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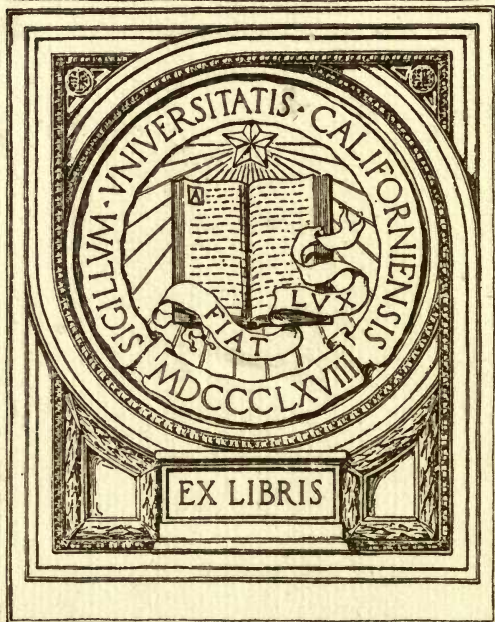
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REGULATIONS AND INSTRUCTIONS  
FOR THE GOVERNMENT  
OF THE  
UNITED STATES COAST AND  
GEODETIC SURVEY



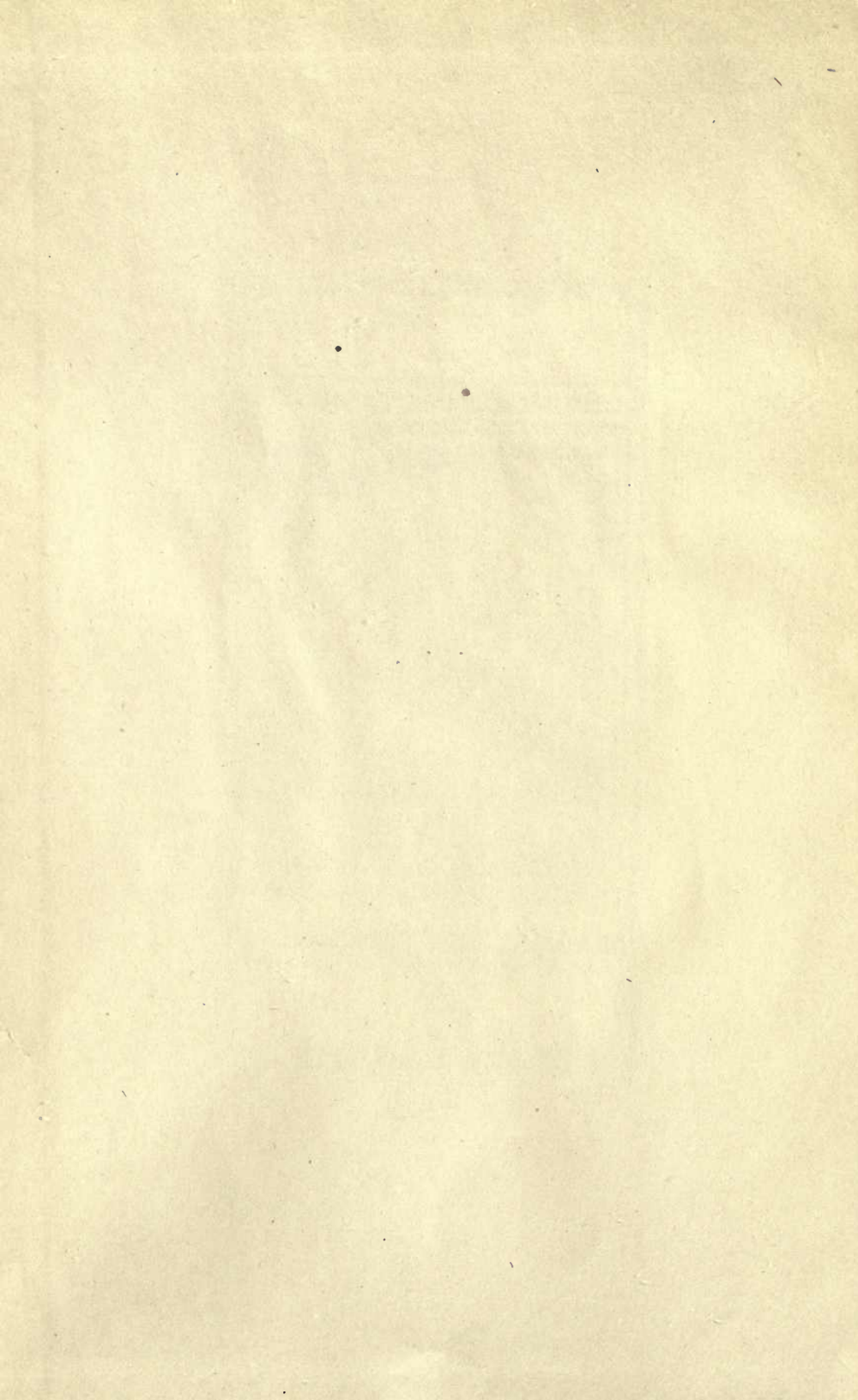
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DEPARTMENT OF COMMERCE AND LABOR  
UNITED STATES COAST AND GEODETIC SURVEY

O. H. TITTMANN, SUPERINTENDENT

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



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## REGULATIONS AND INSTRUCTIONS.

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DEPARTMENT OF COMMERCE AND LABOR,  
UNITED STATES COAST AND GEODETIC SURVEY,  
*Washington, D. C., January 1, 1913.*

These Regulations and Instructions supersede all previous regulations and instructions for the government of the United States Coast and Geodetic Survey and they are published for the guidance of all officers and employees.

The extracts from laws are printed in italics, the regulations in large type (with Roman numerals), and the instructions in small type.

The regulations were prescribed by the Secretary of Commerce and Labor under date of October 14, 1912, and become effective January 1, 1913.

For convenience the instructions issued by the Superintendent are printed under the paragraphs of the regulations to which they relate. In order to distinguish them from the regulations, they are printed in small type.

O. H. TITTMANN,  
*Superintendent.*







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

1. *The head of each Department is authorized to prescribe regulations, not inconsistent with law, for the government of his Department, the conduct of its officers and clerks, the distribution and performance of its business, and the custody, use, and preservation of the records, papers and property appertaining to it. (Rev. Stat., sec. 161.)*

## I. THE SUPERINTENDENT.

2. The Superintendent 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, execute, 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.

## II. ASSISTANT SUPERINTENDENT.

3. An assistant of the Survey, who shall have been recommended by the Superintendent and designated by the Secretary as Assistant Superintendent, shall perform such duties as may be prescribed by the Superintendent, and in the absence of the latter shall perform the duties of Superintendent and sign as Acting Superintendent.

## CORRESPONDENCE.

4. All official communications sent to the office of the Coast and Geodetic Survey in Washington will be forwarded under cover to the Superintendent. They will also be addressed to the Superintendent, 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.

5. All official mail of any character sent from the office to any officer or employee in the field or office, or any suboffice, shall be transmitted to him through the chief of party, chief of division, or officer in charge of the office or suboffice as the case may be, except communications from the disbursing agent relating to accounts.

6. All official mail from any officer or employee in the field or office or any suboffice, addressed to the Superintendent, shall be forwarded through the chief of party, chief

of division or officer in charge of office or suboffice, as the case may be, and all communications thus forwarded shall be so noted upon their face, with signature and date.

7. Each communication shall refer to but one subject.

8. **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.

9. Form No. 9a will be used for transmitting all accounts to the disbursing agent, under cover addressed to the Superintendent.

10. Form No. 17 will be used for transmitting inventories of general property, instruments, and books.

11. Form No. 13½ will be used in making request for funds for public expenditures.

12. When officers whose salaries 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 the correspondence relating to the state of said officer's account, and in reporting said officer's arrival at his new assignment to duty.

13. 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. "Superintendent, Coast Survey, Washington," is a sufficient address. 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.

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 written 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. **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.

## REPORTS.

20. **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 Superintendent, 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 trian-



gulation, 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.

21. If the field season covers parts of two fiscal years, the statistics for each year should appear separately, as near as practicable.

22. **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 Superintendent, 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.

23. **Repetition unnecessary.**—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 members of the field force who hold appointments by the Secretary will submit monthly to the Superintendent 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, after approval by the chief of party, will be transmitted with the pay accounts and the latter will not be paid 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 Superintendent 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 Superintendent, 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 relieved by another officer, and at such other times as the Superintendent may direct, 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 Superintendent. These reports form a part of the official records of the Superintendent's office, and they should be made to give the required information in a true and impartial manner.

**28. Unfavorable reports.**—When reports are unfavorable to any officer, a copy of the report will be forwarded to him in order to give him an opportunity to explain if he so desires; such explanation must be couched in temperate language and must relate only to the matters referred to in the report.

**29. Monthly report and journal of field party.**—All chiefs of parties or others charged with the execution of field work of the Survey must mail to the Superintendent, 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 and 20a, "Monthly report and journal of field work, etc.," will be used, and persons making out reports should fill in the various details noted thereon, so far as circumstances will permit.

**30. Monthly schedule of work.**—For all parties engaged in general surveys or carrying on more than one class of survey work, there will be shown in connection with the monthly journal (Form 20) a schedule (Form 20a) giving the subparties and class of work done by each.

**31. Monthly statement of balances.**—This report, on Form 474, shall be forwarded monthly and within five days after the end of the month.

**32. Storage reports.**—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 observe the following rules in storing such property and reporting the same:

**33. Forms.**—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 given of its contents.

**34. When required.**—This report is to be made at the time said articles are stored, or when articles are withdrawn from storage, or when the place of storage is changed. When no storage or change of storage occurs during any month that fact must be reported on Form No. 46, at the close of each month, and with the additional statement that "Property as per itemized report of ———, 19—, remains on storage unchanged"; and such report must continue to be made monthly as long as said person remains responsible for the articles in storage.

**35. Packing.**—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 direction and package number to the custodian.

**36. Data required.**—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, storage receipt, will not be required when property is stored in a suboffice or other storehouse of the Survey, or in storerooms of another department or bureau of the Federal Government.

**37. 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 Superintendent 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 Superintendent, to sell to the best advantage every animal not necessary or fit for future use.



**38. Unserviceable property.**—Chiefs of parties and others 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.

**39. Authority to store.**—No person shall store property of any kind at Government expense until he has received authority from the Superintendent to do so.

**40. Report of receipt of orders or instructions.**—When any officer of the Survey receives orders changing his duties he shall inform the Superintendent 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.

**41. Report of injuries.**—Immediate report of all injuries resulting in disability or death must be made to the Secretary through official channels. (See forms 1b, 2a, 2b, 3a, and 19a.)

**42. Reports relating to ships.**—The reports mentioned under this head are required of officers in command of the ships of the service, in addition to the reports required of them as chiefs of parties.

**43. Clothing and small stores.**—All purchases of clothing and small stores must be reported immediately upon receipt of same (Form No. 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. 450.)

Purchases shall not be in excess of the quantity required to last until there is another opportunity to purchase. Overstocking is to be carefully avoided. Rubber goods and oiled clothing being perishable shall not be carried in stock.

**44. Report of issues.**—Report of clothing and small stores issued during the month must be made at the close of each month on Form No. 233, and mailed with 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.

**45. 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 inventory 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 also title "Clothing and small stores," under "Accounts." (See par. 455.)

**46. 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.

**47. 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, "Report of inspection." 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.

**48. 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.

**49. Report of men sent to hospitals.**—Whenever a patient is sent to a hospital, the commanding officer will immediately forward a report to the Superintendent, giving the name, rating, pay of patient, date of removal to hospital, name of hospital, 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).

**50. On discharge from hospital.**—When the patient has returned from the hospital to the vessel, the commanding officer shall immediately forward a report to the Superintendent, giving the name of the hospital, the date the patient was admitted, the date discharged, and the number of days his ration ceases on the ship. This information will also be entered on the quarterly abstract of patients, in remarks column (Form No. 235).

**51. Report of shipment of men.**—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.

**52. Report of transfers.**—The transfer of a member of the crew can be made only upon authority of the Superintendent, 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 Superintendent when the person has been received on board. (See p. 111.)

**53. Report of changes in officers and crew, and of passengers carried.**—Commanding officers must mail to the Superintendent, 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, desertsions, shipments, discharges, etc. The report is to be forwarded whether changes have occurred or not. Read carefully the instructions on the back of the form.

**54. Discharges.**—Discharges must be noted on the shipping articles (ship's file copy) and a duplicate of each "Discharge" must be sent to the office.

**55. Report of rejection and waiver of disability,** Form No. 220, properly filled out, signed by the examining surgeon, and indorsed by the commanding officer, is to be forwarded to the Superintendent for his action, in cases of desirable men whose physical defects debar them under the rules governing medical examinations, 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.

**56. 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 Superintendent, the district inspectors, and to the commanding officers of each of the vessels of the Survey.



57. **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; the name of the shipkeeper, etc. He will instruct the shipkeeper 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.

58. **Medical officer's reports, abstract of patients.**—At the end of each quarter each medical officer shall prepare, and forward promptly through his commanding officer to the Superintendent, a quarterly report of patients, as indicated on Form No. 235.

59. **Season's report.**—At the close of each cruise, each medical officer shall transmit to the Superintendent, 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 and natural history of the regions visited.

60. **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.

61. **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 twenty-four (24) hours and the amount of coal remaining in the bunkers.

62. **Navy coal report.**—Commanding officers of vessels receiving coal from United States naval stations are no longer required to report upon the quality of the coal supplied.

### RECORDS.

63. **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 Superintendent.

64. **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.

65. **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.

66. **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.

67. **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 Superintendent, indorsed with contents of package and accompanied with a transmitting letter to the same address. (See "Correspondence.")

68. **Photographs of sheets on Pacific coast.**—To facilitate the transmission to the office of results from the Pacific coast field parties, tracings of original sheets will not



be made, but in lieu thereof, as a precaution against loss, the sheets will be photographed on a reduced scale. The original sheets will be forwarded to the office and when notice is received that the sheets have safely arrived, the negatives will be forwarded to the office with one set of prints, the chief of party also retaining one set of prints. The negatives should be not larger than 10 by 12 inches. Generally one negative for a sheet will suffice, but where great detail is shown, two may be made, each showing half the sheet with an overlap of at least 1 inch. The enlargements will be made only at the Washington office.

### III. APPOINTMENTS.

69. (a) Unless otherwise provided by law, the employees of the Coast and Geodetic Survey shall be appointed by the Secretary upon the recommendation of the Superintendent, except such field employees as are provided for in Regulations XI and XV.

(b) Original appointments shall be made to the lowest class in the grade in which they are made, except that appointments in the grade of deck officer may be made to the second class, as provided in section 7 of the civil-service regulations governing the persons employed on vessels of the Coast and Geodetic Survey, approved January 30, 1902. Appointees to the following positions shall be paid at the rates fixed by the Secretary of Commerce and Labor:

Mates;  
 Chief engineer, first class;  
 Chief engineer, second class;  
 Chief engineer, third class;  
 Surgeon;  
 Assistant surgeon;  
 Deck officer, first class;  
 Deck officer, second class;  
 Deck officer, third class.

### RIGHT OF PETITION.

70. \* \* \* *The right of persons employed in the civil service of the United States, either individually or collectively, to petition Congress, or any Member thereof, or to furnish information to either House of Congress, or to any committee or member thereof, shall not be denied or interfered with.* (Act approved Aug. 24, 1912.)

71. Civil Service Rule XI will be modified to conform to the law quoted above.

### IV. FIELD FORCE.

72. The normal force (composed of assistants and aids), and nautical experts who are subject to assignment to either field or office duty, magnetic observers, officers to man and equip vessels, extra observers, and employees provided for in Regulations XI and XV, shall constitute the field force of the Survey.

73. **Service continuous.**—Assistants and aids, when not employed in the field work, will be employed at the office in Washington or at a suboffice.

74. **Seven hours work required.**—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 suboffice, 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.

#### V. SUSPENSION FROM DUTY.

75. No officer or employee holding appointment from the Secretary shall be suspended from duty without the authority of the Secretary, except as set forth in the following paragraph.

#### VI. INSUBORDINATION.

76. In cases of gross insubordination or neglect of duty at isolated stations, or on board vessels under the control of the Department, which require immediate action, the officer in charge is authorized to initiate the removal by suspension, which in no case shall exceed a period of 90 days, of the offending officer or employee. In cases of this kind a statement of the reasons, a copy of which shall be furnished the employee, together with the action taken, should be reported at the earliest practicable date, in order that effective action may be taken by the head of the Department.

#### VII. ABSENCE FROM FIELD OF DUTY.

77. 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 Superintendent, except in cases of extraordinary emergency, when he shall at once report to the Superintendent in writing the facts and circumstances of such absence.

#### VIII. LEAVES OF ABSENCE.

78. The following provisions shall be followed in the case of employees on duty in the field:

(a) Thirty days' leave with pay in each calendar year, exclusive of legal holidays and Sundays, may, with the approval of the Superintendent, 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.

(b) 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.



(c) Officers of the field force 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.

(d) Leave without pay (furlough) may be granted, at the discretion of the Secretary, upon the recommendation of the Superintendent. 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 Superintendent, with the approval of the Secretary of Commerce and Labor, and may be reemployed within the discretion of the Department under the limitations prescribed by the Civil Service Commission.

(e) 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.

(f) 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 Superintendent.

(g) The verbal permission granted by a commanding officer to any one under his command to go on shore for less than 24 hours shall not be considered "leave of absence" and need not be reported to the Department.

(h) Leave of absence (annual leave) will not be granted to crews of vessels. (See "Shore liberty.")

## IX.

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

**80.** \* \* \* *The head of any Department may grant thirty days' annual leave with pay in any one year to each clerk or employee: And provided further, That where some member of the immediate family of a clerk or employee is afflicted with a contagious disease and requires the care and attendance of such employee, or where his or her presence in the Department would jeopardize the health of fellow-clerks, and in exceptional and meritorious cases, where a clerk or employee is personally ill and where to limit the leave in any one calendar year would work peculiar hardship, it may be extended, in the discretion of the*

*Secretary, with pay, not exceeding thirty days in any one case in any one calendar year.*

*This section shall not be construed to mean that so long as a clerk or employee is borne upon the rolls of the Department in excess of the time herein provided for or granted that he or she shall be entitled to pay during the period of such excessive absence, but that the pay shall stop upon the expiration of the granted leave. (Act approved Mar. 15, 1898.)*

**81.** \* \* \* *Nothing contained in section seven of the act making appropriations for legislative, executive, and judicial expenses of the Government for the fiscal year eighteen hundred and ninety-nine, approved March fifteenth, eighteen hundred and ninety-eight, shall be construed to prevent the head of any Executive Department from granting thirty days' annual leave with pay in any one year to a clerk or employee, notwithstanding such clerk or employee may have had during such year not exceeding thirty days' leave with pay on account of sickness as provided in said section seven. (Act approved July 7, 1898.)*

**82.** \* \* \* *the thirty days' annual leave of absence with pay in any one year to clerks and employees in the several Executive Departments authorized by existing law shall be exclusive of Sundays and legal holidays. (Act approved Feb. 24, 1899.)*

**83. Leave in calendar year.**—No leave accruing in any calendar year may be taken in a subsequent calendar year, except as provided in Regulation VIII.

**84. Leaves of absence not to interfere with work.**—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.

**85. Forwarded in advance.**—Applications for leave of absence should be made upon the form "Application for leave of absence," and should be forwarded to the Superintendent in sufficient time for reply before the beginning of the period of absence requested.

**86. Sick leave form.**—Application for sick leave must be made upon the form "Application for sick leave," and must be forwarded duly filled out to the Superintendent within five days after the applicant has returned to duty.

**87. Address of applicant.**—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.

## **X. MEDICINES AND MEDICAL AND SURGICAL ATTENDANCE.**

**88. Medicines and medical and surgical attendance or services** will be furnished to, and the necessary expenses for a decent burial will be defrayed for, employees of the Coast and Geodetic Survey—whose compensation is not fixed by law, but the amount thereof is within the discretion of the Secretary—in cases of sickness occurring or injuries received in the line of duty while serving in the field, or death resulting therefrom, the cost thereof to be paid from the appropriation applicable to their compensation. On shipboard all employees shall be entitled to the services of the ship's surgeon and



the ship's medical supplies, or may be sent to the marine hospital for treatment when there is one available.

**89. Benefits of 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.

**90.** 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 Public 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 Superintendent 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. 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 Superintendent 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. (Amendment to regulations of the Public Health Service, Jan. 24, 1905.)

**91.** 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. The itemized receipted bills of the physician and druggist must in all cases accompany the approved vouchers, which should be made out on the blank forms furnished by the Public Health Service.

## XI. EMPLOYEES ON FIELD PARTIES.

**92.** Chiefs of parties may employ the necessary recorders, foremen, mechanics, rodmen, chainmen, heliotroppers, tidemen, drivers, cooks, laborers, etc., in such manner and at such rate of compensation as shall be approved by the Superintendent, upon estimates or otherwise. The employees above mentioned shall, when practicable, be engaged in or near the field of work.

## XII. EMPLOYMENT OF EXTRA OBSERVERS (PHILIPPINE ISLANDS).

**93.** The following regulations, having been approved by the Civil Service Commission, will govern the employment of extra observers in the Coast and Geodetic Survey in the Philippines:

(a) *Qualifications.*—Persons are desired who have had practical experience in surveying or suitable training.

United States citizenship may be waived when the needs of the service require on account of lack of eligibles who are citizens.

(b) *Examinations.*—No educational examinations will be given, but applicants will be rated upon their experiences 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 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 and Labor 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.

### XIII. PROMOTIONS.

94. Promotions shall be made by the Secretary on the recommendation of the Superintendent and in accordance with civil-service rules and regulations.

### XIV. SEPARATIONS AND REDUCTIONS.

95. The separation or reduction of officers and employes in the classified service shall be made by the Secretary upon the recommendation of the Superintendent, under the provisions of the civil-service rules.

### XV. CREWS OF VESSELS.

96. 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 Labor, and the original shipping articles shall be made in accordance with the following scheme:

<i>Rating.</i>	<i>Entering rating.</i>
Assistant to engineer .....	Assistant to engineer, first class.
Assistant to engineer, first class .....	Assistant to engineer, second class.
Assistant to engineer, second class .....	Assistant to engineer, third class.
Assistant to engineer, third class .....	In the rating.
Boatswain .....	Boatswain's mate, second class.
Boatswain, first class .....	Boatswain's mate, second class.
Boatswain's mate, first class .....	Seaman.
Boatswain's mate, second class .....	Seaman.
Boilermaker .....	Assistant to engineer, third class.
Carpenter's mate, first class .....	Landsman.
Carpenter's mate, second class .....	Landsman.
Chief boatswain's mate .....	Seaman.
Chief carpenter's mate .....	Landsman.
Chief writer .....	Landsman.
Coxswain to power launch .....	Seaman.
Fireman, first class .....	Fireman, second class.
Fireman, second class .....	In the rating.
Landsman .....	In the rating.
Master-at-arms .....	Seaman.
Mess attendant, first class .....	Mess attendant, second 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 .....	Seaman.
Quartermaster, second class .....	Seaman.
Quartermaster; third class .....	Seaman.
Sailmaker's mate .....	Landsman.
Seaman .....	In the rating.
Ship's cook, first class .....	Ship's cook, second class.
Ship's cook, second class .....	In the rating.
Writer, first class .....	Landsman.
Writer, second class .....	Landsman.

## XVI. RATIONS.

97. Each member of a crew shall be allowed one ration or commutation thereof.

**XVII. CONTINUED-SERVICE PAY.**

98. Any person who has served three years on a vessel of the Survey and whose last discharge recommends him for reemployment shall receive \$1 per month extra, if he reships on any vessel of the Survey, where there is a vacancy, within six months from the date of the discharge.

(a) Any person discharged by reason of the reduction of the complement of a vessel, or by the Superintendent's direction 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.

**XVIII. COMPLEMENTS.**

99. The maximum complements of all vessels shall be determined by the Superintendent, subject to the approval of the Secretary.

**XIX. PHYSICAL EXAMINATION.**

100. No person shall be shipped unless pronounced fit by the commanding and medical officers, except by special authority in each case from the Superintendent.

(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 should 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 Superintendent, shall be fully described in the shipping records.

**XX. PERSONS DISQUALIFIED.**

101. 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, Revenue-Cutter Service, Army, Navy, or the Marine Corps shall be shipped.

**XXI. MINORS.**

102. No minors between the ages of 14 and 21 years shall be shipped without the consent of their parents or guardians.



**XXII. TERM OF EMPLOYMENT.**

103. 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 Superintendent at any port in the United States.

**XXIII. SHIPPING ARTICLES TO BE READ.**

104. The shipping articles shall be read and carefully explained by the recruiting officer to every person about to be shipped.

**XXIV. VACANCIES.**

105. Vacancies in the complement of petty officers shall be filled by the commanding officer.

**XXV. PROMOTIONS.**

106. So far as practicable, each class of petty officers will be recruited from the next lower class.

**XXVI. DISCHARGE UPON EXPIRATION OF TERM.**

107. 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.

**XXVII. COMPULSORY DISCHARGES.**

108. 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 shipping record (report of changes): Incompetency, incorrigibility, inaptitude, deficiency of mental balance, vicious habits, or other like reasons that incapacitate a man for efficient service.

**XXVIII. DISCHARGES AT OWN REQUEST.**

109. In the United States a man may be discharged on his own written request by the commanding officer, if he approves the same, provided that the written request is attached to the shipping record (report of changes) and the record is indorsed over the man's signature "Discharged upon my own request."

**XXIX. DISCHARGES OUTSIDE OF THE UNITED STATES.**

110. 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 shipping record (report of changes) 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).

### **XXX. TRANSFERS.**

111. The permanent transfer of a member of a crew from one ship to another shall be made only by authority of the Superintendent, except in Alaska and the insular possessions, when the interests of the work may require immediate action. The Superintendent shall be promptly advised of any such cases.

### **XXXI. STATUS OF MEN IN HOSPITAL.**

112. 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.

### **XXXII. PAY AND RATIONS IN HOSPITAL.**

113. 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 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 days.

### **XXXIII. VACANCY CREATED BY TRANSFER OF ACCOUNTS.**

114. When a member of a crew is sent from a ship to a hospital his accounts may be transferred to the office at Washington or to one of the suboffices, and such transfer of accounts shall be considered as creating a vacancy.

### **XXXIV. DESERTIONS, ABSENCES, ETC.**

115. 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.

### **XXXV. ABSENCE WITHOUT LEAVE.**

116. (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 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.

### XXXVI. SHORE LIBERTY.

117. 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.

### XXXVII. DEPRIVATION OF SHORE LIBERTY.

118. 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.

### XXXVIII. SHORE LIBERTY DEPENDENT UPON CONDUCT.

119. 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.

### XXXIX. PAY.

120. 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 thirty-first 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.

### XL. RETAINED PAY.

121. 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 his pay unless it is due and he has in addition thereto one full month's pay to his credit.

### XLI. EMPLOYMENT OF MATES.

122. 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. 1093, and upon the statements made therein, in connection with those of their vouchers on Form No. 1253, 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) *Examinations 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 masters or first or second mates issued by the Board of Philippine Marine Examinations shall also be admitted to examination. When required, in the absence of eligibles or applicants who are citizens of the United States, or owe allegiance thereto, the Philippine Civil Service Board may waive the requirements of United States citizenship for applicants for examination for the position of mate on ships of the Coast and Geodetic Survey on duty in the Philippine Islands.

The health certificate on Form 1093 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 and Labor.

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 a 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 the 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 Superintendent of the Coast and Geodetic Survey or the Director of the Coast Survey 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 of Civil Service Rule XII, relative to removals shall be followed.

(f) *Report of changes.*—Monthly reports of changes of status of mates, including appointments, separations, and reemployments, shall be made to the Civil Service Commission through the Department of Commerce and Labor, by the Superintendent of the Coast and Geodetic Survey. (Approved May 16, 1905. U. S. Civil Service Commission, Form 1470.)

## XLII. RELATIVE RANK ON VESSELS.

123. The Superintendent shall prescribe the relative rank which shall be recognized between officers of the field force upon the vessels of the service, so that order and discipline aboard ship may be preserved, and for the regulation of precedence on occasion of social or official ceremony.

124. *Grades and order of precedence.*—Assistants whose salaries are \$2,000 or over will form grade 1. Assistants whose salaries are less than \$2,000 will form grade 2. Aids to hold relative rank with assistants, grade 2. First watch officers will hold relative rank with aids. Surgeons to hold relative rank with first watch officers. Chief engineers to hold relative rank with surgeons. Deck officers will form grade 3. Assistant surgeons to hold relative rank with grade 3. Mates and all other watch officers to hold relative rank with grade 3.

125. On occasions of ceremony the order of precedence, following after the commanding officer, shall be as follows:

- Assistants of grade 1.
- Assistants of grade 2.
- Aids.
- First watch officers.
- Surgeons.
- Chief engineers.
- Deck officers.
- Assistant surgeons.
- Mates.

126. Officers specially assigned to duty, by written orders of the Superintendent, in a higher grade, are to hold precedence as provided for that grade, but will retain the uniform for the grade held by their appointments.



## XLIII. UNIFORMS.

127. Officers will be required to wear the uniform of their grade, as prescribed by the Superintendent, when serving on board ship on all occasions of ceremony; when on deck in port; at mess; at all times when officer of the deck; and on shore or other duty, as may be required by the commanding officer. The uniform coat will always be worn buttoned. Officers will not wear any part of their uniform with ordinary clothes, except the overcoat.

128. The uniforms shall be in conformity with the following specifications:

(a) *Service coat*.—To be of dark navy-blue cloth, serge or flannel, shaped to the figure, to fall as low as to the upper joint of the thumb when the arm is hanging naturally by the side; to have a slit over each hip extending 5 inches from the bottom of the coat; to be single-breasted with fly front; to be fitted with plain flat gutta-percha buttons and standing collar.

(b) The collar, edges of the coat, and edges of the hip slits, shall be trimmed with black mohair lustrous braid,  $1\frac{1}{4}$  inches wide, laid on flat, and a narrow mohair braid not more than one-eighth of an inch in width following the inner edge of the wide braid one-eighth of an inch distant from it, with a trefoil knot at each turn in the cut of the coat and above the slits over the hips; the knot to be  $1\frac{1}{8}$  inches in extreme length.

(c) On each side of the collar of the coat shall be the letters "U. S." four-eighths of an inch in height, made of silver embroidery or silver stamped in imitation of embroidery, for assistants, and for all other officers of gold embroidery or imitation of embroidery. There shall be also on the collar the insignia as hereinafter described. On the left-hand side of the collar the letters shall be placed with the first letter three-quarters of an inch from the front edge of the collar, the second letter to be five-sixteenths of an inch from the first and the insignia five-eighths of an inch from the second letter. On the right side of the collar, the insignia will precede the letters and be as before farthest from the edge of the collar. On the sleeves shall be stripes indicating relative rank, of black mohair, as hereinafter described.

(d) *Service trousers*.—To be of the same material as the coat, with pockets in the outside seam.

(e) *Service cap*.—To be of navy pattern, with adjustable chin strap of gold lace one-half inch wide fastened on the side with two small gilt regulation buttons. In the middle of the front of the cap shall be placed the cap device, embroidered on dark-blue cloth, to consist of a spread eagle surmounting a section of the sphere, in gold embroidery. The total height of the design is to be  $1\frac{1}{2}$  inches.

(f) *White coat*.—To be of the same cut as the blue coat, but of white material, and all the braid to be white. The letters "U. S." and the insignia as hereinafter described, to be attached to the collar, as on the service coat, white braid to be substituted on the sleeves for the stripes of black braid on the service uniform.

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

(h) *White cap*.—To be of the same shape as the blue cap; to consist of a band and a visor, with gold-lace chin strap and gilt buttons, and white detachable covers. The cap device, embroidered on blue cloth and attached to a band of black mohair braid  $1\frac{1}{2}$  inches wide, to be adjusted on the cap, will be worn on the front of the cap.

(i) A helmet or straw hat of suitable design, satisfactory to the commanding officer on each station, may be worn in the Tropics, provided only that all officers of the ship shall wear the same style of hat.

(j) *Field coat*.—A blouse of duck, canvas, or cotton drilling, or khaki, of light-brown color, made with a single plait 2 inches wide in the back and extending from the collar to the end of the skirt, with two outside breast pockets and two below

the waist; all pockets to be covered by flaps, to be buttoned by a small regulation button, the breast pockets to have a plait in the middle three-quarters of an inch wide; pockets may also be placed inside the skirts if desired; the blouse to have a standing collar, to be fastened by two hooks and eyes, and to be from 1½ to 2 inches in width, depending upon the wearer. The blouse will be provided with a belt of the same material, 2½ to 3 inches in width, will have a fly front, with gutta-percha or other suitable buttons, the insignia used on the service coat, without the letters, to be worn on the collar, and the stripes on the sleeves indicating relative rank to be of a darker shade than the coat.

(k) *Field trousers*.—Of the same material as the coat, of the usual pattern, to be worn with or without leggings, as circumstances require.

(l) *Field cap*.—Covers of the same material as the uniform; but a helmet or straw or felt hat (Army pattern) may be worn on shore duty if preferred, without the device.

(m) *Undress uniform*.—Commanding officers will be required to provide themselves with this uniform. It will be optional with the other officers.

(n) *Undress coat*.—To be of dark navy-blue cloth of the same pattern as the service coat, and trimmed with black braid in the same manner, the sleeve stripes indicating relative rank to be of gold lace and soutache as hereinafter described. The insignia and letters on the collar will be the same as prescribed for the service coat. For all officers, except chief engineers, surgeons and assistant surgeons, the insignia, a gold triangle inscribed on a silver circular base, to be embroidered on the outside of the sleeves midway between the seams, with the lower edge of the circle three-eighths of an inch above the upper edge of the topmost band, one point of the triangle to be pointing upward. Chief engineers will have the insignia of the propeller, and surgeons and assistant surgeons the insignia of the modified St. John's cross, as hereinafter described, to be in the same position on the sleeves as the insignia for the assistants and others described above.

(o) *Undress trousers*.—To be the same as for the service uniform, but of the same color as the coat.

(p) *Evening dress*.—The evening dress of a civilian will be the appropriate dress for all officers when attending social entertainments, unless the undress uniform shall be specially designated by the commanding officer.

(q) *Overcoat*.—To be of navy-blue cloth and of navy pattern, except that it will not have straps behind; bottom of coat to be 14 inches from the ground; the collar to be 3½ inches deep when turned down. Stripes of black braid designating relative rank shall be shown upon the sleeves, as upon the service coat.

(r) *Cape (optional)*.—A circular cape of dark-blue cloth may be worn instead of the overcoat, to be long enough to cover the second joint of the thumb when the arm is extended; to have a velvet collar rolled over, 1½ inches deep.

(s) *Shoes*.—Black shoes will be worn on all occasions of ceremony with either the blue or the white uniform, and at all times with the blue uniform. White or tan shoes may be worn on other occasions with the white uniform.

(t) *Collar*.—The appropriate collar will be a white standing collar.

(u) *Cravat*.—The cravat will be of silk, 32 to 36 inches long and three-quarters of an inch to 1¼ inches wide, to be tied in a double bowknot.

(v) *Insignia*.—(1) For all officers except chief engineers, surgeons, and assistant surgeons: A circular base of silver embroidery eleven-sixteenth of an inch in diameter, on which is a triangle inscribed in gold embroidery; a neat double line of silver thread to border the silver base and a single gold thread to border the sides of the triangle. The diameter of the device, including the silver threads, should be three-quarters of an inch.

(2) For chief engineers: A propeller of four blades embroidered in gold, to be seven-eighths of an inch wide.



(3) For surgeons and assistant surgeons: The modified St. John's cross embroidered in gold, six-eighths of an inch high.

(w) *Cap device*.—To be a spread eagle standing on a section of the sphere, in gold embroidery. The section of the sphere to be one-half inch in height and to be embroidered over a backing that will give it a relief of one-sixteenth of an inch near the lower edge; the whole device to be one and one-half inches high. The parallels and meridians to be shown by the finest black silk.

(x) *Sleeve stripes to indicate relative rank for the undress coat*.—(1) For assistants of grade 1: Three stripes of one-veillum gold lace three-eighths of an inch in width and five-eighths of an inch apart, the lower edge of the lowest stripe to be 2 inches from the edge of the sleeve. Midway between each two stripes a gold soutache one-sixteenth of an inch in diameter.

(2) Assistants of grade 2, first watch officers, surgeons, and chief engineers: The same as above, except that there will be but two stripes with a soutache between them.

(3) Aids, all watch officers except the first watch officer, mates, assistant surgeons, and deck officers: The same as above, except that there will be but one stripe with a gold soutache on each side, the gold soutache below the stripe to be 2 inches above the edge of the sleeve.

(4) Draftsmen, recorders, and others assigned to the wardroom, when permitted to wear uniforms, will be designated by one gold soutache.

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

#### XLIV. UNIFORMS FOR CREWS.

129. Each member of a crew must provide himself with a sufficient outfit of uniforms prescribed by the Superintendent to appear neatly and properly dressed at all times.

130. Uniforms and rating badges for the crew will be similar to those prescribed for corresponding ratings in the Navy.

#### XLV. UNIFORMS WHEN ON TEMPORARY DUTY.

131. Draftsmen, recorders, and others assigned to temporary duty in field parties will not be permitted to wear uniform except by authority of the Superintendent.

#### XLVI. UNIFORMS ON SHORE.

132. Officers serving on board ship are prohibited from wearing the uniform on shore, except the overcoat, unless by express permission of the commanding officer.

#### XLVII. UNIFORMS IN SHORE PARTIES.

133. The foregoing rules will also apply at the discretion of the Superintendent to all officers serving on shore in those territories under the jurisdiction of the United States where uniforms may be desirable.

**XLVIII. ENFORCEMENT OF UNIFORM REGULATIONS.**

**134.** Commanding officers and chiefs of parties will be responsible for the execution of these rules.

**ROUTINE AND DISCIPLINE ON SHIPBOARD.**

**135. 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.

**136. 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 in no case to be neglected.

**137. 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.

**138. 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.

**139. 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 Superintendent.

**140. Docking.**—Steel vessels should be docked every six months; wooden or sheathed vessels once every year if practicable.

**141. Corrosion.**—Look out for corrosion, particularly along the waterline and around sea valves.

**142. Steel vessels to avoid proximity of coppered ones.**—Never allow an iron or steel vessel to lie alongside of a coppered vessel.

**143. 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.

**144. 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.

**145. 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.

**146. 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.

**147. Care of decks.**—The decks shall not be too frequently holy-stoned. Lower deck shall be mopped so as to avoid dampness below as much as possible.

**148. Magazine.**—The magazine shall not be opened except with the permission of the commanding officer, who will keep the keys in his charge.

**149. Pumps and fire hose.**—All the pumps in the ship shall be frequently tested, so as to keep them in good working order; and 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.

**150. Rubber gaskets.**—All rubber gaskets for air ports, water-tight doors, and man-holes should be kept free from grease, oil, or paint.



151. **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.

152. **Small arms.**—The small arms are to be frequently examined and to be kept clean and in working order.

153. **Chain cables.**—Chain cables are to be overhauled at least twice a year and windlass to be overhauled frequently.

154. **Life buoys.**—Life buoys to be overhauled and kept in good working order and detaching apparatus tested monthly.

155. **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.

156. **Air ports at sea.**—At sea, no air port, except in cabin and wardroom, will be opened without permission of the first officer, and the officer on watch is to be informed if there are any open anywhere in the ship.

157. **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 tin.

158. **Bedding to be aired.**—Bedding shall be frequently aired. Hammocks and mattress covers shall be scrubbed at least once a month.

159. **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. Cannass and cordage must be thoroughly dried before storing.

160. **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.

161. **Inflammable material.**—No painted canvas is to be stored below; when not in use it is to be examined frequently. All turpentine, 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.

162. **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 accessibility, classification, inflammability, and effect of moisture. Lime and cement must be stored in dry places and protected from moisture.

163. **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.

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

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

166. **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.

167. **Fire quarters.**—Fire quarters shall be had once a week (and oftener when at sea) if possible. The fact that these exercises have been performed shall be entered in the log.

168. **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.

169. **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.

170. **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 first officer.

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

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

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

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

175. **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.

176. **Watches.**—At sea with three watch officers, the first officer will take the morning and second dog watches and relieve for meals; the first officer is subject to calls at all times.

177. **Day's duty in port.**—In port all wardroom officers will take day's duty when so ordered by the commanding officer; the first officer is always on duty.

178. **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.

179. **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.

180. **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 meal time allowed to the crew. No boat shall be sent ashore, or elsewhere, after midnight for the accommodation of any person.

181. **Permission to leave ship.**—Officers must obtain permission from the commanding officer and report the fact to the first officer before leaving the ship.

182. **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 first 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.

183. **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.

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



**185. 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.

**186. 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 first officer, who will then report to the commanding officer.

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

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

**189. 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.

**190. 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 for subduing unruly men.

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

**192. 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 first officer, and if found necessary by him, referred to the commanding officer for punishment.

**193. 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 behalf.

**194. 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 of performing.

**195. 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.

**196. Routine work logged.**—Notes appropriate to the foregoing routine duties shall be entered in the log each day.

**197. 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 quarterdeck in double rank, the petty officers aft, and the messmen's branch at the forward end of the line. The first officer will conduct the muster and report to the commanding officer, and accompany the latter on his inspection.

**198. Inspection.**—At inspection of the ship, the first 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.

**199. 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.

200. Same as above for Vice President; the national ensign at fore. Same as above for Secretary of Commerce and Labor; Secretary's flag at main. Same as above for Superintendent of the Coast and Geodetic Survey, the Superintendent's flag at the fore. Same as above for Assistant Secretary of Commerce and Labor, other Cabinet officers, Chief Justice of Supreme Court, Governor of State or Province where anchored, Speaker of the House and Committees of Congress, national ensign at the fore.

201. 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.

202. 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.

203. 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.

204. 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.

205. After dark, all boats approaching the ship will be hailed by the petty officer on watch; the replies from a boat to ship's hail 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."

206. In entering boats the junior precedes; the senior is in charge of the boat and precedes in getting out.

207. **Flags.**—The national ensign will be hoisted in port at 8 a. m. and hauled down at sunset.

208. The Coast and Geodetic Survey pennant will always be displayed at the main while the vessel is in commission.

209. The Union Jack will be hoisted, in port, on Sundays and holidays, the same time as the ensign. The ensign will always be hoisted when coming into or going out of port, and when meeting a vessel at sea.

210. The Coast and Geodetic Survey service flag will be hoisted at the foremast head when coming in or going out of port, or at any other time when the national ensign is hoisted that the commanding officer may direct.

211. The national ensign will be used as a boat flag by all officers.

212. The colors are not to be dipped to a passing vessel except in answer to a similar salute. Salutes by whistle should not be made except in answering similar salutes.

213. **Dressing ship.**—When dressing ship the national flag shall be placed at each masthead and at the peak or staff. Under the national flag at the foremast head the Coast and Geodetic Survey service flag shall be hoisted. Union jack on staff forward or on the forestay. Lines of signal flags and pennants (not national or Coast and Geodetic Survey) to extend from under the jibboom 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.



**214. 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.

**215. 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.

**216. Ranking officer to preside at mess.**—The ranking officer of the normal force present shall preside and have power to preserve order.

**217. 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 shall 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 accounts 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.

**218. Meal hours.**—The hours for serving meals shall be subject to approval by the commanding officer.

**219. 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.

**220. 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 Superintendent 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 leave granted by the Department of Commerce and Labor.

(d) He is absent on sick leave.

**221.** 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.

**222. Wine mess.**—Wardroom officers may form wine messes, but no officer shall be required to become a member thereof.

**223. Distilled spirits.**—Distilled spirits 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, or by an individual officer on permission granted in writing by the commanding officer, which he may revoke at any time.

**224. 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.

## COMMANDING OFFICERS.

**225. 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.

**226. 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.

**227. Weekly inspection.**—He shall inspect the ship throughout once a week, and the fact of such inspection shall be entered in the log.

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

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

**230. 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.

**231. 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 provision 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."

**232. 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 Superintendent, to be kept where it is accessible for the information of the officers of the vessel.

**233. First officer to be kept informed.**—He shall keep the first 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.

**234. 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.

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

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

**237. 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.

**238. 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.

**239. First officer to be present at investigation of offense.**—When investigating any offense or complaint at the mast, he shall require the presence of the first 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.

**240. Disciplinary treatment of officer.**—He shall inflict no punishment on any officer except private reprimand or suspension from duty, or confinement to his room for not to exceed 10 days, or restriction aboard ship; longer suspension or confinement



will not be permitted, but in cases of gross insubordination or neglect of duty, which require immediate action, the commanding officer is authorized to initiate the removal or suspension of the offending officer by detaching him from duty on the vessel with written orders to report to the Superintendent in person. In cases of this kind the facts in the case, together with the action taken, must be reported in writing to the Superintendent immediately so that effective action may be taken by him.

**241. Rules for preventing collisions.**—He shall see that the Rules for Preventing Collisions at Sea are strictly carried out on board the vessel.

**242. 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 Superintendent at the first opportunity, and a full entry of the occurrence will be entered in the log book.

**243. Report of accident or damage.**—He shall make immediate report to the Superintendent 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 Superintendent giving full details of the accident and an estimate of the probable cost of repairs.

**244. 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.

**245. 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.

**246. Passengers.**—He shall receive no passengers on board without permission from the Superintendent, 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 365).

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

**248.** The outside of hulls above the copper, or above the bottom paint, as the case may be, shall be white, and except at the water line, on the rigging, and at the top of the smoke stack, there shall be no paint in sight other than white and straw yellow. The living quarters, engine room, storerooms, etc., shall be painted white. Around the tops of smoke stacks shall be painted a black band equal in width to one-third of its diameter.

**249. Superintendent informed of movement of vessel by telegraph.**—He shall by telegram or otherwise keep the Superintendent informed of the movements of the ship. He should immediately telegraph his arrival in port after a voyage.

**250.** In the matter of accounts, routine reports, and survey work he will be guided by the regulations.

**251. 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.

**252. Complement.**—He shall not ship to exceed the number of men allowed by the complement of the ship in any rating.

**253. On leaving ship to inform first watch officer.**—On leaving the ship he will inform the first officer or the senior officer on board of the fact.

**254. 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 Superintendent, 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 Superintendent 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 Superintendent.

**255. 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 repairs for the ensuing six months.

**256. 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 Superintendent.

**257. 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 Superintendent immediately. He will also see that state or national quarantine laws are complied with, sufficient information concerning which is printed in the "Coast Pilots."

**258. 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.

## XLIX.

**259. 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 aid 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.

**260. 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.

**261. 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 Superintendent.

#### FIRST OFFICER.

**262. The first officer; responsibility.**—The first officer 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 first officer unless otherwise especially directed by the Superintendent.

**263. Watch bills.**—He shall draw up watch, fire and abandon ship bills which shall be posted in places accessible 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.

**264. Direction of ship's work and handling of ship.**—At the call of "all hands" the first officer 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.

**265. 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.

**266. 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.

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

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

**269. Navigation duties.**—He will also be the navigator, unless a special assignment is made by the Superintendent; 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.

**270. 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.

**271. 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.

**272. Maintenance of good order.**—The first 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.

**273. 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.

**274. 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.

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

**276. 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 first officer.

**277. 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.

**278. Enforce short allowance.**—If the ship is on an allowance of fresh water or rations, the first officer shall see that it is not exceeded.

**279. 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.

**280. Supervise liberty or conduct book.**—He will see that the liberty book and conduct book are properly kept, and that the muster roll is correctly made out.

**281. 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.

#### SECOND OFFICER.

**282. Second officer will succeed.**—If the first officer is disabled his duties will be performed by the second officer.

**283. The second officer; general duties.**—In addition to his duties as assistant navigator the second officer shall, under the direction of the first 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.

**284. Instruct quartermasters.**—He shall instruct the quartermasters in the use of the sounding apparatus, the international code of signals, and in the wigwag code.

**285. 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.

**286. Fire quarters.**—At fire quarters he will take the deck under the direction of the commanding officer.

#### THIRD OFFICER.

**287. The third officer; general duties.**—Under the direction of the first 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 watertight 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.

**288. 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.



## FOURTH OFFICER.

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

## OFFICER OF THE DECK.

290. **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.

291. **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 be brought on board by them.

292. **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 first officer are carried out, and shall see to the general neatness of the ship.

293. **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 first officer all boats which leave the ship of which the latter has no knowledge.

294. **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 first officer if, in his opinion, there is any necessity for letting go anchor or for veering chain.

295. **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.

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

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

298. **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.

299. **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 first officer.

300. **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.

## MEDICAL OFFICER.

301. **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 Superintendent, 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 Superintendent, through the commanding officer, together with any other items of professional interest observed by him during the voyage.

**302. Returns.**—He shall forward through the commanding officer the following returns:

**303. Abstracts of patients for the quarters ending March 31, June 30, September 30, and December 31.** (See title "Reports.")

**304. Sanitary condition of ship.**—Whenever he deems it necessary it shall be his duty to make to the commanding officer written suggestions or reports concerning the sanitary condition of the ship or its personnel and suggest remedies.

**305. 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 diseases or epidemic which may come to his knowledge.

**306. Daily sick report.**—He shall submit to the commanding officer, through the first officer, a daily morning report in writing of the sick on board, their condition, etc.

**307. 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.

**308. 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.

**309. 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.

**310. Supplies when fitting out.**—When fitting out, the medical officer shall examine the medical and surgical supplies and equipments 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."

**311. 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 Superintendent embodying the information collected.

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

**313. Examination of recruits.**—In examining persons for shipment he shall follow the "Instructions relative to physical examinations" on pages 131 to 133 of the Regulations, United States Public Health Service, 1903. 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.

**314. Vaccination.**—In making the examination required by the last paragraph, he will note whether the recruit seems to require vaccination, 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. Entry must be made in the medical journal of all vaccinations.

#### CHIEF ENGINEER.

**315. 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 condition of his department to the commanding officer.

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

**317. 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.

**318. 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 first officer, and will keep the latter informed of the conduct and department of the men in his department.

**319. 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.

**320. 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.

**321. 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.

**322. 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.

**323. 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.

**324. 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.

**325. 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.

**326. Daily coal report.**—He will report daily (at noon) to the commanding officer, on Form 61, the amount of coal received and consumed during the last 24 hours, and the amount remaining in the bunkers.

**327. 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.

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

#### ASSISTANTS TO THE ENGINEER.

**329. 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.

**330. 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.

**331. 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.

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

**333. 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.

**334. 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.

**335. 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 underway, he shall personally 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.

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

**337. 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.

#### OFFICERS IN GENERAL.

**338. 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.

**339. 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.

**340. 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.

**341. 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.

**342. 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.

#### SALARIES.

**343. Payment of salaries and compensation.**—All persons in the Government service receiving a yearly or monthly compensation will be paid for such service under the following act of Congress, approved June 30, 1906—sundry civil appropriation act:

**344. 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 computation of pay for services rendered are hereby established:*

*Annual compensation shall be divided into twelve equal installments, one of which shall be the pay for each calendar month; and in making payments for a fractional part of a month one-thirtieth 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 thirty days, without regard to the actual number of days in any calendar month, thus excluding the thirty-first of any calendar month from the computation and treating February as if it actually had thirty days. Any person entering the service of the United States during a thirty-one day month and serving until the end thereof shall be entitled to pay for that month from the date of entry to the thirtieth 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 thirty-first day of any calendar month one day's pay shall be forfeited.*

**345.** For pay purposes all months in the year will be reckoned as containing 30 days.

**346.** 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.

**347.** One-thirtieth of a monthly installment of salary shall be deducted for every day's absence in a month, where such absentee is not in a pay status during such absence. (Comptroller's decision of July 5, 1906.)

The Government Salary Tables, 1904, are to be used in preparation of vouchers for daily or monthly salaries.

**348. Per diem employees.**—Per diem employees can not be paid for a Sunday or holiday 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.

**349. Salary vouchers field officers.**—Assistants and aids 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 Superintendent 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.

In the case of assistants and aids on duty for a period exceeding thirty (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.

## L. EXTRA PAY IN THE PHILIPPINE ISLANDS.

**350.** Watch officers, mates, deck officers, chief engineers, surgeons, and assistant surgeons, and captain's clerks, ordered for duty in the Philippine Islands, shall receive 20 per cent increase of pay while in the Philippines, to begin on the 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.

**LI. EXTRA PAY TO TEMPORARY FIREMEN.**

**351.** 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.

**352. How charged.**—Charges for extra pay authorized in Regulation LI 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."

**LII. ASSIGNMENT OF PAY.**

**353.** Upon written application, approved by the Superintendent, and filed with the auditor having jurisdiction of the accounts, scientific and other 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.

**354. Assignment of pay: Officers.**—Officers, when not attached to the Washington office, may, upon a written application to the Superintendent, 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.

**355. Assignment 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.

**356. Notification to stop payment.**—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.

**LIII. RECEIPTS FROM SALES.**

**357.** All moneys received 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 paid to the Assistant in Charge of the Office, who shall safely keep and within 15 days after the expiration of the month correctly account for and pay the same into the Treasury of the United States.

**SURVEY AND SALE OF PUBLIC PROPERTY.**

**358. Directions for the survey.**—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 Superintendent, should cause a survey to be made and make an inventory and appraisal of the same, 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 Superintendent in duplicate, with his recommendation concerning the same, in time to get a reply without causing unnecessary delay.



**359. Form of inventory.**—The inventory and appraisement should be made in duplicate, on letter-size paper, using continuation sheets when necessary, and in the following form:

(Place) \_\_\_\_\_, (Date) \_\_\_\_\_.

Survey, inventory, and appraisement of the Coast and Geodetic Survey property in the custody of \_\_\_\_\_, which the undersigned have surveyed, condemned, inventoried, and appraised, to wit:

Name of article.	Condemned on account of—	Appraised value.	Price received.
1 cooking stove.....	Wear and tear.....	\$1.00	NOTE.—To be entered by the auctioneer at the time of sale.
1 water barrel.....	Leaks.....	.10	
1 horse, Charley, blk. gelding, 16 yrs. old, left ft. wh., etc.	Not longer needed.....	20.00	
Total.....			

(Place) \_\_\_\_\_, (Date) \_\_\_\_\_.

**360.** \_\_\_\_\_, and \_\_\_\_\_, and \_\_\_\_\_, being duly sworn depose and say that the foregoing survey, inventory, and appraisement, is just and fair in accordance with the best of their judgment.

(Signature) \_\_\_\_\_, (P. O. address) \_\_\_\_\_.

(Signature) \_\_\_\_\_, (P. O. address) \_\_\_\_\_.

(Signature) \_\_\_\_\_, (P. O. address) \_\_\_\_\_.

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, A. D. 19—.

(Seal)

\_\_\_\_\_,  
*Notary Public.*

**361.** When it is impracticable to appear before a notary, substitute the following certificate:

(Place) \_\_\_\_\_, (Date) \_\_\_\_\_.

We, the undersigned, certify that the foregoing statement is to the best of our judgment fair and just concerning the property named and this certificate is affixed instead of an affidavit, because it is impracticable to appear before a notary and make affidavit to the same.

(Signature) \_\_\_\_\_, (P. O. address) \_\_\_\_\_.

(Signature) \_\_\_\_\_, (P. O. address) \_\_\_\_\_.

(Signature) \_\_\_\_\_, (P. O. address) \_\_\_\_\_.

**362.** A space of about five lines should be left here for the approval of the Superintendent, and an additional space sufficient for the certificate of the auctioneer making the sale, in form as follows:

(Place) \_\_\_\_\_, (Date) \_\_\_\_\_.

I, \_\_\_\_\_, auctioneer, hereby certify that the property named has been sold to the highest bidder for the prices stated in the foregoing inventory.

(Signed) \_\_\_\_\_,

*Auctioneer.*

**363. Directions for sale.**—Before proceeding with the sale, the foregoing will be forwarded in duplicate to the Superintendent with recommendation as to the method of advertisement and disposal of the property, whether at auction or private sale, and if at a private sale, the reasons therefor. In case of advertisements in the newspapers the authority of the Secretary of Commerce and Labor is necessary and a copy

of the papers in which it is recommended to advertise should be sent to the Superintendent to accompany his request for authority to advertise.

**364. Posters.**—Posters can be struck off at limited expense without further authority. For small lots of property, it is better to advertise by posters, written or printed as most convenient.

Advertising can be accomplished 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.

**365. Auction sales preferred.**—Auction sales are preferable unless the interest of the Government will be otherwise and clearly subserved.

**366. Private sale.**—On the return of the survey, inventory, appraisements, etc., approved by the Superintendent, and after sufficient notice, the property will be sold at auction if practicable, but may, for reasons which must always be set forth, be sold at private sale and in all cases the net proceeds of the sale with a certificate of the auctioneer or other person (in duplicate) making the sale, will be forwarded through the Superintendent, along with the survey, etc., which has been previously approved by the Superintendent, to the assistant in charge of the office, to be covered into the Treasury. When impracticable to appear before an authorized person and make affidavit, certificates on honor may be substituted.

**367. Expenses of sales.**—All expenses of sale must be paid from the gross proceeds and all expense bills must be rendered in duplicate together with duplicate abstract of the following form:

The United States in account with \_\_\_\_\_  
(Do not fill out any of this heading.)

On account of sale of \_\_\_\_\_ condemned Government property authorized by \_\_\_\_\_, dated \_\_\_\_\_, 19—.

19—	By amount of gross proceeds of sale.....			
	To disbursements:			
	Auctioneer's fees.....			
	Advertising.....			
	Inspection.....			
	Drayage.....			
	To amount to be carried into the Treasury to the credit of.....			
	.....			
	(Do not fill out this line.)			

I hereby certify that the above statement is true and correct, and represents the actual amount received and expended.

\_\_\_\_\_  
(Sign original copy only.)

**368.** In cases of small lots, so much of the form as may be advisable may be omitted but not the survey, appraisements, prices received, and affidavits or certificates, or anything else to protect the person acting and to clearly set forth just what he has done.

**369. Emergency sales.**—In emergencies or when delay would occasion unwarranted expense, the property can be disposed of on the judgment of the custodian and the Superintendent'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 the business being done in a systematic manner.



**LIV. ASSISTANT IN CHARGE OF THE OFFICE.**

**370.** The Assistant in Charge of the Office shall execute a bond in the sum of \$2,000 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 and Labor.

**371.** The Assistant in Charge of the Office is charged with the supervision of the work of the office at Washington.

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

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

(c) He shall be in direct charge of the divisions and sections into which the office is divided, and such divisions and sections shall submit a monthly report to him (not later than the 5th of each month) and an annual report for each fiscal year (not later than the 10th of July), showing the work accomplished in each division and stating the occupation of all employees assigned to such divisions and sections.

(d) He shall be responsible for the safety and arrangement of the archives and property, and shall receive all money paid to the Survey and care for and deposit the same as required in paragraph 357.

(e) 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.

(f) 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 divisions under his charge.

(g) He shall cause all information required for official use or to answer requests from private parties to be correctly prepared and transmitted as provided in the Regulations and Instructions.

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

**INSPECTOR OF HYDROGRAPHY AND TOPOGRAPHY.**

**372.** The inspector 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 Superintendent'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.

(e) He shall prepare a monthly abstract to show the sums expended by each field party itemized as may be directed by the Superintendent.

**INSPECTOR OF GEODETIC WORK.**

**373.** The inspector of geodetic work is charged with the duty of preparing plans for field operations of triangulation, astronomical determinations, precise leveling, and other geodetic operations.

(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 Superintendent; 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.

#### INSPECTOR OF MAGNETIC WORK.

374. The inspector of magnetic work is charged with the duty of preparing plans for the field operations covering the magnetic 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 instructions issued by the Superintendent; 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.

#### EDITOR.

375. The editor is charged with the preparation of the Annual Report of the Superintendent.

(a) He will examine manuscript submitted for publication, to see that it is properly prepared for the printer, make recommendations for the size of editions, and attend to such other details as may be necessary.

(b) He will receive all proof, supervise the proof reading in order to insure a proper regard for economy, and perform such other duties as may be assigned to him from time to time.

#### LV. BOND OF DISBURSING AGENT.

376. 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 and Labor.

#### LVI. GENERAL DUTIES OF DISBURSING AGENT.

377. The disbursing agent shall, under the direction of the Superintendent, make all disbursements of money on account of the Survey, upon requisitions, vouchers, or abstracts, duly approved by the Superintendent, and shall render such accounts and submit such statements of expenditures to the Superintendent as may be required.

#### LVII. REPORT OF EXPENDITURES.

378. The Superintendent shall have prepared by the disbursing agent and submit to the Secretary of Commerce and Labor for his report to Congress annually, as required by section 264, Revised Statutes, 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 direction of the Superintendent of the Coast and Geodetic Survey.

**379. 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 provision of this section shall be summarily removed from office and may also be punished by a fine of not less than one hundred dollars or by imprisonment for not less than one month. (Act approved Mar. 3, 1905.)*

#### LVIII. BONDS AS CHIEF OF PARTY.

**380.** 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 and amount as may be required by the Secretary of Commerce and Labor. Official bonds are required by law to be renewed at least once in every four years.

(a) **Sureties.**—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) **Evidence of solvency.**—Individual sureties are required by law to furnish every two years, and as much oftener as the Secretary may require, satisfactory evidence of

their continued solvency. A judge or clerk of a court of record, a United States attorney, or a United States commissioner must certify of his personal knowledge that the sureties are sufficient to pay the penalty of the bond; and, except in the case of a judge of the United States or a United States attorney, if the person certifying has no seal his official character must be duly certified.

(c) **Forms.**—Forms for bonds, accompanied by instructions for their execution, will be furnished to officers required to give bond.

(d) *Hereafter every officer required by law to take and approve official bonds shall cause the same to be examined at least once every two years for the purpose of ascertaining the sufficiency of the sureties thereon; and every officer having power to fix the amount of an official bond shall examine it to ascertain the sufficiency of the amount thereof and approve or fix said amount at least once in two years and as much oftener as he may deem it necessary.*

*Hereafter every officer whose duty it is to take and approve official bonds shall cause all such bonds to be renewed every four years after their dates, but he may require such bonds to be renewed or strengthened oftener if he deem such action necessary.*

*In the discretion of such officer the requirement of a new bond may be waived for the period of service of a bonded officer after the expiration of a four-year term of service pending the appointment and qualification of his successor. (Act approved Mar. 2, 1895.)*

## LIX. ESTIMATES.

**381.** Every person entrusted 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 Superintendent.

## LX. EXPENSES WITHIN ESTIMATES.

**382.** 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 Superintendent.

**383. 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

**384. Not needed for certain items.**—Estimates covering the salaries of officers holding appointments from the Secretary, or for the pay and standard rations of enlisted men, are not required.

**385. Separate estimates for different items of appropriation and for each fiscal year.**—Estimates for "Party expenses," and "Repairs 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.



**386. 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.

**387. 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.

**388. Submitted in quadruplicate.**—Estimates must be submitted in quadruplicate, being made out in detail with a summary.

**389. For pay and subsistence.**—The pay of hands and others not mentioned in paragraph 96 and all subsistence allowances, must be estimated for and in separate items.

**390. 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.

**391. For traveling expenses.**—All traveling expenses must be estimated for and when for distances 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.

**392. 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 quadruplicate 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.

**393. How to prepare.**—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.

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

**395. 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.

**396. Explanations.**—Brief explanation should be given, when required, to show the necessity for the expenditure, and should immediately follow the item to which it refers, and such explanation must not be submitted as a separate document from the estimate. Chiefs of parties will save themselves and the reviewing officials of the Survey much trouble and annoyance, if in preparing estimates or rendering accounts, embracing unusual or seemingly extravagant expenditures, they will submit full explanations of the necessity therefor.

**397. Unusual or extravagant expenditures unauthorized.**—When items for outfit and repairs in the estimates of chiefs of parties are approved for stated or lump sums, it must not be assumed that such approval covers, or permits any extravagant or unusual expenditure. All vouchers bearing on their face evidence of useless and unnecessary expenditure will be disallowed.

**LXI. ALLOTMENTS.**

**398.** The Superintendent 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 Superintendent has increased or diminished it, shall be disallowed, unless ratified by the Superintendent.

(a) **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.

**LXII. STOP-OVER PRIVILEGE.**

**399.** Official business does not include the journey from the home of an officer or employee to the office at Washington nor to any suboffice although taken at the direction of the Superintendent. But with the written approval of the Superintendent, 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.

**LXIII. LIMIT OF TRAVEL FOR HANDS.**

**400.** Traveling expenses will not be allowed to anyone not an officer of, or permanently employed on, the Survey, for a distance exceeding fifty 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 fifty miles from the locality of field work, without previous special authority from the Superintendent.

**401. Advances.**—*Provided: That advances of money under this appropriation may be made to the Coast and Geodetic Survey and by authority of the Superintendent thereof to chiefs of parties who shall give bond under such rules and regulations and in such sum as the Secretary of Commerce and Labor may direct, and accounts arising under such advances shall be rendered through and by the Coast and Geodetic Survey to the Treasury Department as under advances heretofore made to chiefs of parties. (Act approved Mar. 4, 1907.)*



**402. Shall not negotiate drafts.**—Chiefs of parties are not authorized to negotiate drafts on the disbursing agent.

**403. 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.

**404. Requisition for advances.**—Requisitions for advances not prohibited by regulations, or otherwise, must be transmitted to the Superintendent for his approval by the chief of party. They should be submitted 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.

**405. 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, any subtreasury, or Government depository.

**406. 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.

**407. 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. & G. S."

**408. Checks to be accounted for.**—Every chief of party must receipt and account for all checks in check books furnished him.

**409. Advance 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.

#### LXIV. TRAVELING EXPENSES.

**410.** The actual expenses of transportation and board shall, at the discretion of the Superintendent as to the amount, be allowed to officers and employees in the Survey, when traveling under instructions from the Superintendent, and to those assistants having direction and inspection of field work under his special assignment, subject to the regulations approved by the Comptroller of the Treasury October 5, 1907.

#### LXV. TRAVEL MUST BE AUTHORIZED.

**411.** Traveling expenses will not be allowed to any one on the Survey without the previously obtained authority or approval in writing of the Superintendent.

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

**LXVI. TRAVEL ON REQUEST FOR TRANSPORTATION.**

**413.** 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.

**414. Name of transportation company.**—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.

**415. 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.

**416. Local field.**—Vouchers covering expenditures for local field transportation 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, "Transportation voucher.")

**417. Expenses when charged on personal voucher.**—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 acknowledgements to be attached to the vouchers, that they have received the transportation charged for.

**418. Employees away from main party.**—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 Superintendent'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.

**419. 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 back of the transportation voucher), in conformity with section 8, sundry civil appropriation act, approved August 24, 1912, as follows:

**420.** *After June thirtieth, nineteen hundred and twelve, 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 first, nineteen hundred and twelve, no fee or money paid for the services herein described shall be paid or reimbursed by the United States.*

### LXVII. TRAVELING THROUGH CITIES.

421. All persons employed in the Survey when traveling through, or moving about cities, should use transfer coaches, omnibuses or 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.

422. **Unnecessary detention.**—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.

423. **Hotel bills.**—Receipted hotel bills shall be taken, which must show time of beginning and ending of the service charged for.

424. **Local field transportation.**—Actual traveling expenses only, not to exceed the maximum fixed by regulation, will be allowed to officers and subordinates, traveling to and from the field and in connection with local field work.

### LXVIII. LIMITATION OF LOCAL FIELD TRAVEL.

425. Expenditures for local field transportation 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 fifty 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.

### SHIPMENT BY FREIGHT OR EXPRESS.

426. **Address of packages.**—All packages consigned to the office should be plainly addressed to the Superintendent of the Coast and Geodetic Survey; packages otherwise addressed will be treated as private property.

427. **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.

428. **Valuation.**—Valuation must not be placed upon property forwarded by express.

429. **Bond-aided roads.**—Payments must not be made for freight shipments over bond-aided or land grant railroads. 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.

**430. Shipment by express.**—Shipments by express are not to be made in cases where the time of transit is an unimportant consideration.

**431. Send 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.

**432. Rate and weight.**—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.

**433. Letter of advice.**—Whenever any Survey property is sent to the office, the officer sending the same must notify the office by letter stating what articles are sent, their description, number, etc., and how shipped, by freight, express, or mail, giving the name of the transportation company performing the service. (Form 412.)

**434. 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, by letter addressed to the Superintendent, which must note any omission or defects in the consignment as received. When any transfer of Survey property is made from one officer to another, the officer at the time of receiving the property must report its receipt to the office, and also give the officer making the transfer a receipt for said property. The officer, on making the transfer, will report to the Superintendent the items transferred.

## LXIX. SUBSISTENCE AND COMMUTATION.

**435.** Commutation may, at his discretion, be allowed by the Superintendent to assistants, aids, extra observers, nautical experts, magnetic observers, 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, temporary or otherwise, or fixed magnetic observatory, in the United States.)

(a) While serving as chief of a party and living at hotels or elsewhere and paying all expenses of quarters and board, \$2.50 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 each per day.

(c) While serving as commanding officer of a vessel, under the Superintendent's orders designating him as such, or as Chief of Party living ashore in quarters furnished by the Government but not supplied with cooks, mess outfit, etc., \$2 each per day.

(d) While serving as executive officer of a vessel, under the Superintendent's orders designating him as such, \$1.50 each per day.

(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, \$1 each per day.

(f) To chiefs of parties and others while living in camp or other quarters furnished by the Government, except as provided in paragraphs (c) and (d), the Government also furnishing cooks, mess outfit, etc., but not provisions, \$1 each per day.



(g) While on field duty, such as magnetic or longitude work, 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 Superintendent may direct.

(h) While serving in the Philippine Islands, commutation will be allowed only to assistants and aids, 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 officers of the field force temporarily ordered to the office at Washington for consultation with the Superintendent may be allowed their actual necessary expenses for short periods.

(j) 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.

(k) Recorders, foremen, hands, and all authorized employees in land parties may be allowed either commuted or actual subsistence at the discretion of the Superintendent, not to exceed \$1.50 per day each; and such employees while on field duty detached from their parties or traveling, may, at the discretion of the Superintendent, be allowed the cost of their actual subsistence or commutation, not exceeding \$2 a day while so detached or traveling.

(l) The compensation of officers paid from the appropriation to man and equip vessels, is fixed at a rate to include their subsistence, and no commutation will be allowed to such officers. When, however, such 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 such officers are detailed for duty at the Washington office, or at any suboffice, nor when specifically excepted in the orders making assignment to shore duty.

(m) 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 \$1 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 75 cents per day, with the same proviso as to rations.

(n) Commutation, in accordance with the foregoing rules (except as mentioned in paragraphs *c*, *d*, *e*, and *k*) shall be considered as beginning when the field of operations is reached and as ceasing when 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.

(o) 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.

436. **Holidays.**—Commutation will not be allowed for Sundays or legal holidays which immediately precede or follow a period of annual leave, unless it is affirmatively shown that the person claiming the commutation was actually present for duty during such day or days.

### LXX. PURCHASE OF SUPPLIES AND OUTFIT.

437. 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.

438. **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. Form No. 168a, to which is attached a list of the articles required will be used in calling for bids as above mentioned, and the directions printed thereon are to be strictly complied with. Form 1a, "Estimate continuation sheets," may be used for making out the list of articles, by utilizing the column headed "Articles" and "Number or quantity required."

439. **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.

440. **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.



**441. 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-responsible 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.

**442. 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.

**443. Bids to be forwarded.**—Bids for all repairs should be forwarded to the Superintendent, 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.

**444. 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 Superintendent's action.

**445. 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.

## LXXI. CLOTHING AND SMALL STORES AND PROVISIONS.

**446.** The Superintendent 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.

*447. And hereafter the Secretary of the Treasury is authorized to purchase, from the appropriation for the United States Coast and Geodetic Survey, provisions, clothing, and small stores for the enlisted men, and food supplies for field parties working in remote localities, such provisions, clothing, small stores, and food supplies to be sold to the employees of said Survey and the appropriation reimbursed;*  
\* \* \*. (Act approved Mar. 3, 1901.)

**448. Purchases of clothing and small stores.**—Supplies of clothing and small stores can be purchased from 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) from the advances made to him by the disbursing agent.

**449. 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.

**450. Amount of purchases limited.**—When purchasing clothing and small stores commanding officers must be careful not to lay in a supply greater than will, with the stock on hand, suffice until there is another opportunity to purchase. (See par. 43.)

**451. 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 Office.

**452. Clothing and small stores advances.**—The amount paid for clothing and small stores will be treated as an advance made by the disbursing agent to commanding officers. The cost price of all stores on hand is the amount for which commanding officers will receive credit in making a transfer.

**453. Responsibility for loss of supplies.**—The officers having the immediate custody of supplies of any description must be held responsible for their safety, and must be charged with the cost 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 look into 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 Superintendent, with his recommendation regarding the action proper to be taken.

**454. Clothing and small stores returns.**—Returns of clothing and small stores must be made monthly, on Form 233, and must accompany the pay rolls.

**455. 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 his account of clothing and small stores. (See par. 45.)

**456. Price of clothing and small stores.**—All articles of clothing and small stores shall be issued to enlisted men at cost price, to be receipted for upon the monthly pay rolls, and the amount so charged must correspond with the monthly returns of issues of clothing and small stores.

**457. Expenses.**—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 cost price includes these added amounts.

**458. Losses.**—Losses from damage or otherwise, if authorized by the Superintendent, shall also be added to the cost, as in the case of freight, but no advance in prices to cover losses shall be made until the Superintendent so directs in each case.

**459. Issuing days.**—The commanding officer should designate two days in each month for the issue of clothing and small stores. They 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.

**460. 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 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.

## LXXII. FREIGHT ON PROVISIONS.

**461. Freight on provisions intended for parties operating at a distance from dealers furnishing such supplies at reasonable rates, may, at the discretion of the Superintendent, be paid from the appropria-**



tion applicable to the subsistence or rations, as the case may be, of the members of the parties.

#### PURCHASE OF MESS SUPPLIES.

**462. 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.

**463. When necessary to use public funds.**—All purchases should be made from Army and Navy storekeepers 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.

**464. 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.

**465. 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 Superintendent at any time he may care to examine it.

#### LXXIII. REPAIRS TO VESSELS.

**466. Repairs to vessels** must be made in accordance with approved estimates and under contract approved by the Superintendent, 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 vessel laid up rather than infringe the law.

**467. 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:

1. Date on which work was begun.
2. Date on which work was finished.
3. Whether within contract time or not.
4. Whether in strict accordance with specifications.
5. If date of notification of acceptance of bid is not the date when work began explain why.
6. If work is not done within contract time explain reasons.
7. An itemized list of repairs made.
8. Where possible the cost should be entered opposite each item in the itemized list.

**LXXIV. BIDS FOR REPAIRS.**

468. 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. All bids received must be sent to the Superintendent for his action. A bid approved by the Superintendent constitutes a legal contract. When the necessary bond or certified check has been furnished, and the proposal approved by the Superintendent, 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 Superintendent by telegraph, and the work may be commenced upon such authority, but the original bids must be forwarded by mail without delay.

469. **Additional details.**—When inviting bids for repairs, Form 168 is to be used, to which the specifications should be attached. The bidders are required to bid, on each item in the specifications and not a lump sum for the entire repairs. When the requirements as to the bond have been complied with and the bid is approved by the Superintendent, it constitutes a legal contract.

Letters of acceptance shall be prepared and signed in duplicate, one to be sent to the successful bidder and one to be attached to the bids and forwarded to the office.

**CONTRACTS WITH COMPANIES OR FIRMS.**

470. 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.

471. **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.)

472. **Evidence of authority to receipt for corporations.**—Evidence of authority to receive and receipt for moneys due incorporated, or unincorporated companies must be furnished in the form of an extract from the by-laws of the company or association, showing the authority of the officer to so receive and receipt, and giving his name and the date of his election or appointment, and the period for which he was elected or appointed, and stating that such authority shall be binding on the company until notice of revocation has been filed with the First Comptroller of the Treasury, which extract must be verified by a certificate under seal, signed by the President and Secretary, or by one of those officers and not less than two of the directors, which certificate must state that such authority remains unrevoked and unchanged to date thereof.

473. If the company has no seal, the extract should be certified as correct by a notary public or other competent officer under his seal.

474. When a resolution is adopted at a special meeting of directors it must be shown that all had notice of the time and place of such meeting and that a quorum assented to the resolution. Blank forms for furnishing the evidence of authority herein referred to may be had upon application to the Superintendent. When executed they should



be forwarded to Washington at once, to be transmitted by the disbursing agent to the First Comptroller for his approval and the files of his office.

**475.** In cases where an individual or a copartnership is doing business under a company title the affidavit of the owner or of at least two members of the copartnership will be required, showing the fact of ownership, and in the case of copartnerships, naming the member of the copartnership who is authorized to receive and receipt for moneys due the owners.

#### ACCOUNTS.

**476. Transmission of accounts and vouchers monthly.**—Accounts shall be rendered monthly. Original accounts, with necessary vouchers, shall be forwarded to the Office within ten 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 without extraordinary expense or delay of work, an explanation must accompany the accounts.

**477. 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 when received, as supplemental accounts for the month during which the expenditures were incurred, together with supplemental abstracts.

**478. Separate appropriations.**—In the payment of bills and in rendering vouchers for the same, care must be taken to keep distinct the items coming under the two general heads of "Party expenses" and "Repairs of vessels." Items falling under more than one of these heads must not be embraced in the same bill or voucher, but separate bills, under each head to accompany the vouchers, must be obtained. The same rule must be observed when working under two or more heads of the appropriation for "Party expenses." In case of any question arising as to the proper classification of the items under the two heads "Party expenses" and "Repairs to vessels," the decision of the Superintendent will be conclusive.

**479. 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 bills for both original and duplicate vouchers.

**480. Repairs of instruments.**—The same disposition will be made of all expenditures for 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. A letter in duplicate, addressed to the Superintendent 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.

**481. Articles to 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.

**482. 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.

**483. "Future" or "anticipated" expenditures** are not permissible. Payments can not be made until the articles have been delivered.

**484. 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. 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 department for which purchased, classifying each article by the following symbols: B D=Berth deck; C=Cabin; D=Deck; E=Engineer Dept.; G=Galley; L=Launches; S=Signal material; W R=Ward room.

**485. 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.

**486. 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 subreceipts.

**487. 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 from 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.

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

**489. 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 Superintendent.

**490. 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.

**491. 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 "Payment of salaries and compensation.")

**492. Damages.**—Bills for unliquidated damages can not be paid. 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 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.

**493. 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.

**494. Corporations.**—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.

**495. Payment by check.**—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.

**496. Firms.**—In dealing with firms vouchers must be signed by some member of the firm, when payment is made in cash.

**497. Individual accounts.**—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.

**498. "Per."**—Signatures "Per" to vouchers are not allowed, when payments are made in cash.

**499. Date and briefing.**—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.

**500. Property purchased.**—With each set of original 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. The provisions of this paragraph also apply to supplemental accounts.

**501. Salary vouchers.**—Assistants and Aids, not attached to the office, must transmit their salary vouchers to the Superintendent 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. 349.)

**502. Commutation and actual subsistence.**—Accounts covering changes under this heading will be rendered on Form 3 (general voucher) and in accordance with the regulations and the Superintendent's instructions as to the amounts to be allowed under the conditions of field work involved. (See par. 435.)

**503. Settlement 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.

**504. 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.

**505. Order of vouchers.**—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.

**506. Briefing.**—All vouchers embraced in an abstract should be briefed on the back, with the surname of the payee first, as directed in filling abstract.

**507. 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.

**508. 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.

**509. 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.

**510. Blank space and briefing space.**—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.

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

**512. 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.

**513. Transfers.**—When any officer paid by a chief of party is transferred his account must also be transferred on form 327. In case of separation from the service by resignation or other cause the account must be transferred to the office for final settlement.

**514. 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.

**515. Retained pay.**—The retained pay on the 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.

**516. Supplemental June 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 roll.

**517. Priority of settlement June roll.**—No payments are to be made on rolls of the new fiscal year until the balance due on the June roll has been settled.

**518. Blank column July roll.**—In the July roll the column headed "Amount due last roll" will always be blank.

**519. 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.

**520. No blank receipts.**—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.

**521. Partial payments.**—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.

**522. Memorandum receipts.**—Form No. 225, "Memorandum receipt," will be used when for any reason a signature can not be obtained on the pay rolls at the close of the month, or to be receipted at the time of payment, and forwarded with the 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.

**523. 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.

**524. Petty cash book.**—All payments, except for traveling expenses, made to members of the crew serving on board the vessels of the service, must be entered in and receipted for in petty cash book (Form No. 223) at the time said payments are made.

**525.** Payments of commuted rations to the mess treasurers will be entered in the petty cash book whenever made and receipted for by the mess treasurers.

**526.** For accounts of members of the crew while in hospitals, see paragraphs 112–114.

**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.) All accounts for “actual living expenses” will be chargeable to the appropriation “Party expenses.”

**528. 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.

**529. Expenses at hospitals not marine hospitals.**—Vouchers (on Public Health Service forms) covering the expenses of members of the crew sent to hospitals, which are not United States marine hospitals, and as provided in the 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 Superintendent of the Coast and Geodetic Survey.

**530. 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 only partial payments have been made, the necessary receipts for the payments made, including clothing and small stores, must appear on the rolls.

**531. 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.

**532. 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.

**533. 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).”

**534. 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 obtain and forward to the office, duplicate invoices covering the cost and quantity of the articles so procured, duly certified; and write a letter of advice as to the title of the naval appropriation to which credit is to be given, so that the disbursing agent may be enabled to act advisedly in making the transfer or deposit with the Treasurer of the United States.

Settlement for clothing and small stores procured from naval stations will be made in accordance with the directions given under the title "Clothing and small stores."

**535. 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.

#### LXXV. ADMINISTRATIVE EXAMINATION OF ACCOUNTS.

**536.** An administrative examination of the accounts must be made by the Superintendent, and accounts rendered must be approved by him.

#### LXXVI. IRREGULAR ITEMS.

**537.** 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.

#### LXXVII.

**538. Unusual items.**—The disbursing agent must call the attention of the Superintendent 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.

**539. 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.

**540. 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.

#### LXXVIII. CONSTRUCTIVE ALLOWANCE.

**541.** Under no circumstances shall an allowance or payment be made for "constructive" charge of a party, or "constructively" for any purpose.

**542. Lost checks.**—When an original check issued by an officer authorized to make disbursements of public moneys is lost, stolen, or destroyed, the depository upon which drawn 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 Superintendent for blank forms and necessary instructions as to the method of procedure to be followed in securing a duplicate of the lost check.

### REQUISITIONS.

**543. 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 through the mails by the time it is actually needed. Officers should not ask for stationery in amounts exceeding actual needs. 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.

**544. Articles excluded from mails.**—Writing inks, mucilage, and paste can not be forwarded by mail and will be forwarded by express only to points near the office. Chiefs of parties at a distance, requiring writing inks or mucilage, will purchase same in open market and render vouchers therefor under their allotment for "Party expenses."

**545. Acknowledgment of receipt.**—The acknowledgment of the receipt of stationery from the office is not necessary.

**546. Requisition for instruments and general property.**—Form No. 12 will be used for making request to the office for instruments or items of general property which may be necessary for the proper execution of official orders or instructions. These requisitions should be forwarded long enough in advance to allow ample time for transportation. Officers should limit their requisition to the actual requirements of the work to be done, and the instruments returned or the office advised as soon as they are no longer needed.

**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 title under "Accounts.")

**548. 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 Superintendent of the Coast and Geodetic Survey.

The amounts required shall be based on the supply table of the medical department of the Navy for 1909. 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.

**549. Copies.**—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.

**550. Blank form.**—Blank medical requisition forms may be obtained by asking for same on the usual stationery requisition (Form 11).

**551. Filling blank forms.**—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), Assistant, Coast and Geodetic Survey, Commanding.

**552. Transportation requests.**—The Department recommends the use of transportation requests for securing railroad and steamboat transportation, and will issue them

upon application. They have proven 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 Superintendent for redemption accompanied by a statement of the occasion for their nonuse. Full directions for their use accompany these requests.

**553. 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 Suboffice of the Survey.

**554. Monthly property returns.**—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.

**555. 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 Superintendent may require. The inventories for ship's instruments, general property, and books shall be rendered separately on the printed forms provided (Forms Nos. 16, 17, 18, 18a).

**556. Items expended, lost, or returned.**—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.

**557. Explanation.**—Full explanation must be given of the damage to or loss of any instrument, 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.

**558. Medical instruments and books.**—Inventory of medical instruments and books will be rendered on the regular instrument and books inventories respectively, but separated therefrom under the title "Medical instruments," or "Medical books," as the case may be. Medical supplies will be inventoried when making requisition for new supplies, on the medical requisition forms of the Navy Department.

**559. Articles in storage.**—All articles of public property that are in storage are also to be entered in and carried on the inventories of the chief of party, or other person placing same in storage, and shall be continued on such inventory until responsibility for said stored articles is transferred to another person by official orders. Note will be made in the remarks column that such items are "in storage at ....."

## LXXIX. FLAGS.

**560.** In addition to the national ensign and union jack, the following flags will be displayed on the ships of the Survey at the discretion of the Superintendent.

(a) Coast and Geodetic Survey flag: A red triangle, base down, in a white circle on a blue field.

(b) Coast and Geodetic Survey pennant: A union of red triangles, base down (13 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.

(c) Flag of the Superintendent of the Coast and Geodetic Survey: A red triangle, apex forward, in a blue field.

### LXXX. AUTHORITY TO PUBLISH.

561. The printing of tide tables, coast pilots, bulletins, and other special publications of the Coast and Geodetic Survey may be authorized by the Superintendent in such editions as the interests of the Government and of the public require.

### LXXXI. COPIES OF RECORDS.

562. 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 Assistant in Charge of the Office, 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.

### LXXXII. AUTHORITY FOR FURNISHING INFORMATION.

563. 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 Superintendent.

564. **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 Superintendent.

565. **Admission to lighthouses.**—Lighthouse keepers have been ordered to admit officers to lighthouses when engaged on official business, and officers are cautioned not to interfere in any way with the duties of the light keepers, or the efficiency of the lights.

### RELATIONS TO THE PUBLIC.

566. Courtesy to the public is enjoined on every officer and employee of the Survey, while engaged on 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.

567. 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. & G. S. Report for 1893.)

(a) 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.

### LXXXIII. OFFICIAL COMMUNICATIONS.

568. All official communications shall be forwarded through the immediate official superior of the writer.

569. The foregoing regulations are published for the guidance of officers and other employees of the Coast and Geodetic Survey, must be rigidly enforced by the Superintendent of the Coast and Geodetic Survey and strictly conformed to by all officers and other persons attached to or employed in the Survey. Any regulations in conflict with them are hereby repealed.

BENJ. S. CABLE,  
*Acting Secretary.*





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