 1a (pars. 383, 389).

Fitness of officers, Form 218 (par. 27).

Funds, requisition for, Form 131 (pars. 11, 547).

Hire of launch, Form 508 (par. 361d).

Hospital reports-

Men sent to hospital, Form 495 (par. 43).

Men discharged from hospital, Form 495 (par. 44).

Inspection, inventory, and appraisal of public property, Form 571 (par. 556).

Inspection of boilers (par. 249).

Instrument and general property requisitions, Form 12 (par. 546).

Insubordination of officers and employees (pars. 73, 236).

Lease of launch, Form 509 (par. 361f).

Deck, Form 279 (pars. 57, 292). Engineer, Form 280 (pars. 57, 322). Radio, Form 484 (par. 57). Various other times—Continued.

Medical attendance-

Report of (par. 78a).

Vouchers and bills (pars. 78a, 78b).

Medical supplies, requisition for, Form B, Navy (par. 549).

Medical Journal, Form 240 (par. 295).

Movements of vessel (par. 244).

Oath of office (not to antedate appointment).

Passengers carried, Form 365 (par. 242).

Pay, notification to stop allotment of (par. 419).

Purchase of items not in approved estimates, Form 493 (par. 399).

Records (pars. 62, 141g).

To Henestin

Report of important information (par. 141h.)

Sale of condemned property, Forms 571 and 604 (pars. 556 and 559).

Sheets, uninked (par. 60).

Stationery requisitions, Form 11 (par. 545).

Surveys, needs for (par. 141c).

Transmittal, letters of (see also Forms 14 and 55), Form 412 (pars. 10, 477).

Undesirable men, to prevent reshipment of, Form 226 (par. 50).

Unserviceable property (pars. 36, 556).

Istered for safe-keeping in the archives Theoretics records, computations, or sheets may, however, he decisted in the archives, and will be registered and kept in the same manner as if they were complete. When desired they may be drawn out in

the usual way for completion.

60. Uninked sheets.—In cases where, on account of assignment to other duties, the taking of original sheets has to be postponed, the sheets will be transmitted to the office for registry uninked, but with titles indicated with pencil on the sheet, or on separate sheets of paper planed to the sheets.

61. Photographs or tracings of sheets.—When there is resson to believe that the mode of forwarding a sheet is not secure, it should; if practicable, be photographed; or if photographic facilities are not available, an outline tracing of the more important features of the original sheet may be made. Otherwise no tracing of an original sheet should be made in the field. Broudde

RECORDS

- 56. To be forwarded promptly.—All records should be sent to the office as soon as possible after completion. All records of a preceding season's work must be transmitted to the office, whether complete or not, before taking up another season's work, unless their retention is specially authorized by the Director.
- 57. Mode of forwarding.—All log books, record books, and cahiers of computations will be forwarded by registered mail. All original sheets will be sent by registered mail or express, securely packed so as to prevent crushing or damage in transportation. All such original sheets, records, notes, etc. (and duplicates or abstracts when required), must be forwarded to the Director, indorsed with the contents of the package, and accompanied with a transmitting letter to the same address. (See Correspondence.)
- 58. Records to be placed in archives.—All original journals of observations, record books, all books containing official data, original topographic, hydrographic, or other record sheets and descriptive reports, must in every case be deposited in the archives of the Survey in Washington.
- 59. Records must be registered.—No records, computations, hydrographic, topographic, or other sheets shall be placed unregistered for safe-keeping in the archives. Incomplete records, computations, or sheets may, however, be deposited in the archives, and will be registered and kept in the same manner as if they were complete. When desired they may be drawn out in the usual way for completion.
- 60. Uninked sheets.—In cases where, on account of assignment to other duties, the inking of original sheets has to be postponed, the sheets will be transmitted to the office for registry uninked, but with titles indicated with pencil on the sheet, or on separate sheets of paper pinned to the sheets.
- 61. Photographs or tracings of sheets.—When there is reason to believe that the mode of forwarding a sheet is not secure, it should; if practicable, be photographed; or if photographic facilities are not available, an outline tracing of the more important features of the original sheet may be made. Otherwise no tracing of an original sheet should be made in the field. Bromide

enlargements from photographs of sheets should not be made except at Washington unless specially ordered.

When sheets are photographed the plates must be preserved until the sheets have been received at the office. Prints should not be made unless the sheets are lost. The negatives should not be larger than 10 by 12 inches.

- 62. General requirements.—Paragraphs 87, 109, 286, 287, 297, 575, 580, and 581 of the General Instructions for Field Work contain important instructions in reference to field records, and those paragraphs should be consulted in the preparation of records and their transmission to the Washington office.
- 63. Approval of original field sheets.—Each original hydrographic or topographic field sheet shall be recommended for approval by the officers through whose hands it passed to completion in the following order:
- (a) By the chief of the section of field records, in order to indicate that the office discussion of the work has been completed and is certified accordingly.
- (b) By the chief of the section of field work, to show that the work is in conformity with the instructions as to the area covered, and character of operations and methods used in its execution; also that its relation to future work and methods has been noted and embodied in a report on the sheet.
- (c) By the chief of the division of hydrography and topography upon the basis of the combined reports of the sections of field records and field work.

has also passed a satisfactory physical examination by a medical officer of the United States Public Health Service.

(a) Junior engineers, desk pificers, and extra observers shall be appointed by the Secretary of Commerce from a list of eligibles established by competitive examinations conducted to accordance with the rules of the United States Civil Service Countssian.

examination for the positions of juntor engineers, deek offices, and, extra observer must not be less than 20 nor more than 20 rears of age on the date of their examination. They must be efficient of the United States and of good manual character. They must be graduates with the B. S. degree in civil authority, or a february school of necession degree from a college, university, or technical school of necession.

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(d) The sheet should then be approved by the Director.

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64. Field force.—The commissioned officers, junior engineers, deck officers, extra observers, magnetic observers, officers to man and equip ships, signalmen, draftsmen, all employees engaged in field work, and crews of vessels shall constitute the field force of the Survey.

- 65. Appointments of commissioned officers.—Hydrographic and geodetic engineers, junior hydrographic and geodetic engineers, and aids in the Coast and Geodetic Survey shall be appointed by the President of the United States, by and with the advice and consent of the Senate.
- (a) The commissions shall be countersigned by the Secretary of Commerce and sealed with the official seal of the Department of Commerce.
- (b) No person who is not a citizen of the United States shall be eligible for appointment.
- (c) All aids shall be appointed by promotion from the position of junior engineers, deck officer, or extra observer, and in no case shall a person be appointed to the position of aid unless he has served at least six months as junior engineer, deck officer, or extra observer, and has performed satisfactory services and shown the proper qualifications for a commissioned officer in the Survey, and has also passed a satisfactory physical examination by a medical officer of the United States Public Health Service.
- (d) Junior engineers, deck officers, and extra observers shall be appointed by the Secretary of Commerce from a list of eligibles established by competitive examinations conducted in accordance with the rules of the United States Civil Service Commission.
- 66. Examination of junior field officers.—The applicants for examination for the positions of junior engineers, deck officer, and extra observer must not be less than 20 nor more than 26 years of age on the date of their examination. They must be citizens of the United States and of good moral character. They must be graduates with the B. S. degree in civil engineering or a C. E. degree from a college, university, or technical school of recognized standing.

- (a) Before an applicant will be permitted to take the educational examination the medical certificate required with his application must show that he has satisfactorily passed a physical examination by a medical officer in the service of the United States. The medical officer will state his rank or designation on the certificate.
- (b) Applicants must be free from color blindness or other physical defects that might impair their fitness for the performance of the duties of a field officer in the Coast and Geodetic Survey, and from all obvious tendency to any form of disease which would be likely to interfere with the efficient discharge of their duties in any climate.
- (c) After a junior engineer, deck officer, or an extra observer has received an appointment, and before he is permitted to take the oath of office, he will be required to pass an additional physical examination by a medical officer of the United States Public Health Service, unless his preliminary physical examination was made by an officer of that service. And, even in this case, a reexamination by an officer of the Public Health Service may be required.
 - 67. Examination of commissioned officers.—The Director shall appoint a board of not more than five nor less than three commissioned officers of the Survey whose duty shall be to examine into the qualifications of all commissioned officers for promotion and all persons who may be certified for original entry into the service as field officers, and to make recommendations as to their fitness for promotion or original entry into the service.
- (a) In accordance with the duties here prescribed, the board shall have charge of the preparation of all sets of questions for the educational examination for promotion and shall rate and mark all papers resulting from these examinations. The ratings and marks fixed by the board shall be final. There will be referred to this board by the Director, for consideration and recommendation, all matters of an executive nature connected with the examination and appointment of junior engineers, deck officers, and extra observers. The membership of this board may be changed at any time by the Director or by the Secretary of Commerce.
- (b) The mental and professional examination of aids for promotion to junior hydrographic and geodetic engineer, or of junior hydrographic and geodetic engineer to the grade of hydrographic and geodetic engineer, shall include the subjects relating to navi-

gation, seamanship, and the handling of crews and vessels of the Survey.

- (c) No officer shall be appointed from the position of aid to that of junior hydrographic and geodetic engineer who has not in addition to the physical and mental qualifications herebefore mentioned, received a degree in civil engineering or bachelor of science in civil engineering from an institution of recognized standing.
 - (d) No commissioned officer shall be promoted to a higher grade until his mental, moral, and professional fitness to perform all the duties thereof have been established to the satisfaction of the board of examination, and his physical fitness has been certified by a medical officer of the Public Health Service.
 - (e) When a commissioned officer fails in his first examination for promotion to the next higher grade, the next ranking officer shall be ordered to examination, and, if successful, shall be promoted to the existing vacancy.
 - (f) When an officer fails in one examination for promotion, he shall be allowed a second examination, after the expiration of one year, or when the next vacancy occurs thereafter, but again failing he will not be allowed a third examination, but will be reported to the Secretary of Commerce as not qualified for promotion. When thus reported, he shall be placed on the official register of the service as "not in the line of promotion."
 - (g) When an officer fails to pass the physical examination required for promotion, the examining medical officer shall report in detail the physical condition of said officer, and if it shall appear that his physical condition is the result of irregular or dissipated habits, the case shall be reported as requiring investigation by a board to be ordered by the Secretary of Commerce. If it is the result of disease or disability contracted in the line of duty, he shall be reported to the Secretary of Commerce as not qualified for promotion, and when so reported shall be placed on the official register of the service as "not in the line of promotion."
 - (h) When an officer has failed of promotion on account of physical disability, and is placed on the register as "not in the line of promotion," and it shall subsequently appear, by competent medical evidence, that he has progressed to recovery, the Director shall order him reexamined for promotion to the next occurring vacancy.
 - 68. Appointment of officers and employees in the classified service.—Unless otherwise provided by law the officers and employees of the Coast and Geodetic Survey shall be appointed by

the Secretary of Commerce upon the recommendation of the Director, except the commissioned officers, employees on field parties, and the crews of vessels.

- (a) Original appointments shall be made to the lowest class in the grade in which they are made.
- (b) The rates of pay of appointees paid from lump-sum appropriations shall be fixed by the Secretary of Commerce upon recommendation of the Director.
- 69. Promotions of officers and employees in the classified service.—Promotions shall be made by the Secretary of Commerce on the recommendation of the Director and in accordance with civil-service rules and regulations.
- 70. Employees on field work.—Chiefs of parties may employ hands for the necessary work under their direction in such manner and at such rate of compensation as shall be approved by the Director, upon estimates or otherwise. Such employees shall, when practicable, be hired near the field of work.
- 71. Employment of extra observers and deck officers in the Philippine Islands.—The following regulations, having been approved by the Civil Service Commission, will govern the temporary employment of extra observers and deck officers in the Coast and Geodetic Survey in the Philippines:
- (a) Qualifications.—Persons are desired who have had practical experience in surveying or suitable training.
 - (b) Examinations.—No educational examinations will be given, but applicants will be rated upon their experience as set forth by them in Form 1312. The jurat or oath on this form may be executed wherever most convenient, and the officer's certificate is not required. Applications may be filed at any time with the Philippine Civil Service Board, and will be rated as the needs of the service require.
 - (c) Eligibility and appointment.—The percentage required for eligibility, including the treatment of preference claimants, shall be the same as for the departmental service.

Upon the request of a representative of the Coast and Geodetic Survey in the Philippines, the Philippine Civil Service Board shall certify the three eligibles standing highest, from which appointment shall be made. If there are one or two eligibles, selection shall be made therefrom unless proper objection shall be raised.

Owing to the temporary character of the services, appointments to the position of extra observer or deck officer will be considered as temporary, and the continuance of such appointment beyond the six months shall not entitle the appointee to absolute appointment under the rules.

- (d) Reports.—The Philippine Civil Service Board shall make reports to the Civil Service Commission in the same manner that reports are made of other appointments from its register to Federal positions. The Department of Commerce will also make reports in the prevailing manner.
- (e) Separation and reemployments.—Persons whose services are satisfactory but no longer required may be separated by furlough and reemployed at the discretion of the representative of the Coast and Geodetic Survey when the needs of the service so require. Persons appointed under these regulations who may be separated from the service by resignation or otherwise, without delinquency or misconduct, may be similarly reemployed.

72. Employment of mates.—The following regulations have been approved by the Civil Service Commission and will govern the employment of mates in the Coast and Geodetic Survey:

(a) Examinations.—The examination for the position of mate shall require no scholastic tests beyond the ability to properly execute the application forms. Applicants will not be assembled for the examination, but, except as provided in paragraph (b), will be required to file with the Civil Service Commission Form No. 1800, and upon the statements made therein, in connection with those of their vouchers, they shall be rated upon experience and character, taken as one. Applications may be filed at any time. Registers will be established quarterly, on or soon after January 1, April 1, July 1, and October 1, or more frequently if the needs of the service require it. Applications to receive consideration in any quarter must be filed in complete form not later than the 15th of the month next preceding the date on which the register for that quarter is established. Applications will not be received from persons who are under 21 or over 45 years of age, nor from those who do not hold licenses from the United States local inspectors of steam vessels as master or first or second mate, except as provided in paragraph (b).

Applicants should show in their applications the exact character of the experience they have had, and whether on inland or seagoing vessels. Each applicant is required to submit with his application a license from the Steamboat-Inspection Service, or a certificate from the Service showing the character of the license which is held by him. It is desired that the vouchers be furnished from employers or superior officers under whom the applicant has served.

(b) Examintions for service in Philippine waters.—For the purpose of facilitating appointments on vessels stationed in waters adjacent to the Philippine Islands, the Philippine Civil Service Board will be authorized and requested to act in cooperation with a designated local officer of the Coast and Geodetic Survey to receive and rate applications and to make certifications of eligibles for appointment, in accordance with the provisions of these regulations: Provided, That in addition to persons who hold licenses issued by the United States local inspectors of steam vessels, persons who hold licenses as master or first or second mates issued by the Board of Philippine Marine Examinations shall also be admitted to examination.

The medical certificate on Form 1800 must be executed by the applicant, and if, in the opinion of the Civil Service Commission (Philippine Civil Service Board), its showing is unsatisfactory, the applicant will not be entered upon the list of eligibles. Eligibles selected for appointment will, upon reporting for duty, be given a physical examination by the medical officer of the ship to which assigned or by a medical officer of the Public Health Service, and if found physically disqualified will be rejected.

- (c) Method of rating examination papers.—The papers of the mate examination shall be rated by the commission with the assistance of designated representatives of the Coast and Geodetic Survey.
- (d) Eligibility and appointment.—Separate eligible registers shall be maintained for employment on the Atlantic and on the Pacific coasts and in the Philippines. Papers shall be rated and eligible registers prepared quarterly, as previously indicated, unless because of lack of suitable eligibles it becomes necessary that papers be rated and lists prepared at shorter intervals, and duplicates forwarded to the Department of Commerce.

All competitors rated at 70 or more shall be eligible for appointment, and their names shall be placed on the proper register according to their ratings; but the names of persons preferred under section 1754, Revised Statutes, rated at 65 or more shall be placed above all others who have not been allowed such preference.

As stated, no educational tests are required, but experience and character, as shown by the application and vouchers, will be rated jointly on the basis of 100. The information on which the ratings are based must be furnished by the applicant in the application blank and by his voucher. Care should be taken to

furnish accurate and complete information, in order that a sufficient basis may be had for rating papers. Each question in the application and vouchers must be fully answered.

Experience and character will be rated upon the statements made by the applicant in his application, as corroborated by his vouchers and references. Consideration will be given to the date, length, quality, and character of the experience shown, and special consideration will be given experience which is continuous and recent.

Selections for appointment shall be made from the three standing highest on the appropriate register: *Provided*, That, should any register be exhausted, selection may be made from some other: *And provided further*, That, owing to the temporary character of the service, appointments to the position of mate shall be considered as temporary and the continuance of such appointment beyond the period of six months shall not entitle an appointee to absolute appointment under the rules.

(e) Separations and reemployments.—Under these regulations employees may be separated from the service in any one of the following ways: (1) By furlough without pay; (2) discharge without prejudice; (3) resignation; (4) discharge for cause.

When necessary reduction is made in the number of mates on board a vessel of the Coast and Geodetic Survey, the Director of the Coast and Geodetic Survey or the Director of Coast Surveys in the Philippines, in his discretion and solely for the best interests of the public service, may separate the employees in any of the ways indicated above, but the following distinctions will be made in accordance with the manner of separation:

Employees who are furloughed without pay may be employed in the same grade in any district, in the discretion of the Department, without certificate or reinstatement by the commission, within two years from the date of their separation; but employees discharged without prejudice or those who resign may be reemployed only upon issuance of a certificate of reinstatement by the Civil Service Commission within one year from the date of their separation. An employee discharged for cause may not be reinstated. In case of discharge for cause, the provisions or civil service Rule XII, relative to removals shall be followed.

73. Suspension from duty.—No employee in the classified service, shall be suspended from duty without the authority of the Secretary of Commerce, except in case of gross insubordination or neglect of duty at isolated stations, or on board vessels of the Coast and Geodetic Survey, which requires immediate action. When

such cases occur the officer in charge is authorized to initiate the action by suspension of the offending employee, which in no case shall exceed a period of 10 days unless a further period of 10 days is necessary to bring the matter to the attention of the Secretary of Commerce. (See par. 236.)

- (a) In all cases of suspension, provided for in the above paragraph, a statement of the reasons, a copy of which shall be furnished the person suspended, together with the action taken, shall be forwarded to the Director at the earliest practicable date, in order that definite action may be taken by the Secretary of Commerce. Persons thus placed under suspension shall be informed in writing that the suspension is not imposed as a punishment.
- 74. Separations and reductions.—No commissioned officer shall be dismissed from the service, or reduced in grade, without due investigation by a board of commissioned officers of the Survey ordered by the President of the United States or the Secretary of Commerce on the recommendation of the Director; and the finding of such a board recommending the dismissal of a commissioned officer shall not be carried into execution until it has been approved by the President of the United States.
- (a) The separation or reduction of officers and employees in the classified service shall be made by the Secretary of Commerce upon the recommendation of the Director, under the provisions of the civil-service rules.
- 75. Absence from field of duty.—No officer or employee in charge of a party on shore or on board a vessel shall absent himself from his field of duty without authority from the Director, except in cases of extraordinary emergency, when he shall at once report to the Director in writing the facts and circumstances of such absence.
- 76. Work confined to instructions.—Neither the chief nor any member of a party shall undertake at his own instance, or that of other persons, work interfering with or not included in the instructions of the Director, without authority from the Director.
- 77. Compensation for personal injury.—All civil employees of the United States will be compensated by the Government for personal injuries, sustained while in the performance of duty, causing death, or disability for more than three days, if not due to intoxication, willful misconduct, or intention to bring about the injury, to the extent of 663 per cent of the monthly pay during the continuance of total disability and 663 per cent of the difference in wage-earning capacity due to partial disability, sub-

ject to a maximum of \$66.67 per month and a minimum of \$33.33 per month, together with reasonable medical, surgical, and hospital supplies.

- (a) Payment under this law will be made by the United States Employees' Compensation Commission from a specific appropriation for the purpose, and vouchers submitted for payment from any other appropriation for injuries covered by this law will be disallowed.
- (b) All forms, correspondence, data, etc., must be forwarded through the Director for transmission to the commission.
- (c) The commission will pay all proper bills rendered by each and every one for services or supplies rendered or furnished to injured employees of the Survey. Payment of bills by the employee prior to the adjudication of the bills by the commission might result in pecuniary loss to said employee.
- (d) Forms for the reports, claims, etc., will be furnished to chiefs of party upon requisition to the office in the regular manner. (See "Reports," par. 32.)
- (e) The following are prominent provisions of the act:

1. That all civil employees injured while in performance of their duties are entitled to "reasonable medical, surgical, and hospital services and supplies" for the injury, whether or not disability has arisen.

2. That, where practicable, such services and supplies shall be furnished by United States medical officers and hospitals, and all employees should be advised that such services are available to

them in case of injury.

3. That, in all cities with a dispensary in charge of a United States medical officer, it is desirable, where practicable, to have such dispensary furnish medical and surgical service, and the commission will pay necessary car fare of injured employees who are able to return to the dispensary for treatment. Injured em-

ployees should be so advised.

- 4. That, in cities where there is a United States hospital, owned or under contract to furnish hospital relief, cases of injury requiring hospital treatment should be transferred to said hospital as soon as possible. Civil employees injured in performance of their duties may be treated at Public Health Service hospitals. In cities where there are both United States medical officers, hospitals, or dispensaries and United States Public Health Service hospitals or dispensaries, employees should utilize the service of whichever branch is available; that is, a public-health station may be most convenient but not available on account of lack of accommodations, and the employee should then seek treatment at united States medical dispensary or from a United States medical officer.
- 5. That the officer in charge of a party in which an injured employee is serving should furnish to the United States medical

officer rendering treatment a letter of identification as authority for the treatment.

6. That bills from private physicians or hospitals will not be paid when the services or supplies of a United States medical officer, hospital, or dispensary are refused by the injured employee.

7. That in places where there are no United States medical officers or hospitals or dispensaries employees are advised not to pay bills for medical, surgical, or hospital services and supplies, but to select a reputable physician, licensed to practice medicine and surgery under the State laws. Said employee should inform said physician that the settlement will be based on the minimum rates fixed or obtaining in the locality for patients receiving the average income of the United States civil employees.

8. That an injured employee may obtain service in a private ward of a hospital provided he pay, from his own pocket, the difference between the private room or ward rates and the rates

fixed for general ward patients.

9. That if the condition of the patient is so serious as to require care in a private room, such care will be allowed upon the statement of the attending physician to that effect, such care to continue only so long as the serious condition will not permit of transfer to the general ward.

10. That the physician's bill or statement should be forwarded to the commission with the recommendation of the immediate superior of the injured employee concerning the same, and settle-

ment will be made with the physician direct.

(f) Burial expenses not exceeding \$100 and the transportation of the body of a resident of the United States dying away from the home station, if relatives desire it, will be allowed under the provisions of the Federal compensation act of September 7, 1916, by the commission, who will pay the costs thereof from a specific appropriation for the purpose. (See "Reports," par. 32.)

(g) No employee of the Coast and Geodetic Survey shall draw an official check on Government moneys, deposited to their credit by the disbursing officer of the Survey, in payment of bills for supplies or services furnished in accordance with these regulations concerning injuries or resulting death incurred in line of

duty.

- 78. Benefits of United States Public Health Service.—Officers and seamen on vessels of the Coast and Geodetic Survey shall be entitled to relief under the same regulations governing the treatment of seamen on documented vessels, except as hereinafter provided.
- (a) When immediate medical aid is considered absolutely essential for any member of the crew and the services of the Public Health Service can not be procured, the commanding officer of the vessel may, for the time being, until the services of the Pub-

lic Health Service can be obtained, avail himself of the most suitable local facilities, provided the charges are reasonable, and shall immediately report his action to the Director of the Coast and Geodetic Survey, forwarding, as a part of the report, the statement of the attending physician, certifying the necessity for immediate treatment and the probable duration of same, said report and certificate to be forwarded to the Surgeon General of the Public Health Service. Public Health vouchers covering the expenses of such services and the necessary medicines, properly certified and accompanied by a full statement of the circumstances. shall be forwarded to the Director of the Coast and Geodetic Survey, who will forward them, with all papers relating thereto, to the Surgeon General of the Public Health Service for approval and settlement. This paragraph shall not be construed to authorize relief at the expense of the Public Health Service in foreign ports or in ports of the Philippine Islands.

(b) A man after his discharge from a ship and the service, will be retained in the hospital for treatment as long as the medical officer in charge shall deem proper. When transferred to a hospital no expenses incurred thereafter shall be paid from a Coast and Geodetic Survey appropriation, except salary as provided in paragraph 98.

79. Medical and surgical expenses.—To employees of the Coast and Geodetic Survey serving in the field and paid from a lump-sum appropriation, the Government will furnish medicines, and reasonable medical and surgical attendance or services, each or all, in cases of sickness occurring in the line of duty and not exceeding 30 calendar days in any one calendar year, and, in case of death resulting from said sickness, will defray the necessary expenses of a decent burial. The costs of said medicines and reasonable medical and surgical attendance and burial shall be paid from the appropriation applicable to the compensation of said employees. (See par. (a), (b), and (c) below.)

(a) Hands will receive pay during a period of sickness occurring in the line of duty and not exceeding 30 calendar days in any one calendar year.

(b) From and including the day on which the Government commences to furnish medicines, medical and surgical attendance or services, each or all, subsistence, in the case of hands and other employees receiving it under authorization by the Director, will cease during a period of sickness occurring in the line of duty and

the resselement, for also trime being until the services of the Pub-

not exceeding 30 calendar days in any one calendar year. (See par, 82 and 98.)

- (c) From the pay of hands receiving no subsistence (their pay being fixed at an amount to cover subsistence), the Government will deduct the sum of \$1 per day during the period when the Government furnishes medicines, medical and surgical attendance, or services, each or all. (See par. (a), above.)
- (d) In all cases where the Government furnishes medical and surgical attendance or services, a certificate from the medical officer or physician must accompany accounts submitted in payment for such attendance or services, showing the necessity therefor, and the duration of the same. In all cases where the Government furnishes medicines, the chief of party shall certify that the items of medicines purchased were necessary and shall submit, with accounts for the same, bills or statements showing dates concerned.
- (e) All employees serving on shipboard or attached to a vessel of the Coast and Geodetic Survey shall be entitled to the services of the ship's surgeon and to the ship's medical supplies. (See par. 78.)
- 80. Crews of vessels.—Crews of vessels shall be shipped as provided in these regulations, and the persons shipped on the Atlantic and Pacific coasts, respectively, shall be paid at the rate fixed by the Secretary of Commerce, and the original shipping articles shall be made in accordance with the following scheme (see par. 246):

Rating.	Entering rating.
Assistant to engineer in charge	Assistant to engineer.
Chief assistant to engineer	Assistant to engineer.
Assistant to engineer	Assistant to engineer,
196 Physical subjection - No perus	first class.
Assistant to engineer, first class	Assistant to engineer,
	second class.
Assistant to engineer, second class	Assistant to engineer,
stant, to suglineer in character chief year	third class.
Assistant to engineer, third class	In the rating.
Boatswain	Boatswain's mate, sec-
mentor ; obleh writer; wireless operator;	ond class.
Boatswain, first class	Boatswain's mate, sec-
on such other anting be entitled adwest-	ond class.
Boatswain's mate, first class	The state of the s
Boatswain's mate, second class	Seaman, ordinary.
Carnenter	Landsman

pose) and a Rating. To read at a	Entering rating.
Carpenter's mate, first class	Landsman.
Carpenter's mate, second class	Landsman.
Chief boatswain's mate	
Chief carpenter's mate	
Chief writer	
Coxswain to power launch	
Fireman, first class	Fireman, second class.
Fireman, second class	In the rating.
Landsman	
Master at arms	
Mess attendant, first class	
	class.
Mess attendant, second class	In the rating.
Officer's cook	In the rating.
Officer's steward	In the rating.
Painter	Landsman.
Quartermaster, first class	
Quartermaster, second class	
Quartermaster, third class	
Sailmaker's mate	
Seaman, A. B.	Seaman, ordinary.
Seaman, ordinary	In the rating.
Ship's cook, first class	
he following scheme (see mr. 246);	
Ship's cook, second class	
Wireless operator, first class	
TO THE RESERVE AND ADDRESS OF THE PARTY OF T	ond class.
Wireless operator, second class	In the rating.
Writer, first class	
Writer, second class	

81. Chief petty officers.—To provide distinction in uniforms, the following members of the crews of vessels are designated as chief petty officers: Assistant to engineer in charge; chief assistant to engineer; assistant to engineer, first class; assistant to engineer, second class; boatswain; boatswain, first class; carpenter; chief writer; wireless operator, first class. No other rating shall be so designated, nor shall any member of the crew holding such other rating be entitled to wear the uniform and enjoy the privileges of a chief petty officer without specific authority from the Director.

- 82. Rations.—Each member of a crew shall be allowed one ration or commutation thereof except when in a hospital or absent without leave in excess of 24 hours. (See par. 536.)
- 83. Continued service pay.—Any person who has served continuously for three years on a vessel of the Survey shall, upon reshipment within six months immediately subsequent to the date of his latest discharge, if said discharge shall have recommended him for reshipment, receive, in addition to the authorized monthly rate of pay, \$1 per month during the next three years, or portion thereof, said continued service pay of \$1 per month to be increased by \$1 per month at the beginning of each succeeding period of three years of continuous service thereafter.
- (a) Any person discharged by reason of the reduction of the complement of a vessel, or by the Director's order for any cause, and who is recommended for reemployment, shall have the actual-time of employment counted as part of the three years required for a three-year term if he shall reship within six months from the date of his discharge.
- 84. Complements.—The maximum complements of all vessels shall be determined by the Director, subject to the approval of the Secretary of Commerce.
- (a) Any individual holding a rating under shipment on a vessel of the Coast and Geodetic Survey shall receive the monthly wage authorized by the Secretary of Commerce for that rating, and no commanding officer is authorized to increase or decrease this wage.
- (b) Commanding officers may carry more men in any rating or ratings than provided for by the authorized complement if an equal number of positions in higher ratings remain vacant. (See par. 247.)
- 85. Physical examination.—No person shall be shipped unless pronounced fit by the commanding and medical officers, except by special authority obtained from the Director in each case.
- (a) Every person, before being shipped, must pass a satisfactory physical examination, conducted by the surgeon of the vessel, if there be one. If no surgeon is attached to the vessel, the examination shall be made by an officer of the Public Health Service, and if an officer of that service is not available, by the commanding officer himself, who will note on the shipping articles the fact that no surgeon was attached to his vessel and that an officer of the Public Health Service was not available. In the latter case an examination by a qualified medical officer shall be made upon the first opportunity and an unfavorable report shall terminate the contract.

- (b) The physical condition of a person having physical disabilities, who has been shipped by authority of the Director, shall be fully described in the shipping records.
- 86. Persons disqualified.—No minor under the age of 14 years, no insane or intoxicated person, no person addicted to the use of drugs, or known to have committed an infamous crime, and no deserter from the Coast and Geodetic Survey, Coast Guard Service, Army, Navy, or the Marine Corps shall be shipped.
- 87. Minors.—No minors between the ages of 14 and 21 years shall be shipped without the consent of their parents or guardians. (Form 219.)
- 88. Term of employment.—Employment for duty on the vessels of the Coast and Geodetic Survey shall be for a term not to exceed one year, and may be terminated at any time by the Director at any port in the United States.
- 89. Shipping articles to be read.—The shipping articles shall be read and carefully explained by the recruiting officer to every person about to be shipped.
- 90. Vacancies.—Vacancies in the complement of petty officers shall be filled by the commanding officer.
- 91. Promotions.—So far as practicable, each class of petty officers will be recruited from the next lower class.
- 92. Discharge upon expiration of term.—Any member of a crew, when within the United States, may be discharged by the senior officer present, upon the expiration of his term of service.
- 93. Discharge for cause.—Members of a crew may be discharged except in a foreign port by the commanding officer for any of the following reasons, the facts being stated on the service record and report of changes: Incompetency, incorrigibility, inaptitude, deficiency of mental balance, vicious habits, or other like reasons that incapacitate a man for efficient service.
- 94. Discharge at own request.—In the United States a man may be discharged at his own request as provided for in the shipping articles.
- 95. Discharges outside of the United States.—No person shipped within the United States shall be discharged outside of the United States, except as follows:
- (a) Upon the man's own written request, on the expiration of his term of enlistment, provided that the applicant waives all claim for transportation at public expense and all consular aid, which facts must be entered upon his service record over his signature and before he affixes it, and, upon his discharge, a copy

of which shall be forwarded to the nearest consular officer by the commanding officer.

- (b) Men who were shipped outside of the United States may be discharged at the port where they were shipped, or at other foreign ports upon giving a waiver similar to that required in clause (a).
- (c) Before issuing a discharge as provided in (a) and (b) the written approval of the duly authorized administrative officer of the port must be obtained.
- 96. Transfers.—The permanent transfer of a member of a crew from one ship to another shall be made only by authority of the Director, except in Alaska and the insular possessions, when the interests of the work may require immediate action. The Director shall be promptly advised of any such cases.
- 97. Status of men in hospital.—When a man is transferred to a hospital, his accounts unless otherwise ordered, shall be retained on board the vessel to which he is attached, and he shall continue to hold the rating in which he was serving until his discharge from the hospital to duty, or until his discharge from the service on the expiration of his term.
- 98. Pay and rations in hospital.—The ration of a member of a crew shall cease when he enters a hospital, and his pay shall be stopped at the expiration of 60 calendar days, or upon his discharge from the hospital, not to duty, or at the expiration of the term for which he shipped, if either of the latter occurs before the expiration of 60 calendar days.
- 99. Vacancy created by transfer of accounts.—When a member of a crew is sent from a ship to a hospital his accounts may, when so authorized by the Director, be transferred to the office at Washington or to one of the field stations, and such transfer of accounts shall be considered as creating a vacancy.
- 100. Seaman shipped at a field station.—When a seaman is shipped by an inspector in charge of a field station at the request of a commanding officer of a vessel, his accounts may be carried by that office until the date of his arrival on board ship, if this is necessary, in order to avoid an excess in the complement of the vessel.
- 101. Desertions, absences, etc.—Every endeavor shall be made by officers to check desertions and absence without leave, and all legal means to apprehend promptly all persons who may be guilty of either shall be used.
- 102. Absence without leave.—(a) Absence without leave with a manifest intention not to return shall be regarded as desertion.

- (b) Absence without leave with a probability that the person does not intend to desert shall not be regarded as desertion until the end of 10 days.
- (c) Absence from the vessel and from duty without leave for 24 hours or more shall be checked on the pay rolls against the offender's pay and rations and a corresponding amount deducted therefrom. (See par 108e.)
- 103. Shore liberty.—When the vessel is in port liberty on shore shall be granted to the crew at such times and under such conditions as the commanding officer may direct, but not more than one-half of the crew shall be granted liberty at one time. (See pars. 110c, 190, 191, 324.)
- 104. Deprivation of shore liberty.—Unless the exigencies of the service or the unhealthiness of the port prevent giving liberty to the crew, no person shall be deprived of liberty on shore for more than two months except in cases of extreme punishment, or when it becomes necessary to confine a deserter for a longer period, or when the person's conduct on shore is of such a character as to bring discredit on the service.
- 105. Shore liberty dependent upon conduct.—The granting of liberty on shore and special privileges will depend largely upon good behavior and strict attention to duty. Members of the crew whose conduct in this respect is entirely satisfactory shall be allowed every indulgence compatible with the demands of duty and the exigencies of the service, and, in respect to privileges, a clear distinction shall be made between them and other members of the crew.
- 106. Pay.—Members of the crew shall receive a full day's pay for the day upon which shipped and the day of discharge unless they fall upon the 31st day of a month, but when a vacancy occurs by reason of the discharge of a member of the crew the pay of the recruit to fill the vacancy can not commence until the day following the discharge.
- 107. Retained pay.—One quarter of a month's pay shall be retained each month from a recruit until there has accrued to his credit a full month's pay; and after the first four months of service no member of the crew shall be permitted to draw cash on account of this pay unless it is due and he has in addition thereto one full month's pay to his credit.
- 108. Offenses and punishments.—Whenever any seaman who has been shipped for service on board a vessel of the Coast and Geodetic Survey in accordance with these regulations commits any of the following offenses he shall be punished as follows:

- (a) For desertion, by forfeiture of all or any part of the clothes or effects he leaves on board and of all or any part of the wages or allowances which he has then earned.
- (b) For a refusal of duty, by forfeiture of not more than two days' pay for each day of said refusal of duty.
- (c) For willful disobedience to any lawful command at sea, by being, at the option of the commanding officer, placed in irons until such disobedience shall cease, and by forfeiture from his wages of not more than four days' pay.
- (d) For continued willful disobedience to lawful command or continued willful neglect of duty at sea, by being, at the option of the commanding officer, placed in irons, on bread and water, with full rations every fifth day, until such disobedience shall cease, and by forfeiture, for every 24 hours' continuance of such disobedience or neglect, of a sum not to exceed 12 days' pay.
- (e) For absence at any time without leave and without sufficient reason from his vessel and from his duty, not amounting to desertion, by forfeiture of his wages of not more than two days' pay. Should such absence cover a period of 24 hours or more, punishment under this section shall be confined to the absence occurring within the first 24 hours; all deductions thereafter shall be made in accordance with paragraph 102c.
- (f) For destruction of property through willfulness or negligence, by forfeiture of his wages to an amount not in excess of the value of the property destroyed to compensate for same. The value of the property destroyed will be determined by a board of three officers appointed by the commanding officer or chief of party for that purpose.
- 109. Incompetency—Reduction in rating.—Whenever while at sea, in a foreign port, or on remote working grounds, any member of a crew of a vessel proves himself to be incompetent in the rating for which he has been shipped or to which he has been advanced, he shall be disrated in proportion to his incompetency.
- 110. Leaves of absence.—Thirty days' leave with pay in each calendar year, exclusive of leagl holidays and Sundays, may, with the approval of the Director, be granted to each employee in the Bureau, and in addition 30 days' leave with pay when kept from duty by illness or exposure to contagion.
- (a) Sundays and legal holidays (whether for the whole or part of a day) at the beginning or end of any kind of leave, or within a period of annual leave, shall not be charged; but those which occur within a period of leave on account of sickness or exposure to contagion, or without pay, will be charged.

- (b) The Secretary of Commerce may upon recommendation of the Director grant to commissioned officers of the United States Coast and Geodetic Survey extended leave for sickness or incapacity in excess of 30 days each calendar year when such sickness or incapacity has been incurred in the line of duty and not due to immoralities or intemperate habits. (See pars. 428 and 448.)
- (c) Verbal permission granted by the commanding officer to anyone under his command to go ashore for less than 24 hours shall not be considered leave of absence and need not be reported to the Department.
- (d) The provisions of this paragraph do not apply to the crews of vessels. (See pars, 103, 190, 191, 324.)
- 111. Accrued leave.—Officers on duty in the Philippine Islands may, with the approval of the Director be granted at one time the whole or any portion of the annual leave accrued and unused during a period of three years. Under this regulation leave at the rate of two and one-half days per month begins to accrue on the day of arrival in the Philippines, and continues to accumulate until the total of 90 days has accrued; that is, from the first day to the last day, both inclusive, of actual service in the islands, leave may accrue, but no more than the total of 90 days is permitted to be used as accrued leave. (See Comp. Dec., Jan. 31, 1920.)
- (a) Commissioned officers, junior engineers, deck officers, extra observers, watch officers, mates, surgeons, chief engineers, signalmen and draftsmen, serving under appropriate orders outside the continental limits of the United States (not including the Philippine Islands) and being deprived by reason thereof of the opportunity of taking their annual leave in the United States without undue expense both to themselves and the Government, may accumulate their accrued and unused leave during a period of two years, or any part thereof, the same to be granted to them at such time as the exigencies of the service will permit.
- (b) Magnetic observers may be granted at one time the whole or any portion of their annual leave accrued and unused during a period of three years while on duty outside the continental limits of the United States.
- (c) When the exigencies of the service are such that it is not practicable to grant leave of absence during a current calendar year to officers of the field force on field duty within the continental limits of the United States, the whole or any portion of

the annual leave accrued and unused during that calendar year, may, upon request from the officer and upon approval of the Secretary of Commerce, be taken during the following calendar year.

112. Leave without pay.—Leave without pay (furlough) not exceeding one year may be granted, at the discretion of the Secretary of Commerce, upon the recommendation of the Director. When the immediate necessity for the services of employees paid from a lump sum no longer exists, they may be placed on furlough without pay, by the Director with the approval of the Secretary of Commerce, and may be reemployed within the discretion of the Department under the limitations prescribed by the Civil Service Commission. Applications for leave without pay for five days or more must state the reasons for making the request.

- (a) Leave without pay will be charged in periods of one day and multiples thereof.
- 113. Military leave.—Military leave may be granted to employees of the Department as follows:
- (a) National Guard.—Members of the National Guard of the District of Columbia may be granted military leave (1) on all days of service which they may be ordered to perform by the commanding general and (2) on all days during which they shall be engaged in field or coast-defense training ordered or authorized under the provisions of the act of June 3, 1916. Members of the National Guard outside the District of Columbia (whether employed at Washington, D. C., or elsewhere) may be granted military leave on all days during which they shall be engaged in field or coast-defense training ordered or authorized under the provisions of the act of June 3, 1916.
- (b) Naval Militia.—Members of the Naval Militia (whether of the District of Columbia or otherwise and wherever employed) may be granted military leave whenever they attend drills, cruises, or other ordered duty of the Naval Militia.
- (c) Officers' Reserve Corps.—Members of the Officers' Reserve Corps (whether employed in the District of Columbia or elsewhere) may be granted military leave on all days during which they shall be ordered to duty with troops or at field exercises or for instruction for periods not to exceed 15 days in any one calendar year.
- 114. Court leave.—Employees who have been subpœnaed to attend court will be allowed special leave of absence with pay when serving as witnesses for the Government; otherwise such absence will be charged to annual leave or leave without pay.

Evidence of attendance at court will be required. Witnesses for the District of Columbia are not considered as witnesses for the Government within the purview of the provision of the regulations allowing special leave of absence to employees serving as witnesses for the Government.

115. Leave for temporary employees.—Temporary employees will not be allowed leave with pay, nor will such leave accrue, during the first month of service. Beginning with the second month they may be granted leave with pay at the rate of 2½ days for each month of service; and if leave without pay was granted during the first month of service the same may, when approved by the Department, be charged against such accrued leave and the employee reimbursed for salary withheld.

116. Leave for new employees (permanent) and those transferred from one department to another.—Persons entering the service, whether by original appointment or reinstatement, will not be allowed leave during the first service year in excess of the rate of 2½ days for each month of service. Persons transferred from other departments or from one bureau or office to another within this department will be charged with the leave taken or credited with the leave accrued prior to such transfer.

117. Leave in District of Columbia.—Detailed regulations regarding leave of absence which are issued from time to time by the Secretary of Commerce will govern all cases arising in the District of Columbia, and as far as practicable shall be applied to the service elsewhere.

118. Application for leave.—Application for annual leave and leave without pay should be made in advance, and application for sick leave within five days after the return to duty. (See par. 16.)

(a) Annual or sick leave will be regarded as granted when the application meets the requirements of law and these regulations and has received the approval of the director. (See par. 19.)

(b) Officers and employees in the field or office are expected to arrange their requests for leave of absence so as to cause the least hindrance to the progress of the work of the service.

(c) Officers serving aboard ship, or on shore in other localities than Washington, D. C., will insert the name of the ship or place where they are performing duty over the date line on their applications for annual or sick leave.

119. Adjustment of leave.—Employees who are compelled to take sick leave and have to their credit at the end of a calendar year, or upon separation from the service during the year, un-

used annual leave, may, upon application, have the utilized sick leave, or any part thereof, charged to the annual leave remaining to their credit.

120. Resignation.—All resignations shall be forwarded through the proper channels. (See par. 10.)

(a) The resignation of a commissioned officer shall be addressed to the President of the United States.

(b) All other resignations shall be addressed to the Director of the Coast and Geodetic Survey.

(c) Each resignation shall be accompanied by a statement furnishing reasons therefor.

121. Private instruction for examination.—No officer or employee of the Government shall, directly or indirectly, instruct or be concerned in any manner in the instruction of any person or classes of persons, with a view to their special preparation for the examination of the United States Civil Service Commission.

122. Use of political influence.—All persons in the service are prohibited from using political influence to better or advance their position or standing in the service.

123. Obedience to orders.—All persons in the service are required to obey readily and strictly, and to execute with promptitude and zeal, the lawful orders of their superiors. They shall show to their superiors the proper deference and respect. No person in the service shall join in or abet any combination to weaken the lawful authority of, or lessen the respect due to, his superior officer, or shall treat his superior officer with contempt or be disrespectful to him in manner or deportment.

124. Contributions, presents, etc.—No officer, clerk, or employee in the United States Government employ shall at any time solicit contributions from other officers, clerks, or employees in the Government service for a gift or present to those in a superior official position; nor shall any such officials or clerical superiors receive any gift or present offered or presented to them as a contribution from persons in Government employ receiving a less salary than themselves; nor shall any officer or clerk make any donation as a gift or present to any official superior.

125. Interests of service.—It shall be the duty of all officers and employees to further the work of the service in every possible way.

126. Suggestions for betterment of service.—Officers and employees may submit through the proper channels any remarks and suggestions for the betterment of the service. Such suggestions

should be briefly and clearly stated, with reasons for recommendation.

- 127. Admission to lighthouses.—Officers of the Coast and Geodetic Survey, with instruments, may be permitted to occupy lighthouses when engaged on official business, with the understanding that no interference with or expense to the Lighthouse Service will be created thereby. (Par. 65, U. S. L. H. Regs. 1914.)
- 128. Attention to duty.—Constant and faithful attention to their duties shall be required of all persons in the service, and they shall never absent themselves from duty without the consent of their superior officers, except in case of unavoidable absence on account of serious illness, which must be reported at once to the proper officer.
- 129. Office hours.—All employees in the departments are required to render not less than seven hours' service each day, and all persons of the field force, whether at the Washington office, or at a field station, or engaged in office work on board ship, are required conscientiously to render to the Government the full service of at least seven hours daily.
- 130. Service continuous.—Commissioned officers, when not employed in the field work, will be employed at the office in Washington or at a field station. Other officers of the field force may also be temporarily assigned to duty at the Washington office when engaged on work relating to the field results.
- 131. Oppression of subordinates.—Superiors of every grade are forbidden to oppress those under them by tyrannical conduct or by abusive language. Authority over subordinates shall be exercised with firmness and justice and each person shall set a good example to others.
- 132. Authority for furnishing information.—Except to persons employed in the work of the Survey, copies of any kind from the records or sheets or information as to the results of the work shall not be furnished without authority of the Director.
- 133. Publications and lectures.—No person connected with the Survey shall publish any article or deliver any lecture or otherwise give out any information regarding the work or results of the Survey without the permission of the Director.
- 134. Relations to the public.—Courtesy to the public is enjoined on every officer and employee of the Survey while engaged in official duties. When persons make serious inquiry concerning the work that the Survey is doing, courteous reply should be made and the information given if practicable. (This does not

refer to such information as is forbidden by the regulations.) Discourtesy to the public is not to be tolerated, and chiefs of parties are expected to see that members of their parties conduct themselves with politeness and propriety.

- (a) It sometimes happens that objection is made to the entry upon private property by employees engaged in official work, but it is believed that generally this objection may be overcome by an explanation of the public character of the work. Many of the States have passed laws authorizing entrance on lands within those States for the purposes of the Coast and Geodetic Survey, but these must not be construed to mean that entry upon private lands is to be made without consulting the wishes of the owners, and especially where claims for damages are likely to arise therefrom. (See Appendix No. 1, C. and G. S. Report for 1893. See also Sup. R. S., Vol. II, chap. 398, par. 8)
- (b) If at any time it becomes necessary to make entry upon any military or naval reservation, the chief of party shall first call upon the officer in charge of the reservation, show his instructions, and explain exactly what he wishes to do on the reservation and obtain the consent of the officer in charge to do the work contemplated. Any work on or connected with the reservation to which objection is made by the officer in charge shall be omitted, and the fact that it has been omitted will be immediately reported to the Director,
- 135. Officers to know the regulations.—All officers of the Coast and Geodetic Survey shall make themselves familiar with the regulations governing the service, and such additions to and modifications of them as may from time to time be issued by the Department, and be governed thereby.
- 136. Uniforms when on military duty.—The Coast and Geodetic Survey is an engineering bureau, the personnel of which in time of national emergency is subject to military duty. (Act of May 22, 1917.) When engaged on military duty uniforms will be worn in accordance with the regulations governing the organization to which the person is assigned.
- 137. Uniforms when on survey duty.—When engaged on survey duty all officers of the Coast and Geodetic Survey service shall conform strictly to the regulations prescribing uniforms which are published by the Bureau. No one shall wear any uniform other than that to which his grade entitles him.
- (a) With civilian dress, officers shall not wear any distinctive part of their uniforms except the overcoat (without shoulder marks).

- 138. Uniforms on shipboard.—In general, officers and all members of the crew shall wear uniforms at all times aboard ship. Under certain special conditions, however, such as coaling ship, inspecting holds, etc., where the character of the work performed is such as to render the wearing of the uniform inadvisable, it may, at the discretion of the commanding officer, be temporarily dispensed with.
- (a) Officers attached to vessels shall wear uniforms when engaged on work ashore, except when excused by the commanding officer.
- (b) The senior officer present shall designate the uniform of the day.
- (c) The officer of the deck shall appear in uniform at all times.
- (d) On occasions of ceremony, white gloves shall, when directed by the commanding officer, be worn with either the service dress or the white service dress.
- (e) Uniform coats shall at all times be worn completely buttoned.
- (f) Each member of a crew must provide himself with a sufficient outfit of uniforms prescribed by the uniform regulations to appear neatly and properly dressed at all times.
- 139. Uniforms on shore parties.—Officers on wire-drag, revision, or other shore parties shall wear uniforms only when specifically ordered by the Director.
- (a) In wearing the field uniforms, the service hat may be worn by all officers, but only commissioned officers shall wear the hat cord. Leggings may be worn with khaki trousers. Riding breeches and puttees may also be worn on shore duty by commissioned officers.
- 140. Uniforms when on temporary duty.—Draftsmen, recorders, and others assigned to temporary duty in field parties will not be permitted to wear uniform except by authority of the Director.
- 141. Inspector in charge of field station.—The following regulations are for the guidance of the inspectors in charge of the Coast and Geodetic Survey field stations, but do not apply to the Philippine Islands:
- (a) Inspectors in charge of field stations of the Coast and Geodetic Survey have for their principal duties the inspection of the navigable waters within their district, for the purpose of keeping the charts and other nautical publications of the Coast and Geodetic Survey corrected to date, and the furnishing of information relative to our coasts to the public.

- (b) Chiefs of parties should consult freely with an inspector when in the vicinity of a field station, and the latter will advise freely on matters affecting the interests of the Survey. An inspector or other chief of party is not authorized to issue orders to, or exercise other authority over, another chief of party, except by specific instructions from the Director.
- (e) An inspector in charge of a field station will keep the Director informed promptly of the conditions and needs of surveys in his district, and will make recommendations as to work that should be done. Orders for such work, however, will be issued by the Director, and the officer assigned to it, unless attached to a field station, or working under the direction of an inspector or other chief of party by order of the Director, will report directly to the Washington office unless ordered by the Director to report through an inspector.
- (d) The inspection of the navigable waters by the inspector will include small surveys and examination, where practicable, and thus avoid the necessity of sending a special party for the work. Where surveys are found necessary which are too large to be handled by the inspector, he will report the conditions promptly to the Director.
- (e) A special effort will be made to learn the cause of wrecks, preferably through the United States Steamboat-Inspection Service, in order that full information as to the needs of mariners may be available as far as they relate to the charts, surveys, current observations, and other data of interest to them.
- (f) The inspector in charge of each field station will cooperate with steamship lines, yacht clubs, mariners, and others to insure prompt reports of dangers discovered, changes in channels, and other information affecting our coasts. He will keep in close touch with the surveys and improvements made under the direction of the United States Engineers, to insure the prompt forwarding of data to the Director.
- (g) Records and reports will be forwarded directly to the Washington office, unless directed to forward the same through an inspector, but the Pacific coast and Alaska parties are authorized to forward duplicates of reports to the nearest field station. In all cases, however, copies of reports of newly found dangers and other information that should reach the public promptly, relative to the Pacific coast and Alaska, will be forwarded to the nearest field station.
- (h) To avoid delay, inspectors and chiefs of parties on the Pacific coast and Alaska are authorized, whenever the Survey

develops rocks or other important information that should reach the public promptly, to issue a notice furnishing such information. A copy of such notice, with full details, will be mailed to the Washington office at once.

- (i) When the duties of an inspector in charge of a field station require him to visit towns or cities within his district he will, when practicable, call upon the United States Coast and Geodetic Survey sales agents for the purpose of discussing local nautical matters as related to Coast Survey charts and publications. Any information obtained from such visits will be reported promptly to the Director.
- (j) Expenditures for field inspection must be estimated for in advance in accordance with the regulations, and should be included in the annual estimates for the field station. Prior authority must be secured from the Director for inspection trips over distances greater than 50 miles.
- (k) Each inspector in charge of a field station of the United States Coast and Geodetic Survey shall keep on file, for the purpose of supplying information to the public, one copy of the last edition of each of the charts and nautical publications of the Survey. (See par. 568.)

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(A) ROUTINE AND DISCIPLINE ON SHIPBOARD.

142. Relative rank on vessels.—Hydrographic and geodetic engineers, junior hydrographic and geodetic engineers and aids shall hold the relative ranks of captains, commanders, lieutenant commanders, lieutenants, lieutenants (junior grade), and ensigns.

Among commissioned officers of the same grade precedence shall be fixed in accordance with their file number in that grade.

- (a) Chief engineers, surgeons, watch officers, mates, junior engineers, and deck officers shall rank in accordance with their pay and in the order named when of the same pay. For administrative purposes they shall take precedence with but after commissioned officers in the grades receiving the same or next higher base pay.
- 143. Order of precedence.—On occasions of ceremony on board a vessel of the service, the order of precedence shall be as follows:
 - (1) Commanding officer.
 - (2) Executive officer.
 - (3) Navigating officer (when such officer is assigned by written orders of the Director). 158. Scale due to coal -- In
 - (4) Chief engineers.
- (5) Other officers according to their rank.
- (a) Officers specially assigned to duty in a higher grade by written orders of the Director, are to hold precedence as provided for that grade, but will retain the uniform for the grade held in accordance with paragraph 142a.
- 144. When applicable.—The following rules for routine and discipline on board ship are intended to guide officers in the care and management of the ships of the service. They have been prepared more especially for the larger ships, but are applicable to all where the ship's complement permits the division of duties indicated.
- 145. Routine subordinate to surveying.—In enforcing discipline as it affects routine, commanding officers are to bear in mind that surveying is their first duty; and the routine for the

care of the ship is a subordinate duty when on the field of work, but is no case to be neglected.

- 146. Immediate report of things amiss.—Anything amiss in any part of the ship shall be immediately reported to the commanding officer. At sea, during the hours from 8 p. m. to daylight, the chief petty officer of the watch shall make an inspection throughout the ship and report to the officer on watch at the end of each hour.
- 147. Work which interferes with ship's efficiency.—Before any work is undertaken which will interfere with the efficiency of the ship, permission for such work must be obtained from the commanding officer.
- 148. Alterations not allowed.—No alterations in the internal arrangements of the ship affecting the quarters of the officers and crew are to be made without permission from the Director.
- 149. Docking.—Steel vessels should be docked every six months; wooden or sheathed vessels once every year if practicable.
- 150. Corrosion.—Look out for corrosion, particularly along the waterline and around sea valves.
- 151. Steel vessels to avoid proximity of coppered ones.— Never allow an iron or steel vessel to lie alongside of a coppered vessel.
- 152. Loose brass and iron scale.—Never allow loose brass or copper to lie in contact with the iron of the ship. Loose iron scale is nearly as bad.
- 153. Scale due to coal.—In iron and composite ships frequent examination is to be made of the iron or steel which comes in contact with the coal, or on which water drippings from the coal are liable to lodge. Iron or steel in the coal bunkers is to have all scale removed as soon as it forms, and to be kept well covered with paint.
- 154. Zinc to protect from corrosion.—In wooden or sheathed vessels having iron propellers, and in iron or steel vessels having bronze or composition propellers, zinc must be placed to protect the iron or steel.
- 155. Cement a protection against corrosion.—On steel or composite vessels a sufficient quantity of paints and cement should always be kept on hand to cover or protect any part of the hull or frame which shows signs of corrosion.
- 156. Care of decks.—The decks shall not be holystoned oftener than once a week. Lower deck shall be mopped so as to avoid dampness below as much as possible.

- 157. Magazine.—The magazine shall not be opened except with the permission of the commanding officer, who will keep the keys in his charge.
- 158. Pumps and fire hose.—All the pumps in the ship shall be frequently tested, so as to keep them in good working order. The fire hose shall be kept ready and convenient to the pumps, and all fire-extinguishing apparatus shall be brought into practice whenever fire drill is performed. Fire extinguishers must be recharged at least once in each year. (See par. 176a.)
- 159. Rubber gaskets.—All rubber gaskets for air ports, watertight doors, and manholes should be kept free from grease, oil, or paint.
- 160. Bilges.—Examine bilges frequently, and keep all exposed iron or steel covered with paint. Keep the bilges clean and dry by frequent inspections, and always inspect and clean them before going to sea.
- 161. Small arms.—The small arms are to be frequently examined and to be kept clean and in working order.
- 162. Chain cables.—Chain cables are to be overhauled at least twice a year and windlass to be overhauled frequently.
- 163. Life buoys.—Life buoys to be overhauled and kept in good working order and detaching apparatus tested monthly.
- 164. Steering gear and whistle.—All steering gear to be frequently tested and kept in working order. Before getting underway, the whistle, engine-room signals, and steering gear should be tried and it should be seen that all is clear under the ship's stern.
- 165. Air ports at sea.—At sea, no air port, except in cabin and wardroom, will be opened without permission of the executive officer, and the officer on watch is to be informed if there are any open anywhere in the ship.
- 166. Lifeboat.—The lifeboat is always to be ready for lowering, and when at sea will be provided with a compass, breaker of water, and a box of provisions packed in the.
- 167. Bedding to be aired.—Bedding shall be frequently aired. Hammocks and mattress covers shall be scrubbed at least once a month.
- 168. Care of sails and rigging.—Slack up running rigging in wet weather and dry sails as soon as possible after they have been wet. When not in use all running gear should be hauled taut, yards, booms, and gaffs squared, and sails and awnings neatly furled or stowed. Canvas and cordage must be thoroughly dried before storing.

169. Supplies logged when received.—All stores received on board ship shall be taken charge of by the officer having charge of the department to which they belong, and a list of all supplies and outfit for the ship received on board shall be entered in the log.

170. Inflammable material.—No painted canvas is to be stored below. When not in use it is to be examined frequently. All turnentine, alcohol, and volatile oils are to be stored in chests on deck. No naked light will be taken into a hold or storeroom where kerosene is stowed.

171. Care of holds and storerooms.—Every effort should be made in the direction of cleanliness, neatness, and order. Holds and storerooms should be carefully and neatly stowed, having due regard to nature of stores, their accssibility, classification, inflammability, and effect of moisture. Lime and cement must be stored in dry places and protected from moisture.

172. Ventilation of holds and storerooms.—Holds and storerooms are to be frequently ventilated, and the magazine to be examined for dampness at stated intervals. Care is to be exercised that the "Abandon ship" stores are properly packed and fit for use.

173. Routine duties.—Station bills must be made out, kept corrected, and placed in frames under glass in a place accessible to the crew, as follows: Watch bill, fire bill, collision bill, and boat bill for abandon ship.

174. Care must be taken that the numbers and duties of each man's station billet correspond to the station bills.

175. Log book.—Regular deck and engineer's log shall be kept on the vessels of the service, and strict attention, when writing the log, is to be paid to all of the instructions printed in the front of these books.

176. Fire quarters.—Fire quarters, collision and abandon ship drills shall be had once a week, and oftener when at sea, if possible. The time required for these exercises and the fact that they have been performed shall be entered in the log.

(a) Fire hose will be run out and connected to fire plugs from 8 p. m. to 6 a. m. daily, and the fact so reported to the commanding officer at 8 p. m.

177. Galley fires.—Galley fires are to be extinguished at 8 p. m., unless otherwise specially authorized; and their extinction is to be reported by the master-at-arms or leading petty officer on board.

178. Open lights.—No open light is to be taken into the paint locker or into any storeroom where straw or other combustibles are kept, or into coal bunkers until they have been thoroughly ventilated by removal of the deck bunker plates.

179. Lights out.—Lights, except cabin, wardroom, and the designated standing lights on berth and orlop decks, must be extinguished at 9 p. m. The wardroom lights must be extinguished at 10 p. m. when at sea or on the working grounds, and 11 p. m. when in port. Special permission in each instance for extensions can be granted by the commanding officer upon request from the executive officer.

180. Matches.—Safety matches only will be allowed on board ship.

181. Smoking lamp.—A smoking lamp will be lighted during the hours that the crew are permitted to smoke.

182. Smoking.—No smoking will be permitted in the holds or storerooms or galley, or while at work in any part of the ship.

183. Sheath knives.—Sheath knives will not be permitted to be worn by the crew.

184. Issuing officer.—The officer in charge of the clothing and small stores must be present when clothing and small stores are issued to the petty officers and crew, and he will be held responsible for a correct accounting for the same. Such issues should be made at definitely stated intervals fixed by the commanding officer.

185. Watches.—At sea, with three watch officers, the executive officer will take the morning and second dogwatches and relieve for meals. The executive officer is subject to calls at all times.

186. Day's duty in port.—In port all wardroom officers will take day's duty when so ordered by the commanding officer. The executive officer is always on duty.

187. Observations at sea.—At sea all wardroom officers, except chief engineer and medical officer, will take time sights and meridian altitudes of the sun and star sights for ascertaining the ship's position whenever practicable. They will also take azimuth for ascertaining the compass error and work out dead reckoning. At noon each day they will hand into the commanding officer their determinations of the ship's position for that hour.

188. Compass deviation.—Swing ship for deviation of the compass whenever there is any considerable change in latitude or any redistribution of iron or steel about the ship, or when she has been lying in a fixed direction for any length of time, or after

having been undergoing repairs. At sea the deviations on courses steered should be checked by frequent azimuths, as mentioned in foregoing paragraph, and a record kept in a book or other manner convenient for reference.

189. Shore boats in port.—When in port boats will be sent ashore for officers and crew at regular hours, and so as not to encroach on the mealtime allowed to the crew. No boat shall be sent ashore or elsewhere after midnight for the accommodation of any person, except by order of the commanding officer.

190. Permission to leave ship.—Officers must obtain permission from the commanding officer and report the fact to the executive officer before leaving the ship. (See par. 110c.)

191. Shore liberty.—Petty officers and crew will be granted liberty by the first officer, under authority from the commanding officer. Petty officers and crew of the engineer's force will first get permission for leave from the chief engineer, who will submit their names for the liberty list to the executive officer. Not more than one-half of the crew must ever be permitted to be absent from the ship on liberty at the same time. (See pars. 103, 324.)

192. Report on leaving and return.—All officers leaving or returning to the ship will report to the officer on watch. Every officer or man upon reaching the quarter-deck, or upon leaving it to go over the side, shall salute. This salute shall be returned by the officer of the watch at hand.

193. Unnecessary noise.—When working ship all unnecessary noise will be stopped.

194. Colors.—Officers and crew when on deck at the hoisting and lowering of the colors will face the national ensign, stand at attention, and salute when the colors are set or reach the rail.

195. Evening report, ship's condition.—All holds to be closed and water-tight doors and hatches to be examined and reported by the boatswain at 8 p. m. Boatswain and carpenter will report condition of rigging, sails, ground tackle, and water in bilges, to the executive officer, who will then report to the commanding officer.

196. Chronometers.—The winding of the chronometers must be reported to the commanding officer at 8 a. m. by the executive officer or other officer detailed for the duty.

197. Keys.—Keys to storerooms, holds, etc., will be kept on a keyboard in the executive officer's room.

198. Maintenance of dignified manner.—Officers shall perform their duties in a dignified manner and avoid familiarity

with petty officers or crew. Orders shall be given in seamanlike language, and their prompt execution demanded and enforced.

199. Subduing unruly men.—An officer must not lay hands on a member of the crew except in self-defense. It is the duty of the master-at-arms, aided by such of the crew as occasion requires, to furnish the physical force of subduing unruly men.

200. Private money transactions with crew forbidden.-Officers are forbidden to have money transactions with any member of the crew except in an official capacity.

201. Inquiry into offenses.—When a member of the crew is guilty of an offense, he shall be promptly brought to the mast, where his case will be brought before the executive officer, and, if found necessary by him, referred to the commanding officer for punishment. Who calcolated address of mateway against address

202. Charges against an officer.—When an adverse report is made, or charges preferred against an officer, it must be done promptly and in writing, and the accused officer must be furnished with a copy of the report by the commanding officer within 24 hours, and given an opportunity to make a statement in his own foren Signie de abone foil Serrebure of Commerce, Se behalf.

203. Petty officer's routine duties.—The routine duties of the petty officers and men can not be covered by specific regulations which would meet the requirements on board every vessel. The duties of the men must necessarily differ on the different vessels, and they should not be encouraged to believe that those in the same rating perform the same duties on all the vessels of the service. The members of the crew must also be made to understand that they are to perform not only the duties designated by their ratings, but any others which the commanding officer may deem in the interests of the service and which they are capable the larger service flux may be usub more and of performing.

204. Character of routine work.—The routine work on board ship will largely depend upon the size of the vessel and of her complement and the locality and nature of her work.

205. Routine work logged .- Notes appropriate to the foregoing routine duties shall be entered in the log each day.

206. Muster.—At muster officers will fall in on starboard or weather side of quarter-deck and face inboard. The assistant engineers, chief petty officers, and writer will fall in forward of the officers with space between them. The petty officers and men will fall in on the port or lee side of the quarter-deck in double rank, the petty officers aft, and the messmen's branch at the forward end of the line. The executive officer will conduct the muster and report to the commanding officer, and accompany the latter on his inspection.

- 207. Inspection.—At inspection of the ship the executive officer and medical officer shall accompany the commanding officer, and the chief engineer shall also accompany the commanding officer during his inspection of the engineer's department. The cooks, stewards, captain of the hold, and master-at-arms shall attend in their stations to open any storeroom or locker which the commanding officer desires to inspect.
- 208. Honors and distinctions.—If the President of the United States or ruler of a foreign country comes aboard, officers and crew will be in uniform and at muster. The commanding officer and such other officers as he may designate will receive the visitor at the gangway. When he reaches the deck, officers and men shall salute. The President's flag (or that of the nation to which the ruler belongs) is to be hoisted at the main as he steps aboard and will remain there as long as he is on board, and be hauled down as he goes over the side.
- (a) Same as above for Vice President, the national ensign at fore. Same as above for Secretary of Commerce, Secretary's flag at main. Same as above for Director of Coast and Geodetic Survey, Director's flag at main. Same as above for Assistant Secretary of Commerce, Assistant Secretary's flag at the main. Same as above for other Cabinet officers, Chief Justice of the Supreme Court, governor of State or Province where anchored, Speaker of the House and committees of Congress, national ensign at the fore.
- (b) When the flag of any of the above officials is hoisted at the main, the service flag at the fore should be smaller; and when no official whose flag is hoisted at the main is on board, then the larger service flag may be used.
- (c) Army and Navy officers of the rank of brigadier general or rear admiral shall be received at the gangway by the senior officer on board, the next in rank, and the officer of the deck.
- (d) The commanding officer and officer of the deck will attend at the gangway whenever a commanding officer of a Coast and Geodetic Survey vessel leaves the ship or comes on board.
- (e) The officer of the watch or on day's duty will attend at the gangway whenever the commanding officer leaves the ship or comes on board.
- (f) Official visits in the Coast and Geodetic Survey service shall be exchanged by the commanding officers as soon as practicable after meeting or arriving within communicating distance.

The junior shall make the first visit, and it shall be returned within 24 hours, if practicable.

(g) After dark all boats approaching the ship will be hailed by the petty officer on watch. The replies from a boat to ship's hall are as follows:

By the commanding officer, "Name of vessel."

By wardroom officers, "Aye, aye."

By assistant engineers and chief petty officer, "No, No." By crew, "Hello."

By boat not going alongside, "Passing."

(h) In entering boats the junior precedes. The senior is in charge of the boat and precedes in getting out.

- 209. Flags and pennants.—The distinguishing marks of a Coast and Geodetic Survey vessel are the Coast and Geodetic Survey service flag and pennant. The service flag shall be shown at the foretruck and the pennant at the main truck. The pennant shall be kept flying at all times while the vessel is in commission, except when the flag of the President of the United States, the flag of the Secretary of Commerce, the flag of the Assistant Secretary of Commerce, or the flag of the Director of the Coast and Geodetic Survey is displayed at the main-truck, as provided in paragraphs 208 and 208a.
- (a) When in port the national ensign shall be hoisted at 8 a.m. and hauled down at sunset. All vessels when under way shall display the national ensign during the daylight, except when at sea with no land or vessel in sight. Unless there are sufficient reasons to the contrary, the colors shall be set, even though it be before 8 a. m. or after sunset, if there be sufficient light for them to be seen when getting under way or coming to anchor, when entering or leaving port, in passing, meeting, joining, or parting from other Government vessels, or falling in with a vessel at sea, and in approaching or passing towns, forts, naval stations, lighthouses, and light vessels. When entering any port · other than the usual headquarters at night, colors shall be made at daylight for a short period to enable the authorities of the port and Government vessels present to determine her nationality. When arriving in port after daylight but before 8 a. m., after keeping the colors up long enough for the port authorities to recognize them, they shall be hauled down and made again at 8 a. m. in the usual manner.
 - (b) The Coast and Geodetic Survey service flag will be hoisted at the foretruck when coming in or going out of port, when meet-

ing a vessel at sea, on national holidays, or at any other time when the national ensign is hoisted that the commanding officer may direct. At no time shall the service flag be displayed without the national ensign.

- (c) Whenever an official having a flag is on board a Coast and Geodetic vessel, his flag shall be displayed at the main, except that when more than one such official is aboard the flag of the superior only is to be shown. The flag shall be kept flying as long as the official remains on board. (See Pennant, par. 209.)
- (d) The union jack will be hoisted, in port, on Sundays and holidays at the same time as the national ensign.
- (e) The national ensign will be used as a boat flag by all officers.
- (f) The colors are not to be dipped to a passing vessel except in answer to a similar salute. Salutes by whistle must not be made except in answering similar salutes.
- (g) The service flag of the Coast and Geodetic Survey is a blue rectangle, the fly 1.6 times the hoist, in the middle of which is placed a white circle of diameter 0.4 of the fly, holding a red inscribed equilateral triangle with one side parallel to the bottom.
- (h) The Coast and Geodetic Survey pennant is a union of red triangles base down (13 triangles for the larger and 7 for the smaller size) on a white field one-fourth the length of the pennant, the remaining three-fourths of its length to be blue.
- (i) The flag of the Director of the Coast and Geodetic Survey is a blue rectangle, the fly 1.4 times the hoist, with a white equilateral triangle with sides half the length of the fly, one side placed parallel with the hoist at a distance equal to half the length of the side.
- 210. Dimension of flags.—Only the following sizes of flags, all of which have 48 stars, will be furnished for use on board the vessels of the Bureau.
- (a) National ensigns with hoists of 8.94, 5.14, and 5 feet, and boat flags with hoists of 2.9 and 2.37 feet.
 - (b) Union jack, for flags of 8.94, 5.14, and 5 feet hoist.
- (c) The service flag will be furnished in three sizes, $7\frac{1}{2}$, 5, and $2\frac{1}{2}$ feet hoist.
- (d) The pennant will be furnished in three sizes, 15, 9, and 6 feet in length, the first mentioned having 13 triangles, the latter two having 7 triangles.
- (e) The flags of the Secretary of Commerce and the Assistant Secretary of Commerce are issued in two sizes, $7\frac{1}{2}$ and 3 feet hoist (Department Circular No. 250, June 15, 1915).

211. Dressing ship.—When dressing ship, the national ensign shall be placed at each masthead and at the peak or staff. The Coast and Geodetic Service flag shall be hoisted under the national ensign at the foremast head and the service pennant under the national ensign at the mainmast head. The union jack shall be on the staff forward. Lines of signal flags and pennants (not national or Coast and Geodetic Survey) to extend from under the jib boom to the mastheads and to the peak, and from thence over the stern. If there are not sufficient signals on board to dress ship rainbow fashion, as above, the signals should be spaced from the masthead to the rail on the port side of foremast and starboard side of mainmast, or only the flags specified for mastheads, peak, and jack staff, as above mentioned.

212. Mess treasurers to keep informed.—The mess treasurers shall keep themselves informed as to the length of time for which mess supplies shall be laid in by inquiry of the commanding officer, through the first officer, whenever necessary.

213. Officers' mess.—Officers shall mess in the apartments assigned therefor and at the regular mess table when on the ship, unless in case of sickness. The commanding officer shall be privileged to join the wardroom mess, but if served in the cabin he shall pay 25 per cent higher than if served in the wardroom.

214. Ranking officer to preside at mess.—The ranking officer present shall preside and have power to preserve order.

215. Wardroom mess.—The mess treasurer shall be elected by a majority vote of the members of the mess. He will have charge of all the receipts, expenditures, and property of the mess. He will keep an accurate account of all receipts and expenditures, which shall be open at all times to the inspection of any member of the mess. At the end of each month he shall render to the auditing committee a full account of the mess. He shall incur no indebtedness which can not fairly be discharged, and if for any reason he is obliged to relinquish the position of mess treasurer, he shall inform his successor of all unpaid bills and turn the mess account over to him. He shall, when practicable, personally attend to the settlement of all accounts at least once a month. An election for mess treasurer shall be held at least once every two months. All wardroom officers comprising the mess are eligible to election as mess treasurer, and, if elected, shall so serve if approved by the commanding officer, but no officer shall be required to serve more than two months consecutively without his consent. 33379°-21-5 bee kneeding out restance the section and beau

- 216. Meal hours.—The hours for serving meals shall be subject to approval by the commanding officer.
- 217. Payment of mess bill in advance.—On the first day of each month each member of the mess shall pay to the mess treasurer an advance of the estimated amount of his mess bill for the current month. If the expense per capita for the month is less than the advances made, the excess shall be credited to the officers on the following month's advance. An officer joining a vessel and entering the mess shall deposit with the mess treasurer, if so requested, within 10 days after he has reported for duty, his estimated share of the mess bill for the current month.
- 218. Deductions and allowances on mess bill.—An officer is responsible for his share of the mess expenses during all the time that he is attached to the ship, and no deductions nor allowances shall be made to him for any reason except when:
- (a) His absence is under an order of the Director requiring him to defray his own expenses elsewhere.
- (b) His absence is under an order of his commanding officer, detailing him for detached duty, and he is not served by the mess while on such duty.
- (c) He is absent on annual leave.
 - (d) He is absent on sick leave.
- (e) When absent under exceptions (a) and (b), he shall not be charged with a mess bill on board the ship; under (c) and (d), if he is absent for a longer period than three days, he shall be entitled to a rebate of the full amount for all time in excess of three days, but no rebate shall be made for an absence of less than three days.
- 219. Intoxicating liquors.—Intoxicating liquors will not be permitted as mess stores, nor on board the vessels of the Coast and Geodetic Survey, except under control of the medical officers as medical stores.
- 220. Forward messes.—The forward messes, except in Philippine waters, shall elect their own mess treasurer, who shall serve with the approval of the commanding officer, and may select from among themselves a committee of three members to supervise their mess affairs, and bills paid shall be open to the inspection of such mess committee at suitable hours.

(B) COMMANDING OFFICER.

221. The commanding officer.—On assuming or relinquishing the command of a Coast and Geodetic Survey vessel, the commanding officer shall muster the officers and crew and read his

orders assigning him to the command or relieving him, as the case may be.

222. Responsibility.—He is responsible for the lives and property under his command and for the quantity and quality of the work performed by the party under his charge. He is responsible for the discipline and government of the officers and all others under his command, and is required in his person to show a good example of honor, industry, and subordination. He shall guard against and suppress all dissolute and immoral practices.

223. Weekly inspection.—He shall inspect the ship thoroughly once a week, and the fact of such inspection shall be entered in the log. At such times he shall assure himself that all cocks, valves, slides, doors, outlets and hatches in connection with the ventilation apparatus, pumps, and water-tight compartments are in proper working condition.

224. Examination of log books.—He shall examine the logs of the ship, and approve and sign them in accordance with the instructions given therein for the keeping of the log books.

225. Settlement of bills.—He shall see that all bills are settled before leaving port.

226. Orders not changed because of temporary absence.—No general order of the commanding officer shall be changed by reason of his temporary absence from the ship.

227. Mess audit board.—At the end of each month he shall appoint a board of three officers to examine and audit the accounts of the wardroom and forward messes and wine mess. This board shall submit its findings to him on Form 345. If irregularities or delinquencies are reported, he shall direct immediate provison for their settlement. He will forward the report to the office as directed under the heading of "Reports," and title of "Audit of mess accounts."

228. Official papers to be accessible.—He shall cause a file of all general orders, circulars, general instructions for the season's work, and all other official matter of like tenor, issued by the Director, to be kept where it is accessible for the information of the officers of the vessel.

229. Executive officer to be kept informed.—He shall keep the executive officer informed as to the work and duties, in order that during his absence the latter may intelligently perform the duties in accordance with his wishes.

230. To handle vessel when necessary.—Should he deem it necessary to handle the vessel himself, he shall regularly relieve the officer of the deck and assume sole charge.

231. Health and comfort of complement.—He shall have a proper regard for the health and comfort of all on board the ship.

232. Shall enforce rules for routine duties.—He shall see that the "routine duties" elsewhere prescribed in these regulations are carried out.

233. Official correspondence.—He shall file all official correspondence received by him and shall keep copies of all official letters sent by him. These files are a part of the records of the ship and remain on board.

234. Shall exercise economy.—He shall see that economy is exercised in the expenditures of every department of the ship, and shall exercise a careful supervision of all estimates for supplies and outfit and repairs, and see that no unnecessary items are included.

235. Executive officer to be present at investigation of offense.—When investigating any offense or complaint at the mast, he shall require the presence of the executive officer, and the officer making the report (if any) shall be present. A record of all punishments inflicted on the crew shall be kept in the log.

236. Disciplinary treatment of officer.—He shall inflict no punishment on any officer except private reprimand or suspension from duty. In cases of gross insubordination or neglect of duty, which require immediate action, the commanding officer is authorized to initiate the action by detaching the offending officer from duty on the vessel with written orders to report to the Director in person, or, if at a distance from Washington, to the inspector at the nearest field station. In case of this kind the facts in the case, together with the action, must be reported in writing to the Director immediately so that effective action may be taken by him. (See par. 73.)

237. Rules for preventing collisions.—He shall see that the "Rules for preventing collisions at sea" are strictly carried out on board the vessel.

238. In case of shipwreck or collision.—He shall, in case of shipwreck or collision, enforce strict discipline and remain by the vessel as long as possible, to save the crew, log books, pay and receipt rolls, muster rolls, and other valuable papers, and as much valuable property as possible, and he should be the last person to leave the ship. He will report the circumstances attending the disaster to the Director at the first opportunity, and a full entry of the occurrence will be entered in the log book.

239. Report of accident or damage.—He shall make immediate report to the Director of any accident or damage to the hull or equipment of the vessel which will require an allotment for repairs. In case of accident causing damage to a vessel or the property of others, he shall make immediate report to the Director, giving full details of the accident and an estimate of the probable cost of repairs.

240. Delivery of official communications.—All orders and official communications received by him for any person under his command shall be immediately delivered or communicated to the person affected thereby, unless a time be specified for their delivery, and he shall indorse thereon the date of their receipt and time of delivery.

241. Notification in regard to mail.—He shall before leaving port give suitable information for the convenience of the ship's company as to where personal mail may be forwarded.

242. Passengers.—He shall receive no passengers on board without permission from the Director, except in an emergency. The names of all passengers and date of their arrival and departure are to be entered in the ship's log and on report of changes (Form 364).

243. Scheme for painting ship.—He shall see that the ship is painted according to the following scheme, unless otherwise ordered by the Director, and shall not change the outside appearance of the ship without instructions:

(a) The outside of hulls above the copper, or above the boot topping, or the bottom paint, as the case may be, shall be white, the superstructures, smokestacks, ventilators, hatch combings, etc., shall be Navy spar color, and the boot topping dark red. Rigging, machinery, and that portion of the masts in the wake of the smokestacks shall be black. Around the tops of smokestacks shall be painted a black band equal in width to one-third of its diameter. The waterways may be red, if desired. The screens shall be of the regulation colors. The ship's name may be lettered in gilt or gold. There shall be no other color in sight on deck. The living quarters, engine rooms, storerooms, etc., shall be painted white.

244. Report on movement of vessel.—He shall keep the Director informed by telegraph or otherwise of the movements of his vessel. He shall immediately telegraph his arrival in port after a voyage. On arrival at a port where there is a field station of the Coast and Geodetic Survey, he shall call upon the in-

spector as soon as possible after arriving and acquaint him with the field work, movements, and forwarding address of the ship. 245. In the matter of accounts, routine reports, and survey work he will be guided by the regulations.

246. Shipping crews.—In the matter of shipping members of the crew he shall follow the regulations as prescribed therefor, and the rules as given on Form No. 366, "Shipping articles." In the case of persons who are entitled to additional pay (of \$1 per month after three years' service) under the terms prescribed for reshipments, the total pay should be stated in the reshipping articles. Such articles should have the words "second shipment." "third shipment," etc., written on them. Men whose terms expire while the ship is at sea can be reshipped on the following day.

247. Complement.—He shall not ship to exceed the number of men allowed by the complement of the ship in any rating unless an equal number of positions remain vacant in higher ratings. (See par. 84.) design out or bear Halls off- stage and the

248. On leaving ship to inform executive officer.—On leaving the ship he will inform the executive officer or the senior officer on board of the fact.

249. Inspection of boilers.—He shall cause an official inspection of the boilers to be made at least once in each year. An inspection made by the engineer force of the ship shall not be considered as a substitute for an inspection by the United States local inspectors of boilers, unless the inspection is made by authority of the Director, especially granted for the particular case, except as hereinafter provided. When it is not practicable to have the annual inspection of the boilers made by the United States local inspectors the commanding officer shall notify the Director and request instructions. In cases of emergency when a United States inspector is not available, the commanding officer may order an inspection by the engineer force of the ship, reporting the facts to the Director.

250. Report condition of vessel.—Commanding officers shall at the close of each season's work make a report on the condition of the vessels under their command, with an estimate in detail of the probable necessary rapairs for the ensuing six months.

251. Examination of tail shaft.—The commanding officer will avail himself of the opportunity, when docking his ship, to have the propeller removed and the tail shaft examined at least once in two years, and will report its condition to the Director.

252. Infectious diseases.-He shall, in case of infectious diseases breaking out on board the ship, report the same immediately

to the local board of health, if such a board exists in the locality, and shall comply with all the regulations of such local board, when those regulations are not in conflict with the national laws or regulations. The report should be in writing, and a copy thereof forwarded to the Director immediately. He will also see that State or national quarantine laws are complied with, sufficient information concerning which is printed in the Coast Pilots.

253. Night order book.-When cruising at night he shall keep an order book in which shall be entered each evening (by 8 o'clock), for the information and guidance of the officer on watch, the course to be steered during the night, and any other special instructions concerning the sails, speed, and navigation of the vessel that he may deem necessary.

254. Aid to vessels in distress.—He shall render assistance to vessels in distress at such times and in such manner as provided by the Coast and Geodetic Survey regulations. However, in extending assistance to vessels, he shall not interfere with private enterprise, though he may assist private effort. When assisting vessels the lines and hawsers of the vessels assisted will be used if practicable and they have such as are suitable for the required work. (See par. 336.)

255. Account of assistance to be logged.—He shall cause a full account of assistance rendered vessels in distress to be entered in the log, and as soon as practicable submit a detailed report of the case to the Director.

(C) EXECUTIVE OFFICER. 256. The executive officer, responsibility.-The executive officer shall be the commissioned officer next in rank to the commanding officer unless special assignment is made by the Director. He is responsible to the commanding officer for the discipline, organization, efficiency, and cleanliness of the ship and crew. He shall, when he thinks it necessary, instruct the officer on watch in the manner of performing his duties as a watch officer. If the commanding officer is disabled, his duties will be performed by the executive officer unless otherwise especially directed by the 268. Inspection in dry-dock even soon as the abid

257. Watch bills.—He shall draw up watch, fire, collision, and abandon-ship bills, which shall be posted in places accesible to the crew. He shall see that every man has a station, and that some one is detailed for every duty that may be required. He shall see that the ship's log is kept in accordance with the printed instructions therein.

258. Direction of ship's work and handling of ship.—At the call of "all hands" he will relieve the officer of the deck and direct all the work going on. He shall handle the ship under the supervision of the commanding officer if so directed.

259. Estimates.—He shall submit to the commanding officer estimates for all stores, equipments, and repairs for the vessel, except for those in the engineer's department and clothing and small stores. In these duties he shall have such assistance from the other officers of the ship as may be available.

260. Stowage of stores, etc.—He will have charge of stowage of stores and equipment, and is accountable for the proper expenditure of those in his department. He is also the ordnance officer.

261. Reports.—He will receive all reports at 8 a. m. and 8 p. m. and report to the commanding officer.

262. Daily inspection.—He will inspect the ship thoroughly once a day and the bilges at least twice a month.

263. Navigation duties.—He will also be the navigator, unless a special assignment is made by the Director. He will see that the books and instruments for navigation are properly kept and that the surveying instruments are properly stowed and cared for. In these duties he will be assisted by the second officer.

264. Ship's position.—At sea he shall furnish the commanding officer, in writing, the ship's position at 8 a. m., noon, and 8 p. m., each day, from observation and dead reckoning.

265. Enforcement of rules for routine duties.—He shall see that the routine duties of the ship are properly performed and that officers and crew are diligent in the performance of their duties.

266. Maintenance of good order.—The executive officer is responsible for the maintenance of good order in the wardroom, as well as elsewhere in the ship. In his absence this duty will devolve upon the senior wardroom officer present.

267. In charge at fires.—In case of fire he will take charge of the work at the fire, and in abandoning ship he and the commanding officer will be the last to leave the ship.

268. Inspection in dry dock.—As soon as the ship is placed in dry dock, he shall make a close personal inspection of the vessel and report the result in writing to the commanding officer.

269. As watch officer.—When directed by the commanding officer, he will perform the duties of watch officer in addition to his other duties.

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structions therein.

- 270. Communications or complaints to pass through him.—All communications or complaints to the commanding officer from the other officers or the crew shall be presented through or with the knowledge of the executive officer.
- 271. To keep informed regarding work.—He will frequently consult the commanding officer and keep himself informed of the work performed and the policy of the commanding officer in regard to the official administration of all matters of duty.
- 272. Enforce short allowance.—If the ship is on an allowance of fresh water or rations, the executive officer shall see that it is not exceeded.
- 273. Shipment.—In the matter of shipments he is the recruiting officer of the ship and will see that they are made in accordance with the rules and regulations governing them.
- 274. Supervise liberty and conduct books.—He will see that the liberty book and conduct book are properly kept, and that the muster roll is correctly made out.
- 275. Morning order book.—He will keep a morning order book in which he shall enter the instructions for the officer of the deck or others concerned during the morning watch.

(D) SECOND OFFICER.

- 276. Second officer will succeed.—If the executive officer is disabled or absent for an extended period, his duties will be performed by the second officer.
- 277. The second officer; general duties.—In addition to his duties as assistant navigator the second officer shall, under the direction of the executive officer, see to the steering gear, chains, chain lockers, windlass, capstan, hoisting winch, and sounding apparatus, and shall be responsible for their efficiency and cleanliness.
- 278. Instruct quartermasters.—He shall instruct the quartermasters in the use of the sounding apparatus, the international code of signals, and in the wigwag code.
- 279. Station.—When "all hands" are called, his station is on the forecastle with the boatswain, where he looks after lines or anchors; or at sea works the head sails and yards (if any) on the foremast.
- 280. Fire quarters.—At fire quarters he will take the deck under the direction of the commanding officer.

commanding officer. He will not permit any boat to leave the

(E) THIRD OFFICER.

281. The third officer; general duties.—Under the direction of the executive officer, the third officer will look after the care of sails, awnings, spars, rigging, and boats. He shall test the drain cocks in the different compartments of the ship and the water-tight doors and hatches. At sea he shall see that the boats are always properly equipped and ready for any work that may be required of them.

282. Station.—At the call "all hands" his station is aft on the quarter-deck, where he attends to lines and seeing all clear under the stern or, when under sail, to the handling of after sails.

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283. The fourth officer; duties.—Under the direction of the executive officer the fourth officer will attend to some of the details for the second and third officers, or to other special duties.

(G) OFFICER OF THE DECK,

284. Officer of the deck; duties.—When at sea before taking charge of the deck he will acquaint himself with the position of the ship with regard to other vessels and any dangers in the vicinity, and of land or lights expected to be sighted. He will never leave the deck while the ship is underway until properly relieved. He shall not change the course or speed of the ship, unless to avoid immediate danger, without permission from the commanding officer, nor shall he make any signal without permission.

285. In port.—In port he shall see that the crew are properly dressed when on deck, or when leaving the ship in boats, or on liberty. When liberty men come from shore he shall use every precaution that no liquor is brought on board by them.

286. To keep himself informed.—He shall be acquainted at all times with the manner in which the ship is secured, the names of the officers and men absent from the ship, the state of the weather, and all work that is going on. He shall see that all orders of the commanding officer and executive officer are carried out, and shall see to the general neatness of the ship.

287. Arrivals and departures.—He shall receive all officers coming aboard. When any official arrives he shall inform the commanding officer. He will not permit any boat to leave the

ship or come alongside without his knowledge, and will report to the executive officer all boats which leave the ship of which the latter has no knowledge.

288. When in danger of dragging.—In case of heavy winds or strong currents, he shall take measures to prevent the ship from dragging anchor, and shall have ranges on shore and drift lead to ascertain any movement of the vessel. He shall have the ground tackle ready and inform the executive officer if, in his opinion, there is any necessity for letting go anchor or for veering chain.

289. Yards and rigging.—He shall see that the yards, if any, and spars are properly trimmed, and in wet weather see that the running rigging is slacked if necessary.

290. Reports.—He shall be particular in making the required reports to the commanding officer and executive officer, and be careful in the giving of orders to subordinates and crew, and seeing that they are properly carried out.

291. Unnecessary noise.—He will prevent all unnecessary noise or boisterous conduct among the crew.

292. Log.—In writing the log he shall follow the instructions on the first page of the same, and shall sign his log before leaving the deck.

293. Watches and day's duty.—Watches and day's duty shall be taken in regular order, and no change of duty will be permitted, except with permission from the commanding officer.

294. Deck in charge of petty officer.—When on day's duty the officer of the watch may leave the deck in charge of a petty officer, but shall be ready for call at all times during his watch.

(H) MEDICAL OFFICER.

295. Medical officer.—The medical officer shall keep a medical journal (Form No. 240) which shall be subject at any time to the inspection of the commanding officer, and shall forward the same upon its completion to the Director, through the commanding officer. The journal shall be a record of all professional work done by him. At the termination of each cruise he shall send an abstract to the Director, through the commanding officer, together with any other items or professional interest observed by him during the voyage.

296. Sanitary condition of ship.—Whenever he deems it necessary it shall be his duty to make to the commanding officer writ-

ten suggestions or reports concerning the sanitary condition of the ship or its personnel and suggest remedies.

297. Sanitary condition of port.—He shall keep himself informed of the sanitary condition of the port in which the ship may be, and immediately report to the commanding officer the presence or appearance of any contagious disease or epidemic which may come to his knowledge.

298. Daily sick report.—He will submit to the commanding officer, through the executive officer, a daily morning report in writing of the sick on board, their condition, etc.

299. Drinking water.—Whenever a supply of water is obtained from shore, he shall make an analysis or examination of same, as far as possible, and report to the commanding officer in writing upon its purity. In regions where such precaution is necessary, he should see that all water used for drinking is either distilled or boiled, whether used on the vessel or by landing parties.

300. Charge of medical outfit.—He shall have charge of the medical storeroom, medicines, surgical instruments, and sick bay, and see that they are prepared for inspection at the same time as the other parts of the ship.

301. Sick call.—He will attend at sick call promptly at a definitely stated time, and not later than 9 a. m. every day, and he shall see that the officers and crew have the proper and necessary medical attention and advice at all times.

302. Supplies when fitting out.—When fitting out, the medical officer shall examine the medical and surgical supplies and equipment and the sick bay and report to the commanding officer upon the condition of same. He will make a requisition for the necessary medical supplies as explained under title "Requisition for medical supplies."

303. Special report, new regions.—When employed in regions seldom visited by professional men, he shall make notes on the sanitary conditions and the natural history of the region, together with any other items of professional interest observed by him during the cruise, and submit a report to the Director embodying the information collected.

304. Surveying duties.—He shall also perform such duties in connection with the surveying work and ship's routine duties as the commanding officer directs.

305. Examination of recruits.—In examining persons for shipment he shall follow the "Instructions relative to physical examina-

tion" on pages 109 to 113 of the Regulations, United States Public Health Service, 1920. He may be required, by direction of the commanding officer, to render professional aid to persons other than ship's officers and crew, when such aid can be rendered without detriment to the interests of the Government, and is necessary and demanded by the laws of humanity or courtesy toward other branches of the Government.

306. Vaccination.—In making the examination required by the last paragraph, he will note whether the recruit seems to require vaccination for the prevention of smallpox or typhoid fever, which, if required, shall be performed as soon as the duties of the ship will permit, and repeated in case of failure until there is reasonable assurance that the person is protected. The time to vaccinate shall be decided by the commanding officer upon the recommendation of the medical officer. The antityphoid vaccine will not be administered to those who are known to have had typhoid fever. Entry must be made in the medical journal of all vaccinations.

(a) The officers and crews of vessels to which a medical officer is not attached can have these vaccinations performed by officers of the United States Public Health Service at any port where there is a station of that service.

(I) CHIEF ENGINEER. THE SHE OF SAME OF

307. The chief engineer; general duties.—He shall be responsible for the care, preservation, and working of the engines and boilers and of all auxiliary machinery on the vessel or her launches, and all pipes and other connections therewith, and for the care and cleanliness of all bulkheads, bunkers, bilges, storerooms, tanks, spaces, and fittings within his department. He shall on joining a vessel at once examine and make himself familiar with every part for which he is responsible. He will inspect his department at least once each day and report any defects or deficiencies to the commanding officer. At 8 p. m. each day, he will report the general conditions of his department to the commanding officer.

308. Station bill.—He will have watch and station bill framed under glass and posted in conspicuous place.

309. Personal supervision of operating machinery.—When engines are being worked in close waters or when docking, he will personally supervise the operation of the machinery. He will report any defects or deficiencies in his department to the

commanding officer. On coming to anchor he will immediately report to the commanding officer all repairs necessary in his department.

- 310. Supervise duties and conduct of subordinates.—He shall assign duties to the assistant engineers and see that they perform them properly. He shall report any misconduct on the part of anyone in his department to the executive officer, and will keep the latter informed of the conduct and deportment of the men in his department.
- 311. Log.—He shall see that the engineer's log is properly kept in accordance with instructions printed in the front pages thereof, and shall sign it daily, ready for inspection by the commanding officer.
- 312. Precautions against fire.—He shall see that every precaution is taken against fire in his department. He will not permit any naked light to be taken into a bunker until the bunker has been ventilated by the removal of the deck bunker plates.
- 313. Bunker temperatures.—He will have temperatures taken in the bunkers at least twice in each watch, and any undue heating of the coal will be immediately reported to the commanding officer.
- 314. Pumps.—He shall have the steam pumps tried frequently to insure that they are in working order, and all couplings for fire hose in his department will be kept ready for immediate use.
- 315. Estimates.—He shall submit to the commanding officer estimates for stores and repairs in his department. All repairs to the machinery of ship and of launches shall, as far as practicable, be made by the force under his charge.
- 316. Permission to start fires and engines.—Fires shall never be lighted, spread, or banked without permission from the commanding officer, and the engine shall not be moved except by signal from the bridge, or with the knowledge of the officer of the deck.
- 317. Strainers and drainage system.—He will see that the strainers and cocks of the drainage system are frequently examined and kept in good working order.
- 318. Daily coal report.—He will report daily, at noon, to the commanding officer, on Form 61, the amount of coal or fuel oil received and consumed during the last 24 hours, and the amount remaining in the bunkers, or fuel tanks.
- 319. Examination in dock.—When the ship is docked, he shall make a careful examination of the propeller, stern bearing, and

sea valves, and report their condition to the commanding officer; and he shall see that all sea connections and valves are cleaned and put in working order.

320. Surveying duties.—He shall perform such duties in connection with the surveying work and ship's routine duties as the commanding officer may direct.

(J) ASSISTANTS TO THE ENGINEER.

321. Assistants to the engineer; day's duty.—Under the direction of the chief engineer, they shall stand four-hour watches or day's duty in the engine room, and, when ordered, shall do duty in the launches.

322. Steam log.—They will write the steam log and sign it at the end of their watches, and no change shall be made in it after it has been signed, without the approval of the chief engineer and the commanding officer.

323. Supervision of part of machinery, etc.—Under the direction of the chief engineer, each assistant engineer will have the care and charge of some part of the ship's machinery, her boilers, and the machinery of the launches, and will be held responsible for their cleanliness and working condition.

324. Liberty.—They shall obtain permission from the chief engineer before submitting their names for the liberty book.

325. The engineer on watch; supervision of department.— His station is in the engine room, but he shall exercise a general supervision of the whole engineer's department; when the engines are working, he shall not remain away from his station longer than is absolutely necessary for a proper supervision of the department.

326. Shall see that subordinates perform duties properly.— He shall see that the men in his department perform their duties in a proper manner and that they are attentive and obedient.

327. Shall act only on bridge signals.—Except in case of emergency, he shall not move or change the speed or stop the engines without the proper signal from the bridge. When ordered to get under way, he shall presonally inspect all preparations necessary to get ready, and when ready he will report to the chief engineer, who will report to the officer of the watch.

328. Unusual occurrences.—Anything unusual happening in his department will be immediately reported to the officer of the watch and the chief engineer.

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329. Bunker temperatures.—He will be particular to see that the temperature in the bunkers is taken at the regular time, and will immediately report any heating of the coal in the bunkers.

(K) OFFICERS IN GENERAL.

330. Officers in general; criticism and conspiring.—Officers are forbidden to criticise the Survey or its officers in the presence of attendants or crew, and combinations for the purpose of weakening authority or to evade the execution of orders will not be permitted.

331. Disorderly language or conduct.—Any language or conduct tending to the destruction of good morals or to diminish the respect due to a superior officer is forbidden, and it shall be the duty of every officer to report such language or conduct to his commanding officer.

332. Talebearing.—Talebearing among officers and crew should be discouraged. The commanding officer should demand frank conduct of his officers, and the latter should encourage it among the crew.

333. Sunday work.—Sunday shall be observed as a day of rest; all work shall be only that of necessity. Unusual labor will be entered in the log, with the reasons therefor.

334. Officer not to vacate quarters for passenger.—No officer regularly attached to the ship shall be compelled to vacate his quarters for the accommodation of passengers.

335. Special signals for vessels employed in hydrographic surveying.—A surveying vessel of the United States, underway or at anchor in fairway and employed in hydrographic surveying, may carry where they can best be seen, but in any case well above the running lights prescribed by law for preventing collisions, three lights in a vertical line, one over the other, and not less than 6 feet apart. The highest and lowest of these lights shall be green, and the middle light shall be white, and they shall be of such a character as to be visible all around the horizon, at a distance of at least 2 miles. In the case of a small vessel the distance between the lights of such private code may be reduced to 3 feet if necessary.

(a) By day such surveying vessel may carry in a vertical line, one over the other, not less than 6 feet apart, where they can best

be seen, three shapes not less than 2 feet in diameter, of which the highest and lowest shall be globular in shape and green in color, and the middle one diamond in shape and white.

- (b) Vessels of the Coast and Geodetic Survey will carry the above-prescribed marks while actually engaged in hydrographic surveying, including drag work and current observations. Launches and other boats shall carry the prescribed marks when necessary.
- (c) It must be distinctly understood that these special signals serve only to indicate the nature of the work upon which the vessel is engaged, and in no way gives the surveying vessel the right of way over other vessels or obviates the necessity for a strict observance of the rules of preventing collisions of vessels.
- 336. Aid to vessels in distress.—Every vessel employed in the Survey, when finding a vessel in distress, other sufficient aid not being immediately available, shall render her assistance, first, for the purpose of saving life, and, second, for saving property. Should the officer in charge deem it necessary, he is authorized to tow the vessel in distress into port. No claims shall be made for the benefit of the officers or the crew of the Survey vessel rendering assistance, against the vessel assisted, her owners, or cargo, for salvage, time, or material used in any way. No one connected with the Survey shall, without the permission of the department, accept or receive any pay or gratuity whatever for any ald or service rendered by a Survey vessel:
 - (a) Provided that, should it be deemed necessary by the judge of a United States court, or by the commanding officer of the vessel of the Survey rendering assistance, to bring a nominal or pro forma suit against the assisted vessel for salvage, for the protection of the owners, insurers, and all other persons interested in the vessel against other adverse claimants, then the said commanding officer shall, providing that no expense devolves upon the Government, enter suit accordingly for salvage or other legal claims for compensation, and, after judgment in the case, the said commanding officer shall, after deducting all expenses of suit, allow the balance of said judgment or award to accrue to the benefit of the owners and insurers of the cargo and vessel assisted.
 - (b) Great care and discretion must be exercised not to interfere with private enterprise employed in assisting vessels in distress, though private effort should be assisted when the commanding officer deems it necessary. (See par. 254.)

337. Standard medical and surgical equipment for small vessels—

Adhesive plaster, 8 or 10 inches wide, in tin (5-	And the middle the selection of the sele
yard rolls)	1 roll.
Antiseptic (bichloride) tablets (bottles of 100 each)	2 bottles.
Aromatic spirits of ammonia (G. S. bottle) (118	fure nadanna I
c. c. or)	4 ounces.
Aspirin tablets (5-grain) (bottles of 100 each)	3 bottles.
Bandages:	serve only to
1-inch gauze	½ dozen.
1½-inch gauze	1 dozen.
2-inch gauze	1 dozen.
3-inch gauze	dozen.
3-inch muslin	½ dozen.
4-inch mushin	½ dozen.
Suspensory	3 bandages.
Belladonna plasters (24 in box)	2 boxes.
Bicarbonate of soda, powdered (249 gms. or)	8 ounces.
Boracic acid, powdered (373 gms. or)	1 pound.
Brown mixture lozenges (bottles of 100 each)	2 bottles.
Carbolic acid, liquid, pure (G. S. bottle) (236	Contract of the Contract of th
c. c. or)	8 ounces.
Castor oil (Oleum Ricini) (354 c. c. or)	1 pound.
Catgut sutures, medium (in glass tubes)	3 tubes.
Cathartic vegetable pills (bottles of 100 each)	3 bottles.
Catheter, soft rubber (6 in set)	1 set.
Clinical thermometer	2.
Copaiba capsules (5 minims, 0.29 gm. or 18 c. c.)	100 capsules.
Cotton, absorbent (rolls of 1 pound each)	3 rolls.
First-aid packages	1 dozen.
Gauze, plain, sterile (rolls of 5 yards each)	3 rolls.
Hot-water bag	upon the Chee
Hydrogen peroxide (bottles of 8 ounces or 236	d malala land
c. c. each)	2 bottles.
ice pag	Lin sting 30
Laudanum (Tinctura Opii) (118 c. c. or)	4 ounces.
Medicine droppers	6. haratasa
Mustard plasters (Emplastrum Sinapis, on cloth)	estment) (d)
(boxes of 10 each)	2 boxes.
Oil of cloves (Caryophylii Oleum) (30 c. c. or)	1 ounce.
Permanganate of potassium, crystals (373 gms. or)	1 pound.

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Petrolatum, white (tins of 1 pound or 373	of course th
gms, each)	2 tins.
Pocket case (small) surgical instruments	oles ini os
Ouinine sulphate tablets (3-grain) (bottles of	ar onw suid
100 each)	2 bottles.
Salts (magnesium sulphate) (tin of 2 pounds or	representative
750 gms. each)	1 tin.
Seldlitz powders (in boxes of 6 doses each)	1 dozen
the property is declared to thressessed easier	boxes.
Sirip of ipecac (118 c. c. or)	4 ounces.
Soap liniment (Linimentum Saponis) (bottles of	to Yourselfleor
1 pound or 373 gms. each)	2 pounds.
Sun cholera mixture (tablets) (bottle of 100)	1 bottle.
Surgical needles, assorted (in glass bottles)	1 dozen.
Syringe, fountain	Pira Salliant
Tincture of arnica (Tinctura Arnicæ Florum)	the Tremun
(bottles of 1 pound or 354 c. c. each)	2 pounds.
Tincture of iodine (G. S. bottles) (236 c. c. or)	8 ounces.
Tourniquet, instant, rubber	2.
Unguentine (tins of 1 pound or 373 gms. each)	2 tins.
Zinc oxide, powdered (373 gms. or)	8 ounces.

- (a) Articles contained in this list will be allowed to vessels not carrying a surgeon and to wire-drag parties operating in Alaska. Additional articles may be had only by special request, which must in every case explain the need for those articles. The quantities are considered sufficient for a party of 20 men for a period of six months and may be increased proportionately for a larger party or a longer period.
- (b) Directions for the use of these drugs can be found in the Medical Handbood issued by the Lighthouse Service, a copy of which will be furnished upon request.
- 338. Extra pay to temporary firemen.—Whenever it shall be necessary to detail a seaman for duty as fireman, commanding officers are authorized to allow him a sum not to exceed 30 cents per day in addition to his regular pay as seaman.
- (a) Charges for extra pay here authorized should be rendered on the pay rolls in the line immediately under the man's name, with the time that he was engaged upon such work, and with the explanation in the column "Remarks."
- 339. Funds and personal effects of deceased seamen.—The local law in regard to descent of property will govern in each case. If an executor or administrator is appointed in any case,

of course the decedent's personal effects should be turned over to such legal representative. If no legal representative is appointed, so far as known, the effects may be turned over to the next of kin, who may be entitled, under the local law, to take such property. If no person appears to claim the property as legal representative or next of kin, the person who has actual possession of it will have such a qualified title thereto as will enable him to hold it as against any other person, unless and until under proceedings, the property is declared to have escheated to the State or county, as the case may be. If the person who has possession of such personal property is an employee of the Coast and Geodetic Survey, the property may be treated as any other personal property belonging to the United States and under the immediate control of the Coast and Geodetic Survey. If its value justifies such a course, it may be sold and the proceeds turned into the Treasury of the United States, as provided in section 3618, Revised Statutes. (bottles of I pound or \$54 c. c. ench)

Thermy of todine (G. S. hottles), (236 p. c. or) and S. ounces, and Tournique, instant, ruther.

Tournique, instant, ruther.

Tournique, (ima of 1 penns or 373 cms, each) and 2 fins, or 373 cms, or 373 cms, or 374 cms, or 375 cms, or

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(b) Educations for the use of these firings can be found in the Medical-identhood issued by the Lighthouse Service, at copy of I which will be furnished upon request, a class strate and south south south security fireness. Whenever it shall have necessary to detail a securan dos duty as dicensial communication.

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CONTRACTS AND OTHER METHODS OF PURCHASE.

(d) The purchase of supplies of the procurement of services

- 340. Contract must be authorized by law.—No contract or purchase on behalf of the United States shall be made, unless the same is authorized by law, or is under an appropriation adequate to its fulfillment. (Rev. Stat., 3732.)
- 341. Purchases to be made by advertising.—All purchases and contracts for supplies or services in any of the departments of the Government, except for personal services, shall be made by advertising a sufficient time previously for proposals respecting the same, when the public exigencies do not require the immediate delivery of the articles, or performance of the service. When immediate delivery or performance is required by the public exigency, the articles or services required may be procured by open purchase or contract, at the places and in the manner in which such articles are usually bought and sold, or such services engaged, between individuals. (R. S., 3709.)
- (a) Aside from the provisions of section 3709, Revised Statutes, and the conditions named in sections 4a, 4b, 4c, 4d, and 4e, of the general field voucher (Form 3), and except as provided in paragraph 341 (d) below, there is no warrant or authority of law or regulation for dispensing with competition. In order that a voucher may properly be certified under sections 3 and C (Form 3), which dispenses with advertising under an exigency of the public service on account of the delay incident thereto, an exigency must in fact be real, one which by ordinary human foresight could not have been anticipated. Mere delay or oversight in placing an order is not considered as creating a public exigency.
- (b) Advertising consists in invitations for proposals being issued through the medium of newspaper announcements, by circular letters sent to dealers, and by notices posted in public places.
- (c) Old or completed contracts, whose terms have expired by reason of the fulfillment thereof in quantities furnished or time limitation, can not be revived for purposes of future orders, neither can the desire for a particular make of an article be used to avoid the statutory requirement as to advertising. Nor can bids or porposals, accepted on unit prices alone and without limitation of quantity or time, be made use of for more than one order.

(d) The purchase of supplies or the procurement of services outside the District of Columbia may be made in the open market in the manner common among business men when the aggregate amount of the purchase does not exceed \$50. Purchases made in accordance with this provision will be fixed under sections 5 and C (Form 3). Section 5 will be stated on the back of Form 3 as follows: Without advertising, under authority granted, for purchase, under \$50. (Sundry civil act, approved July 1, 1918.)

342. Bids involving \$1,000 or more must be advertised in newspapers.—Whenever it is proposed to make purchases or to enter into contracts that will necessitate an expenditure amounting to \$1,000 or more, proposals for furnishing the materials, services, or supplies desired or for the construction work involved shall be advertised for in one or more newspapers in the locality where said purchase is to be made or contract is to be performed, except in the case of purchases of patented articles or devices: Provided, however, That fuel for a vessel in an amount not in excess of the tank or bunker capacity of the vessel may be purchased without advertisement in newspapers, as required by this paragraph.

- (a) The sworn statement of advertising rates required by law to be furnished by proprietors or publishers of newspapers in which advertising for the department is placed are on file in the office of the Secretary (Division of Publications). It is directed therefore, that when any bureau or office desires advertising to be done, whether for such bureau or office in Washington or in any outside service of the department, a copy of the proposed advertising shall be forwarded to the Secretary of Commerce, together with a statement of the number and places of publication of newspapers in which it is believed the advertisement should be placed. The selection of the newspapers will be made by the office of the Secretary but the department has no objection to the bureau or office suggesting the names of the papers to be used. (Dept. Regs.)
- (b) Contracts and purchases in the Philippines are excepted from the provisions of this paragraph.
- (c) When it becomes necessary to insert an advertisement in the newspapers, as above required, a copy of the advertisement, together with a list of the papers in which it is to be inserted, should be forwarded to the office in ample time to allow for the transmission of the advertisement by mail, and in order that it may reach the newspapers concerned at least five days in advance of the date upon which it is desired to open bids. If approved, the order will be placed by the Department of Commerce, and pay-

ment for same will be made direct from the Coast and Geodetic Survey office. Invitations for bids may also be mailed, as at

present, to prospective bidders.

343. Advertising in newspapers.-No advertisement, notice, or proposal for any executive department of the Government, or for any bureau thereof, or for any officer therewith connected, shall be published in any newspaper whatever, except in pursuance of a written authority for such publication from the head of such department; and no bill for any such advertisement or publication shall be paid unless there be presented with such bill a copy of such written authority. (Sec. 3828, R. S.)

344. Subletting contracts, and "eight-hour law."-All invitations for proposals for construction or repair work will contain the following provision:

Should the successful bidder sublet any portion of his contract, he shall immediately give notice in writing to the Department, through the inspecting officer, of the fact, giving the name and place of business of the subcontractor and specifying the part of the contract sublet, with the time limit, if any, and this shall be considered as a part of the requirements of his contract.

Inspecting officers will see that this information is promptly furnished and will immediately report any violations of the act of June 19, 1912 (37 Stat. L., 137), known as the "eight-hour law." on the part of subcontractors as well as the principal contractor.

345. Contracts submitted for approval of the Secretary of Commerce.—Only the original copy of each contract shall be submitted to the Secretary for approval; and the administrative officers of the bureau or office concerned are hereby charged with the responsibility of seeing that the copies thereof, together with the indorsements thereon, are counterparts of the original. If after examination of the original the Department suggests changes or corrections to be made therein, the administrative officers shall see that like changes or corrections are made in the other copies, and shall, upon the approval of the original by the Secretary, make an indorsement on such copies in the following form: meresality, riminating areas

DEPARTMENT OF COMMERCE.

(Name of bureau or office) the military is a second of the continue of th

I hereby certify that the within papers are a true and correct copy of the original, as approved by the _____ Secretary of Commerce. bed blaves death from

- (a) When the original has been approved and the copies properly certified, the bureau shall transmit it to the chief clerk of the Department, who shall forward it to the Auditor for the State and Other Departments.
- (b) This order shall not apply to contracts and leases which the Secretary executes on behalf of the Department, and such instruments shall be submitted in triplicate as heretofore. (From Dept. Cir. No. 149, Feb. 13, 1915.)
- 346. Purchase of supplies and outfit.—No purchase of supplies or outfit shall be made until proper estimates have been approved. And no purchase shall be made, except in case of emergency or through the contracts of another bureau, until at least three bids have been obtained in response to invitations for the same; but if there are less than three bids, either because there are fewer dealers in the place, as will be often the case when purchasing coal and other supplies at isolated places, or because some of those invited have failed to submit bids, the lowest bid received may be accepted, if deemed reasonable.
- 347. Separate schedules and bids for different classes of articles.—In procuring bids for outfit, covered by approved estimates, the list must be divided into separate and distinct classes and schedules, and bids requested from responsible dealers who make a specialty of the articles in each class. This will make a separate bid for each class, but does not prohibit anyone from submitting a bid for the entire lot, provided his bid is in the form of a separate bid for each class or schedule. For instance, invitations for bids to furnish paints and oils should be sent to dealers who make a specialty of those articles. Bids for hardware should be invited from hardware merchants. In like manner separate schedules should be prepared for lumber, engineer's supplies, ship chandlery, etc. Forms Nos. 568 and 568a will be used in calling for bids as above mentioned, and the directions printed thereon are to be strictly complied with.
- 348. Articles to be carefully described.—Particular care must be given to the description of the articles called for, commercial designations being used, and, when necessary, manufacturers' names and dimensions given, so that bidders may have no difficulty in identifying the articles desired.
- 349. Reasonable time allowed for bidding.—A reasonable time only is to be allowed bidders in submitting their bids after the proposals have been sent to them, and generally a date for completion of contract should be named.

350. Lowest bid to be accepted.—In all cases of purchases of supplies, which are based on approved estimates, the chief of party is authorized to accept the bid of the lowest bidder for each class or schedule of supplies called for, provided said bids are just and reasonable and are within the approved estimates. The accepted bid must be signed in ink "Accepted," with the date, name, and title of the chief of party. Duplicate letters of acceptance must be prepared, one to be sent to the successful bidder and the other to the office with the accepted bid.

351. Oral agreement.—When bids are received for supplies or work on approved estimates, and the amount thereof is not sufficient to warrant a written agreement, the words "as per oral agreement beforehand" should be used in the voucher covering the payments therefor.

352. Bids to be forwarded.—Bids for all repairs should be forwarded to the Director, with a recommendation for his consideration. If approved, the bids will be returned with indorsement authorizing the work, which indorsement makes it a legal contract. A copy of every invitation to bidders for repairs, with the names of all bidders to whom invitations are sent indorsed thereon, must be sent to the office at the same time the invitations are sent out.

353. When parties are at a distance.—In cases of vessels or parties that are located at such a distance from the office that a compliance with the provisions of the preceding paragraph would occasion undesirable delay, the results of the bids, with necessary recommendation briefly stated, should be communicated to the office by telegraph for the Director's action.

354. Contract to accompany voucher.—Whenever work is done, or supplies are furnished, by contract, two copies (original and duplicate) of the contract should accompany the original voucher covering payment for said work or supplies.

When purchases are made from the Navy or other departments of the Government a duplicate copy of the invoice, accompanied by a purchase list, must be forwarded promptly to the office. This copy must be stamped or signed, dated, and the proper appropriation against which the purchases are to be charged specified. Where more than one copy of Government invoices are signed, such copies must be marked original, duplicate, triplicate, etc., in order to avoid duplication of the account. In case of a delay in the submission of these invoices by the department from which the

stores were purchased, every effort should be made to obtain copies of them before sailing.

356. Repairs to vessels.—Repairs to vessels must be made in accordance with approved estimates and under contract approved by the Director, who shall see to it that no contract or engagement is entered into which may involve the Government in a liability greater than the amount available for repairs to vessels in any fiscal year. Work must be suspended and the vessels laid up rather than infringe the law.

(a) In order that the necessary repairs to vessels may be promptly made the commanding officer of each vessel shall forward to the office estimates in detail for all repairs needed, with full specifications, before closing field work and in ample time to reach the office for action thereon, publication of advertisements and distribution of invitations to bidders before the arrival of the vessel at the port where the repairs are to be made. The estimates and specifications should reach the office at least three weeks before the vessel is expected to reach port.

357. Detailed statement of repairs.—Every voucher for repairs made to vessels shall be accompanied by a detailed statement in the nature of a certificate by the officer rendering the account, furnishing all information necessary to the intelligent auditing of the account. The essential particulars are:

- (a) Date on which work was begun.
- (b) Date on which work was finished.
- (c) Whether within contract time or not.
- (d) Whether in strict accordance with specifications.
- (e) If date of notification of acceptance of bid is not the date when work began explain why.
 - (f) If work is not done within contract time explain reasons.
 - (g) An itemized list of repairs made.
- (h) Where possible, the cost should be entered opposite each item in the itemized list.

358. Repairs to private property.—Repairs to private property of any kind must not be made unless such repairs are provided for by contract in writing at a prior date and made a part of the agreement for the hire of such property.

359. Bids for repairs.—After estimates for repairs have been approved, bids for the work contemplated must be obtained by sending invitations to persons, firms, or companies engaged in such work in the locality where the repairs are to be made. Form 569 with the specifications attached will be used. The bid-

ders are required to bid on each item in the specifications and not a lump sum for the entire repairs.

- (a) In securing bids the provisions set forth in paragraphs 341 and 342 of these regulations must be complied with. All bids received must be sent to the Director for his action. A bid approved by the Director constitutes a legal contract. When the necessary bond or certified check has been furnished, and the proposal approved by the Director, the terms of the contract become binding on both parties. In cases where time is paramount a brief abstract stating the important items of estimates and bids may be communicated to and approved by the Director by telegraph, and the work may be commenced upon such authority, but the original bids must be forwarded by mail without delay.
- 360. Contracts with companies or firms.—Contracts with incorporated companies or with associations doing business under a company title must be signed by some officer of the company and evidence furnished of his authority to sign, as in case of signature to vouchers. Contracts with copartnership firms must be signed by each individual member of the firm.
- 361. Procedure in procuring proposals and in awarding contracts.—Forms 568, 568a, 569, 569A, and 508 shall be used for procuring proposals and in awarding contracts for articles, labor, services, hire of boats, and repairs to vessels and equipment, and no other forms shall be used, except as hereinafter specified.
- (a) Articles and services.—Use Form 568 and continuation sheets (Form 568a) if there are more items than can be written clearly in the blank space of the first form. Read carefully the form of advertisement and proposal and the instructions to bidders, conditions, and note to the chief of party on the reverse side of this form. Fill in all blank spaces in the advertisement before sending to prospective bidders. Read carefully paragraphs 342, 346, 347, 348, and 349 of these regulations.
- (b) Fill in and sign the "acceptance" on the original of the accepted proposal and make two exact copies thereof, prefixing the word "Signed" to the bidder's name on the line intended for his signature. Forward one copy to the successful bidder and attach the other to the duplicate accounts. The original of the accepted proposal and all rejected proposals must accompany the original youcher.
- (c) Hire of boats.—If a boat or launch is required for a few days and it is impracticable to secure competition through advertising, or the total cost for the hire of the boat or launch does not justify the cost or delay which would result through adver-

tising proposals for the hire of the boat or launch may be procured on Form 568. At least three proposals must be procured, if practicable to obtain that many, but if not, then as many proposals as practicable must be procured, and at least one proposal shall be procured before a boat or launch may be hired. Reasons for not obtaining at least three proposals must be fully explained upon the face of the accepted proposal. See paragraphs 361a and 361b for procedure in accepting and forwarding proposals. No form of lease will be required with this proposal.

- (d) If a launch is required for a month or more, proposals for hire must be obtained on Form 508, except in special cases when authority has first been obtained from the Director to waive formal lease. When the total cost of the hire of a launch for the entire period for which it may be required, or when several launches are required for which the total cost of hire may amount to \$1,000, competition shall be obtained through advertising, as prescribed in paragraph 342 of these regulations. When proposals on Form 508 have been opened in accordance with the advertisement, the chief of party shall immediately forward to the office an abstract of all proposals received, giving full dimensions and power of the launches, and include a recommendation as to acceptance, stating reasons for rejection of the lower bids, if other than the lowest is recommended for acceptance. Where time is paramount a brief statement of the proposals received. with request for authority to accept, may be forwarded by telegraph, but the full abstract and reasons for accepting other than the lowest bid must be mailed at once. On receipt of proper authority he will then accept the proposal of the successful bidder and enter into contract with him for the lease of the launch, using Form 509 for the lease. The original of the accepted proposal and of the lease, together with one exact copy of the former and two of the latter and all rejected proposals, must be forwarded to the office as early as possible. Duplicates of the accepted proposal and of the lease need not be signed by the lessor or witnesses, but must have all names written in and prefixed by "Signed," if not actual signatures. The lessee should execute and deliver to the lessor a true copy of the lease.
- (e) Renewals.—When a lease is renewed, as provided for in paragraph 4 of the form of lease, the lessee must forward to the office at once the new lease, duly executed, but no duplicate will be required.
- (f) Changes in form of lease.—Chiefs of parties are not authorized to modify the form of lease in any respect without permis-

sion from the Director. If, for any reason, he finds it impracticable or inadvisable to hire launches under the provisions of Form 509, he must first submit a copy of Form 509 corrected as he considers proper, and obtain permission to hire under the conditions recommended by him, or he may, if necessary, seek permission by telegraph, stating briefly the changes desired.

- (g) For repairs to vessels and equipment.—Use Form 569 in all cases involving a cost of \$200 or more or in which the vessel must be delivered to the contractor in order that the repairs can be made. Proposals for making minor repairs to the vessel, her boats, and equipment may be procured on Form 568 and accepted as prescribed in the instructions for "Articles and services," provided the cost does not exceed \$200 or the nature of the work is not such that the vessel or any of her essential equipment must be delivered over to the contractor and become useless to the Government until the repairs have been completed, or the work is not such that any of the "conditions" of Form 569 not included in Form 568 are essential for the protection of the Government in connection with that work. The purchase of such articles as sails, awnings, anchors, and the like, which are chargeable to the appropriation "Repairs to vessels," may be made from proposals procured on Form 568, unless failure to deliver the same on the date agreed upon would result in actual loss to the Government. In the latter case proposals should be procured on Form 569 and suitable liquidated damages stipulated.
- (h) Use of Forms 569 and 569A.—Read carefully these forms and also paragraphs 342, 352, 353, 356, 357, and 359, of these regulations. Form 569 provides for formal contract with or without guaranty or certified check; informal contract with or without certified check; and formal or informal contract with liquidated or actual damage clause; and the chief of party will be guided by the following instructions in determining what form of contract should be used. This must be clearly indicated on page 1 of the contract before delivery to prospective bidders.

A contract with bond shall be considered a formal contract, irrespective of all other considerations, and a contract without bond shall be considered an informal contract. Whenever the estimated total cost of the repairs, exclusive of the optional items, exceeds \$1,000, a formal contract with bond shall be specified. Informal contracts may be entered into for amounts less than \$1,000, but should the chief of party be unable to determine in advance whether or not an acceptable bid can be obtained for an amount less than \$1,000 he will specify a formal contract with bond.

Guaranty or certified check ordinarily will not be required, unless so ordered by the Director, except with proposals for extensive repairs, but should the conditions be such that, in the opinion of the chief of party, a guaranty or certified check should be required if formal contract is specified or a certified check if informal contract, then he will so advise the Director and request instructions as to the amount of said guaranty or certified check to be required.

Liquidated damages should be specified when field work will be interrupted during the time in which the vessel or equipment is undergoing repairs or when it is expected that the vessel or equipment will be needed soon after the repairs have been completed. In preparing invitations for one bid which will involve two or more distinct and independent obligations on the part of the contractor, if provision is made for liquidated damages, they should be specified separately for each of the distinct obligations, and the time limit for each obligation should be clearly stated in the bid. This does not apply in cases such as repairs to, or the equipment of, a vessel when the delay in the completion or supplying of any one item would involve a delay in putting the vessel in condition for service. When it is evident that the vessel or equipment will not be used immediately on completion of the repairs or when conditions are such that the actual damages could be clearly proven in the event of the contractor failing to complete the work within the time agreed upon, then actual damages should be specified. When liquidated damages are specified, the daily amount of such damages shall be computed on the basis of the estimated cost of the work, in accordance with the following scale, unless the vessel is urgently needed or there is other sufficient reason for imposing a higher crate: Subjected Him white the tolic entities; esual example lantes

representations in Assertation what years of Southernier	Liquidated
Estimated cost of work:	damages per day.
\$3,000 or less	\$4
\$3,001 to \$5,000	5
\$5,001 to \$10,000	6
\$10,001 to \$20,000	8
\$20,001 to \$50,000	10

(i) Procedure.—See that the form is properly and completely filled out before issuing to prospective bidders. On pages 13, 14, and 15 abstract briefly all items, numbering them, and classifying them as necessary or optional items. Send one copy of this form

and complete specifications to the Director in ample time to receive instructions and to notify bidders of any changes which may be required before the bids are opened. Estimates should have been forwarded early enough for administrative action and return before getting out the proposals, and if advertising in newspapers is required the request for such advertising, with full information as to date of opening bids and other particulars, should have been forwarded early enough for the advertisement to be transmitted to the newspapers. (See par. 342 (c).) When the proposals have been opened an abstract of all bids, giving the prices quoted by each bidder on all items and time required to perform the work, shall be prepared at once and forwarded to the office with recommendation as to acceptance. Where time is paramount, the abstract may be communicated by telegraph, making the abstract as brief as practicable and omitting the detailed statements of all but the lowest proposal or the one recommended for acceptance, but including the totals of all other proposals. On receipt of proper authority the chief of party will immediately notify the successful bidder in writing of the acceptance of his proposal. If an informal contract, the chief of party will then execute the acceptance on page 3 of the form, make an exact duplicate thereof, and forward these copies and all rejected proposals to the office without delay. The duplicate need not be signed by contractor, but his name must be written in and prefixed by the word "Signed." The chief of party should deliver to the contractor a signed copy of the contract and retain a copy for his own use. The copies forwarded to the office will not be returned. If the contractor be a corporation, Form 168c (certificate to be used where contractor is a corporation), properly executed, with an extract from the by-laws of the corporation conferring upon the officer who signed the proposal power to execute contracts on behalf of the corporation, and signed and sealed with the corporate seal by the secretary of the corporation. must be attached to each of the copies of the contract forwarded to the office, but a copy of this form will suffice with the duplicate contract. When a formal contract is required the chief of party will not execute the acceptance on page 3 of Form 569, but will, within five days of acceptance of the proposal, draw up and enter into a formal contract, with bond, with the successful bidder on Form 569A. One duly executed contract and bond will be required by the Government, but a second duly executed contract should be prepared for the contractor. The original of Form 569A will be attached to the accepted proposal and the

specifications and will constitute the complete contract. The second copy of Form 569A, attached to a copy of the proposal and specifications, will constitute the contractor's copy of the contract. These two sets, together with a third copy of each form without signatures but with names copied in and all rejected proposals, will be forwarded immediately to the office for approval of contract and bond. The contractor's copy of the contract will be returned to him through the chief of party, when approved, but the other papers will not be returned.

- (k) Extension of time or modification of contract.—The chief of party is not authorized to grant an extension of time or in any way to modify any of the provisions or conditions of the contract. If for reasons beyond the control of the contractor, as set forth in paragraphs 4 and 5 of the "Conditions" (p. 8 of Form 569), he finds that he will probably be unable to complete the work within the time agreed upon, he should apply to the chief of party for an extension of time, stating his reasons for requiring longer time and the number of days additional time required, and it is the duty of the chief of party to keep account of the progress of the work and, where the progress is unsatisfactory, to ascertain the exact reasons, and to warn the contractor if the fault is within his control. The chief of party receiving from a contractor a request for an extension of time will immediately forward it to the Director, with a statement from himself on the subject and a recommendation. When the chief of party considers that any of the specifications, conditions, or provisions of a contract under which work is being done should be changed or modified, he will at once notify the Director to that effect, telegraphing, if necessary, but will authorize no changes whatever until so directed.

- (1) Report upon repairs.—During the progress of repairs to a vessel the officer in charge shall submit a brief semimonthly report upon the progress of said repairs. On completion of the repairs he shall submit at once the statement called for under paragraph 357 of these regulations. Payment for repairs may be made by the chief of party, or the bills and vouchers may be forwarded to the office for settlement. When in doubt as to the validity of the contractor's claim for payment, the latter course should be pursued.
- 362. Repairs or purchases at navy yards.—The following Department regulations, dated January 20, 1914, govern repairs to vessels and obtaining of marine stores at navy yards and naval stations:
- 1. In obtaining competition for repairs to vessels belonging to this Department it is hereby directed that whenever it is practicable to do so estimates for such work should be secured from the Navy Department, in addition to proposals usually solicited from private firms, which estimates should be based upon the same specifications that are submitted to such private concerns. For this purpose the vessel should be sent to the navy yard for estimates, if practicable, to remain there a sufficient length of time for thorough examination by the yard estimators, accompanied by the representatives of the vessel. If impracticable to send the vessel to a navy yard for this purpose, request should be made upon the commandant of the nearest navy yard to send estimators to the vessel. This request should be accompanied by a list of the work required, with specifications therefor, the same as are sent to private firms in soliciting bids. "Lump-sum" bids shall not be requested, but all necessary work shall be covered by separate items on which separate bids shall be submitted, and this shall be likewise required of private firms bidding on the work, in order that a proper comparison, item by item, can be made between the bids. As a result of all bids, if it is concluded that the work can be performed as economically and to as good advantage by the Navy Department, the repairs shall be made at a navy yard or naval station.

2. If the vessel is to have a general overhauling it is particularly desirable that all items that can be reasonably foreseen be estimated on at the same time, in order that the navy yard

force may lay out the work intelligently and economically.

3. In any case where an exigency exists requiring the immediate performance of the work desired, or where it is impracticable or useless to advertise, proposals need not be solicited from private concerns, and in such cases the repairs shall be made at navy yards or naval stations if practicable.

4. No repair work of any kind shall be requested from any navy yard or naval station until after the same has been authorized in accordance with the rules of the Department and

regulations of the particular service or bureau to which the vessels are attached. Whenever authority is requested to have work done at navy yards or stations, the recommendation in each instance should be accompanied with a statement fully setting forth the reasons supporting such recommendation, and the advantages to be derived from such a course.

5. When any item of repairs has been duly authorized to be made at a navy yard or naval station, no other work or work of any different nature will be done under that item except that which would ordinarily be necessary to accomplish that particular item. For any additional work, further authority should be obtained

6. Supplies, equipment, and other articles needed for vessels of the Department shall be obtained from any of the navy yards or naval stations whenever it is considered advantageous and in the interest of economy to do so; that is, where the prices at which they are furnished are not higher than what they could be obtained for from private concerns. In such cases authority should be requested the same as for repairs as stated in paragraph 4.

7. The Navy Department has authorized the following navy yards and naval stations to undertake repair work in connection with the vessels of this Department, and to furnish such supplies, equipment, and stores, upon the request of the commanding officer or master of any vessel or the station superintendent or other accredited Department representative, after the same has been duly authorized under the rules of the Department and the particular service or bureau concerned:

Navy yards—Boston, Portsmouth (N. H.), New York, Philadelphia, Norfolk, Charleston (S. C.), Washington (D. C.), Mare Island, Puget Sound. Naval stations—New Orleans, Key West, Guantanamo, Honolulu, Guam, Olongapo, Tutuila. Naval torpedo station—Newport (R. I.).

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CLOTHING AND SMALL STORES AND MESS SUPPLIES.

363. Clothing and small stores and provisions.—The Director is authorized to approve purchases from the appropriation for the United States Coast and Geodetic Survey of provisions, clothing, and small stores for enlisted men and food supplies for field parties working in remote localities, such provisions, clothing, and small stores and food supplies to be sold to the employees of said Survey and the appropriation reimbursed. (See act Mar. 3, 1901.)

364. Purchases of clothing and small stores and provisions.—Supplies of clothing and small stores and provisions can be purchased from the United States Navy storehouses, under General Order No. 3, June 30, 1900, Navy Department, the officer making the purchase to pay for the supplies (by official check; see circular letter Navy Department, Feb. 7, 1914) from the advances made to him by the disbursing agent.

365. Purchases in open market.—In exceptional cases purchases may be made in the open market when the prices do not exceed the cost of similar goods procured from the Navy storehouse, and when so purchased bids should be secured from at least three reliable firms, if there be so many in the immediate vicinity, and the articles required purchased from the lowest bidder, provided they are of satisfactory quality.

366. Limitation of purchases.—The Director is authorized to specify from time to time what articles of clothing and small stores may be kept in stock for the comfort and convenience of the crew. Unless otherwise specified by the Director, purchases shall be limited to such of the articles as are included in the clothing, small stores, and ship's stores carried by the United States Navy stores. When purchasing clothing and small stores, commanding officers shall avoid purchases of articles of a perishable nature, and shall not lay in a supply greater than will, with the stock on hand, suffice until there is another opportunity to purchase. (See par. 37.)

367. Invoices and bills.—The personal vouchers of the commanding officer (with detailed receipted invoices attached and, in case of purchase in open market, all bids) must be forwarded promptly to the Director.

(a) All charges for freight or transfer of the goods should be paid on or before delivery and must not be forwarded to the office for payment. The use of Government bill of lading for such shipments should be avoided.

368. Clothing and small stores advances.—The amount paid for clothing and small stores, plus the amount of the check sent to the disbursing agent for the accumulation fund, will be treated as an advance made by the disbursing agent to commanding officer. The issue price of all stores on hand is the amount for which commanding officers will receive credit in making a transfer.

369. Responsibility for loss of supplies.—The officers having the immediate custody of supplies of any description will be held responsible for their safety, and will be charged with the issue price of all losses or shortages that occur through their carelessness or negligence, but the commanding officer will be held primarily responsible for all goods. In all cases of reported losses, shortages, or damages, for which credit is claimed, a board of three officers shall be appointed by the commanding officer or the chief of party to investigate the cause of the loss, shortage, or damage, and fix the responsibility therefor. The report of the board shall be forwarded by the commanding officer or chief of party to the Director, with his recommendation regarding the proper action to be taken.

370. Clothing and small stores returns.—Returns of clothing and small stores must be made monthly, on Form 233, and should be forwarded in advance of the pay rolls. (See par. 38.)

371. Inventory of clothing and small stores.—Commanding officers will at the end of each quarter, appoint a board of three officers, who shall take a careful inventory of all clothing and small stores, and shall forward said inventory with the account of clothing and small stores. (See par. 39.)

372. Price of clothing and small stores.—An advance to be fixed by the Director of not more than 5 per cent of the invoice price of clothing and small stores shall be made and added to the cost price to cover incidental losses. In making this advance, no single item for the total of all items shall exceed the fixed per cent allowed. Any amounts paid for freight or to preserve the goods, such as for moth balls, will be added to the original price of the goods and be distributed as equally as possible. The issue price will include all additions made to the invoice price as prescribed by this paragraph. (See par. 374.)

(a) Articles of clothing and small stores issued to enlisted men shall be receipted for upon the monthly pay rolls, and the amount so charged must correspond with the monthly returns of issue of clothing and small stores.

373. Accumulation fund.—A check for the difference between the cost price and the issue price of stores received shall be made

out to the special disbursing agent, Coast and Geodetic Survey, the object for which drawn being "Accumulation fund," and mailed to him promptly. The fund resulting from this advance shall be under the control of the Director, to be used in making good losses or shortages, not the result of carelessnes or neglect.

374. Adjustment of prices.—When a new shipment of clothing and small stores is received, the percentage of advance for the accumulation fund and the amount of the freight and other authorized charges shall be added to the original cost of the articles. An adjustment will then be made between the prices of similar articles in stock and those received. In making the adjustment, any slight difference may be included in the accumulation fund instead of distributing it among the prices of the various articles. A complete itemized statement of the price adjustment shall be reported on Form No. 233, clothing and small stores issue, promptly upon the receipt of stores. (See par. 372.)

375. Issuing days.—The commanding officer should designate two days in each month for the issue of clothing and small stores. Clothing and small stores must be issued by the officer having custody of them, directly to the person to whom they will be charged, and in the presence of another officer, who shall witness the facts with his signature. In special cases, where the supplies are for men leaving the ship on detached parties, they may be receipted for on leaving the ship, and the issue witnessed by the officer in charge of the detached party.

376. Transfer of stores on change of command.—When an officer is relieved of command of a vessel he shall turn over to his successor all clothing and small stores on hand at the end of the preceding month, adding any subsequent invoices, and take his successor's receipt for them at issuing price. He shall forward this receipt in duplicate to the disbursing agent, who will credit his account with the value of the clothing and small stores as per receipt and charge the same to the account of his successor. indiagnament.

377. White mess coats, caps, and aprons furnished messmen.-At the discretion of the Director, white linen or cotton coats, caps, and aprons will be furnished for the use of cooks, stewards, and mess attendants on vessels of the Coast and Geodetic Survey, where the compensation of such employees is not specifically fixed by law, the articles furnished to remain the property of the Government as a part of the regular equipment of the vessels, and the laundering of the articles to be at the expense of the Government. parties. (See par. 878.)

378. Mess supplies, purchases on credit.—In all cases where the mess can obtain supplies at reasonable prices on their own credit this course must be followed, and public funds should not be used.

379. When necessary to use public funds for mess supplies.—All purchases should be made from Army and Navy store-keepers when practicable. If not practicable, and it is necessary to buy in the open market, bids should be secured from at least three reliable firms, if there be so many in the immediate vicinity, and the articles required be purchased from the lowest bidder, provided they are of satisfactory quality. The personal vouchers of the commanding officers, with detailed receipted invoices attached, and, in case of purchase in the open market, all bids, must be forwarded promptly to the office,

380. Mess responsible.—Only such supplies will be purchased as the mess may require until there be opportunity to purchase further supplies, and when purchased from public funds the entire cost of such purchases is chargeable to the mess, and shall be reimbursed during the season as rapidly as the mess funds or the allowance of ration money will permit, all to be paid before the close of the season. In other words, the mess is responsible and is to pay for the entire purchase, whether all the supplies are used by them or not, they, of course, having the control of any unused supplies after the payment is completed or arranged for to the satisfaction of the commanding officer. As soon as purchased they shall be fully insured at the expense of the mess for whom purchased and the policy forwarded with the invoices. In case of desertion of a member of the crew during a period for which the mess has incurred a deficit the commanding officer shall cause to be paid to the mess the pro rata assessment due from such member. This assessment shall be derived from the sale of any articles of clothing and effects left on board. If the funds obtained from such sale are insufficient the balance shall be paid from the amount due and unpaid.

381. Record of mess accounts.—In all cases the chiefs of parties shall keep and preserve a careful record of all mess accounts, which record will be at the call of the Director at any time he may care to examine it. (See par. 40.)

382. Freight on provisions.—Freight on provisions intended for parties operating in remote localities may, at the discretion of the Director, be paid from the appropriation applicable to the subsistence or rations, as the case may be, of the members of the parties. (See par. 373.)

ESTIMATES, BONDS, ALLOTMENTS, AND ADVANCES.

390, Estimates submitted in triplicate Detimates must be builted in triplicate being made out in detail with a sain.

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383. Estimates.—Every person intrusted with the execution of work involving an expenditure of money shall submit detailed estimates for monthly or other expenses, and no liability of any kind shall be incurred before the estimates therefor have been approved by authority of the Director.

384. Expenses within estimates.—All expenses incurred must be in accordance with approved estimates or allotments, and any expenditure in excess of said estimates or allotments will be disallowed, unless ratified by the Director.

385. Blank forms for estimates.—Any recommendation involving the expenditure of public funds, in order to receive prompt attention, must be accompanied by an estimate of such expenditure made out on the form provided for such purpose (Form No. 1), "Estimates for field expenses," and Form No. 1a, "Continuation sheets," when necessary.

386. Estimates not needed for certain items.—Estimates covering the salaries of commissioned officers, or of officers holding appointments from the Secretary in statutory positions, or for the pay and standard rations of enlisted men are not required.

387. Separate estimates for different items of appropriation and for each fiscal year.—Estimates for "Party expenses" and "Repair of vessels" must be submitted separately. When working under two or more items of appropriations, render separate estimates under each appropriation and also separate estimate for each fiscal year.

388. Estimates must not contain expenditures extending beyond fiscal year.—Estimates for outfit and supplies should contain all items needed for the season's field work, or for the half or the whole of the fiscal year, as may be found practicable or expedient. In no case can estimates be for a period extending beyond the close of a fiscal year.

389. Estimates for repairs separate from outfit or supplies.— Items of repairs of vessels must not be included in the estimates for outfit or supplies. Repairs include the hull, machinery, rigging, and permanent fixtures of the vessel and boats, but there are various items that may be included in either estimate in accordance with the manner in which the items are to be applied to use. (See par. 483.)

390. Estimates submitted in triplicate.—Estimates must be submitted in triplicate, being made out in detail with a summary.

391. Estimates for pay and subsistence.—The pay of hands and others not mentioned in paragraph 80 and all subsistence allowances must be estimated for and in separate items.

392. Estimates for subsistence.—The estimates for per diem or actual subsistence must be given in detail, and in all cases a per diem rate must be stated. Lump sums must be avoided as far as practicable, and specific itemization adhered to as nearly as the work to be accomplished will permit.

893. Estimates for traveling expenses.—All traveling expenses must be estimated for, and when for distance greater than 50 miles (local field), the distances, as far as practicable, and names of places between which transportation is required must be stated in the estimate.

394. Estimates for repairing instruments.—When a party is at a distant point from which the transportation charges will be excessive as compared with the cost of repairs to be made to instruments, a separate estimate in triplicate for such repairs, based upon the opinion of one or more reliable instrument makers, may be submitted. When such estimates have been approved and the repairs made, the account must be rendered with vouchers and abstract, as it is settled under a separate appropriation.

395. How to prepare estimates.—In preparing the detailed estimates for outfits or supplies for vessels, camp outfits, etc., Form No. 1a, "Continuation sheets," will be used. In other instances, continuation sheets will be ruled similar to Form No. 1, and inserted when required. Every article estimated for must be entered and the columns appropriately filled out. Only articles required will be entered, and not those on former estimates of which no additional supply is required. All articles must be arranged alphabetically in their proper class.

396. Estimate items classified.—All estimates for ship's supplies must be classed under the following heads: Deck, engineer's, cabin, wardroom, berth deck, pantry and gallery, and miscellaneous. These subdivisions will be divided into appropriate schedules, such as ship-chandlery, paints and oils, hardware, illuminating materials, etc., and when practicable the vouchers should be arranged in accordance with the schedules.

- 397. Estimates to be based on actual prices.—All estimates should be based upon actual prices obtained when practicable from one or more reputable dealers or manufacturers of the articles desired. Estimates for repairs must always be obtained from firms which have facilities for and are able to do the work. Lump sums will not be considered.
- 398. Explanations of estimates.—The need for all articles for which the use is not obvious must be explained, and should immediately follow the item to which it refers, and such explanation must not be submitted as a separate document from the estimate. This requirement does not apply to the usual ship supplies and equipment of shore parties, but only to those articles which are not usually supplied to such parties and to apparently excessive quantities of such articles or to quality above the standard of former allowances for the same.
- 399. Estimates not to be exceeded.—A chief of party must not purchase articles in excess of the quantity authorized in his approved estimates. In order to avoid doing so he should check each purchase on his estimate and should submit a supplemental estimate on Form 493, "Supplemental estimate," which should be approved by the office before he exceeds the quantity which has been authorized. Rates of pay as approved in the estimates must not be exceeded. If increases are desired, they must be approved by the Director, and are only effective from the date of his approval.
- 400. Bond of disbursing agent.—The disbursing agent shall execute such bond to the Government for the faithful performance of his duties as shall be satisfactory to the Secretary of Commerce.
- 401. Bonds as chief of party.—Before a chief of party or other officer can receive an advance of public funds he shall give bond conditioned on the faithful discharge of his duties in such form as may be required by the Secretary of Commerce and in the penal sum of \$4,000 unless otherwise required in special cases. Official bonds are required by law to be renewed at least once in every four years.
- (a) A duly qualified corporate surety company is preferred by the Department as surety, but two or more individuals, able to justify in unencumbered real estate to the amount of double the penalty of the bond, may be accepted.
- (b) Individual sureties are required by law to furnish every two years, and as much oftener as the Secretary of Commerce may require, satisfactory evidence of their continued solvency.

- (c) Forms for bonds, accompanied by instructions for their execution, will be furnished to officers required to give bond.
- 402. Allotments.—The Director shall, as far as he deems practicable, allot to each chief of a field party a stated sum for the expenses of the party under his charge during the fiscal year, or for the particular work assigned to him; and when an allotment has been thus made all vouchers for expenses of such party or field work in excess of the amount so allotted, or the amount to which the Director has increased or diminished it, shall be disallowed, unless ratified by the Director.
- 403. Allotment restricted to fiscal year; contract is an expense incurred.—Allotments of funds made on approved estimates become void when the appropriation under which made is no longer available—that is, at the end of the current fiscal year—and no expenses can be incurred on account of such allotment after that date. But it should be noted that the amount involved in a contract is to be considered as an expense incurred at the time the contract is made and not necessarily at the time the work under the contract is finished.
- 404. Advances.—Provided, That advances of money under this appropriation may be made to the Coast and Geodetic Survey and by authority of the Director thereof to chiefs of parties, who shall give bond under such rules and regulations and in such sum as the Secretary of Commerce may direct, and accounts arising under such advances shall be rendered through and by the disbursing officer of the Coast and Geodetic Survey to the Treasury Department as under advances heretofore made to chiefs of parties. (Act June 12, 1917.)
- 405. No compensation for disbursement of advances.—No compensation shall be allowed for the disbursement of any moneys authorized to be advanced, and the officers or persons authorized to receive and disburse moneys so advanced shall be subject to all terms, provisions, and conditions of law as to the custody and rendering of accounts of public money of the United States.
- 406. Requisition for advances.—Requisitions for advances not prohibited by regulations or otherwise must be transmitted to the Director for his approval by the chief of party. They should be submited in ample time to avoid delay in the work. No requisition will be honored by the disbursing agent until the estimates have been approved or an allotment made to the chief of party. Requests for advances must not be made for amounts greater than

may be needed for immediate use, due regard being had that the work be not delayed on account of lack of funds.

407. Form of advances.—Funds will be advanced to a chief of party in the form of a deposit to his official credit with the Treasurer of the United States, who will furnish him with the necessary check books on his requisition after his signature has been certified to by some person known to the Treasurer, and the checks will be payable at the Treasury. Chiefs of parties are not authorized to negotiate drafts on the disbursing agent.

408. Funds advanced to be kept in Treasury.—Chiefs of parties are required to keep the funds advanced to them in the Treasury, and the disbursing agent, upon regular requisition, will make deposits to their credit.

409. Signature to check.—Chiefs of parties to whom funds have been advanced by the disbursing agent, and who have accounts with the Treasurer, will sign their checks as "Chief of Party, U. S. C. and G. S.," and their individual numerical symbols.

410. Advance of funds may overlap two fiscal years.—The provision for keeping separate accounts of different fiscal years does not refer to cash balances of advances. This must not be construed by chiefs of parties to refer to the use of any cash balances of funds remaining on hand at the close of a fiscal year. Cash balances are continuous in their character. It is the voucher covering the expenditures appertaining to and properly chargeable to any particular year, duly executed and properly paid, which constitutes the charge against an appropriation.

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PAY, SUBSISTENCE, AND ALLOWANCES.

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(A) PAY AND SUBSISTENCE.

- 411. Payment of salaries and compensation.—All persons in the Government service receiving a yearly or monthly compensation will be paid for such service in accordance with the following act of Congress:
- (a) Sec. 6. Hereafter, where the compensation of any person in the service of the United States is annual or monthly the following rules for division of time and compensation of pay for services rendered are hereby established:

Annual compensation shall be divided into 12 equal installments, one of which shall be the pay for each calendar month; and in making payments for a fractional part of a month onethirtieth of one of such installments, or of a monthly compensation, shall be the daily rate of pay. For the purpose of computing such compensation and for computing time for services rendered during a fractional part of a month in connection with annual or monthly compensation, each and every month shall be held to consist of 30 days, without regard to the actual number of days in any calendar month, thus excluding the 31st of any calendar month from the computation and treating February as if it actually had 30 days. Any person entering the service of the United States during a 31-day month and serving until the end thereof shall be entitled to pay for that month from the date of entry to the 30th day of said month, both days inclusive; and any person entering said service during the month of February and serving until the end thereof shall be entitled to one month's pay, less as many thirtieths thereof as there were days elapsed prior to date of entry: Provided, That for one day's unauthorized absence on the 31st day of any calendar month one day's pay shall be forfeited. (Act June 30, 1906.)

- (b) For pay purposes all months in the year will be reckoned as containing 30 days.
- (c) Where a promotion or demotion occurs during any month from a place to another place carrying a different compensation, service under such promotion or demotion will be considered as fractional service.

- (d) One-thirtieth of a monthly installment of salary shall be deducted for every day's absence in a month where such absence is not in a pay status during such absence. (Comp. Dec. of July 5, 1906.)
- (e) The Government Salary Tables, 1916, are to be used in preparation of vouchers for daily or monthly salaries.
- 412. Retirement of employees in the classified civil service.—The act of May 22, 1920 (41 Stat., 614), provides for the retirement of classified civil-service employees and directs the withholding of 2½ per centum of such employee's basic salary. Payment of salaries of such employees should therefore be made on the basis of 97½ per centum of the authorized pay, and in the preparation of vouchers for daily or monthly salaries the second supplement to the Government Salary Tables of 1920 should be used.
- 413. Extra pay in the Philippines.—No extra pay will be allowed to persons employed expressly for service in the Philippines, the compensation in such cases having been fixed for that service only.
- 414. Pay of per diem employees.—Per diem employees can not be paid for a Sunday or hollday unless service is actually rendered on that day, and when services performed on such days are charged for, a certificate that such service was rendered must be written on the face of the voucher and signed by the chief of party.
- 415. Salary vouchers of field officers.—Officers paid on separate vouchers, not attached to the office, and serving within the continental limits of the United States, must transmit their salary vouchers through the chief of party to the Director for his inspection and approval, together with their monthly personal reports, which shall not be rendered in advance of the full service reported. Their salary accounts will not be paid unless the reports of occupation accompany them. (See par. 24.)
- (a) In the case of officers paid on separate vouchers on duty for a period exceeding 30 days at a point outside the continental limits of the United States (and Alaska and Alaskan waters shall be held to be a part of such excepted territory), and under the conditions named, the bonded chief of party in charge may pay such salaries under these instructions, and he shall submit a monthly abstract of all such payments to the disbursing agent, supporting this abstract by the vouchers thus paid.
- (b) Officers who are paid by the disbursing agent on separate vouchers should state specifically on the face of voucher on the

line marked "Address" the exact address to which check in payment of the voucher should be mailed. Checks will be mailed to the address given on the face of the voucher.

- 416. Assignment of pay.—Upon written application, approved by the Director, officers and employees of the United States Coast and Geodetic Survey, while employed outside of the District of Columbia, are hereby authorized to make assignment of their pay. (34 Stat., 1322.)
- 417. Allotment of pay: Officers.—Officers, when not attached to the Washington office may, upon a written application to the Director, forwarded through the chief of party, have allotments made from their pay for the support of their families or relatives, or for their own savings, or for any other purposes, and during such time as they may be absent from the Washington office, or as may be otherwise requested.
- 418. Allotment of pay: Members of the crew.—Members of the crew may have allotments made from their pay by application through their commanding officers, to such persons and for such length of time as they may request, except that the allotments mentioned in this paragraph shall not interfere with the regulation in regard to retained pay.
- 419. Notification to stop payment of allotment.—Whenever, for any cause, an allotment should no longer be paid (as in case of death, desertion, discharge, or when relieved from duty in the Philippines) the commanding officer must immediately notify the disbursing agent to that effect.
- 420. Subsistence and commutation.—Commutation may, at his discretion, be allowed by the Director to junior engineers, deck officers, extra observers, nautical experts, magnetic observers, watch officers, chief engineers, surgeons, mates, signalmen, computers, and draftsmen while on field duty, under the following-named conditions and exceptions, and at not to exceed the following rates:
- (a) While serving as chief of a party and living at hotels or elsewhere and paying all expenses of quarters and board, \$3 each per day.
 - (b) While living at hotels or elsewhere and paying all expenses of quarters and board, and not in charge of party, \$2.50 each per day.

¹ Field duty is duty performed under authorization by the Director while the person is detached from the office in Washington, D. C.

- (c) While serving as commanding officer of a vessel, under the Director's orders designating him as such, or as chief of party living ashore in quarters furnished by the Government and supplied with cooks, mess outfit, etc., but not provisions, \$2.50 each per day.
- (d) While serving as executive officer of a vessel, under the Superintendent's orders designating him as such, or on duty at a field station or magnetic observatory, \$2 per day each.
- (e) While serving on vessels in any other capacity than as commanding officer or executive officer, or while traveling under orders on a vessel of the Survey, \$2 each per day.
- (f) While serving in a land party in any capacity other than chief of party and living in camp or other quarters furnished by the Government, except as provided in paragraph (d), the Government also furnishing cooks, mess outfit, etc., but not provisions, 2 each per day.
- (g) While on field duty, which involves travel and brief stoppages, either commutation at \$2.50 each per day and transportation, including berth in sleeping car, or actual expenses of travel and board, as the Director may authorize.
- (h) While serving in the Philippine Islands, commutation will be allowed only to junior engineers, deck officers, extra observers, watch officers, chief engineers, surgeons, mates, and magnetic observers, and will include all duty from the time of arrival at a Philippine port to the time of departure for a United States port, at a rate of \$2.50 each per day.
- (i) Neither subsistence nor commutation can be allowed to any person while on duty in Washington, excepting that noncommissioned officers temporarily ordered to the office at Washington for consultation with the Director may be allowed their actual necessary expenses for short periods.
- (j) Recorders, foremen, hands, and all authorized employees in land parties may be allowed either commuted or actual subsistence at the discretion of the Director, not to exceed \$1.50 per day each; and such employees while on field duty detached from their parties or traveling may be allowed the cost of their actual subsistence, not exceeding \$2 a day while so detached or traveling.
- (k) Members of the crews of the vessels, when detailed for temporary shore duty or temporarily deprived of their quarters and mess privileges on account of repairs to the vessel, or for other sufficient reason, may be allowed their actual living expenses, not to exceed \$2 each per day, when supported by the proper receipts, provided their ration stops for the same period,

and the stoppage and reason therefor are noted on the pay rolls. If deprived of mess privileges only, while living in the quarters on shipboard, they may be allowed actual living expenses when supported by proper receipts at not to exceed \$1.50 per day, with the same proviso as to rations. (See pars. 82 and 536.)

- (1) Commutation in accordance with the foregoing rules shall be considered as beginning when the station or the field of operations is reached and as ceasing when the station or the field of operations is left. Fractions of days must be taken into account at the commencement and end of the season, dividing the day into four parts, three meals and lodging, the day to begin with breakfast.
- (m) Commutation will not be allowed while traveling on vessels where the transportation paid for by the Government includes board, nor in any case while on sick or annual leave.
- (n) Commutation will not be allowed for Sundays or legal holidays which immediately precede or follow a period of annual leave, unless it is affimatively shown that the person claiming the commutation was actually present for duty during such day or days.

(B) PAY OF COMMISSIONED OFFICERS.

421. Pay of commissioned officers.—Commissioned officers of the Coast and Geodetic Survey shall receive the same pay and allowances as now are or hereafter may be prescribed for officers of the Navy with whom they hold relative rank as prescribed in the act of May 22, 1917, entitled "An act to temporarily increase the commissioned and warrant and enlisted strength of the Navy and Marine Corps, and for other purposes," including longevity; and all laws relating to the retirement of commissioned officers of the Navy shall hereafter apply to commissioned officers of the Coast and Geodetic Survey: Provided, That hereafter longevity pay for officers in the Army, Navy, Marine Corps, Coast Guard, Public Health Service, and Coast and Geodetic Survey shall be based on the total of all service in any or all of said services. (Sec. 11, Public No. 210—66th Cong.)

422. Pay, base.—The pay of the grade without considering length of service is designated as base pay.

423. Pay, longevity.—There shall be allowed and paid to each commissioned officer of the Coast and Geodetic Survey ten percentum of his yearly base pay for each term of five years' service in the Army, Navy, Marine Corps, Coast Guard, Public Health Service, and Coast and Geodetic Survey. The total amount of such

increase for length of service shall in no case exceed forty percentum, on the yearly pay of the grades as provided by law: Provided, That the annual pay of captain shall not exceed five thousand dollars per annum; of commander four thousand five hundred dollars per annum, and of lieutenant commander four thousand dollar per annum. (In accordance with the provisions in the act May 13, 1908, and the act May 18, 1920.)

- (α) Longevity pay for officers in the Army, Navy, Marine Corps, Coast Guard, Public Health Service, and Coast and Geodetic Survey, shall be based on the total of all service in any or all of said services. (Act May 18, 1920.)
- (b) In computing longevity pay, active duty in the Naval Reserve Force is counted. (Comp Dec., Oct. 16, 1917.)
- 424. Pay table for commissioned officers.—The following table gives the pay of the various grades of officers of the Coast and Geodetic Survey, according to rank, and longevity:

Captain: Pe	or onnum	Lieutenant:	Par annum
Base pay		Base pay	
5 years	_ 4,400	5 years	2, 640
10 years	_ 4,800	10 years	2,880
15 years	_ 5,000	15 years	3, 120
20 or more years		20 years	3, 360
Commander:	HOUSE SEED	Lieutenant (j. g.):	mom(e) (online
Base pay	_ 3,500	Base pay	2,000
5 years	_ 3,850	5 years	2, 200
10 years	_ 4, 200	10 years	2, 400
15 years	4, 500	15 years	2,600
20 or more years	_ 4,500	20 years	2,800
Lieutenant commander	in the same of the	Ensign:	TO reacent
Base pay	_ 3,000	Base pay	1,700
5 years	_ 3,300	Base pay 5 years	1,870
10 years		10 years 11111	2,040
15 years		15 years	2, 210
20 or more years		20 years	
THE RESERVE OF THE PERSON NAMED IN COLUMN TWO IS NOT THE OWNER.		THE RESERVE THE PERSON NAMED IN COLUMN TWO IS NOT THE OWNER.	

425. Pay, sea, when entitled.—Commissioned officers are entitled to sea pay when attached to and serving on board vessels under the control of the Coast and Geodetic Survey when the nature of the detail is such that the officers are required to live on the vessel and are subject to duty any time of day or night.

426. Pay, increase for sea and foreign duty.—All officers on sea duty and all officers on shore duty beyond the continental limits of the United States shall while so serving receive ten percentum additional of their salaries and increase as above provided, and such increase shall commence from the date of reporting for duty on board ship or the date of sailing from the United

States for shore duty beyond the seas or to join a ship in foreign waters. (Act May 13, 1908.)

- (a) The 10 per cent increase applies only to the base pay and longevity pay. Service in Alaska does not constitute foreign duty, but by legislative action duty in Canal Zone, Panama, Hawaii, and Porto Rico does. The law makes no provision for 10 per cent increase in officers' pay while traveling from shore duty beyond seas to join a vessel in foreign waters, or vice versa. (Comp. Dec., June 24, 1913.)
- (b) An officer detached from shore duty beyond seas and ordered home continues to be entitled to the additional 10 per cent of his pay until his arrival in the United States. (Dec. Court of Claims, Feb. 13, 1911.)
- (c) Officers while serving on shore duty beyond seas are entitled while on leave taken abroad to 10 per cent additional pay provided for such duty. (Comp. Dec., Mar. 29, 1913.)
- (d) An officer detached from shore duty beyond seas and ordered to his home, with permission to delay en route, is entitled to the 10 per cent increase authorized by the act of May 13, 1908, until his return to the United States. (Dec. of Court of Claims, 31159, Apr. 14, 1913.)
- (e) Officers are entitled to the 10 per cent additional pay for shore duty beyond seas while on duty in the Canal Zone, Panama, Hawaii, and Porto Rico. (Comp. Dec., July 23, 1915.)
- (f) An officer detached from one sea duty and under orders to proceed and proceeding to another sea duty is not entitled to the 10 per cent additional pay provided for sea service. (Comp. Dec., Jan. 10, 1914.)
- (g) An officer is not entitled to 10 per cent increase of pay while returning from sea duty in foreign waters to the United States, either to shore duty therein or under orders to join another ship in home waters. (Comp. Dec., July 22, 1913.)
- (h) An officer attached to a sea-going vessel while on special temporary duty away from his ship under orders expressly imposing upon him the continued discharge of his sea duties, is entitled to the 10 per cent additional pay received for sea duty. (Comp. Dec., Jan. 20, 1910.)
- (i) An officer attached to a sea-going vessel while on special temporary duty away from his ship under orders which do not have the effect of detaching him from his sea duties, is entitled to the 10 per cent additional pay received for sea duty. (Comp. Dec., Feb. 23, 1910.)

- (j) An officer temporarily absent from sea duty and performing duty ashore under orders practically relieving him from all duty aboard his ship is not entitled to the additional 10 per centum while performing such shore duty. (Comp. Dec., June 30, 1909; see also Comp. Dec., Nov. 26, 1909.)
- (k) An officer on shore duty ordered to temporary additional duty after in connection with the trials of a ship is not entitled to the 10 per cent increase. (Comp. Dec., July 8, 1919.)
- (1) An officer detached from shore duty and ordered to take passage on a specified date for duty beyond seas is, during the interim, entitled to shore duty pay. (Comp. Dec., Feb. 14, 1912.)
- (m) An officer ordered from shore duty beyond seas to temporary duty in the United States is not entitled to 10 per cent additional during the period of temporary duty. (Comp. Dec., Jan. 17, 1916.)
- (n) An officer ordered from foreign shore duty to duty on board of a vessel in United States port is entitled to 10 per cent additional to date of return to the United States. (Comp. Dec., Nov. 20, 1916.)
- (o) An officer detached from sea duty beyond seas and directed to proceed to his home is not entitled to the 10 per cent increase in pay while so en route. The right to the 10 per cent additional pay for sea service ceases on the date of the officers detachment. (Comp. Dec., June 30, 1911.)
- (p) An officer who reports for duty on board a vessel the second day following his detachment from another vessel is not entitled to the 10 per cent additional pay for sea duty for the one day when he was neither in the status of an officer on sea duty nor of an officer detailed for shore duty beyond the seas. (Comp. Dec., Apr. 23, 1910.)
- (q) An officer detached from a ship in foreign waters and ordered to duty at a foreign station is not entitled to 10 per cent additional for sea duty while en route to his new duty on board of a Government vessel. (Comp. Dec., June 30, 1916.)
- (r) An officer ordered to settle his accounts on board the vessel from which he was detached is not entitled to sea pay for period of such settlement. (Comp. Dec., July 27, 1916.)
- (8) A commissioned officer ordered to embark on board of a Coast and Geodetic Survey vessel for duty in connection with the work of the service, who is not regularly attached to said vessel is not entitled to the 10 per cent additional for sea duty while taking passage thereon.

427. Pay, on leave.—All commissioned officers receive while on leave the full pay of their grade as established by the act of

May 13, 1908, for leave authorized by statute; and for leave in excess of "statutory leave," one-half such full pay. (Opp. Atty. Gen., Apr. 5, 1909; Comp. Dec., Apr. 16, 1909; May 26, 1909; act May 13, 1908.) This includes base pay, longevity pay, and temporary increase of pay.

(a) Officers on leave of absence from sea duty are not, while on such leave, entitled to the 10 per cent additional pay. (Comp. Dec., Apr. 24, 1909.)

428. Pay, sick.—Commissioned officers suffer no change in pay on account of absence due to sickness or wounds or when lawfully absent from duty, with the exception of the 10 per cent increase of pay for sea duty, when officially detached or placed upon sick leave status. (Comp. Dec., May 15, 1909.) (See pars. 110(b), 448.)

429. Absence, due to own misconduct, etc.—No officer absent from duty on account of injury, sickness, or disease resulting from his own intemperate use of drugs or alcoholic liquors, or other misconduct, shall receive pay for the period of such absence, the time so absent and the cause thereof to be ascertained under such procedure and regulations as may be prescribed by the Secretary of Commerce. (See act of Aug. 29, 1916, as amended by act of July 1, 1918, modified.)

430. Pay on furlough,—Officers on furlough shall receive only one-half of the pay to which they would have been entitled if on leave of absence. (Secs. 1454 and 1557, R. S.)

431. Pay, absent without leave.—When absent without leave, all officers forfeit pay and allowances during such absence unless the absence is excused as unavoidable. (N. R. 4411, 1918 ed.)

432. Pay, traveling.—Officers proceeding to and from their stations under orders are entitled to pay as on duty, provided there is no unnecessary delay on their part. (N. R. 4407-2, 1918 ed.)

433. Allotments.—Allotments may be made in the usual way, by letter to the Director, to an amount not in excess of the pay voucher, but allowances may not be allotted. (See par. 417.)

434. Vouchers for pay of commissioned officers.—In rendering vouchers for pay, commissioned officers should use Form 2. In claiming "sea pay" or foreign duty pay, cross out on the youcher the one which does not apply, except in cases where both apply.

(C) PAY OF RETIRED COMMISSIONED OFFICERS.

435. Retirement age.—Except as otherwise provided by law, the retirement age of all commissioned officers of the Coast and

Geodetic Survey shall be sixty-four years. (Act Aug. 29, 1916, c. 417.)

436. Retirement after thirty years' service.—When an officer has been thirty years in the service he may, upon his own application in the discretion of the President, be retired from active service and placed upon the retired list. (Act May 13, 1908, c. 166.)

437. Retirements on account of disability or for cause.—The retirement of officers incapacitated for the performance of duties or retirement for cause are governed by statutes, and each case will require separate consideration for appropriate action. (Sec. 1453, R. S.)

438. Recalled to active duty.—An officer on the retired list may be employed on active duty at his own request as provided in the act of August 22, 1912.

439. Pay, retired.—Officers on the retired list receive (according to the way in which they are retired) either three-fourths or one-half of the pay of the grade or rank which they held at the time of their retirement, or one-half of the leave pay of such rank or grade, which is furlough pay. In computing the retired pay longevity is included, but not the sea pay or the foreign duty pay. (Sec. 1588, R. S.; Comp. Dec., Aug. 13, 1908; Comp. Dec., Oct. 16, 1908.)

440. Pay, retired, when employed on active duty.—Any retired officer who shall be detailed on active duty shall, while so serving, receive the active duty pay and allowances of the grade, not above that of lieutenant commander in the Navy, that he would have attained in due course of promotion if he had remained upon the active list for a period beyond the date of his retirement equal to the total amount of time during which he has been detailed on active duty since his retirement. (Act Aug. 29, 1916.)

(D) ALLOWANCES, COMMISSIONED OFFICERS: COMMUTATION OF QUARTERS.

- 441. Quarters.—Commissioned officers are entitled to their proper allowances of public quarters or quarters hired by the Government or commutation therefor.
- (a) When not otherwise provided for in these regulations the Director will determine when and where there are no public quarters available for commissioned officers of the Coast and Geodetic Survey within the meaning of any acts or parts of acts relating to the assignment of quarters or commutation therefor.

- 442. Commutation of quarters.—When quarters in kind are not furnished by the Government a commissioned officer is allowed commutation of quarters at the rate of \$12 per month for each room to which his relative rank entitles him. (Act of Mar. 2, 1907, and N. R. 4513, 1918 ed.)
- (a) Commissioned officers on shore duty where there are no public quarters for their accommodation, or where quarters have not been hired for their use, are entitled to commutation of quarters. (Act Mar. 2, 1907.)
- (b) An officer in receipt of commutation of quarters is entitled to the same while temporarily absent on duty. While he continues to hold the right and exercises it by constructive occupation or use of any kind, he can not legally demand quarters nor commutation at any other station.
- (c) An officer on duty at a station where public quarters are available is not entitled to commutation of quarters, even though he can not be assigned the full number of rooms to which his rank entitles him. (Comp. Dec., Oct. 31, 1913.)
- (d) An officer on duty at a station where he is properly in receipt of commutation of quarters is entitled to the allowance during ordinary leave on full pay, but not during sick leave. If he is relieved from duty at the station and then granted leave, his commutation ceases. (N. R. 4512 (6), 1918 ed.)
- (e) Officers attached to vessels in commission compelled to live on shore are entitled to expenses incurred for hire of quarters, heat, and light, not to exceed authorized allowances, if approved by the Department. (Comp. Dec., Nov. 22, 1911.)
- (f) Commutation of quarters is not allowed to any officer under the following circumstances:
- (1) When relieved from duty at one station, where he is entitled to commutation of quarters, and assigned to another, he is not entitled to such allowance from the date of relief to the date on which he reports in person at the new station. (24 Comp. Dec., 133.)
 - (2) On sea service under the usual conditions. (See par. 425.)
 - (3) On sick leave status. (See par. 448.)
- (g) Commutation of quarters for fractional parts of a month are computed on the basis of 30 days to the month, regardless of the actual number of days comprising the month. (Comp. Dec., July 15, 1909.)
- (E) ALLOWANCES, COMMISSIONED OFFICERS: HEAT AND LIGHT.
- 443. Allowance, heat and light.—Heat and light actually necessary for the authorized allowance of quarters for commissioned

officers of the Coast and Geodetic Survey shall be furnished at the expense of the United States under such regulations as the Secretary of War may prescribe. (Sec. 4514, N. R., 1918 ed., modified, and act Mar. 2, 1907, Army Appr.)

- (a) An officer who is assigned to Government quarters furnished with heat and light, but who prefers not to occupy them and lives elsewhere is not entitled to reimbursement for the expenses of heat and light in the quarters he chooses to occupy in preference to those assigned to him by the Government. (Comp. Dec., Feb. 18, 1910.)
- (b) An officer taking his meals only at a place where he certifies it is impracticable to furnish fuel in kind, but occupying quarters which it is practicable for the Government to heat, is not allowed a credit of the money value, but is entitled to fuel in kind for the quarters occupied. (Comp. Dec., Oct. 8, 1910.)
 - (c) An officer maintaining two residences as quarters during the same period is not entitled to have heat and light supplied to both at Government expense during said period, even though his accumulated allowances should not be exceeded. (Comp. Dec., May 27, 1910.)
- (d) Officers attached to seagoing vessels are not entitled to commutation of quarters or heat and light allowance while on temporary special duty away from their ships under orders expressly imposing a continuation of their sea duties. (Comp. Dec., Dec. 20, 1909.)
 - (e) Where an officer occupies quarters other than public he is not entitled to greater heat and light allowances than those prescribed for the number of rooms actually occupied by him, regardless of the number which he is entitled to occupy. (Comp. Dec., July 31, 1913; Aug. 15, 1913; Sept. 21, 1917.)
 - (f) If an officer's quarters at his permanent station are actually occupied, during his absence on leave, by his family or persons dependent upon him for support (and evidence of such fact accompany the voucher), payment of the heat and light allowance for such quarters during such period is authorized; but if said quarters are not so occupied, the officer is entitled to no heat or light allowances for the period of his absence on leave. (Comp. Dec., Aug. 15, 1913.)
 - (g) In computing the number of rooms for which an officer is entitled to heat and light allowances, only rooms actually and exclusively occupied by him as quarters can be counted, and bathroom, storerooms, halls, etc., and rooms used in common with other guests or tenants can not be included. (Comp. Dec., Sept. 6, 1913.)

- (h) Where two officers jointly and exclusively occupy four rooms as quarters, their heat and light allowances should be computed upon the same basis as if they each exclusively occupied two rooms as quarters. Rooms exclusively occupied by two or more officers entitled to heat and light allowances are not "rooms used in common with other guests or tenants." (Comp. Dec., Oct. 22, 1913.)
- (i) An officer temporarily on duty in the United States away from his station beyond seas, where he occupied private quarters, continues to be entitled to enjoyment of commutation of quarters, but not to commutation of heat and light unless his quarters continued to be occupied by his family or dependents. (Comp. Dec., Jan. 17, 1916.)
- 444. Vouchers for commutation.—In rendering vouchers for commutation of quarters and heat and light while on shore duty, Form 2b should be used.
- (a) A certified copy of orders designating assignment to duty should accompany the first voucher and not again until new orders involving a change in status are issued.

(F) COMMUTATION OF QUARTERS: HEAT AND LIGHT FOR DEPENDENTS.

- 445. Emergency legislation.—The act of May 18, 1920, continues until June 30, 1922, the provisions of the act of April 16. 1918, which provides "that during the present emergency every commissioned officer of the Army of the United States on duty in the field, or on active duty without the territorial jurisdiction of the United States, who maintains a place of abode for a wife, child, or dependent parent, shall be furnished at the place where he maintains such place of abode, without regard to personal quarters furnished him elsewhere, the number of rooms prescribed by the act of March 2, 1907, to be occupied by, and only so long as occupied by, said wife, child, or dependent parent; and in case such quarters are not available every such commissioned officer shall be paid commutation thereof and commutation for heat and light at the rate authorized by law in cases where public quarters are not available, but nothing in this act shall be so construed as to reduce the allowances now authorized by law for any persons in the Army."
- (a) The right of officers of the Navy "to commutation of quarters is assimilated to that which is or may be acquired by law by officers of the Army." (Letters from Comp. of Treas. to Sec. of Navy, Apr. 17, 1918.)

- (b) "Generally (subject to exceptional cases as they may arise) commissioned officers of the Navy of the active list while on duty on vessels of the Navy to which attached will be regarded as 'on duty in the field' for the purpose of the application to them of such legislation."
- 446. Decisions of Comptroller.—The following are excerpts from the decision of the Comptroller of the Treasury, addressed to the Secretary of War May 14, 1918:
- (a) "In its reference to personal quarters furnished the officer 'elsewhere' it appears clearly that Congress had specially in mind the location of an officer at a place in the field at home or abroad, or abroad and not in the field, where he would not be able to have his family with him. Having himself no opportunity to occupy public quarters suitable for himself and family, the law gives him a right to such quarters for his family, or commutation in lieu thereof."
- (b) "An officer without wife, child, or dependent parent, and who is on duty at a post or station in the United States or abroad is entitled under the act of 1907 to quarters and heat and light, or, if on duty without troops, to commutation therefor. This right does not continue when such an officer without dependents is on duty in the field, and the act of April 16, 1918, does not give him a new right. * *
- (c) "Except where quarters in kind are provided by the Government the latter act clearly makes its commutation benefits contingent on the maintenance by an officer of a place of abode for those of his dependents named therein. The officer selects the place of abode or may allow his dependents to do so. The word 'maintains' implies an expense to the officer in providing and continuing the place of abode. The amount of this expense has no relation to the amount allowed for commutation and may be more or less than the commutation."
- (d) "Under the law of 1907 the officer need not prove an expense to receive commutation. Under the present law some expense must be incurred."
- (e) "The need for quarters is a controlling feature of the new right given by this law, and this need is for quarters for a wife, a child, or a dependent parent, in addition to the personal quarters furnished the officer" (in the field).
- (f) "The qualifying word 'dependent' is construed to mean that the officer has, before April 16, or may thereafter actually and necessarily contribute regularly more than one-half of the cost of a reasonable living for the parent."

- (g) "In the term 'dependent parent' is included the officer's father and his mother, or his adoptive father, his adoptive mother, his father's father, his father's mother, his mother's father, his mother's mother, dependent upon him for support."
- (h) An officer "is entitled under this statute to draw commutation of heat and light during the time said dependents alone occupy one or more rooms at a hotel or boarding house where room and board are charged for as one item, and during time consumed by them in travel upon changing their residence from place to place, but not where they occupy or share a room or rooms as guests, whether of friends, relatives, or others."
- 447. Vouchers for commutation for dependents.—In the preparation of vouchers for commutation of quarters, heat, and light for dependents Form 2c should be used.
- (a) An officer on shore duty may elect whether to claim commutation of quarters, heat, and light for his dependents or for himself, but can not claim commutation for both.
- (b) If the dependent is other than a wife or minor child, the officer will file with his first voucher a statement giving details of such dependency, as indicated in note on Form 2c.
 - 448. Sick-leave status.—Temporary indisposition or illness does not place a commissioned officer of the Coast and Geodetic Survey upon "sick-leave" status in the sense as contemplated by the laws governing their pay and allowances.
- (a) Commissioned officers are upon "sick-leave" status in the sense as contemplated by the laws governing their pay and allowances only, when so placed by the recommendation of the Director and approved by the Secretary, after it has been established that the disability is not of an acute or temporary nature.

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U. S. COAST AND GEODETIC SURVEY.

(A) NONCOMMISSIONED OFFICERS AND EMPLOYEES,

449. Traveling expenses.—The actual expenses of travel and board shall, at the discretion of the Director as to the amount, be allowed to noncommissioned officers and employees in the Survey, when traveling under instructions from the Director, and to those noncommissioned officers having supervision and inspection of field work under his special assignment, subject to the regulations approved by the Comptroller of the Treasury, June 5, 1918. (See regulations on the back of Form No. 4.)

(a) Commissioned officers of the Coast and Geodetic Survey will receive the same allowances for traveling expenses as prescribed for the officers of the Navy. [Public—No. 210—66th Cong., H. R. 11927.] (See par. 464.)

450. Travel must be authorized.—Traveling expenses will not be allowed to anyone on the Survey without authority or approval previously obtained from the Director.

(a) The Federal Government is exempt from the payment of taxes for the transportation of persons or things. Officers traveling on official business of the Government will therefore not be reimbursed for the payment of such taxes. (See pars. 468(b), 496.)

451. Instructions to accompany travel vouchers.—An extract of the instructions of the Director authorizing the travel, and duly certified as correct, shall in each case be attached to the voucher.

452. Stop-over privilege.—Official business does not include the journey from the home of an officer or employee to the office at Washington nor to any field station, although taken under orders of the Director. But with the written approval of the Director, officers and employees will be allowed to stop en route from their field of work to the office, or vice versa, provided no extra expense to the Government is incurred thereby. Application for leave of absence to cover the delay must be made as early as possible. (See par 457.)

453. Limit of travel for hands.—Traveling expenses will not be allowed to anyone not an officer of, or permanently employed on the Survey for a distance exceeding 50 miles in going to the place of organization or from the place of disbanding a field party, nor shall a party be organized or disbanded at a distance

greater than 50 miles from the locality of field work, without previous special authority from the Director.

454. Limitation of local field travel.—Expenditures for local field travel must state specifically each item of expenditure and must be confined strictly to the immediate locality of field work. When the distance traveled is more than 50 miles from the locality of work, a full explanation of the necessity therefor must be made.

- (a) Actual expenses of board and lodging will not be allowed while traveling locally in the routine of field work to those receiving commuted or regular rates of subsistence incidental to field operations.
- (b) Actual traveling expenses only, not to exceed the maximum fixed by regulation, will be allowed to noncommissioned officers and subordinates traveling to and from the field and in connection with local field work.
- (c) Vouchers covering expenditures for local field travel should in all cases contain the items of expenditure, with date, name of person by or for whom incurred, and the amount. Such expenses should preferably be accounted for on personal vouchers of chiefs of parties. (Form 4, "Traveling expenses youcher.")
- (d) When transportation expenses of employees of a party are charged in the personal voucher of the chief of party, give their names and furnish their acknowledgments, to be attached to the vouchers, that they have received the transportation charged for.
- (e) When employees are traveling alone upon special duty away from the main party within the limit heretofore stated, they must render to the chief of party vouchers, in their own names, duly sworn to by them, and supported by written orders from the chief of party. In these orders the Director's instructions must be quoted and the extract certified by the chief of party. In all cases where any employee pays for travel or other expense, taking receipts therefor, and is afterwards reimbursed by the chief of party, a receipt for this repayment must be taken by the chief of party and attached to his accounts.
- 455. Traveling through cities.—All persons employed in the Survey when traveling through or moving about cities should use street cars when such means of conveyance are available. Carriages and cabs must not be used in ordinary cases. Baggage can be transported in and about cities and towns by the usual local express lines, hotel wagons, etc.
- (a) No charge will be allowed for hotel bills when the detention is unnecessary for the performance of the duties for which

travel is required, and in general any unnecessary expense in time or money will be chargeable to private account.

- (b) Receipted hotel bills shall be taken, which must show time of beginning and ending of the service charged for.
- (c) Government employees who are paid a per diem in lieu of subsistence are not entitled to reimbursement for expenses on account of street car fares between the point in the city where they are working and the point where they are lodging. (Comp. XXIII, Dec. 440.)
- 456. Transportation request.—Transportation request should be used over all railroads, even for short distances, whenever the circumstances are such as to admit of their being obtained in advance and without delaying the work. (See par. 550.)
- (a) The memorandum copy of transportation requests must be filled in completely, signed, and forwarded to the office immediately. The cost of the transportation furnished on the request (to be obtained from the railroad ticket agent) must not be omitted.
- 457. Time of beginning and ending of travel.—In stating accounts for reimbursements of traveling expenses (when traveling under conditions of actual subsistence or when actual and commuted subsistence become interwoven) it will be necessary for all employees performing the travel to state in their vouchers the hour of boarding train and of arrival at destination; also the actual time between time of leaving and reboarding trains on all stop-overs en route should be stated, whether such stop-overs are on official or personal account. (See par. 452.)
- 458. Traveling expenses and commutation when interwoven.—When charges for actual expenses while traveling and for commutation of subsistence become interwoven upon any particular day, an adjustment must be effected on the basis of four parts to a day—breakfast, dinner, supper, and lodging—the day beginning with breakfast.
- 459. Route and method of travel must be stated.—In making out transportation vouchers give full name of railroad or steamboat company furnishing the transportation. When transported by other conveyance, so state. The fare actually expended over each route or class of conveyance must be separately stated. Do not lump the expenditures. Assign numbers to subvouchers or receipts and refer to them in the voucher by number.
- 460. Sleeping-car or parlor-car accommodations.—All charges for sleeping or parlor car accommodations must be supported by the berth or seat check.

- (a) Through sleeping or parlor car tickets must be obtained where possible.
- (b) The allowance is for either a lower or upper berth. The kind of berth actually obtained must be stated.
- (c) An employee traveling on public business and occupying a berth in a sleeping car jointly with his wife is entitled to reimbursement for one-half only of the amount charged for the berth. Furthermore, an employee is entitled to be paid only one-half of the traveling expenses incurred jointly with his wife.
- 461. Fees when traveling.—Government employees are not entitled to reimbursement for fees to porters paid in States where the State law prohibits the payment or acceptance of such gratuities. Antitipping legislation has been passed in South Carolina, Mississippi, Arkansas, Tennessee, Iowa, and Georgia.
- (a) Fees given to employees of Army transports are not reimbursable by the Government.
- (b) Fees to porters on sleeping and parlor or chair cars will be allowed not to exceed 25 cents a day of 24 hours or fraction of a day, or for each car used by the traveler.
- (c) Customary fees to stewards and others on ocean and coastwise steamers not to exceed in the aggregate on transatlantic steamers, \$5; on the Pacific Ocean to or from Hawaii, not to exceed \$3; to or from China, Japan, or the Philippine Islands, not to exceed \$5; on coastwise steamers, not to exceed 50 cents a day.
- (d) Fees to baggagemen and porters on arrival and departure from hotels and depots will be allowed. A maximum fee of 15 cents will be allowed for the first piece, where ordinary service is performed. An additional fee of 10 cents will be allowed for each additional piece. On arrival and departure from steamship wharves or landings the customary fees will be allowed. This charge must be supported, however, by a statement that the fee charged is that customary for the service rendered.
- (e) In foreign countries the customary fees to baggagemen and porters on arrival and departure from hotels, depots, steamship wharves, or landings will be allowed. Such charges must be supported by a statement that the charges are those customary for the services rendered in the country in which travel is performed.
- (f) No fees to baggagemen or porters will be allowed where the number of pieces of baggage handled is not stated, nor will such fees be allowed where the explanations specified above are omitted,
- 462. Allowance for meals on travel status.—The maximum allowance for meals to officers in a traveling status is \$5 per diem,

and to officers traveling only a portion of a day this allowance will be divided as follows: For breakfast, \$1.50; for lunch or supper, \$1.50; for dinner, \$2.

(a) This will not affect the maximum allowance for officers in a traveling status living at hotels, which is fixed by law at not to exceed \$5 per day.

463. Affidavit.—An affidavit that the account is just and true in all respects and that the expenses charged therein were actually and necessarily incurred must accompany each traveling expense voucher. The affidavit should be executed (on the form provided on the traveling expense voucher) in conformity with section 8, sundry civil appropriation act, approved August 24, 1912, as follows:

(a) After June 30, 1912, postmasters, assistant postmasters, collectors of customs, collectors of internal revenue, chief clerks of the various executive departments and bureaus, or clerks designated by them for the purpose, the superintendent, the acting superintendent, custodian, and principal clerks of the various national parks and other Government reservations, superintendent, acting superintendents, and principal clerks of the different Indian superintendencies or Indian agencies, and chiefs of field parties are required, empowered, and authorized, when requested, to administer oaths, required by law or otherwise, to accounts for travel or other expenses against the United States, with like force and effect as officers having a seal. For such services when so rendered, or when rendered on demand after said date by notaries public, who at the time are also salaried officers or employees of the United States, no charge shall be made; and on and after July 1, 1912, no fee or money paid for the services herein described shall be paid or reimbursed by the United States.

(B) COMMISSIONED OFFICERS.

- 464. Mileage.—Ordinarily, mileage will be paid to the destination given in the orders directing travel, and the status of the officer following his arrival at the destination mentioned will be determined by his orders.
- (a) In lieu of traveling expenses and all allowances whatsoever connected therewith, including transportation of baggage, officers traveling from point to point within the United States, under orders, shall hereafter receive mileage at the rate of eight cents per mile, distance to be computed by the shortest usually traveled route; but in cases where orders are given for travel to be performed repeatedly between two or more places in the same vicinity, the Secretary of Commerce may, at his discretion, direct

that actual and necessary expenses only be allowed. Actual expenses only shall be paid for travel under orders outside the limits of the United States in North America. (Act June 7, 1900.)

(b) An officer traveling under proper orders in the United States and furnished transportation on Government requests is entitled to be paid mileage, less cost of transportation furnished, and any other expenses incurred by the Government. (Comp. Dec., Vol. 21, page 690.)

465. Home port.—All vessels of the Coast and Geodetic Sur-

vey shall have a home port, to be fixed by the Director.

466. Home station and change of station.—All commissioned officers of the Coast and Geodetic Survey not attached to a field station, or a vessel of the service, shall be assigned by the Director to a home station, and a change in designation of this home station shall constitute a permanent change of station.

- (a) When an officer is ordered from the office at Washington, D. C., or form any shore assignment, to a vessel, not for temporary duty, such a change shall constitute a permanent change in station, provided, however, that the home port of the vessel to which the officer is ordered to duty is not identical with the home station of the officer.
- (b) When an officer is transferred from a vessel of one home port to a vessel of a different home port, not for temporary duty, such a change shall constitute a permanent change in station.
- (c) Assignment of an officer from one vessel to another of the same home port does not constitute a permanent change of station.
 - (d) A change of home port of a vessel constitutes a permanent change in station for commissioned officers attached to that vessel.
 - (e) When a commissioned officer is transferred to any field station, not for temporary duty, other than at the officer's home station, such a change in assignment shall constitute a permanent change in station.
 - 467. Travel orders, forms authorized.—The following forms are authorized to be used by the Director in the preparation of orders involving the travel of commissioned officers in the execution of their official duties:
 - (a) The travel incurred in the execution of these orders is necessary for the public interests; the assignment constitutes sea duty, and $\binom{a}{\text{not }a}$ permanent change in station. (Note: When an officer

is ordered to duty on board a vessel beyond seas, actual traveling expenses should be prescribed for sea travel. See (c) and 469(c).

- (b) The travel incurred in the execution of these orders is necessary for the public interests; the assignment constitutes shore duty and (a) permanent change in station.
- c) The travel incurred in the execution of these orders is necessary for the public interests; the assignment constitutes shore duty beyond seas and $\binom{a}{\text{not a}}$ permanent change in station.

For all sea travel actual expenses only shall be paid. (Note: Travel in the home waters of the United States, and between the United States and Alaska, shall not be regarded as sea travel.

- (d) The travel incurred in the execution of these orders is necessary for the public interests; you are authorized to perform such travel between _____ and ____ from time to time, as may be necessary for the purposes indicated in these orders, and such travel shall constitute repeated travel for which actual expenses only shall be allowed.
- (e) The travel incurred in the execution of these orders is necessary for the public interests. The assignment constitutes (sea shore) duty and (a not a) permanent change in station. After reaching _____ local field transportation for yourself and party is authorized.

468. Voucher for mileage.—Form 4a should be used in submitting accounts for mileage.

- (a) The only entries to be made in the "Dollars" and "Cents" columns are the values of the transportation requests.
- (b) Transportation requests can not be used for Pullman service when the officer traveling is on a mileage basis, and under such conditions the officer is not exempt from the payment of the war tax.
- (c) In the use of transportation requests, officers should exercise particular care to obtain the exact cost of the transporation furnished, less war tax, and report same on the memorandum copy of order before transmitting it to the office. Such action will greatly facilitate the settlement of mileage accounts.
- (d) Vouchers for mileage must always be accompanied by a certified copy of the orders under which the travel is performed.
- (e) All orders involving travel should bear indorsements showing the date of detachment and the date of reporting at new duty.

- 469. Traveling expenses other than mileage.—Commissioned officers traveling in a foreign country, at sea, or under repeat orders will be entitled to actual expenses not exceeding \$5 per day. Form 4 will be used for such expenses and the accounts will be rendered in accordance with the regulations as outlined in paragraphs 449 to 463. (See par. 426a.)
- (a) Officers on inspecting duty assigned to a particular district shall be allowed actual expenses in lieu of mileage for all repeated travel between headquarters and points within the inspection district, it being considered by the Department that all points within inspection districts are in the same vicinity.
- (b) All officers who have additional duties assigned them, requiring repeated travel from their regular station to other points, shall be allowed actual expenses in lieu of mileage, unless mileage is specifically authorized in their orders, the Department considering that places are in the same vicinity when repeated travel is authorized.
- (c) Actual expenses only will be paid to officers for sea travel when traveling under competent orders, and the amount so paid shall not include any shore expenses at port of embarkation or debarkation. Travel in the home waters of the United States, and between the United States and Alaska is not regarded as sea travel.
- 470. Transportation of dependents.—A commissioned officer of the Coast and Geodetic Survey having a wife or dependent child or children, when ordered to make a permanent change in station, the United States will furnish transportation in kind to his new station for the wife and dependent child or children: *Provided*, That If the cost of such transportation exceeds that for transportation from the old to the new station, the excess cost shall be paid to the United States by the officer concerned. (41 Stat., 604.)
- (a) Transportation for wives and dependent children of commissioned officers on permanent change of station will be furnished by the disbursing agent or by inspectors of field stations upon presentation of the necessary written authorizations for such travel.
- (b) Commissioned officers of the Coast and Geodetic Survey are entitled to transportation of household effects to the same extent, under the same conditions, and subject to like regulations as are commissioned officers of the Navy of corresponding rank. (Comp. Dec., Oct. 18, 1920.)

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471. Freight shipments to be on Government bill of lading.—
All shipments of freight must be made on Government bills of lading, which are furnished by the office on requisition, whether over land-grant railroads or not, except for short distances in the field, when Government bills of lading are not practicable. Payments must not be made for freight shipments over bond-aided or land-grant railroads.

472. Shipments to office to be sent charges collect.—All shipments, either by freight or express, of instruments, general property, records, etc., belonging to the Survey, which are made to the office must be sent "Charges collect." The transportation charges on all shipments made on public account from the field to the office will be settled by the office. Prepayment of freight or express is forbidden by law. (Rev. Stat., sec. 3648.) All charges on express matter sent from the office will be prepaid.

473. Valuation of shipments.—Valuation must not be placed upon the property forwarded by express.

474. Address of packages shipped to the office.—All packages consigned to the office should be plainly addressed to the Director of the Coast and Geodetic Survey. Packages otherwise addressed will be treated as private property.

475. Shipment by express.—Shipments by express are not to be made in cases where the time for transit is an unimportant consideration, provided that express may be employed when it is as cheap or cheaper than by other methods,

476. Shipment must be described.—Shipments of freight and express on Government bills of lading or otherwise must be carefully described on the bill of lading, showing how packed, the contents of each package, and the weight. This applies likewise to local shipments in the field, and in taking receipts for freight charges care should be taken that the receipts show the information mentioned above. Failure in this respect will necessitate the accounts being returned to the chief of party to supply the information.

(a) Bills or receipts covering payments for freight or express charges must state on their face the rate and weight of the article shipped and the place from and to which shipment was made.

- 477. Letter transmitting shipment.—Whenever any employee of the Survey ships property from the field to the office he should make a list of items sent on Form 412 in duplicate and forward the same to the Director. The original will be retained for the files of the office and the duplicate signed and returned to the sender in acknowledgment of the receipt. (See pars. 10 and 10b.)
- (a) The transmitting letter is indispensable that it may be ascertained when the shipment is unpacked whether all of the articles sent have been received and to furnish other necessary data provided for on the form. The Coast and Geodetic Survey numbers or numbers adopted by the Coast and Geodetic Survey should be given for every numbered article forwarded.
- (b) Every package shipped to the office should have a field shipping card, Form 53, Form 53b, or Form 106 attached to it. The blanks provided for needed data on these forms should be filled completely. Ordinarily Form 53 is adapted to such large packages as may be sent by freight or express and Form 53b or Form 106 for packages to go by mail.
- (c) Where property is returned in boxes formerly used in making shipments to the field care should be taken to see that the old addresses are obliterated.
- (d) Parties shipping property to the office from the field, or persons, sections, or divisions within the office returning property for storerooms, for credit on account, should forward the transmitting letter so that it may reach the office in advance of property to be returned.
- (e) Parties shipping property to the office without sending an itemized transmitting letter relating to the same may be held responsible for any article lost or alleged to have been lost in transit.
- 478. Shipments to be by mail when practicable.—So far as practicable the mails (registered if necessary) should be used in preference to express whenever the matter can be franked. (See pars. 479 and 479a.)
- 479. Shipments by parcels post sent under frank.—All parcels-post packages sent either from the office or by field parties under frank are limited to 4 pounds in weight, except single books, books and documents published or circulated by order of Congress, printed or written official matter emanating from any of the departments of the Government or from the Smithsonian Institution, postage stamps, stamped envelopes, newspaper wrappers, postal cards, and internal-revenue stamps mailed in Washington.

- (a) Packages up to 50 pounds may be mailed for delivery in the first and second zones and up to 20 pounds weight in other zones if the proper amount of postage is paid. The appropriations which are available for transportation purposes are available for the payment of postage on matter to which the penalty privilege is not applicable. (See par. 478.)
- 480. Use of Government bills of lading.—A record of all bills of lading issued by the Department is kept, and any bills that are spoiled, or are not used for any other reason, should be returned to the office, together with the shipping order and the memorandum of the same number.
- (a) In making shipments the weights and descriptions must be entered on the bill of lading, and care should be used to see that they are correct.
- (b) Where possible the rate should be inserted on the bill of lading.
- (c) When a shipment is made forward the original bill of lading to the consignee, turn the shipping order over to the transportation company, and forward the memorandum bill of lading to this office promptly.
- (d) There are continuation sheets to be used with bills of lading, where the shipment is too large to be listed on one sheet. Do not use two bills of lading for one shipment.
- (e) All office memorandum copies of Government bills of lading (Department of Commerce Form 57) will be forwarded to the Director immediately on the delivery of the shipment to the transportation company. Every effort must be made to show on this copy the weight of the shipment and rate to destination.
- 481. Shipments not taxed.—The Federal Government is exempt from the payment of taxes on shipments by freight or express. (See pars. 450a and 496.)

of he year that have require descring or additional appropriations to complete the service of the fiscal year, and all such appropriation complete the service of the fiscal year, and all such appropriation ments about he adhered to except when waived or appetite cases to the written order of the head of the executive department or other Government establishment having control of the expenditure out data provision shall not apply to the contingent appropriations of the Senter of House of Representatives; and all such waivers or modifications together with the remonstrates of admit the connection with eather admit the connection with eather

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(a) Parkages up to 50 points may be hunted for delivery in

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482. Administrative examination of accounts.—An administrative examination of the accounts must be made by the Director, and accounts rendered must be approved by him.

483. Irregular items of accounts.—For the better protection of chiefs of parties and others rendering accounts, as well as for the protection of the public interests, all items of expenditure irregular in form or in contravention of law or regulations shall be suspended by the disbursing agent and returned for explanation or amendment, or be disallowed, as the case may demand, in order that no improper account shall be paid by the disbursing agent or be transmitted by him to the Department.

484. Avoidance of expenditures in excess of appropriations.-No department of the Government shall expend, in any one fiscal year, any sum in excess of appropriations made by Congress for that fiscal year or involve the Government in any contract or obligation for the future payment of money in excess of such appropriations unless such contract or obligation is authorized by law. Nor shall any department or officer of the Government accept voluntary service for the Government or employ personal service in excess of that authorized by law, except in cases of sudden emergency involving the loss of human life or the destruction of property. All appropriations made for contingent expenses or other general purposes, except appropriations made for the fulfillment of contract obligations expressly authorized by law, or for objects required or authorized by law, without reference to the amounts annually appropriated therefor, shall, on or before the beginning of each fiscal year, be so apportioned by monthly or other allotments as to prevent undue expenditures in one portion of the year that may require deficiency or additional appropriations to complete the service of the fiscal year, and all such apportionments shall be adhered to except when waived or modified in specific cases by the written order of the head of the executive department or other Government establishment having control of the expenditure, but this provision shall not apply to the contingent appropriations of the Senate or House of Representatives; and all such waivers or modifications, together with the reasons therefor, shall be communicated to Congress in connection with estimates for any additional appropriations required on account

thereof. Any person violating any provisions of this section shall be summarily removed from office and may also be punished by a fine of not less than \$100 or by imprisonment for not less than one month. (Act Mar. 3, 1905.)

485. Unusual items of expenditure.—The disbursing agent must call the attention of the Director for his action to any unusual item or what may appear to be an excessive or unnecessary charge for any item of expense however small.

486. The object and necessity or use of all items of expenditures, where not self-evident, should be written on the face of the voucher opposite the item or items requiring explanation, or below by means of reference marks. In the rendition of vouchers for services, the capacity in which employed, with the dates of beginning and ending of service, must in all cases be specifically stated.

487. Information from disbursing agent.—The disbursing agent will on application furnish such forms and give such information to chiefs of parties and others as shall insure regularity and uniformity in the rendition of accounts and promote responsibility and economy.

488. Constructive allowance.—Under no circumstances shall an allowance or payment be made for "constructive" charge of a party or "constructively" for any purpose.

489. Lost checks.—When an original check issued by an officer authorized to make disbursements of public moneys is lost, stolen, or destroyed, the Secretary of the Treasury should be notified at once of the loss of the check, giving number, amount, and name of payee, and requested to stop payment; after which the chief of party should make an application to the Director for biank forms and necessary instructions as to the method of procedure to be followed in securing a duplicate of the lost check.

490. Canceled and mutilated checks.—Canceled or mutilated checks should be held until the end of the quarter and then transmitted to the Auditor for State and Other Departments, Washington, D. C., accompanied by a transmitting letter signed as "Chief of Party, C. & G. S., Code No.—."

491. Transmission of accounts and vouchers monthly.—Accounts shall be rendered monthly. Original accounts, with necessary vouchers, shall be forwarded to the office within 10 days after the expiration of each month, and the duplicate accounts within 24 hours thereafter, or by the next mail. When the foregoing returns can not be mailed within the time specified with-

out extraordinary expense or delay of work, an explanation must accompany the accounts.

- 492. Vouchers for separate months.—Expenditures incurred in one month can not be included in the accounts of a subsequent or any other month. Should it be impracticable to obtain vouchers during the month or in time to include them in the month's accounts, they should be forwarded with the current month's accounts as supplemental accounts for the month during which the expenditures were incurred together with supplemental abstracts.
- 493. Classification of expenditures.—The following regulations are issued for the guidance of chiefs of parties who may have occasion to disburse public funds from two or more appropriations. The official designations of these appropriations are: "Party expenses, Coast and Geodetic Survey"; "Repairs of vessels, Coast Survey"; "Pay, etc., of officers and men, vessels, Coast Survey"; "General expenses, Coast and Geodetic Survey"; and "Salaries, Coast and Geodetic Survey." There are also various subitems under "Party expenses," as "Atlantic coast," "Pacific coast," "Tides," etc., and occasionally there is a special appropriation for repairing a particular vessel.
- (a) Party expenses, Coast and Geodetic Survey.—All expenditures for outfit and equipment of shore parties; for supplies for vessels, other than provisions and medical supplies; for subsistence, except for persons paid from the appropriation "Pay, etc., of officers and men, etc."; for pay and board of hands; for traveling expenses; and for freight on above-mentioned articles are charged to this appropriation. In other words, all legitimate field expenses, which are not specifically provided for by one of the other appropriations, are paid from the appropriation "Party expenses." (See exceptions under headings of the other appropriations.)
- (b) Repairs of vessels, Coast Survey.—In addition to the expenses for repairs to the vessel itself, all expense for repairing the equipment of the vessel, including her boats, sails, awnings, fixtures, and permanent fittings, and for purchase of these, are paid from this appropriation. Material required for repairing by the ship's force or otherwise the vessel and her equipment must be purchased from the appropriation "Repairs of vessels." Freight on articles chargeable to "Repairs of vessels" is paid from the same appropriation. All traveling expenses incurred during inspection of repairs or of articles or work chargeable to

"Repairs of vessels" or in obtaining proposals for repairs are chargeable to this appropriation.

- (c) Pay, etc., of officers and men, vessels, Coast Survey.—The pay and subsistence or rations of watch officers, mates, chief engineers, surgeons, deck officers, petty officers, and crews are the principal items of this appropriation. Quarters ashore and actual subsistence for these persons in lieu of commuted subsistence or rations are chargeable to this appropriation, but special authority for such arrangements must be obtained in every case. Medical supplies for vessels, freight and cartage on the same, and travel incident to procuring these supplies are paid from this appropriation. Clothing and small stores are issued to the abovementioned persons on their request as part payment of wages due. These stores are purchased from cash advanced to the chief of party and are treated in the same manner as cash on hand until issued to the above-mentioned officers and men, when the chief of party is credited with payment in kind to these persons. Any expense incurred in obtaining clothing and small stores is added to the purchase price of the same and is included in the issuing price. The short mentioned price and not bear
- (d) General expenses, Coast and Geodetic Survey.—About the only expenditures that field officers have occasion to make from this appropriation are for repairing instruments or other articles purchased from the appropriation, as provided in paragraph 494 of these regulations.
- (e) Pay and allowances commissioned officers, Coast and Geodetic Survey.—Pay and commutation of quarters, heat, and light, including commutation of dependents, are payable from this appropriation.
- (f) Classification list of articles.—(P. E. indicates chargeable to "Party expenses," R. V. indicates chargeable to "Repairs of vessels," and G. indicates chargeable to "General expenses.")

AMMUNITION, P. E. AMMUNITION, P. E.

Anchors, vessel's bowers, stream and kedge, R. V.; boat, launch, and other anchors, P. E.

Awnings, for vessels and their boats, R. V.

BALLAST, P. E. MANAGER V. M. Marshad lamble than the

Bars, capstan, grate, R. V.; grate bars for detached launches,

BATTERIES, primary, P. E.; storage, if part of vessel's necessary equipment, and repairs to same, R. V.

Bells, ship, gong, call, etc., for installation in vessels or their launches, R. V.

BITTS, for installation on vessels or their boats, R. V.

BLOCKS, for necessary running rigging, boat falls, and other essential vessel equipment, R. V.; spare blocks and blocks for miscellaneous use, P. E.

Boats, as part of vessel's regular equipment, R. V.: for other than vessel's equipment and for vessels not the property of this Bureau, P. E. and the second second

Bolts, if required for specific use in repairing or improving a vessel or her equipment, R. V.; if for miscellaneous use as required. P. E.

Breakers, water, P. E. and an analysis of the board of the base

Bricks, fire, P. E. and a final land and the more and the second a

BRUSHES, P. E. William an assistant residence and an address benchment

BUNK, frames, R. V.; Bunk, bottoms, P. E.

Buoys, life, P. E. who are some and the best of the winest

BUREAUS. (See Furniture.)

Canvas, if for immediate or definite use in repairing sails, awnings, boat covers, and the like, or for making these, R. V.; if for general use as required, even if ultimately used for the above-mentioned purposes, P. E.

CARPETS, if cut and fitted to quarters in vessel, R. V.

CEMENT, P. E., unless purchased for specific use in repairing a vessel; in the latter case, R. V.

CHAINS, anchor, limber, and the like, R. V.; other chains, of these regulations, same as for bolts. CHAIRS, P. E. Sollo bounded minor somments have unit (9)

CHOCKS, same as for bolts.

eld CLAY, fire, P. E. on Another to not should and beaut

CLOCKS, hydrographic, P. E. (furnished by office on requisiedition); all others, P. E.

Cocks, same as for bolts.

COMPASSES, ship, R. V.; boat, P. E.

CORDAGE, for immediate use as running rigging, boat falls, and tackles, R. V., but a reasonable amount may be purchased from P. E. for miscellaneous use, even if ultimately used for some of the above-mentioned purposes; wheel ropes and signal halyards, R. V.; hawsers and mooring lines, P. E.; small stuff (marline, etc.), P. E.

Covers, boat, binnacle, sail, etc., R. V., but canvas already purchased from P. E. may be made up on board for these purposes. . T. A. same of witness for Justinians with

CURTAINS, air port, berth, portieres, etc., P. E. and P. or side launches, R. V. Cushions, for vessels and their boats, if suitable for use only in those particular places, R. V.; cushions adaptable for use in any boat or part of the vessel, i. e., cushions which can be transferred from one boat or vessel to another, P. E.

DESKS. (See Furniture.)

EXTINGUISHERS, fire, P. E. Townson and the plant of the p

FAIRLEADERS, guides, etc., for vessels and their equipment, R. V., unless for spares.

FANS, electric, P. E., unless permanently attached to vessel.

FAUCETS, vessel's fixture, R. V.; portable, P. E.

FENDERS, P. E.

FLAGS, P. E. (Will be supplied from office on requisition.)

FIXTURES of all kinds for vessels, R. V.

FURNITURE, built-in furniture of all kinds in vessels and repairs to same, R. V.; portable furniture, whether secured in place or not, if practicable of use elsewhere, such as chairs, tables, desks, bureaus, etc., and repairs to same, P. E.

GLASS, air port, deck light, window, if for immediate use in yessels, R. V.; but if for stock, P. E.

GAUGES, steam and vacuum, R. V.

GLOBES, electric lamp, P. E. Milerany Septiment of Miles and

Gongs. (See Bells.)

GRATES, for galley range, R. V.

GRATINGS, for vessels or their boats, sounding grating, etc., R. V.

PIPE, same as for bolts.

Gripes, boat, sail, R. V.

Guns, line-throwing, P. E.

HALYARDS, R. V.

HAWSERS, P. E.

HINGES, same as for bolts.

Hoes, fire. (See Tools.)

Instruments, drawing, G. (Furnished by office on requisi-

Instruments. Surveying, P. E.

LAMPS, LANTERNS, LIGHTS, electric-light fixtures, whether in vessel's quarters, on deck, or for running, signal, or anchor lights, and fixed lanterns for same, R. V.; electric bulbs for same, P. E.; oil lamps and portable lanterns of all kinds, including portable running and anchor lights, and repairs to same, P. E.

Lights, distress signals (Coston lights, rockets, etc.), P. E. LATHES, P. E.

LAUNCHES, same as for boats.

LINOLEUM, to be cut and fitted to quarters of vessels, R. V.

Lockers, if portable, P. E.; if built into vessel, R. V.

Locks, same as for bolts; padlocks, P. E.

LUMBER, hardwood and other high-grade lumber for repairing vessels and their equipment, R. V.; but a small quantity of this lumber may be purchased from P. E. for miscellaneous uses if so stated on estimates; rough lumber for signals, etc., P. E.

MACHINES, sewing, P. E.; sounding machines, ship, P. E.; sounding machines, boat, G.

MATS, coir, rubber, etc., P. E.

MATTRESSES, P. E. A selection and about the best profit

METAL of all kinds, R. V., if for immediate use in repairing vessels and their equipment; P. E., if for stock for miscellaneous use.

Mirrors, P. E., unless built into vessel.

Motors, for launches and detachable propelling motors and all parts thereof, except batteries and spark plugs, R. V. Nalls, P. E.

OAKUM, P. E., unless purchased for specific use for immediate repairs to vessels.

Chirpes, bond, sail. IL V.

OARS, P. E. Commenter and All section policy for secretary

OARLOCKS, P. E.

OIL, all kinds, P. E.

PACKING, P. E.

PAINT, P. E. Manager M. A. A. golwordf-edil grown

PIPE, same as for bolts.

Plugs, spark for motors, P. E.

PULLEYS. (See Blocks.)

Pumps, R. V., if installed in vessels or their boats; portable pumps, P. E.

Radio equipment, all kinds, except spare parts and consumable articles, ${\bf R}.$ V.

RANGES, galley, and all parts thereof as well as repairs to same, R. V.

ROPE. (See Cordage.)

SAFES, P. E. Wedler Bulliant Manager and Michael Phalas

SAILS, for vessels and their boats, R. V.

SCREWS, P. E. W. Addition of the Boundary and the Annual Control

LATHER, P. 18.

SHACKLES, anchor, chain, R. V., unless for spare; for miscellaneous use, P. E. The state of the state of

SHADES, lamp, planetable, P. E.

SHEAVES. (See Blocks.)

SPRINGS, bed, P. E. addition and the second and the

STANDEES, R. V.

Stores, abandon ship, including receptacles for provisions, P. E. . spall out to stand this for forms sentilbungs

Stoves, camp, P. E.

TABLES. (See Furniture.)

TANKS, portable, P. E.; fixed, R. V.

TARPAULINS, P. E.
TENTS, P. E.

THERMOMETERS, surveying, P. E. (furnished by requisition on office); all others, P. E., unless necessary part of engineroom equipment, and then R. V.

Tools, carpenters', engineers', fire (hoes, slice bars, etc.), and repairs to same, P. E.

Tubes, boiler, condenser, R. V.; pressure, sounding, P. E.

VALVES, for immediate use in renewing defective valves in vessels and their launches and all special valves which can be used only at certain places, as safety valves and the like, R. V.; valves for miscellaneous use as required, 498 Ind and musinge Calefa of pictics P. E.

VISES, P. E. William of the Property of the Manual Manual Property of the Property of the Manual Property of the Property of t

Whistles, for vessels and their launches, R. V.; portable adhers or revelote and refer to these to this whistles, P. E.

Winches, R. V.

Wire, for signal building and miscellaneous uses on vessels, P. E.; for repairs to vessels and their equipment, R. V.

(g) Repairs or, in general, any work upon an article is chargeable to the appropriation from which the article is purchased.

494. Expense of repairs of instruments.—Where it is not expedient on account of loss of time nor practicable on account of great expense of transportation involved to send the instrument to Washington for repairs, chiefs of parties will include the charges for repairs in their party accounts on a personal voucher supported by a receipted bill. A letter, in duplicate, addressed to the Director and explaining the urgency which required immediate expenditure, must in every case be attached to the vouchers for repairs of instruments. Unless such urgency clearly exists, instruments must be sent to the office for repairs.

495. Charges for articles that can be obtained on requisition.—Charges for articles such as instruments, books, stationery, etc., for which requisitions should be made upon the office, will be disallowed, except as below. Should public exigency demand the purchase of any article which ordinarily should be obtained by requisition upon the office, a full explanation of the urgency or emergency should accompany the voucher in support of such expenditures, except for ink, paste, or mucilage.

496. War-tax exemptions.—The law provides for the exemption of the war tax on transportation of persons and of property by freight and express and for telegraph and telephone service rendered to the United States. Such charges must therefore be disallowed. In rendering vouchers for travel, a certificate must be entered on the voucher to the effect that no war tax is included therein. On all other items no exemption to the Government is provided, and the tax must be paid.

497. Postage and rubber stamps.—Chiefs of parties or others requiring stamps for registration purposes will purchase the same as needed and charge them up in their personal vouchers.

(a) Officers are directed to procure rubber stamps, when needed, by stationery requisition upon the office unless otherwise advised. Copy should accompany such requisition, showing legend, number of lines, and style of type.

498. Ink and mucilage.—Chiefs of parties will include all charges for ink and mucilage in their respective party accounts. rendering the same as personal vouchers supported by receipted bill.

499. Future or anticipated expenditures.—"Future" or "anticipated" expenditures are not permissible. Payments can not be made until the articles have been delivered and accepted.

500. Preparation of general vouchers.—In the preparation of vouchers care and discretion should be exercised with reference to the nature of the expenditures, calculations, and signatures. All items in the accounts must be covered by approved estimates, either on Form No. 1 or Form No. 493. Expenditures must conform closely to the approved estimates in form and amount. Where it is necessary to depart materially from the estimates additional authority should be obtained from the Director. The amount charged in the vouchers must be that actually paid, item by item. Vouchers must contain the actual sums paid for services, supplies, and other matters, and these shall be correctly designated in every instance. Vouchers for material, supplies, and outfit must show on their face the purpose and depart-

ment for which purchased, classifying each article by the following symbols: B D=berth deck; C=cabin; D=deck; E=engineer department; G=galley; L=launches; S=signal material; W R=ward room.

501. Itemized bills.—Instead of itemizing all accounts on the regular form of voucher, chiefs of parties may secure unreceipted invoices and itemized bills, in duplicate, from firms and individuals furnishing supplies, etc., or rendering services (not personal services), and attach them to their appropriate vouchers, in the body of which there should be a reference to the bill or invoice.

502. Small cash payments.—When payments are for small sums and are made in cash instead of by check, receipted bills or memorandum receipts will be secured and attached to the personal voucher of the chief of party as subreceipt.

503. Subreceipts for expenditures.—Subreceipts, to support items of expenditure charged for on the personal voucher of the chief or any member of a party, should invariably be obtained, whenever practicable, no matter how small the amount. In the event that a receipt can not be obtained without occasioning undue delay and expense, or for other good and sufficient causes, an explanatory certificate to that effect should be written on the face of the voucher and signed by the person rendering the same. Subreceipts signed by a subordinate in a party in support of purchases charged on the personal voucher of a chief of party or another member of the party are inadmissible and can not be allowed. Assign numbers to subvouchers or receipts and refer to them in the voucher by number. All subvouchers or receipts should, if possible, be signed in ink. An extra effort should be made to this end.

504. Copy of contract must accompany voucher.—Whenever work is done by contract, the contract should accompany the originl voucher and a copy the memorandum voucher. Repairs to vessels can only be made as approved by the Director.

505. Statement on vouchers referring to bids.—Vouchers paid under the provisions of a contract or accepted proposal should contain on their face a reference to the same, the date, and also a statement that the contract or accepted proposal has been duly forwarded to the Director.

506. Vouchers for transportation.—In vouchers for hauling and moving equipments and materials, give the number of loads and distance from place to place. The prices per unit of weight or measure must be stated in all cases, whenever practicable. Vouchers or bills for express or freight charges must state the

place from and to which the shipment was made, the weight of said shipment, and the rate of charges.

- 507. Calculation of fractions of month.—All calculations for parts of a month must be made according to the number of days of which the month consists, except for annual or monthly salaries, which must be in accordance with the Government Salary Tables for 1904. (See title "Pay and Subsistence," par. 411a.)
- 508. Bills for damages.—Settlement may be made for cutting trees or damage to crops occasioned by opening views, etc., in the process of field work of the Survey, providing previous written agreement is made as to the amount to be paid for each cutting or damage. In cases where such damages are paid, support the charge by a statement of the agreement with the person claiming the damages, stating the nature and extent of damages, and his acceptance of a stated sum as a full relief to the Government, and give in detail on the face of the voucher the full particulars concerning the account and the circumstances which demanded the expenditure.
- (a) Claims for unliquidated damages must not be paid in the field. Where such a claim does not exceed \$500 the Director, subject to the approval of the Secretary of Commerce, is authorized to consider, ascertain, adjust, and determine the claim for damages. The claim properly supported by vouchers, bills, and statements must be forwarded to the Director for his consideration and action. (41 Stat., 1054.)
- (b) Claims for unliquidated damages in excess of \$500 can not be paid without special legislation approving the same. In such cases all of the facts relating thereto explaining the nature and amount of the claim should be forwarded to the office for such action as may be considered necessary.
- 509. Signatures to vouchers.—All vouchers not paid by official check must be signed by the owner or owners of the business from whom purchases are made or by whom services are rendered.
- (a) When payments are made in cash to incorporated companies or associations doing business under a company title, some officer who has been duly authorized to receive and receipt for moneys due the company must sign the voucher in his official capacity. If evidence of his authority so to sign has already been filed with the Comptroller of the Treasury, a statement to that effect should be made on the face of the voucher; if not, a certificate of authority must be furnished.
 - (b) The evidence of authority for signature is, however, not required if the account is paid by official check drawn to the

order of the corporation, company, firm, or individual rendering the bill. Payment should be made by check whenever practicable, except in case of a ship's pay roll.

(c) In dealing with firms vouchers must be signed by some member of the firm when payment is made in cash.

- (d) Individual accounts when paid in cash must be signed by the individual. Signatures by mark are to be made only by persons unable to write their names and must be witnessed by a disinterested person, and this provision applies to subreceipts as well as to the regular forms of vouchers.
- (e) Signatures "per" to vouchers are not allowed when payments are made in cash, except that "per" signatures to cash receipts in small sums will hereafter be admitted when the person so signing below the name of the proper payee clearly states the capacity in which he signs.
- (f) Likewise small cash purchases supported by receipts bearing the name of a store or owner thereof, together with that of the clerk or salesman making the sale and the capacity in which he signs, will be admitted. The usual or customary memorandum sales slip given by large mercantile houses or department stores with each purchase will be considered a satisfactory receipt.
- 510. Date and briefing of vouchers.—All vouchers must bear date in the column provided for that purpose, and the date and place where the expenditure was incurred must both appear in the receipt on the face of the voucher. When rendered as vouchers in an abstract, with the exception of the blank space for the title of the appropriation, the briefing on the backs of all vouchers must invariably be filled out to indicate clearly the character of the expenditures. When a voucher is rendered separately without an abstract the briefing will be left blank, to be filled out by the disbursing agent.
 - 511. List of property purchased with vouchers.-With each set of original or supplemental accounts or vouchers chiefs of parties will transmit upon a separate sheet (Form No. 43) a list of all articles of public property which may have been purchased for public use, such as camp equipage, outfit of any description, signal materials, etc. (See pars. 33 and 553.)
 - 512. Salary vouchers.—Officers paid on separate vouchers not attached to the office must transmit their salary vouchers to the Director for his inspection and approval, together with their monthly personal reports. Their salary accounts will not be paid unless the reports of occupation accompany them. (See par. 415.)

- 513. Vouchers for commutation and actual subsistence.—Accounts covering charges under this heading will be rendered on Form 3 (general voucher) and in accordance with the regulations and the Director's instructions as to the amounts to be allowed under the conditions of field work involved. (See par. 420.)
- 514. Settlement of accounts through office.—Vouchers for general outfits, supplies, and repairs to vessels involving large sums or for which the chief of party has not the funds on hand with which to make payment may be forwarded to the office for settlement. In this event the vouchers must be duly signed by the person (or firm) entitled to receive the payment. The chief of party must certify that the vouchers are correct, that the work done is satisfactory and in accordance with the specifications and contract, or that the articles mentioned have been received and are satisfactory. Special directions for sending each check to the creditors must accompany each account. Monthly property returns (Form No. 43) giving a list of all the items charged for must accompany the vouchers as required for regular monthly accounts.
- 515. Abstracts of expenditures.—Abstracts (Form No. 8) must accompany all expense accounts, both original and memorandum, except in the case where an officer has but a single voucher to transmit during any one month and which is to be paid by the disbursing agent. All abstracts must correspond with the briefing on the vouchers.
- 516. Order of vouchers in abstract.—In entering vouchers upon abstracts, arrange them in numerical order, writing the surname first, in the column headed "To whom paid." The dates of the vouchers must be inserted in the abstracts.
- 517. Separate abstracts for different items of appropriation.—Separate abstracts must be rendered for "Party expenses" and "Repairs of vessels" and for all other expenditures coming under different items of appropriation.
- 518. Supplemental abstracts.—When vouchers are suspended and returned for correction, always transmit with the corrected vouchers supplemental abstracts, in duplicate, dated the same as the originals, to cover suspended vouchers.
- 519. Vouchers for different months not to be included on same abstract.—Vouchers for expenditures made in one month must not be included in the abstract for another month. Render a separate abstract for such vouchers, and attach thereto a written explanation of the delay in transmitting the account.

520. Blank space and briefing space on abstract.—The blank space in the center of the face of the abstract must not be written over by chiefs of parties, nor must the briefing on the back of the abstract be filled out by them.

521. Accuracy of accounts.—Correctness in entries, extensions, and additions of abstracts and of all vouchers will insure a more speedy settlement of accounts.

522. Ship's accounts,—Form 231 is to be used for the pay of crews of vessels, including the accounting for rations and small stores. Form 230 is to be used for the pay of ship's officers.

523. Transfer of accounts.—When any officer paid by a chief of party is transferred his account must also be transferred on Form 327. Such transfer to be made in duplicate, one copy to be forwarded to the chief of party to whom transferred and the second to be delivered to the officer transferred for delivery in person when he reports. In case of separation from the service by resignation or other cause the account must be transferred to the office for final settlement and the disbursing agent notified to stop the officer's allotment if he has any. (See par. 12.)

524. Accounts of two fiscal years not to be merged.—The appropriation to man and equip vessels being annual, the accounts for pay and rations for two fiscal years must not be merged. Balances due June 30 must be accounted for on supplemental June rolls and not included in the pay rolls for July.

525. Retained pay.—The retained pay on the crew's pay rolls, June 30, must not be paid until the amount of retained pay required by the regulations has accrued to the man in the new fiscal year.

526. Supplemental June crew's pay roll.—All rolls for payments on account of preceding fiscal year should be marked "Supplemental to roll June 30," and must give the balance due at last payment on account of June crew's pay roll.

527. Priority of settlement June crew's pay roll.—No payments are to be made on crew's pay rolls of the new fiscal year until the balance due on the June crew's pay roll has been settled.

528. Blank column July crew's pay roll.—In the July crew's pay roll the column headed "Amount due last roll" will always be blank.

529. Pay balances to be settled at end of July.—The balances (i. e., the retained pay) due on June 30 must be settled at the end of July.

- 530. No blank receipts from crew.—Under no circumstances shall a member of the crew be allowed to sign a blank receipt. The instructions provide for all contingencies that occur in the settlement of accounts without resorting to receipts in blank.
- 531. Partial payments of crew.—If a member of the crew does not desire to draw the full amount due him at the end of the month, he shall be required to sign for such amount only as has been paid him. The balance due and unpaid will be entered in the proper column on the pay roll.
- 532. Memorandum receipts.—Form No. 225, "Memorandum receipt," will be used when for any reason a signature can not be obtained on the crew's pay rolls at the close of the month, or to be receipted at the time of payment, and forwarded with the crew's pay roll when it is known that a man is to be absent on detached duty (or discharged from the service) at the close of the month.
- 533. Mess treasurer's receipt.—Form No. 223, "Receipt for commuted rations paid to caterers," will be used when making payment of rations due men at the time of death or desertion. These receipts will accompany the pay rolls, and the account should also be entered in the column for rations and opposite the name of the decedent or deserter.
- 534. Cash payments.—All payments, except for traveling expenses, made to members of the crew serving on board the vessels of the service must be entered in the pay roll and receipted for at the time said payments are made, unless signature is obtained as provided in paragraph 532.
- (a) Payments of commuted rations to the mess treasurers will be receipted for on the pay roll whenever such payments are made in cash.
- 535. For accounts of members of the crew while in hospitals, see paragraph 97.
- 536. One ration each day only.—When a member of the crew receiving a commuted ration is detached from his ship more than one day, only one ration shall be paid him, either his commuted ration or actual living expenses, not in excess of the amounts allowed by the regulations. (See pars. 82 and 420k.)
- 537. Deduction of pay for unauthorized absence.—The absence of a member of the crew from the ship, without leave, for 24 hours or more, must be checked on the pay rolls against his pay and rations and a corresponding amount deducted therefrom.

- 538. Expenses at hospitals not marine hospitals.—Vouchers (on Public Health Service forms) covering the expenses of menbers of the crew sent to hospitals, which are not United States marine hospitals, and as provided in special cases by Article XIV of the United States Public Health Service Regulations, properly certified and accompanied by a full statement of the circumstances shall be forwarded by the commanding officer to the Director of the Coast and Geodetic Survey.
- 539. When no monthly payments are made crew.—If for any reason no payments are made to the crew for a month, the pay rolls should be prepared and forwarded as usual, showing the balance due and unpaid, but without signatures. If ony partial payments have been made, the necessary receipts for the payments made, including clothing and small stores, must appear on the rolls.
- 540. Pay accounts need not be balanced each month.—It is not essential that all pay accounts should be balanced at the end of the month, nor even at the end of the quarter. The regulations do not require that the petty officers and crew shall be paid at stated periods. The returns to the disbursing agent can, therefore, always be rendered promptly when mail facilities permit, and commanding officers are enjoined to see that there shall be no avoidable delay.
- 541. Commanding officers can not hold money of members of the crew.—Commanding officers are prohibited from receiving or caring for money (cash) that has been paid to the men on board their ships, but a member of the crew desiring to deposit cash with the commanding officer may be given a check indorsed to his order, as described below, and this check may be placed in the safe. The commanding officer will give the man his receipt for said check, to be returned by the man to the commanding officer when said check is withdrawn from deposit.
- 542. Funds belonging to newly shipped men.—Funds brought aboard ship by newly shipped men that they desire to place in deposit for safe-keeping should also be exchanged for checks. When cash is exchanged for a check the commanding officer will draw the check in favor of himself and indorse it to the man's order. In drawing the check, "the object for which drawn" may be stated, "cash for pay of crew of (give name of vessel)."
- 543. Accounts covering supplies from a naval storekeeper.—When articles of outfit, coal, or other supplies (except as hereinafter mentioned) are procured from a naval storekeeper or at any of the navy yards or naval stations, chiefs of parties will ob-

tain and forward to the office duplicate invoices covering the cost and quantity of the articles so procured, duly certified, together with a property return.

(a) Commanding officers, chiefs of party, and others are directed, when requesting articles and materials from navy yards and other supply stations of that department, to inform the proper official of the yard or station what Coast and Geodetic Survey appropriation the items will be ultimately charged against.

(b) Settlement for clothing and small stores procured from naval stations will be made in accordance with paragraph 364 of

these regulations.

544. Accounts closed when a vessel is put out of commission.—When a vessel is put out of commission and laid up, and the party disbanded, all accounts should be closed by the commanding officer as rapidly as circumstances will permit, his vouchers forwarded to Washington for settlement, and any unexpended balance of advanced funds on account of the Survey remaining in his possession transmitted direct to the disbursing agent at the earliest practicable opportunity, to the end that his accounts with that officer may be balanced without delay.

and commanding officers are enjoined to see that there shall be no avoidable delay, 541. Commanding officers can not hold money or members

board their salps, but a member of the crew destring to deposite cash with the commanding officer may be given a check indeposed to also owner, as described below, and this check may be gineed in the early. The commanding officer will give the man big receipt for seld check, is be returned by the man to the commanding

542. Touch belonging to newly shipped men.—Finds brought ghourd ship by mwir shipped men that they desire to place in deposit for an excepting should also be exchanged for desca. When each is exchanged for a clest the communiting officer will draw the check in favor of himself and things it to the man's order. In drawing the sheet "the object for which drawn has be skitch, could of pay of crew of (rive parts of ressel)."

543, Accounts covering an other from a payal storakeeper.—When after headough are procured from a naval storakeeper or at any after headough are procured from a naval storekeeper or at any of the navy yards or naval stations, chiefs of parties will ob-

officer when said check is withdrawn from deposit,

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REQUISITIONS.

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- 545. Requisitions for stationery.—To receive prompt attention, requisitions for stationery should always be made on Form 11, which should be forwarded in sufficient time for stationery to reach its destination by the time it is actually needed. Such amounts of stationery only should be carried as will last until such time as it is again practicable and convenient to obtain a new supply. In no case should a requisition exceed more than a season's supply of any item. Stationery not needed should be returned to the office at the same time that instruments or other property are being returned.
- (a) Under the Postal Regulations it is not permissible to forward, under frank stationery supplies, such as pens, pencils, letterheads, envelopes, etc., when they exceed 4 pounds in weight.
- (b) Printed stationery does not come under this restriction. except forms on which the printing covers less than half the sheet.
- (c) It is directed that, whenever possible, permanent stations and vessels anticipate their stationery requirements sufficiently in advance to make freight shipments. This is not intended to encourage stocking up excessive quantities or obtaining supplies the necessity for which is remote in order to make a freight shipment. The intention is to carefully estimate the requirements for the season far enough ahead so as to make up such a shipment. Ordinarily 50 pounds are regarded a freight shipment.
- (d) Land parties are also requested to obtain their stationery supplies in freight shipments when they are in a position to conveniently handle it in such quantity.
 - (e) Writing ink and mucilage should be requested in freight shipments, as it is not economical to ship it otherwise. Drawing inks can be sent by mail at any time. (See par. 498.)
- (f) Especial care should be used in requesting articles that deteriorate, such as rubber bands, rubber erasers, typewriter ribbons, etc. sweet ad bloods addrom zis taset is tank of vincins a bun
 - (g) The field stations at San Francisco and Seattle are prepared to supply stationery to Pacific coast parties.
 - (h) All shipments of stationery will be forwarded by freight, when this method is cheaper, unless the requisition requests that all or part of the articles be sent special.

- (i) The acknowledgment of the receipt of stationery from the office is not necessary.
- (j) The expense of printing any articles of stationery by field parties will not be allowed.
- 546. Requisition for instruments and general property.—Form No. 12 will be used for making request to the office for instruments and for items of general property, which it is not expedient or practical to purchase in the field, and which may be necessary for the proper execution of official orders or instructions. This requisition form may usually be used when articles are to be shipped to the field.
- n (a) The requisition should be forwarded long enough in advance to allow ample time for preparing, packing, and transportation.
- (b) Officers should limit their requisition to the actual requirements of the work to be done.
- (c) Requisitions made for instruments, general property, or other supplies to be used within the office should be made on Form 97, or 97a. (See par. 552a.)
- 547. Requisition for funds.—Requisitions for funds will be made from time to time as required upon Form No. 13½, and such requisition should be forwarded in ample time for receipt of reply before the funds are needed. Requisitions for amounts in excess of current requirements will be reduced in conformity with the exigencies of the case. (See par. 11.)
- (a) In making requisitions for funds chiefs of party must fill in the statement on Form 13½, both as to estimated expenditures and funds on hand, and dates must be used in giving the period the requisition is intended to cover. A failure to furnish this information will necessitate the requisition being returned to supply same.
- 548. Requisition for blank checks.—Requisitions for blank checks shall be made through official channels, on the Secretary of the Treasury, Division of Printing and Stationery, on Form No. 1231, furnished by the Treasury Department for this purpose. Six weeks should be allowed for printing and delivery, and a supply to last at least six months should be requested.
- 549. Requisitions for medical supplies.—Requisition for medical supplies will be made by the medical officers aboard the vessels of the service upon Form B, Navy Department, which must be approved by the commanding officer and forwarded to the Director of the Coast and Geodetic survey. (See par. 302.)

- (a) The amounts required shall be based on the current supply table of the medical department of the Navy. Articles not included in the supply table or not listed in the requisition will not be furnished by the Naval Supply Depot. A separate list of such articles needed will be submitted for approval for purchase. Competitive bids will be secured when practicable. The column "On hand" in the requisition, shall always be filled out.
- (b) Five copies of every requisition must be submitted and filled out in accordance with instructions on the forms and in the front of supply tables.
- (c) Blank medical requisition forms may be obtained by asking for the same on the usual stationery requisition (Form 11).
- (d) On the requisition blanks the initials "U. S. S." will be ruled out and the words "U. S. Coast and Geodetic Survey" written in their place. In the signing and forwarding of the requisitions, they should be in the following form: (Name) Surgeon, Coast and Geodetic Survey, and (Name) Hydrographic and Geodetic Engineer, Coast and Geodetic Survey, Commanding.
- 550. Transportation requests.—The Department recommends the use of transportation requests for securing railroad and steamboat transportation, and will issue them upon application. They have proved advantageous in securing through rates to the Government and in relieving officials of the necessity of advancing private funds in payment of traveling expenses. A single request may sometimes be used in procuring a round-trip ticket at through rates for transportation over an extended route. Unused portions of railroad tickets, obtained on transportation requests, should be forwarded to the Director for redemption, accompanied by a statement of the occasion for their nonuse. Full directions for their use accompany these requests. (See pars. 456, 468.)
- (a) At Washington, requisition for transportation orders will be made by letter, addressed to the disbursing agent, giving the name of the railway or steamer line over which transportation is desired, and also stating the appropriation and subitem to which the transportation is chargeable. At San Francisco, Seattle, and Manila transportation orders will be obtained from the field station of the Survey.

for the transfer on the records of the office. Form 572 should be used for transfers within the office. The transfers and the trunsfers should each keep a copy of the recent of transfer. The recent of transfer should contain a complete femilied list.

of the property transferred.

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- 551. Responsibility for safe-keeping of property.-All persons having charge of property belonging to the Coast and Geodetic Survey are held responsible for its preservation and safekeeping, and are required to take all proper measures to protect it from loss or damage, and when such property is not satisfactorily accounted for, the officer or other person to whom it was intrusted, shall be charged with its value. (See pars, 108f, 564i, 564i,) Ladda od gant samul nobletmen faction im at the
- 552. Purchase of property.—For the methods to be used in the purchase of property in the field, see "Contracts and other methods of purchase." And a discount of the second
- (a) For purchase of instruments and general property and expendable or other supplies within the office, requisition, Form 97, will be used when the purchases are to be made from "General expenses" and 97a will be used when made from the appropriation for "Party expenses." (See par. 546c.)
- 553. Monthly purchase list.—With each set of original or supplemental accounts or vouchers sent to the office for settlement chiefs of parties will transmit, upon a separate sheet (Form No. 43), a list of all items charged for in the accounts. This list will be checked by the disbursing officer and the articles charged for on the inventories of the persons concerned. Articles in the nature of supplies which will soon be consumed may be marked "expended" on the list and need not be entered on the inventories. The directions to be followed in making the purchase list are given on the back of the form. (See pars. 33 and 511.) While the seal is attempt seed; on sumoon a sale south to
 - 554. Transfer of property.—Transfer of property may take place by agreement of parties in the field or by approval of the Director, "Charles deline reto and remanded by the add to what
- (a) Whenever property is transferred from one party to another in the field or within the office the transferrer should take a receipt, in duplicate, from the transferee and forward the two receipts to the office to form a basis of credit and debit for the transfer on the records of the office. Form 572 should be used for transfers within the office. The transferrer and the transferee should each keep a copy of the receipt of transfer. The receipt of transfer should contain a complete itemized list of the property transferred.

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- (b) When ships change commanders, the transfers should be shown on regular inventory forms, Forms 14, 14a, and 55. Duplicates need not be sent to the office for transfers of this kind.
- (c) Inventories of transfer should be brought up to date in all the particulars provided for on the forms aforesaid.
- 555. Acknowledgment of property received.—All articles of Survey property, except stationery, shipped from the office to officers in the field must be acknowledged by the officer when receiving the same either by letter addressed to the Director or on the original invoice Form 506 covering the shipment. Any omission or defects in the consignment as received must be noted.
- (a) Whenever any property is returned to the storerooms within the office the sender should prepare a list of articles, in duplicate, on Form 573. The original will be retained for the files of the office and the duplicate signed and returned to the sender in acknowledgement of the receipt.
- (b) The answer to the letter of transmittal made on the form as prescribed will be given in the footnote on the form, and will constitute a receipt for the property returned. Whenever any irregularities occur in the shipment, a special letter may be given in answer and may constitute a receipt for the articles received in lieu of the receipt in the footnote aforesaid.
- 556. Survey of public property.—Any chief of party or other person charged with public property belonging to the Coast and Geodetic Survey which, in his opinion, it is no longer desirable to keep, or when so ordered by the Director, should cause an inspection to be made and make an inventory and appraisement of the same on Form 571, associating with himself another officer or employee of the Survey, or some other disinterested person, and, when practicable, a postmaster or other Federal officer (at least three persons, two of whom shall be entirely disinterested), and forward it to the Director, in duplicate, with recommendation for such disposal of the property as, in his judgment, would be to the best interst of the Bureau, and in time to get a reply without causing unnecessary delay. It will not be necessary to make affidavit or have witnesses to the signatures above mentioned, except that the aforesaid officer or employee shall witness the signature of the two signing with him. (See par. 36.)
- (a) The inventory and appraisement should be made in duplicate on Form 571, using continuation sheets of the same dimensions when necessary.

- (b) Before proceeding with the sale Form 571 should be forwarded in duplicate to the Director with recommendation as to the method of advertisement and disposal of the property whether at public auction or private sale, and if at a private sale the reasons therefor.
- 557. Advertisement of sale of property.—In case of advertisements in the newspapers the authority of the Secretary of Commerce is necessary, and the names of the papers in which it is recommended to advertise should be sent to the Director to accompany his request for authority to advertise.
- (a) Advertising can be acomplished by mailing circular letters to persons or firms interested in the particular matter covered by the invitation and by posting such invitation in post offices or other public places where people are accustomed to seek such information.
- (b) Posters can be struck off at a limited expense without further authority. For small lots of property it is better to advertise by posters, written or printed, as most convenient.
- 558. Sale of public property.—Public sale by auction is preferable, unless the interest of the Government will be otherwise and clearly subserved.
- (a) Upon approval of the Director private sale may be made where it is not profitable or expedient to conduct a public sale by auction, but reasons for a private sale must always be set forth and shown on Form 571. (See par. 556b.)
- (b) Sales may also be made by means of written bids, using Form 604 in connection with Form 571. (See par 556b.)
- (c) Emergency sales may be conducted when delay would occasion unwarranted expense. The property can be disposed of on the judgment of the custodian and the Director's approval affixed afterwards. Circumstances are so varied and the property to be disposed of so trifling in some instances that no rigid rule can be laid down that would be applicable to all cases, but the outlines here given can be adjusted to fit almost any case and insure that the business will be done in a systematic manner.
- 559. Net proceeds of property sales.—Proceeds, net, of every sale must be forwarded to the Director, but made payable to the Secretary of Commerce in the event that money orders or drafts are sent in lieu of cash.
- 560. Expenses of property sales.—Expenses of every sale must be paid from the gross proceeds of each sale, respectively, and all expense items must be rendered in duplicate, as provided for on Form 571.

561. Duplicate of papers relating to sales.—Duplicate copy of all papers relating to sale will finally be returned to the officer or party recommending the sale for his files and the original retained at the office.

562. Receipts from sales.—All moneys received by the Assistant Director for copies of records or sheets or from the sales of charts, publications, public property, or old material, which are required to be deposited in the Treasury, shall be transmitted to the Secretary of Commerce in accordance with Department regulations. (See par. 2d.)

563. Storage of property.—Property may be stored at the expense of the Government when authority from the Director has been given. (See par. 34d.)

- (a) Whenever property in storage remains on account of a chief of party or other person who is not likely to have any further use for it, a recommendation to have it transferred to the custody of the office may be granted by the Director.
- (b) In order to facilitate accounting for property stored in the field, chiefs of parties, commanding officers, and others in charge of any property of the Survey, will each make report monthly, following rules in reporting the same, except that there need be no storage report made to this office from the Philippine Islands, magnetic observatories, or field stations unless specially ordered by the Director. The directions given on the back of Form 46 will be followed in making these reports. (See par. 34.)
- (c) Temporary storage of articles being used from time to time in the season's work need not be reported.
- (d) Property to be shown on storage report must be put into consecutively numbered parcels or packages, each of which is to be tagged with Form 54, upon which the contents are to be listed.
- (e) The packages should be listed in numerical order on the storage report, the contents of each shown thereon, and a copy of the same furnished the party with whom the property is stored.
- (f) Whenever a partial withdrawal is made from a regularly stored package, the names of the items taken out should be canceled from the tag.
- (g) Storage receipt, Form 15, should be used as provided for on the form whenever storage is made. Storage receipts are not required when property is stored at a field station or other store-house of the Survey, or in the storerooms of another department or bureau of the Federal Government. The storage receipt must be made out in duplicate. One copy should be sent to the office and one retained by the party storing. (See par. 34c.)

(h) All articles of public property that are to be entered in and carried on the inventories of the chief of party or other person placing same in storage shall be continued on such inventory until responsibility for said stored articles is transferred to another person by official orders. Note is to be made in the remarks column showing where such items are stored.

564. Inventories.—All instruments, general property, and books must be inventoried at the end of each calendar year, and on transfer of responsibility, and at such other times as the Director may require, and in accordance with the directions printed on the forms or such special directions as may be given. (See par. 563h.)

- (a) All items not previously reported as expended, lost, returned, or transferred must be accounted for on the inventories, and must be entered in alphabetical order under their proper classifications.
- (b) Full explanation must be given of the damage to or loss of any instruments, and any article not in good or serviceable condition should be so noted in the remarks column. Specific explanation must be given of the expenditure of any article not manifestly of an expendible nature.
- (c) Forms to be used for rendition of instrument and general property inventories are Form 55 for ship's general property and Forms 14 and 14a for instruments and for general property which does not belong to the account of a vessel. Form 14 is a cover for Form 14a. Forms 18 and 18a are to be used for inventory of books. No inventory will be accepted if not made on the forms as herein directed.
- (d) The appliances and outfit of tools on board a launch should not be included with the tools and appliances belonging to a ship, but should be shown in a separate inventory of the launch on Form 14 and Form 14a.
- (e) The outfit of tools and appliances of an automobile truck should not be included with other general property, but should be mentioned in connection with the truck. It may be reported in a special inventory or not, as may be deemed most practicable, in accordance with the judgment of the person who makes the inventory.
- (f) Surgical instruments or medical supplies on board a vessel should be accounted for on a separate inventory on Form 14 and Form 14a. Surgical instruments not on board a vessel may be reported on the regular general property inventory, Form 14.

- (y) Form of transmitting letter on page 3 of Form 55, properly filled out, will be sufficient for sending ship's inventory of general property to the office, and form of transmitting letter on the front of Forms 14 and 18 likewise will be sufficient in sending such inventory as may be made out on those forms.
- (h) Any instrument or item of general property not accounted for to the satisfaction of the Director will have to be paid for by the responsible party by an amount not to exceed its cost. (See par. 512.)
- (i) Articles reported "Lost" or "Can not be found," without being accompanied by proper remarks to show that they were unavoidably lost while being used in official work, or that due and reasonable care was being taken, may have to be paid for in a sum not to exceed their cost values. (See par. 551.)
- (j) When the expenditure of an instrument or piece of general property has been approved by the Director by letter, reference to the letter should be made when the expenditure is shown on the inventory.
- (k) Whenever property outside of the office is no longer needed for use and is of a value less than the expense of selling, or of being shipped to the office, or of being stored, the person having charge of the property should report the facts to the office and request instructions for the disposition of the property.
- (1) All inventories of instruments and general property and surgical instruments will be checked at the office where the account is made up from the last previous inventory and from the monthly purchasing lists, together with such transfers or other disposal or receipt of property as may be shown by documents on file.
- (m) Letter announcing that the inventory has been approved will constitute a receipt for it.
- (n) Instruments and general property in use in a division or section of the office or by a chief of party will be carried on the account of the division, section, or party, and the chief of each shall be the custodian of the same. Persons using such property may be held accountable to their respective chiefs for it. Property will not be carried on personal accounts unless it is to be used distinctively and apart from division, section, or party work.
- (o) Copy of each inventory rendered should be kept by its author. The inventory should be made from an actual inspection of articles on hand.
- 565. Inventory account of "Director of Coast Surveys."—All instruments and general property belonging to the United

States Coast and Geodetic Survey in the Philippine Islands will be charged to the account of the "Director of Coast Surveys, Manila, P. I."

- (a) Parties having property on their personal account when detailed to duty in the Philippines should have the same transferred to the account of the "Director of Coast Surveys" if said property is taken to Manila. If they retain any of the property on that account, they should report it to the "Director of Coast Surveys" while under his direction.
- (b) Parties who have property on their personal account with the Director of Coast Surveys and bring it away from the Philippine Islands should have it transferred to their personal account with the Washington office.

a sum not to exceed their cost values. (See par. 551.5); 10 to the expenditure of an instrument or piece of appendit

property has been approved by the Director by letter, referenceto the letter should be made when the expenditure is shown on of any destruments, and any article per in good, Profungel edi-(ii) Whenever property outside of the office Is no longer needed. for use and is of a value loss than the expense of selling, or of being shipped to the office, or of being stored, the person having charge of the property should report the facts to the office and request instructions for the disposition of the property of resecut (1) All inventories of instruments and seneral property and surgical instruments will be checked at the office where they account is made up from the last previous duvenions and from the monthly purchasing lists, together with such transfers or other disposal or receipt of property as may be shown by documents. (d) The appliances and outst of pools on board , path do (m) Letter announcing that the inventory has been approved. will consider a receipt for its a secretary bards as distribute a (a) Instruments and general property in use in a division or ... section of the office or by a chief of party will be carried on the account of the division, section on party, and the chief of sachasized be the custodian of the some. Persons using such property may be held accountable to their respective chiefs for it. Property will not be carried on personal accounts noless it is to beused distinctively and spart from division, section, or party work. (c) Copy of each inventory, rendered should be hept by its author, The inventory should be made from an acrual inspection. of articles on hand, and no transported fast forces and mood 565, layentory account of "Director of Coast Surveys," one

All instruments and general property belonging to the United

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566. Certified copies of records.—Whenever a transcript, photograph, tracing, or other copy from the original Survey records or sheets of the Survey, furnished for use outside of the office, requires a certificate as to its correctness, such certificate shall be signed by the Director, but for use in court the seal of the Department must be affixed, together with a certificate of authority signed by the Secretary. Such transcript, photograph, tracing, or other copy for other than official use shall be furnished at cost.

567. Authority to publish information.—The printing of Tide Tables, Coast Pilots, bulletins, and other special publications of the Coast and Geodetic Survey may be authorized by the Director in such editions as the interests of the Government and of the public require.

568. Inspectors at field stations to act as sales agents.—Each officer in charge of a field station shall act as a quarterly agent for the sale at published prices of Coast and Geodetic Survey publications. He shall keep a stock of such of the Bureau's charts and other publications as his judgment and experience indicate are likely to be needed to supply the demand. (See par. 141k.)

- (a) Inspectors in charge of field stations are authorized to issue publications free of charge for official busines only, or they may be issued free in exchange for valuable nautical information received, which information shall be immediately reported to the Director.
- (b) Inspectors in charge of field stations will, from time to time, be notified by the office that certain issues have become obsolete. They are hereby authorized to condemn and destroy obsolete or shelf-worn charts and other publications, taking credit for same in their quarterly sales agency reports. At the time such destruction is effected they will immediately certify such action to the Director.
- (c) Should inspectors desire to retain for record purposes any obsolete issues, they are authorized to do so, provided such issues are stamped "Obsolete" to prevent their sale through mistake.

They will, in such cases, certify that such issues have been stamped as directed, and thereafter drop them from their inventories.

- (d) Other sales agents will from time to time be directed to turn over to inspectors obsolete publications for destruction. Inspectors will receive and destroy such issues, receipting to sales agents therefor and forwarding duplicate to this office.
- (c) All officers in charge of field stations are required to make quarterly reports showing the total quantity and value (including file copies) of all charts and other publications on hand at the beginning of the quarter, the quantity and value received during the quarter, the quantity and value destroyed during the quarter, the quantity and value issued free during the quarter, the quantity and value sold during the quarter, and the quantity and value of all charts and other publications on hand at the end of the quarter. Such reports will be accompanied by remittances of all moneys received from the sale of charts and other publications during the quarter. No commission is allowed to employees of the Department of Commerce for the sale of charts or other publications. When such reports show the issue free a supplemental list must be attached thereto (with the exception of the report of the Director of Coast Surveys, Manila, P. I.), showing to whom free issues were made, what charts or other publications were so issued, the price of each, and whether on account of "official business" or "in exchange for valuable information received." For purposes of accounting, all charts and other publications issued to inspectors in charge of field stations, whether for files or for sale, are charged at full prices, and must be accounted for as a whole in quarterly reports.

Director.

(b) Inspectors in charge of field stations will, from time to time, be notified by the office that certain issues here become obsolete. They are hereby authorized to condemn and destroy obsolete or shalf-worn charts and other publications, taking credit for same in their quarterly sales agency reports. At the time such destruction is effected they will immediately certify such aging to the Director.

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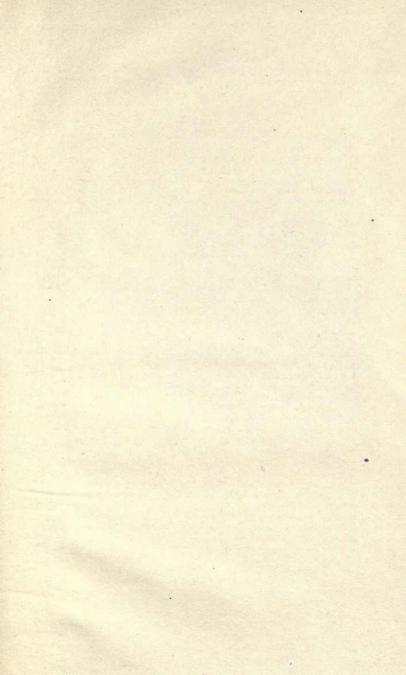
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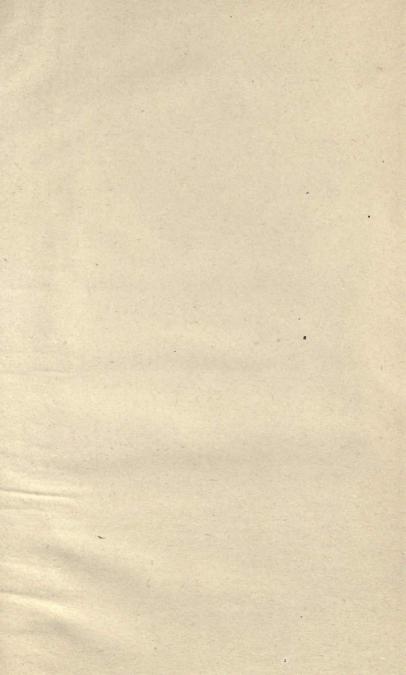
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