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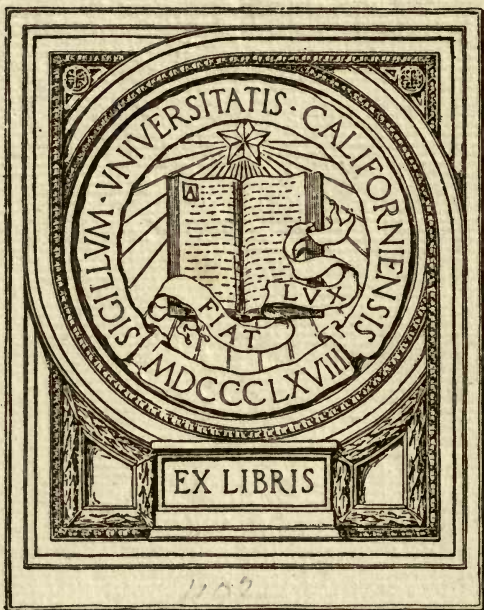
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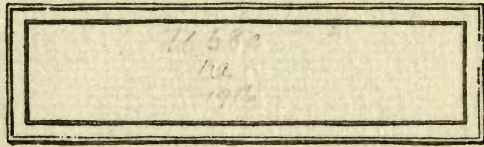
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SUPPLEMENT TO THE  
REGULATIONS AND INSTRUCTIONS

OF THE DEPARTMENT OF THE

UNITED STATES COAST AND  
GEODETIC SURVEY

From January 7, 1943, to June 30, 1948



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Serial No. 48

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# SUPPLEMENT TO THE REGULATIONS AND INSTRUCTIONS

FOR THE GOVERNMENT OF THE

## UNITED STATES COAST AND GEODETIC SURVEY

From January 1, 1913, to June 30, 1916

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WASHINGTON : GOVERNMENT PRINTING OFFICE : 1916



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SUPPLEMENT TO THE  
REGULATIONS AND INSTRUCTIONS

FOR THE DEPARTMENT OF THE

UNITED STATES COAST AND  
GEODETIC SURVEY

From January 1, 1917, to June 30, 1918

U.S. GOVERNMENT PRINTING OFFICE: 1917

U.S. GOVERNMENT  
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UNIV. OF CALIFORNIA

CHANGES IN REGULATIONS, CIRCULARS, BULLETIN NOTES, AND OFFICE MEMORANDA IN REGARD TO ACCOUNTS, JANUARY 1, 1913, TO JUNE 30, 1916.

CONTENTS.

Table with 2 columns: Description and Page Number (Par.). Includes items like 'Address to be given on pay vouchers payable by check', 'Advertising, newspaper, for bids involving \$1,000 or more', 'Antityphoid vaccine', etc.

**1. ADDRESS TO BE STATED ON SALARY VOUCHERS PAYABLE BY CHECK.**

[Office memorandum, November 9, 1915.]

Officers and other employees of the Coast and Geodetic Survey 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.

The common custom of giving the address as "Coast and Geodetic Survey" or "Washington, D. C.," is not sufficient for the needs of the accounting division.

As indicated above, all checks in future will be mailed to the address given on the face of the voucher.

**2. NEWSPAPER ADVERTISING FOR BIDS INVOLVING \$1,000 OR MORE.**

[Circular No. 3, July 9, 1913.]

The following departmental order is published for the guidance of those concerned. Contracts and purchases in the Philippines are excepted from the provisions of the order.

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.

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.

In carrying out the provisions of the above order, officers of the Survey desiring to secure bids which will involve an expenditure of \$1,000 or more must furnish this office with a copy of the proposed advertisement in ample time in advance of the date determined upon for the opening of the bids for the necessary departmental action and insertion of advertisement in papers. Invitations for bids may also be mailed, as at present, to prospective bidders.

**3. ANTITYPHOID VACCINE.**

[Circular No. 12, January 22, 1915.]

The United States Public Health Service has called the attention of this office to the advisability of protecting the officers and crews of the vessels of our service from typhoid fever by preventive inoculations of typhoid vaccine, and has recommended its administration to all such officers and men, not only to those now on our vessels, but to those who may hereafter be employed thereon, except those who have had an attack of typhoid fever.

The advisability of carrying out the above-mentioned recommendation is evident; therefore, you are hereby directed to have the antityphoid vaccine administered to all officers and members of the crew of your command, except those who are known to have had typhoid fever.



This vaccine can be obtained from the Hygienic Laboratory, Twenty-fifth and E streets NW., Washington, D. C. The medical officer of your ship will make requisition through official channels for the quantity needed.

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

You will arrange to have the vaccination performed at such times as will not interfere with the duties of the ship.

The provisions of paragraph 314 of the Regulations are hereby extended to include inoculations of antityphoid vaccine.

#### 4. OFFICIALS TO ACT IN ABSENCE OF ASSISTANT SUPERINTENDENT.

[Circular No. 16, June 7, 1915.]

Paragraph 371 (a) is amended to read as follows:

371 (a) He shall act as Assistant Superintendent in the absence of the Assistant Superintendent.

New paragraph 373 (c) is added, to read as follows:

373 (c) He shall act as Assistant Superintendent in the absence of the Superintendent, the Assistant Superintendent, and the Assistant in Charge of the Office.

#### 5. STATEMENT OF BALANCES.

[Bulletin, March, 1915.]

The attention of chiefs of parties is called to paragraphs 2, 3, and 4 on the back of Form 474 (Statement of Balances), and a strict compliance with the provisions of said paragraphs is enjoined. Heretofore the office has been embarrassed at the close of the fiscal year by lack of sufficient information by which to guide it in making allotments and reversions or otherwise properly distributing such remaining funds as may exist into the proper channels, where it might be efficiently used.

#### 6. BILLS OF LADING.

[Circular No. 6, March 31, 1914.]

Hereafter all office memorandum copies of Government bills of lading (Department of Commerce Form 57) will be forwarded to the Superintendent 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.

[Office memorandum, June 26, 1914.]

\* \* \* \* \*

The auditor has called attention to the fact that 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; as, one box surveying instruments, weight 160 pounds; one bundle of tents, weight 100 pounds; one crate of tripod, weight 130 pounds; one bundle of tripods, wrapped in burlap, weight 150 pounds. 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.

## 7. AMOUNT OF BOND OF CHIEF OF PARTY.

[Bulletin, November, 1915.]

The Department has approved the fixing of the amount of bonds of all chiefs of parties in the Coast and Geodetic Survey hereafter in the penal sum of \$4,000, unless otherwise requested in special cases.

## 8. CANCELED AND MUTILATED CHECKS.

[Office memorandum, June 26, 1914.]

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. —."

## 9. WHITE MESS COATS, CAPS, AND APRONS FURNISHED MESSMEN.

[Circular No. 29, May 17, 1916.]

At the discretion of the Superintendent, 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.

## 10. COMMUTATION AND SUBSISTENCE.

[Changes approved by the department Aug. 31, 1915. Bulletin, September, 1915.]

Add the following words to paragraph 435 (*d*): "or temporarily on duty at a suboffice." As amended, this paragraph will read as follows:

435 (*d*). While serving as executive officer of a vessel, under the superintendent's orders designating him as such, or temporarily on duty at a suboffice, \$1.50 per day each.

Omit paragraph 435 (*j*), which reads as follows:

Neither subsistence nor commutation will be allowed to persons on duty in any city of the United States where there is a suboffice, except to officers on vessels, and except to persons traveling under orders or on field duty and not attached to the suboffice.

[Changes approved by the Secretary, effective July 1, 1916.]

435. Commutation may, at his discretion, be allowed by the Superintendent to assistants, aids, extra observers, nautical experts, magnetic observers, watch officers, chief engineers, surgeons, mates, and signalmen, while on field duty, under the following-named conditions and exceptions, and at not to exceed the following rates. (Field duty is duty performed under authorization by the Superintendent while the person is detached from the office in Washington or from any suboffice or fixed magnetic observatory in the United States, and when assigned to temporary duty at a suboffice; provided, that commutation or subsistence to persons assigned to temporary duty at a suboffice shall cease at the expiration of six months.)

In paragraph 435 (*h*), line 2, after the word "aids" insert "watch officers, chief engineers, surgeons, mates," so that as thus amended it will read:

435 (*h*). While serving in the Philippine Islands, commutation will be allowed only to assistants and aids, 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.

In paragraph 435 (i), line 2, after "officers" omit "of the field force," so that the paragraph as amended will read:

435 (i). Neither subsistence nor commutation can be allowed to any person while on duty in Washington, excepting that officers temporarily ordered to the office at Washington for consultation with the Superintendent may be allowed their actual necessary expenses for short periods.

Change paragraph 435 (l) to read as follows:

435 (l). The compensation of deck officers is fixed at a rate to include their subsistence, and no commutation will be allowed them. When, however, deck officers are detailed for temporary shore duty, or are required to live on shore temporarily while repairs are being made, or for other sufficient reason, they may be allowed their actual living expenses when supported by proper receipts, not to exceed \$2 each per day, from which 50 cents per day will be deducted on the voucher, in lieu of estimated mess bill on board ship. This allowance, however, will not be made when these officers are detailed for duty at the Washington office, nor when specifically excepted in the orders making assignment to shore duty.

In paragraph 350, lines 1 and 2, omit "watch officers, mates, chief engineers, surgeons, and assistant surgeons, and captain's clerks," so that the paragraph as amended will read:

350. Deck officers ordered for duty in the Philippine Islands shall receive 20 per cent increase of pay while in the Philippines, to begin on date of arrival and cease on the date they sail for a home port. Pay rolls and pay vouchers must state that the pay charged is at the rate herein fixed. No extra pay, however, will be allowed to persons employed expressly for service in the Philippines, the compensation in such cases having been fixed for that service only.

In paragraph 78 (c), line 1, after "officers" omit "of the field force," so that the paragraph as amended will read:

78 (c). Officers on duty in the Philippine Islands may, with the approval of the Superintendent, 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.

## 11. SUBSISTENCE WHILE TRAVELING.

[Bulletin, March, 1915.]

Effective March 16, 1915, the Superintendent has approved the maximum allowance for meals to officers in a traveling status at \$3.50 per diem, and to officers traveling only a portion of a day this allowance will be divided as follows: For breakfast, \$1; for lunch or supper, \$1; for dinner, \$1.50.

This increase for meals 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.

Attention is again called to the necessity of indicating on the traveling vouchers the time of departure and arrival. Failure to supply this information will necessitate the return of the voucher to have same supplied.

## 12. COMPETITION IN CONNECTION WITH PURCHASES AND CONTRACTS FOR SUPPLIES OR NONPERSONAL SERVICES, AND PROPER CERTIFICATION OF VOUCHERS.

[Office memorandum, January 20, 1915.]

Extract from section 3709, Revised Statutes, applying to field services:

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 service 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.

The above-quoted extract, and the amplification of same by various decisions of the Comptroller, supplemented by the requirements in the "Regulations and Instructions," will be your guide and authority in connection with incurring expenditures on the part of the United States.

Section 5418, Revised Statutes, provides punishments for the false making and changing of bids or proposals.

The law, as set forth in section 3709, makes the question of "time" the sole condition for dispensing with competition under a public exigency. But the Comptroller, in approving our general field voucher (Form 3), enlarges upon this exception of "time" as justification for dispensing with competition by naming five additional conditions, as stated in sections 4a, 4b, 4c, 4d, and 4e under "Method of or absence of advertising," printed on back of this form, when competition is not required. However, in the third one of these five conditions (4c) the element of time is involved, but coupled with that of implied unjustifiable expense. This section must not be abused or undue advantage taken of it. Aside from the provisions of section 3709, Revised Statutes, and the conditions named in sections 4a, 4b, 4c, 4d, and 4e above referred to, there is no warrant or authority of law or regulation for dispensing with competition.

In connection with the certification of vouchers under sections 1, 2, and A, B of "Method of or absence of advertising" and "Form of agreement," see paragraphs 437-445, 468, and 469 of the "Regulations." The certification of vouchers under sections 3 and C has been too free and indiscriminate, and doubtless in many instances in lieu of 3 one of sections 4a, 4b, 4c, 4d, or 4e, as the case might be, would have been more appropriate as a reason for not inviting competition. In order that a voucher may properly be certified under sections 3 and C, which dispenses with advertising under an exigency of the public service on account of the delay incident thereto, the Comptroller has ruled that an exigency must in fact be real, one which could not by ordinary human foresight have been anticipated. Mere delay or oversight in placing an order is not considered by him as creating a public exigency. See the requirements in paragraph 5 of invitation to bidders (Form 168) when certifying vouchers under section 4a; no additional remarks on vouchers are necessary when certifying under sections 4b or 4c; when prices or rates are fixed by "regulation" under section 4d, the regulating authority should be added to the voucher; under section 4e refer by number and month to the previous voucher in question. These additions to certification of vouchers under section 4 should be made on the blank lines of section 4 on back of voucher.

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. Nor can bids or proposals, accepted on unit

prices alone and without limitation of quantity or time, be made use of for more than one order. (See Comptroller's decision of January 6, 1915.)

In conclusion, chiefs of party, for their better protection, should exercise greater care in making purchases in strict accordance with law and regulations, and vouchers covering same should be so certified as to show the exact conditions under which the purchases were made.

### 13. REDUCTION IN THE NUMBER OF COPIES OF CONTRACTS SUBMITTED FOR APPROVAL OF THE SECRETARY OF COMMERCE.

[Department of Commerce Circular No. 149, second edition, February 13, 1915.]

Under existing practice three copies of contracts (including leases) are submitted to the Secretary of Commerce for approval. As it is desired to effect a saving of time and labor and to eliminate unnecessary detail it is hereby ordered and directed that hereafter 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:

DEPARTMENT OF COMMERCE,

-----  
(Name of bureau or office.)

\_\_\_\_\_, 191—.

I hereby certify that the within papers are a true and correct copy of the original, as approved by the-----Secretary of Commerce.

-----  
(Administrative officer.)

When the original has been approved and the copies properly certified, the bureau or office interested shall transmit it, together with a copy thereof, to the Chief Clerk of the Department, who shall forward the original to the Auditor for the State and Other Departments and the copy to the Disbursing Clerk of the Department; except that, in case of contracts of the Bureau of Lighthouses, the original only shall be transmitted to the Chief Clerk. The contractor's copy shall be forwarded to him by the bureau or office in which the contract originates.

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.

### 14. PROVISION TO BE INCLUDED IN INVITATIONS FOR PROPOSALS.

[Circular No. 5, March 10, 1914.]

Hereafter all invitations for proposals for construction or repair work for this Service 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.

#### 15. LIQUIDATED DAMAGES.

[Circular No. 7, May 26, 1914.]

Hereafter, 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.

As an illustration, in an invitation and proposal for the construction and delivery of two whaleboats, the time limit with liquidated damages for delay on each boat should be separately stated, although one sum may be submitted as a bid for the two boats.

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.

#### 16. DESCRIPTIVE LIST AND SERVICE RECORD.

[Circular No. 15, April 16, 1916.]

Form 215, "Descriptive List and Service Record," is practically the same as the former "Enlistment Record," but has some changes and revisions. The directions and explanations on the form are sufficient to enable you to furnish the desired information.

This service record is to be used hereafter in addition to the regular shipping articles.

(Forms may be obtained on requisition.)

#### 17. DUPLICATE DISCHARGES.

[Circular No. 14, January 23, 1915.]

Strict compliance with the requirement in the Regulations, paragraph 54, that "a duplicate of each discharge must be sent to the office" is hereby enjoined.

Many officers have failed to forward duplicate discharges, or have done so only intermittently. A discharge must be given and a duplicate sent at the termination of enlistment, even though the man is immediately reshipped.

These duplicate discharges should contain the signature of the commanding officer, either written or stamped; this has been overlooked in some cases.

The frequent requests for information and for duplicate discharges can only be complied with if a man's record on the files of this office is complete.

#### 18. ESTIMATES TO BE RENDERED IN TRIPLICATE.

[Bulletin, June, 1914.]

In the future, estimates need only be submitted in triplicate instead of in quadruplicate, as in the past.

## 19. ITEMS DISALLOWED BY AUDITOR.

[Bulletin, March, 1915.]

Suspensions, together with the reasons therefor, have been made by the Auditor for the State and Other Departments from the accounts of the disbursing agent as follows:

“Mosquito dope.” This item seems to be rejectable under Comptroller’s manuscript decision of January 30 and February 26, 1915, deciding not allowable a charge for mosquito netting.

“Goggles.” Information is desired as to use for which the article was bought. It is seemingly an item of personal equipment.

## 20. CHANGES IN REGULATIONS RESPECTING FLAGS.

[Circular No. 16, June 7, 1915.]

The Secretary of Commerce has approved changes in and additions to the Regulations and Instructions for the Government of the United States Coast and Geodetic Survey as follows:

Paragraph 200 is amended to read as follows:

200. 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 Superintendent of Coast and Geodetic Survey; Superintendent’s flag at main. Same as above for Assistant Secretary of Commerce, 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.

New paragraph 200 (a) is added, to read as follows:

200 (a). 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.

Paragraph 560 (c) is amended to read as follows:

560 (c). Flag of the Superintendent of the Coast and Geodetic Survey: A white triangle, base toward the hoist, on a blue field.

## 21. DIMENSIONS OF FLAGS.

[Circular No. 18, July 27, 1915.]

In order to effect uniformity in requisitions for national ensigns, boat flags, and union jacks, and also for information with particular reference to the nomenclature, sizes, etc., commanding officers of vessels are directed, in making requisitions for any of the aforesaid flags, to conform to the list given below; the flags of the sizes noted only will be furnished for use on board vessels of this bureau.

*National ensigns.*—Hoist 8.94 feet, 48 stars; hoist 5.14 feet, 48 stars; hoist 5 feet, 48 stars.

*Boat flags.*—Hoist 2.9 feet, 13 stars; hoist 2.37 feet, 13 stars.

*Union jacks.*—For flag of 8.94 feet hoist; for flag of 5.14 feet hoist; for flag of 5 feet hoist.

The sizes of the Secretary’s flags, the Superintendent’s flags, and the Coast and Geodetic Survey service flags are given in Department Circular No. 250, second edition, June 15, 1915.

**22. AUTHORITY OF INSPECTORS AND CHIEFS OF PARTIES.**

[Circular No. 25, April 4, 1916.]

1. Inspectors and chiefs of parties are responsible directly to the Superintendent for work assigned to them.

2. Chiefs of parties should consult freely with an inspector when in the vicinity of a suboffice, 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.

3. An inspector in charge of a suboffice will keep the Superintendent 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 Superintendent, and the officer assigned to it, unless attached to a suboffice, or working under the direction of an inspector or other chief of party by order of the Superintendent, will report directly to the Washington office.

4. Records and reports will be forwarded directly to the Washington office, but the Pacific coast and Alaska parties are authorized to forward duplicates of reports to the nearest suboffice. 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 suboffice.

5. 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.

6. All orders or instructions previously issued, which are inconsistent with the provisions of this circular, are hereby revoked. This circular does not apply to the Philippine Islands.

**23. INTERNAL-REVENUE TAX.**

[Circular No. 9, December 8, 1914.]

The act of Congress, approved October 22, 1914, providing for an increase of the internal-revenue tax, provides, among other things, for a tax on express and freight receipts and telegraph and telephone messages costing 15 cents or more. In both cases the tax need not be paid on Government property or messages of officers or employees of the Government on official business, as the law specifically exempts such business from the tax.

An exemption should therefore be claimed on express and freight receipts and on telegraph and telephone messages, as this tax can not be allowed in the accounts.

**24. ACCRUED LEAVE.**

[Regulations, July 16, 1913.]

"Officers of the field force of the Coast and Geodetic Survey on duty in the Philippine Islands, who, in the discretion of the Secretary of Commerce, may be granted at one time the whole or any portion of the annual leave accrued and unused during a period of three years."

SUPERINTENDENT: The Department has received and, after careful consideration, has approved your recommendation of the 13th instant that the leave regulations be amended so as to permit magnetic observers employed by the Survey



to be granted at one time the whole or any portion of their annual leave accrued and unused during a period not to exceed three years while on duty outside the continental limits of the United States. This amendment will become effective January 1, 1914.

A similar amendment in favor of employees of the Bureau of Fisheries regularly employed on the Pribilof Islands, Alaska, has also been authorized, effective on the same date.

These changes will be embodied in the leave regulations when a new supply is printed.

(Signed) WM. C. REDFIELD.

[Regulations, June 11, 1914.]

**SUPERINTENDENT:** In accordance with the Survey's recommendation of May 19, supplemented by its letter of June 4, 1914, the Department hereby authorizes the following amendment of the leave regulations:

Assistants, aids, deck officers, watch officers, mates, surgeons, assistant surgeons, chief engineers, and nautical experts of the Coast and Geodetic Survey, serving under appropriate orders outside of the continental limits of the United States 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.

There is inclosed herewith for the Survey's information and files copy of an opinion rendered by the Acting Solicitor, under date of the 10th instant, to the effect that the foregoing regulation is not incompatible with existing law.

(Signed) A. L. THURMAN.

[Regulations, November 20, 1914.]

**SUPERINTENDENT:** Receipt is acknowledged of the Survey's letter of the 17th instant requesting to be advised whether assistants, aids, deck officers, etc., who, in accordance with an amendment to the leave regulations authorized by the Department on June 11, 1914, are allowed to accumulate their accrued and unused leave for a period of two years while serving outside the continental limits of the United States, may use their accrued and unused leave for the two years prior to June 11, 1914, or if only the leave accruing since that date may be taken.

In response the Department has to state that, after carefully considering the question presented, it has decided that the amendment under consideration be retroactive so far as the accruing of the leave is concerned and that the employees now holding positions of the character stated in the amendment may use their accrued and unused leave for the two years prior to June 11, 1914. By direction of the Secretary.

(Signed) GEO. C. HAVENNER.

## 25. PURCHASE OF MATERIALS AND SUPPLIES FROM NAVY DEPARTMENT.

[Circular No. 17, June 8, 1915.]

To meet the wishes of the Navy Department and in order to facilitate the settlement of accounts for materials and articles received from the Navy Department, commanding officers, chiefs of party, and others are directed, when requesting such 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.

For the purpose of transfer of appropriations, there are only two appropriations that need be considered: "Party expenses, 191—," and "Repairs to vessels, 191—."

The effect of this circular is to further explain the procedure prescribed under paragraph 534 of the Regulations and Instructions for the Government of the United States Coast and Geodetic Survey.

## 26. STANDARD MEDICAL AND SURGICAL EQUIPMENT FOR SMALL VESSELS.

[Circular No. 30, June 9, 1916.]

Antiseptic (bichloride) tablets.....	2 bottles (100 each).
Aromatic spirits of ammonia (G. S. bottle).....	4 ounces.
Aspirin tablets (5-grain).....	3 bottles (100 each).
Belladonna plasters.....	2 boxes.
Bicarbonate of soda, powdered.....	8 ounces.
Boracic acid, powdered.....	1 pound.
Brown mixture lozenges.....	2 bottles (100 each).
Carbolic acid, liquid, pure (G. S. bottle)....	8 ounces.
Castor oil.....	1 pound.
Cathartic vegetable pills.....	3 bottles (100 each).
Copaiba capsules (5 minims).....	100.
Hydrogen peroxide.....	2 bottles (8 ounces each).
Laudanum.....	4 ounces.
Mustard plasters.....	2 boxes.
Oil of cloves.....	1 ounce.
Permanganate of potassium, crystals.....	1 pound.
Petrolatum, white.....	2 tins (1 pound each).
Quinine sulphate tablets (3-grain).....	2 bottles (100 each).
Salts (magnesium sulphate).....	1 tin (2 pounds).
Seidlitz powders.....	1 dozen.
Sirup of ipecac.....	4 ounces.
Soap liniment.....	2 bottles (1 pound each).
Sun-cholera mixture (tablets).....	1 bottle (100 each).
Tincture of iodine (G. S. bottles).....	8 ounces.
Tincture of arnica.....	2 bottles (1 pound each).
Unguentine.....	2 tins (1 pound each).
Zinc oxide, powdered.....	8 ounces.
Whisky or brandy.....	1 quart.
Adhesive plaster.....	1 roll (8 or 10 inches wide) in tin.
Bandages.....	$\frac{1}{2}$ dozen 1-inch gauze.
do.....	1 dozen $1\frac{1}{2}$ -inch gauze.
do.....	1 dozen 2-inch gauze.
do.....	$\frac{1}{2}$ dozen 3-inch gauze.
do.....	$\frac{1}{2}$ dozen 3-inch muslin.
do.....	$\frac{1}{2}$ dozen 4-inch muslin.
Bandages, suspensory.....	3.
Catgut sutures, medium.....	3 tubes (glass).
Catheter, soft rubber.....	1 set (6 in set).
Clinical thermometer.....	2.
Cotton, absorbent.....	3 rolls (1 pound each).
First-aid packages.....	1 doz.
Gauze, plain, sterile.....	3 rolls (5 yards each).

Hot-water bag-----	1.
Ice bag-----	1.
Medicine droppers-----	6.
Pocket case (small) surgical instruments----	1.
Surgical needles, assorted-----	1 dozen (in glass bottle).
Syringe, fountain-----	1.
Tourniquet, instant, rubber-----	2.

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.

Directions for the use of these drugs can be found in the Medical Handbook issued by the Lighthouse Service, a copy of which will be furnished upon request.

### 27. MILES RUN BY STEAMERS.

[Circular No. 13, January 22, 1915.]

Beginning with the month of January, 1915, the commanding officer of a vessel will hereafter state, at the bottom of page 1 of the "Monthly report and journal of field party," the whole number of miles run by the steamer under his command during the month. This is required for statistical purposes.

### 28. PAY AND SUBSISTENCE OF WATCH OFFICERS, MATES, CHIEF ENGINEERS, AND SURGEONS.

[Regulation approved by Secretary of Commerce May 4, 1916.]

From July 1, 1916, the pay of watch officers, mates, chief engineers, and surgeons in the United States Coast and Geodetic Survey will be reduced not to exceed \$25 per month, except in the Philippine Islands, where the pay will be reduced \$25 per month in addition to the 20 per cent additional pay allowed for service in the Philippines, and all will be allowed commuted subsistence at the rate of \$1 per day while serving on vessels in the waters of the United States and Alaska and \$2.50 per day while on duty in the Philippine Islands.

### 29. PER SIGNATURES TO CASH RECEIPTS.

[Bulletin, August, 1914.]

For the information of chiefs of party it is mentioned 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. For instance, when, of necessity, payment is made to the driver of a livery team, a receipt taken from the driver will be allowed if the signature conforms to the following:

John Doe, Proprietor,  
By James Smith, Driver.

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.

**30. RADIO MESSAGES.**

[Bulletin, June, 1916.]

The Superintendent of Naval Radio Service announces that, effective on and after July 1, 1916, it will be obligatory on the part of senders of radiograms to be handled by the Naval Radio Service to indicate in address of the message the class of vessel it is desired to reach by this service, such as S/S (steamship or steamer), or USS (United States ship), as the case may be. Example:

Radio  
John Doe,  
USS New Hampshire,  
Charleston (SC)

This order becomes necessary owing to the confusion in proper handling of such traffic, because of a large number of names of ships being the same as cities, towns, etc.

The extra word will be charged for and counted in the check.

**31. MISCELLANEOUS RECEIPTS.**

[Circular No. 11, January 14, 1915.]

In accordance with instructions from the Secretary of Commerce, dated January 5, 1915, all remittances of miscellaneous receipts will in the future be made payable to the Secretary of Commerce instead of the assistant in charge of office, but will be transmitted to the Department through this office.

This will affect paragraphs 357 to 366 of "Regulations and Instructions for the Government of the United States Coast and Geodetic Survey."

**32. PERSONAL REPORTS.**

[Bulletin, May 28, 1915.]

In mailing personal reports chiefs of party are requested not to fold them in with party accounts where they are likely to be overlooked. They may be inclosed in the same envelope but should be separately folded.

**33. REQUISITIONS FOR FUNDS.**

[Bulletin, August, 1914.]

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.

**34. FUNDS AND PERSONAL EFFECTS OF DECEASED SEAMEN.**

[Regulation prescribed by the Assistant Secretary of Commerce on Apr. 8, 1915.]

Referring to your communication of April 2, 1915, addressed to the Secretary, you are advised that there does not appear to be any statute providing for the disposition of the funds or personal effects of seamen or other employees of the Coast and Geodetic Survey who die in the service. 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.

### 35. PURCHASE OF RUBBER STAMPS.

[Circular No. 1, May 1, 1913.]

It is found that the practice of purchasing rubber stamps in the field results in the payment of exorbitant prices, and all field officers are therefore directed to procure rubber stamps, when needed, by stationery requisition upon the office. Copy should accompany such requisition showing legend, number of lines, and style of type.

### 36. CONFIRMATION OF TELEGRAM.

[Circular, September 14, 1915.]

Copies of Forms 511, telegram blank, and 511a, confirmation of telegram, are transmitted herewith. These forms are intended for use in the field and suboffices in dispatching and confirming telegrams. The charges for all official telegrams should be paid through the office at Washington.

### 37. ADDRESS OF TELEGRAMS FOR WASHINGTON, D. C.

[Circular No. 21, November 11, 1915.]

The Western Union and the Postal Telegraph-Cable Cos. have announced that they will accept telegrams destined to Washington, D. C., addressed "Washington," without requiring the "D. C." to be written or charged for as part of the address.

It is accordingly directed that "D. C." be omitted from all official telegrams addressed to Washington, D. C.

### 38. TIPS TO PORTERS AND WAITERS.

[Bulletin, February, 1916.]

Under date of February 14, 1916, the Comptroller of the Treasury approved a ruling of the Auditor for the State and Other Departments to the effect that Government employees would not be entitled to reimbursement for tips to porters and waiters paid in States where the State law prohibits the payment or acceptance of such gratuities, holding that a gratuity paid in a State where its payment is unlawful can not be allowed as a necessary traveling expense provided for by law.

From the best information that this office can obtain, antitipping legislation has been passed in South Carolina, Mississippi, Arkansas, Tennessee, and Iowa. Items in vouchers claiming reimbursement for payments for fees to waiters, porters at hotels, porters at depots, Pullman porters, etc., paid in States where such payments are declared to be unlawful, will not be passed by this office.

### 39. ACCOUNTS FOR TRAVEL.

[Bulletin, August, 1914.]

In the future, in stating accounts for reimbursement 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.

### 40. CHARGES FOR SLEEPING CAR OR PARLOR CAR ACCOMMODATIONS.

[Bulletin, September, 1914.]

All charges for sleeping or parlor car accommodations must be supported by the berth or seat check.

Through sleeping or parlor car tickets must be obtained where possible.

The allowance is for either a lower or upper berth; the kind of berth actually obtained must be stated.

When using Government requests for transportation for parlor or sleeping car accommodations the passenger's check must be attached to the duplicate request before it is transmitted to the office.

### 41. UNIFORM REGULATIONS.

[Circular No. 24, March 6, 1916.]

The Secretary of Commerce has authorized the following amendments to the Uniform Regulations.

Strike out paragraph 128 (f) and substitute the following:

(f) *White coat*.—To be a single-breasted sack coat of white linen, duck, or drill, fitting closely at the waist and having a chest measurement 5 inches greater than that of the wearer, buttoned down the front by five  $\frac{3}{4}$ -inch dead gilt service buttons, the skirt to have a moderate degree of flare and extend to the crotch.

Collar: To have a stand-and-fall collar, fastened with two hooks and eyes; stand to be from  $1\frac{1}{2}$  to 2 inches, and fall slightly greater, both stand and fall meeting accurately in midline; collar to be of two thicknesses of material permitting it to be worn without a linen collar.

Pockets: To have four inside pockets with outside openings, two at the breast and two below the waist; the openings of all pockets to be covered by flaps slightly rounded at lower corners, pointed at the center, and buttoned with  $\frac{1}{8}$ -inch dead gilt service buttons; breast pocket openings to be  $5\frac{1}{2}$  inches, and lower pocket openings  $6\frac{3}{4}$  inches.

Gore seams: Coat to have one plain gore seam extending from collar to each breast pocket.

Shoulder loops: To be of same material as the coat, sewed into the sleeve seam, and reaching to the collar; to have a width of 3 inches at the sleeve seam and tapering to  $1\frac{3}{4}$  inches at a point  $\frac{1}{2}$  inch from the collar, then tapering to a point, the free end to be secured with a  $\frac{1}{8}$ -inch dull gilt service button centering at  $\frac{3}{4}$  inch from the tip of the loop. The insignia of rank will be shown on the shoulder loops and will consist of white braid and soutache arranged as on the sleeve of the blue service uniform. The outer edge of first stripe to be  $\frac{3}{4}$  inch from shoulder seam.

Collar ornaments: Eyelets to be worked in the collar to facilitate attaching collar ornaments in proper position. The collar ornaments will consist of the letters "U. S." in gilt metal in Gothic design  $\frac{5}{8}$  inch high, and the corps device  $\frac{3}{4}$  inch in diameter. The first letter to be 1 inch from front edge of and midway between top and bottom of collar, the corps device to be separated in center line from "U. S." by  $\frac{3}{4}$  inch.

Strike out paragraph 128 (*g*) and substitute the following:

(*g*) *White trousers*.—To be of the same design as the blue trousers but of the same material as the white coat.

Strike out paragraph 128 (*j*) and substitute the following:

(*j*) *Field Coat*.—The coat will be of duck, canvas, or cotton drilling, or khaki, of light-brown color, but in all other respects shall be similar in cut to the white coat. The insignia of rank will be of slightly darker material than the coat. Buttons and ornaments to be identical with those of the white uniform.

Strike out paragraph 128 (*s*) and substitute the following:

(*s*) *Shoes*.—Black shoes will be worn with the blue uniform, and white shoes with leather soles and heels with the white uniform. Black or tan shoes may be worn with the field uniform. Plain black stockings will be worn with black shoes, and plain white stockings with white shoes.

Strike out paragraph 128 (*y*) and substitute the following:

(*y*) *Sleeve stripes for the service coat and overcoat*.—The stripes on the sleeves will be of black mohair lustrous braid, arranged as on the undress coat to indicate relative rank, but the insignia above the stripes will be omitted.

#### 42. REGULATION GOVERNING REPAIRS TO VESSELS AND OBTAINING OF MARINE STORES AT NAVY YARDS AND NAVAL STATIONS.

[Regulation approved by the Secretary July 23, 1913.]

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. As a result thereof, if it is concluded that the work may be performed more economically and to better advantage by the Navy Department, the repairs should be made at a yard or naval station.

2. 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 may be made at navy yards or naval stations.

3. 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 the 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.

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

5. Supplies, equipment, and other articles needed for vessels of the Department may 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 3.

6. In accordance with the request of this Department, 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: Portsmouth, Boston, New York, Philadelphia, Washington, Norfolk, Charleston, Mare Island, Puget Sound.

Naval stations: Key West, Guantanamo, Cavite.

#### 43. ESTIMATES FOR REPAIRS TO VESSELS.

[Circular No. 8, June 17, 1914.]

In order that the necessary repairs to vessels may be promptly made, it is ordered that hereafter 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.





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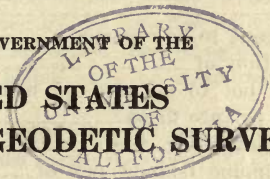
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**SUPPLEMENT TO THE  
REGULATIONS AND INSTRUCTIONS**

FOR THE GOVERNMENT OF THE  
**UNITED STATES**  
COAST AND GEODETIC SURVEY



**From July 1 to December 31, 1916**

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# CHANGES IN REGULATIONS, CIRCULARS, BULLETIN NOTES, AND OFFICE MEMORANDA IN REGARD TO ACCOUNTS, JULY 1 TO DECEMBER 31, 1916.

## 1. ADDRESS, CHANGES OF.

[Bulletin, December, 1916.]

To facilitate the forwarding of mail matter and for other reasons it is necessary that the Coast and Geodetic Survey office should be informed at all times of the address of each field officer, whether on field or office duty or on leave of absence.

Field officers are requested to notify the superintendent promptly in advance of each change of address, using the form provided for the purpose, a supply of which may be obtained on requisition.

## 2. GOVERNMENT BILLS OF LADING AND PASSENGER TRANSPORTATION REQUESTS.

[Circular No. 33, July 13, 1916.]

### 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.

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.

Where possible, the rate should be inserted on the bill of lading.

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.

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.

### PASSENGER TRANSPORTATION REQUESTS.

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.

## 3. ESTIMATES FOR PARTY EXPENSES, REPAIRS, AND OTHER EXPENSES, PREPARATION OF.

[Office letter, Aug. 10, 1916.]

Attention is called to the necessity for exercising greater care in the preparation and use of estimates for party expenses, repairs, and other expenditures.

The reviewing officials are frequently in doubt as to the need for certain articles and especially as to the appropriation to which they are chargeable, because of a lack of the proper information, if any, concerning the intended use of such articles. The need for all articles for which the use is not obvious must be explained on estimates, and failure to supply this information will result in the disallowance of such articles. 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.

Occasionally estimates are received in which articles are arranged alphabetically in classes, and at the end of the class additional articles are added without regard to their alphabetical positions. This leads to confusion in checking off the articles on the vouchers for their purchase and causes unnecessary work for the clerks. All articles must be arranged alphabetically in their proper class.

It is not uncommon for a chief of party to 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, which should be approved by the office before he exceeds the quantity which has been authorized.

Some uncertainty in passing accounts arises from the fact that articles are billed under different names than those under which they are listed on the estimates, or, as in the case of purchases for signal building, the articles may not have been specified on the estimate but included in the general term "signal building material."

To obviate this difficulty chiefs of parties should endeavor to supply such information with their vouchers as will enable the examiners to identify each article on the estimates.

The above remarks apply equally to Forms 1 and 493 and would have been unnecessary had the chiefs of parties complied strictly with the Regulations and Instructions and exercised greater care in submitting estimates and rendering accounts.

#### **4. FIELD DRAFTSMEN.**

[Bulletin, October, 1916.]

Draftsmen will be appointed to vessels and other field parties as necessary in order to expedite the completion of the field records in the field and under the direction of the chief of party, and to furnish a permanent force of trained men from which selections can be made for appointment to the line of office draftsmen as vacancies occur. The entrance pay will be \$900, and subsistence will be allowed them as for other field officers.

Appointments to this position will be made from the Civil Service eligible lists for aid to topographic draftsman. Officers of the field force who have passed the aid examination will be eligible for appointment as draftsman in the field parties.

#### **5. INJURIES TO EMPLOYEES TO BE REPORTED.**

[Bulletin, October, 1916.]

The Department of Commerce has directed, in accordance with a request from the Department of Labor, that all injuries to civilian employees of the Government coming under the new Federal workmen's compensation act of September 7, 1916, be reported, and that claims, if any, be presented to the Department of Labor for filing until the organization of the United States employees compensation commission.

Such reports should be made to this office on the present forms provided for the purpose.

## 6. INVENTORIES OF INSTRUMENTS AND GENERAL PROPERTY, RENDITION OF.

[Circular No. 40, Dec. 21, 1916.]

It is self-evident that a departure from the requirements in rendering inventories, in matters of accuracy, neatness, compliance with the rules and instructions, is sure to entail loss of time for all those engaged in keeping property accounts, both in the field and in the office, where there is a long-felt want of extra help to dispose of the ordinary work in hand.

Therefore it is urgently requested that all who are required to make inventories of property study the regulations and endeavor strictly to observe the same.

In the study of the regulations reference is made to instructions on the back of inventory Form 14; remarks at the head of remarks column; directions on back of Form 43, purchase list; directions on back of Form 46, storage report; Form 55, p. 5, ship's inventory, for those who render inventories for vessels; and the General Regulations, respectively.

### HINTS AND SUGGESTIONS.

For numbered instruments or numbered pieces of general property place but one item on a line.

Unnumbered instruments and unnumbered pieces of general property should ordinarily be reported collectively on one line for items of a special class in the alphabetical arrangement.

Thoroughly check over the inventory for accuracy, and for test to see if all the requirements have been met, before sending it to the office for audit.

Forward the inventory to the office as soon as possible after December 31.

The approval of the inventory at the time it is settled will constitute a receipt for it.

One convenient way to arrange items alphabetically on an inventory is to make a list of all the items to be reported on a trial sheet with the items consecutively written as they may occur, without regard to alphabetical arrangement. After the trial list is complete each item may be clipped away from the rest and afterwards the whole may be assembled alphabetically on a board or table, loosely arranged; a steel scale or other weight will hold them in place till they are entered on the inventory.

Blank cards or blank pieces of paper may also be used by writing but one item on the card or paper, and when all items have been entered the whole pack of cards or bunch of paper may be arranged into alphabetical order.

When it is desired to insert the inventory Form 14 or 14a into a typewriter the left edge may be laid over the right edge and the paper creased so as to form a medial line; on this line cut the form exactly in half; each half will form a sheet of letter size and entries then may be made freely with a typewriter.

If the inventory is made out with a typewriter all of the items should be entered first in alphabetical order. The figures and remarks can be entered later, either with a pen or a typewriter.

After all of the sheets for the inventory have been prepared the left edges may be bound together with gummed tape, such as is used in library work, and the whole be neatly made into a cahier with Form 14 for a cover.

The front of Form 14 properly filled out is sufficient for a letter of transmittal relating to the inventory.

## 7. PENALTY ENVELOPES OR LABELS NOT TO BE USED ON MERCHANDISE SHIPPED TO GOVERNMENT OFFICERS BY PRIVATE FIRMS.

[Bulletin, July, 1916.]

The postmaster at Portland, Oreg., has called attention to the following order of the Post Office Department, issued December 1, 1915:

\* \* \* You are informed that any officer of the Government authorized to use penalty envelopes may inclose them with return address to any person from or through whom official information is desired, the same to be used only to cover such official information and indorsement relating thereto. There is no authority of law, however, for officers of the Government to furnish penalty envelopes or labels to private persons for the purpose of enabling the latter to transmit in the mails free any matter other than "official information and indorsements relating thereto." Merchants and others to whom penalty envelopes or labels have been erroneously furnished with the request that articles of merchandise be mailed free of postage under them can not use such envelopes or labels for that purpose. You will please report to this office, division of classification, any cases coming to your attention where penalty envelopes were furnished to private individuals or concerns for the purpose of mailing free any matter other than "official information and indorsements relating thereto."

## 8. RATIONS AND ACTUAL LIVING EXPENSES FOR CREW.

[Circular No. 31, July 1, 1916.]

Paragraph 527 of the Regulations and Instructions is amended by striking out the last sentence. The amended paragraph will read:

527. 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 par. 435.)

## 9. RECORDERS IN THE PHILIPPINES, PAY OF.

[Bulletin, July, 1916.]

On June 28, the Secretary of Commerce fixed the maximum pay of recorders employed in the service of the Coast and Geodetic Survey in the Philippine Islands at \$60 per month on ships and \$50 per month in the Manila office.

## 10. REGISTER OF FIELD OFFICERS.

[Bulletin, September, 1916.]

A register will hereafter be kept in the office of the assistant in charge in which will be recorded the date of arrival of field officers; the vessel or party from which detached, and address while in Washington; also the date of detachment from the office, date of instructions for travel, and field address.

Officers are requested to furnish the required information of arrival and departure.

## 11. REPORTS AND RETURNS REQUIRED OF FIELD OFFICERS.

[Circular No. 37, Oct. 3, 1916.]

Circular No. 37, dated October 3, 1916, gives a list of reports and returns required to be made by the field officers of the Survey, classified according to the intervals of transmission. It is not necessary to repeat this list here.

**12. SHIPMENTS BY EXPRESS.**

[Bulletin, July, 1916.]

Attention of field officers is called to paragraph 430 of the Regulations and Instructions, which directs that shipments by express are not to be made where the time of transit is an unimportant consideration.

**13. SHIPMENTS BY PARCELS POST SENT UNDER FRANK.**

[Bulletin, October, 1916.]

The Post Office Department has called attention to the provisions of law limiting to 4 pounds the weight of parcel-post packages that may be mailed under frank with the exceptions referred to in the act, which embrace only 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 mailed at Washington, D. C., and postage stamps, stamped envelopes, newspaper wrappers, postal cards, and internal-revenue stamps.

All parcel-post packages sent either from the office or by field parties under frank are limited to 4 pounds in weight, except publications mailed in Washington referred to in the above extract from the statute.

The Post Office Department regards it as an evasion of the law to separate matter weighing in excess of 4 pounds into a number of smaller packages in order to keep within the limit of weight.

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, and the Comptroller of the Treasury has ruled that the appropriations for any department which are available for transportation purposes are available for the payment of postage on matter to which the penalty privilege is not applicable.

**14. SPECIAL SIGNALS FOR SURVEYING VESSELS OF THE UNITED STATES EMPLOYED IN HYDROGRAPHIC SURVEYING.**

[Circular No. 32, July 7, 1916.]

Pursuant to section 7 of the act of March 28, 1908, on application of the United States Coast and Geodetic Survey, the following special signals have been registered by the Bureau of Navigation and will be published:

A surveying vessel of the United States, under way or at anchor in a 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.

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.

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. It is desired, also, that launches and other boats shall carry the prescribed marks, if practicable.

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 give the surveying vessel the right of way over other vessels or obviate the necessity for a strict observance of the rules for preventing collisions of vessels.

## 15. STATEMENTS OF EXPENSES AND STATEMENTS OF BALANCES.

[Circular No. 35, Sept. 7, 1916.]

Paragraph 31 of the Regulations is hereby modified to read as follows:

31. *Monthly statement of expenses and of balances.*—The monthly statement of expenses on Form 474a shall be forwarded monthly and within five days after the end of the month. 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.

Chiefs of parties will study carefully the modifications of the direction, formerly on Form 474, now carried on the back of Form 474a, and conform rigidly thereto.

The footnote on Form 474 relative to the revision of "total expenses" refers to those items which have been paid direct by the division of accounts since the previous notice of settlement.

All copies of the old Form 474 now on hand should be destroyed.

## 16. SUBSISTENCE OF DECK OFFICERS.

[Circular No. 39, Dec. 2, 1916.]

The following changes in the Regulations and Instructions are effective January 1, 1917:

Amend paragraph 435 by inserting "deck officers" after "aids," so that the amended paragraph will read:

435. Commutation may, at his discretion, be allowed by the superintendent to assistants, aids, deck officers, extra observers, nautical experts, magnetic observers, watch officers, chief engineers, surgeons, mates, signalmen, and draftsmen, while on field duty under the following-named conditions and exceptions, and at not to exceed the following rates. (Field duty is duty performed under authorization by the superintendent while the person is detached from the office in Washington, D. C., or from any suboffice or fixed magnetic observatory in the United States, and when assigned to temporary duty at a suboffice: *Provided*, That commutation or subsistence to persons assigned to temporary duty at a suboffice shall cease at the expiration of six months.)

Amend paragraph 435 (h) by inserting "deck officers, extra observers," after "aids," so that the amended paragraph will read:

435 (h). While serving in the Philippine Islands, commutation will be allowed only to assistants and aids, 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.

Cancel paragraph 435 (1) entirely, including all amendments heretofore made thereto.

Amend paragraph 350 by omitting the first two sentences and the word "however" in the third sentence, so that the amended paragraph will read:

350. 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.



**17. SUBSISTENCE OF DRAFTSMEN.**

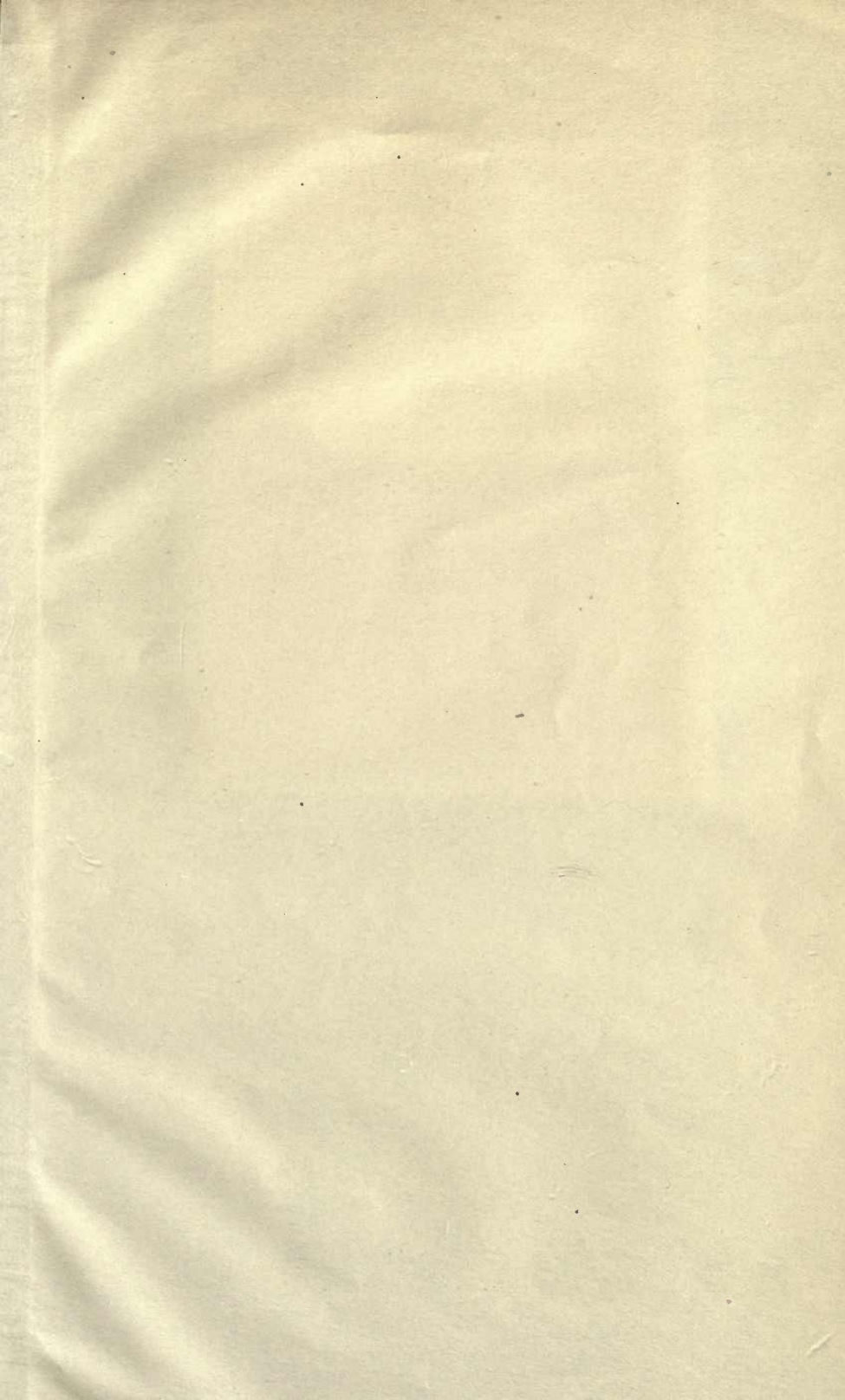
[Circular No. 38, Oct. 23, 1916.]

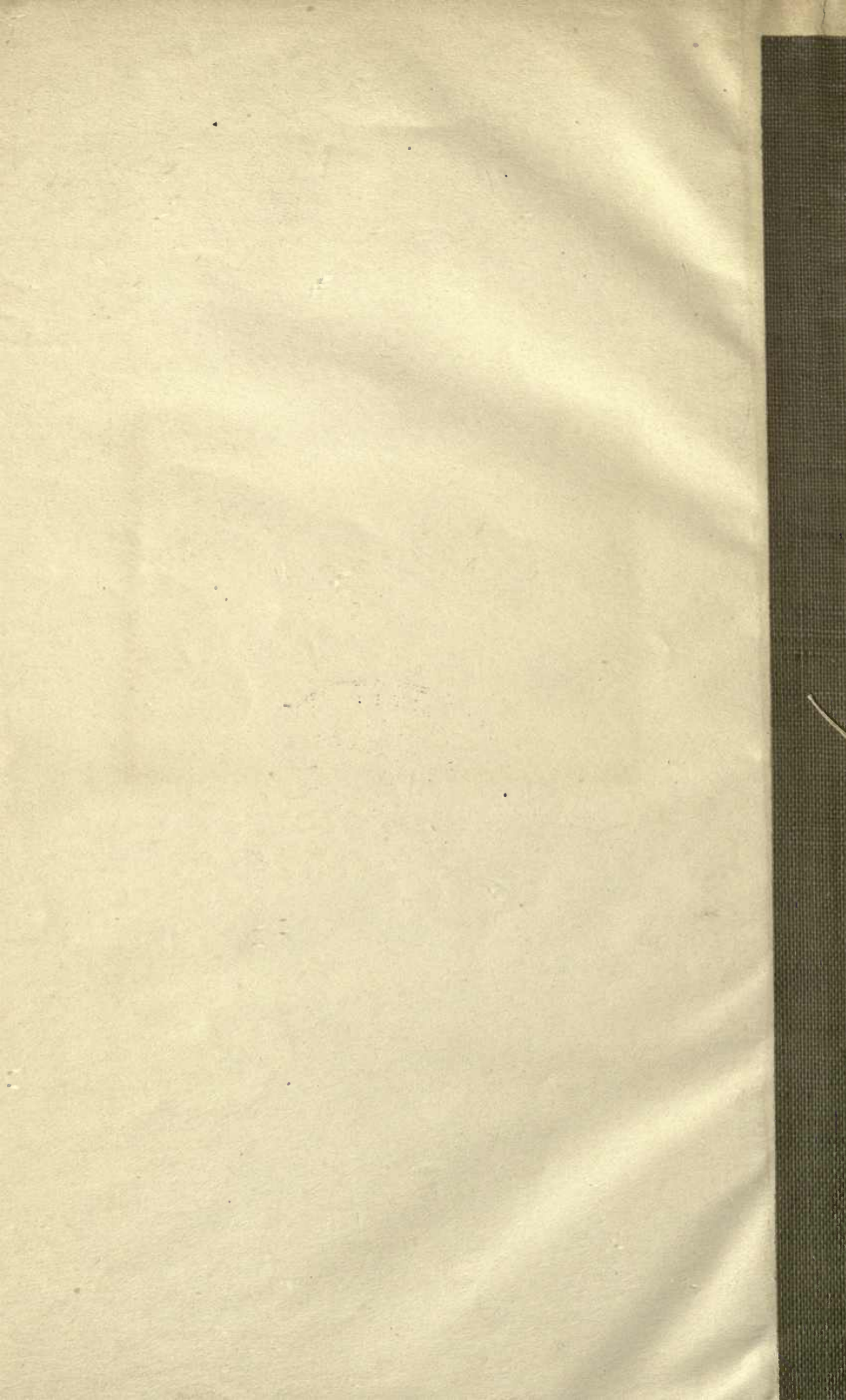
Paragraph 435 of the Regulations and Instructions is amended by inserting "draftsmen" after "signalmen," so that the amended paragraph will read:

435. Commutation may, at his discretion, be allowed by the superintendent to assistants, aids, extra observers, nautical experts, magnetic observers, watch officers, chief engineers, surgeons, mates, signalmen, and draftsmen, while on field duty, under the following-named conditions and exceptions, and at not to exceed the following rates. (Field duty is duty performed under authorization by the superintendent while the person is detached from the office in Washington, D. C., or from any suboffice or fixed magnetic observatory in the United States, and when assigned to temporary duty at a suboffice: *Provided*, That commutation or subsistence to persons assigned to temporary duty at a suboffice shall cease at the expiration of six months.)









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