



REGULATIONS FOR THE GOVERNMENT

OF THE

REVENUE CUTTER SERVICE

OF THE

UNITED STATES,

WITH

AN APPENDIX

CONTAINING THE LAWS RELATING TO THAT SERVICE.

WASHINGTON:
GOVERNMENT PRINTING OFFICE.
1894.

Editor's Notes:

This revision of the regulations was the most comprehensive to date. It was the outgrowth of two historic factors effecting the U. S. Revenue Cutter Service; the attempts of officers within the service to transfer the RCS to the U. S. Navy and growing technology.

Patterned on Navy regulations, these rules were assembled by then Lieutenants William E. Reynolds and Charles F. Shoemaker. In addition, Shoemaker's son, William Rawle Shoemaker, later a vice admiral in the U. S. Navy, influenced the use of Navy regulations as a guide. The goal was to define specific areas of responsibility and form a more professional service. These rules also shifted control of the service from civilian control to that of a RCS officer. This system largely remains in place.

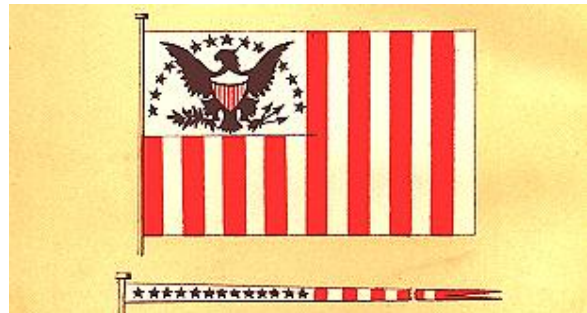
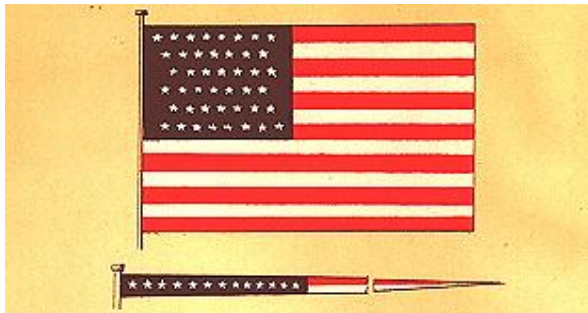
Among the noticeable features missing from the previous edition are the allowance lists. These were removed to add space for other details and to consolidate power and fiscal control in the chief of the service. The chief of the service now had power to change nearly any rule through the use of General or Special Order - the instructions and notices of today. It also gave the service chief faster reaction time to correct an unforeseen problem.

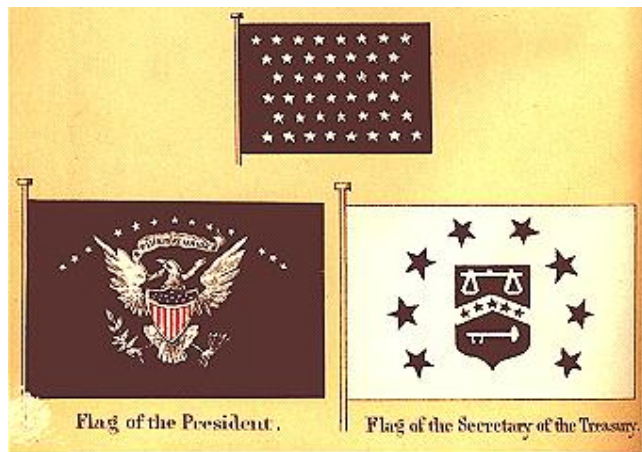
An addition to the regulations was a listing of applicable laws. A problem within the service was the lack of knowledge as to which law applied to what situation. This made cases brought by the district attorneys easier to prosecute.

The size of the regulations necessitated sectioning . When using the index, which is highly recommended, note the item refers to a paragraph number and **not** a page number.

Section 1. Para. 1 - 295; pp. 1-50.
Section 2. Para. 296 - 623; pp. 75-125.
Section 3. Para. 624 - 789, pp. 126-150.
Section 4. Para. 790 - 991; Laws. pp. 151-204.
Index and Laws. pp. 205-245.

William R. Wells, II, GMCM, USCG (ret).
Feb. 25, 2001.





TREASURY DEPARTMENT,

Document No. 1673.

Office of Revenue Marine

TREASURY DEPARTMENT
Washington, D. C., April 4, 1894.

The following regulations for the government of the United States Revenue Cutter Service, and the laws relating to that Service, are hereby published for the information of those concerned.

All previous instructions from this Department in conflict with these regulations are hereby revoked. All orders and circulars, not inconsistent with them, are to be considered as still in force and will be obeyed accordingly.

Commanding officers will promptly make such changes in the administration and discipline of their commands as to conform to these regu-

A strict observance of the regulations is required from all persons belonging to the Service ; and it is made their imperative duty to report forthwith to the Secretary of the Treasury any negligence, disobedience, or infraction thereof which may come to their knowledge.

J. G. CARLISLE,
Secretary of the Treasury.

Approved:
 GROVER CLEVELAND,
President.

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**U. S. REVENUE CUTTER SERVICE.
REGULATIONS.
ARTICLE I.**

APPOINTMENTS AND PROMOTIONS.

1. No person shall be appointed to any office in the Revenue Cutter Service unless he is a citizen of the United States, nor until he shall have passed a satisfactory physical, mental, and, if a candidate for the position of second assistant engineer, professional examination. The physical examination shall precede the mental and professional, and should the candidate be found physically disqualified he shall not be examined further.

No person appointed who is not a citizen of the United States.

Candidate must be physically sound.

2. All commissioned officers of the Revenue Cutter Service shall be appointed by the President, by and with the advice and consent of the Senate. Commissions will be countersigned by the Secretary of the Treasury and sealed with the official seal of the Treasury Department.

Appointments made by the President.

Commissions.

3. When any person receives a commission or an appoint went in the Revenue Cutter Service he shall, as soon as practicable, take and subscribe the oath of office prescribed by law and forward the same, together with a letter of acceptance of such commission or appointment, to the Secretary of the Treasury. (See form of oath under Article xxii.)

Oath of office.

4. Application for admission into the Revenue Cutter Service must be made in writing by the applicant, and addressed to the Secretary of the Treasury.

Application for admission must be in writing.

5. The application must state the date and place of birth of the applicant, and the State or Territory of which he is a resident. In case the application is made for admission into the engineer corps of the Service an additional and particular statement must be made of the candidate's experience as an engineer. Applications must be accompanied by certificates testifying to the good, moral character of the applicant.

What applications must state.

6. No person shall be originally appointed in the Service to a higher grade than cadet or second assistant engineer.

Original appointments.

- 8.** U. S. REVENUE CUTTER SERVICE.
- A candidate for the appointment of cadet,** **7.** A candidate for the appointment of cadet must not be less than eighteen nor more than twenty-three years of age, and his mental qualifications shall be determined by a board of line officers convened for that purpose.
- A candidate for the position of second assistant engineer.** **8.** A candidate for the position of second assistant engineer must not be less than twenty-one nor more than twenty-eight years of age, and his mental and professional qualifications shall be determined by a board of engineer officers convened for that purpose.
- Mental and professional examinations.** **9.** All mental and professional examinations, whether of candidates for appointment or of officers for promotion, will be conducted under the immediate and personal supervision of a board of examiners. The examinations shall be wholly written, and the work of each candidate or officer must be signed by him and submitted to the board.
- Physical examinations by medical officers.** **10.** The physical examination will be searching and thorough, and no person will be passed by the medical examiners who is not free from such physical defects as will or might impair his fitness for the Service, and from all obvious tendency to any form of disease which would be likely to interfere with an efficient discharge of duty on any station. The result of the examination will in each case be certified to the Secretary of the Treasury by the examining surgeons, and will be conclusive as to the physical qualifications of the person examined.
- Examinations for original appointment competitive.** **11.** Examinations for original appointment in the Service will in all cases be competitive, but no person will be appointed who does not attain an average of at least seventy-five per cent in his mental and professional examination. A failure to reach the required standard will not bar the candidate from again competing, provided he be within the prescribed age at the time of the next examination, but should he fail to attain the minimum percentage a second time he will be considered ineligible thereafter.
- False statements shall disqualify a candidate.** **12.** Any person who shall fail to present himself for examination after having obtained permission shall be considered as having forfeited his right to be examined. And any candidate for appointment who shall submit any false testimonials as to his character, or who shall give a false certificate of age, or make any other false statements in his application or to a board of examiners, shall be disqualified.
- Vacancies filled according to the degree of proficiency** **13.** Vacancies in the grades of cadet and second assistant engineer will be filled according to the degree of proficiency shown by the successful candidates, the one attaining the highest average receiving the first appointment, and so on;

APPOINTMENTS AND PROMOTIONS.

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therefore, the passing of an examination must not be considered as always giving assurance of appointment, as the eligible list may exceed the number of existing vacancies.

14. Any candidate for the position of second assistant engineer who has passed a successful examination but who, owing to lack of vacancies, has failed to receive an appointment, will be considered eligible for appointment, in his turn, to any vacancy that may occur before the convening of another examining board, provided that such be within two years after his examination, and that at the time a vacancy occurs he be within the prescribed age and physically sound.

Successful candidate for position of second assistant engineer.

15. No officer will be permitted to waive an examination, and the failure of an officer to present himself for examination for promotion when ordered to do so will be considered as equivalent to resignation, unless such failure be explained to the satisfaction of the Department, and his name will thereupon be stricken from the register of the Service.

An officer not permitted to waive examination.

16. No officer shall be eligible for promotion to a higher grade until his physical, mental, moral, and professional fitness to perform all his duties have been established to the satisfaction of the examining officers appointed by the Secretary of the Treasury. The professional examination shall embrace such subjects as may from time to time be prescribed by the Department, and no officer shall be promoted who does not reach a general average of merit of seventy-five per cent. No line officer shall be deemed eligible for promotion who shall not attain, also, an average of merit of at least seventy-five per cent each in seamanship and navigation; but an officer failing to receive the minimum percent age shall, on the convening of another board, be entitled to a reexamination in the entire course, if his general average be not satisfactory, or in seamanship or navigation, or in both, if his deficiency be in one or both of those subjects. Should he fall below the required standard upon reexamination his name shall be placed at the foot of the list of his grade, and he shall thereafter be considered out of the line of promotion. In all cases the examination shall include the record of service of an officer, the reports of his commanding officers, and all other matters affecting him which may have been filed at the Department since the date of his last promotion, and such reports and records shall be taken into consideration in determining his fitness for advancement.

The fitness of an officer must be established.

An average of 75 per cent must be attained.

May be reexamined.

Record of Service and reports to be considered.

Promotion in the order of seniority.

17. Officers who have been declared qualified for promotion to the next higher grade, according to the degree of

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merit provided in the preceding paragraph, shall be promoted in the order of seniority.

Failure to satisfy debts sufficient ground for withholding promotion.

18. The failure of an officer to pay his debts, or to satisfy those of his creditors who have filed complaints against him at the Department, after having had the facts officially called to his attention, shall be considered sufficient cause for withholding his promotion.

Examination of cadets at the end of their probationary term of service.

19. The examination of cadets for promotion to the grade of third lieutenant will be competitive, at the end of their probationary term of service, and their records of deportment, application to study and duty, and examinations will be carefully considered in determining their relative standing and their fitness for such promotion.

ARTICLE II.

CLASSIFICATION OF REVENUE CUTTERS.

Classification of revenue cutters.

20. Vessels of the Revenue Cutter Service shall be classified as follows Steamers assigned to regular cruising districts shall be considered as first and second class. First-class cutters shall comprise steamers of 300 tons and upwards. Second-class cutters shall comprise steamers of less than 300 tons. Steamers assigned to harbor duty (anchorage duty excepted) shall be considered as third-class vessels.

Class fixed when vessel goes into commission.

21. When a revenue cutter is first placed in commission her class will be fixed by the Department in accordance with the provisions of the preceding paragraph, and such classification shall not be changed so long as her tonnage and duties remain unaltered.

ARTICLE III.

STATIONS OF REVENUE CUTTERS.

Stations of Vessels assigned by the secretary Treasury.

22. The Secretary of the Treasury will assign a station to each vessel of the Service, define and limit her cruising grounds, and designate some port within those limits to be the headquarters. The collector of customs at that port will be duly informed of the assignment.

Cruising beyond limits of station.

23. No officer commanding a revenue cutter shall without first obtaining authority therefor from the Department, cruise beyond the limits of his station, unless compelled to do so by accident, stress of weather; or other exigency of the

Service. Should such necessity arise he will, as soon as practicable, report the facts of the case to the Department, through the proper channels.

24. To insure a proper patrol of the entire coast line the cruising grounds of a revenue cutter will, when practicable, extend a short distance within the cruising grounds of the adjacent stations.

Patrol of the coast line.

ARTICLE IV.

ASSIGNMENT OF OFFICERS.

25. All officers of the Revenue Cutter Service will be to duty by the written orders of the Secretary of the Treasury.

Officers assigned signed to duty by written orders.

26. No officer can attach himself to any command, or place himself on any special duty, by virtue of his commission alone; but officers shall at all times take cognizance of, and endeavor to prevent, all violations or intended violations of the customs, revenue and navigation laws that come to their knowledge.

An officer can not attach himself to duty by virtue of his commission alone.

27. Officers ordered to duty in the Life-Saving Service shall be governed as follows:

Duty in the Life-Saving Service.

1. They shall report by letter or in person, as may be directed, to the General Superintendent of that Service.

Report.

2. They shall obey the orders and directions of the Secretary of the Treasury and the General Superintendent of the Life Saving Service. In case of the absence or disability of the latter his duties devolve by law upon an assistant, whose directions under such circumstances shall be obeyed.

Orders.

3. They will be held directly responsible to the Secretary of the Treasury for conformity to the regulations of the Revenue Cutter Service, except only in so far as they maybe inconsistent with the special service in which they are engaged. They will also be held directly responsible for the care of persons and public property that may be placed under their control, and for conformity to such parts of the regulations of the Life-Saving Service as may be held applicable to them.

Responsibility as to regulations and the care of persons and property,

28. Officers ordered to duty in the Fish Commission shall be governed as follows:

Duty in the Fish Commission.

1. They shall report by letter or in person, as may be directed, to the Commissioner of Fish and Fisheries.

Report.

2. They shall obey the orders and directions of the Commissioner of Fish and Fisheries. In case of his absence or disability his duties devolve by law upon an assistant, whom he has authority to designate, and whose directions under such circumstances shall be obeyed.

Orders.

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Responsibility to regulations the care of persons, vessels, and property.

3. They will be held directly responsible to the Secretary of the Treasury for conformity to the regulations of the Revenue Cutter Service, except only in so far as they may be inconsistent with the special service in which they are engaged. They will also be held directly responsible for the care of persons, vessels, and public property that may be placed under their control.

Acknowledgement of orders.

29. Officers shall promptly acknowledge the receipt of all orders, and immediately after reporting in obedience thereto, communicate the fact and the date of reporting to the Secretary of the Treasury.

Change of residence.

30. Officers on being detached from duty will immediately inform the Department of their intended place of residence, and notice must be given of any contemplated change before it shall have been made.

Duty upon receipt of orders.

31. An order from the Secretary of the Treasury to an officer requiring him to proceed to any point, but fixing no date and not expressing haste, shall be obeyed by leaving within four days after its receipt. If the order reads "without delay," he shall leave within forty-eight hours; if "immediately," within twenty four hours; if the order is by telegraph, within twelve hours. And all officers shall in on their orders the date and hour of their receipt.

Application for orders, change of

32. An application for the revocation, modification, or qualification of orders to proceed will not justify any de lay in their execution if the officer ordered be able to travel. Except on the ground of illness, or other equally cogent reason, orders and assignments will not be revoked, modified, or qualified at the suggestion or solicitation of the officer affected; and any attempt to alter or evade them, except on the grounds before specified, through political or other influence, being regarded as prejudicial to good order and discipline, will be disapproved by the Department, and will be noted to the discredit of the officer so offending.

- Reasons must be stated in applications.** 33. Application for assignment to duty or for revocation of orders shall be made by the officer himself in an official manner and through official channels, and shall state the precise reasons for making the application.
- Presentation of orders.** 34. When an officer reports for duty in accordance with written orders, he shall present the orders to the officer to whom he reports.
- Endorsement on orders.** 35. Officers shall indorse upon the orders of those who report to them the fact that the person ordered has reported for duty, and the date and place at which he so reported.

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36. Orders detaching an officer from any station or duty will be forwarded through his commanding officer, if he have one on such station or duty. who shall deliver the orders to the officer for whom they are intended, indorsing thereon the date and place of their receipt, and of their delivery. **Orders of detachment forwarded through commanding officer.**
37. No commanding officer shall have authority to detach an officer from his command, and no officer shall have authority to annul, revoke, or countermand an order issued by the Secretary of the Treasury, nor to order an officer to perform any duty unconnected with the Service. **No authority to detach an officer revoke an order.**
38. The tour of duty of an officer on a station, or on any special service, shall be three years, unless in the opinion of the Department the exigencies of the Service require his earlier detachment; and an order of the Secretary of the Treasury assigning an officer to any duty, but without any qualification as to the length of time the officer shall continue to perform such duty, shall be so construed. If the order read "temporary" it shall be construed to mean for an uncertain time, though in no case for a longer period than three years. **Tour of duty on a station or on special service.**
39. The Secretary of the Treasury may permit officers of the same grade to exchange stations or duties when such exchange is desired by both officers. But this privilege will not be accorded unless good and sufficient reasons are set forth in the applications, which must in all cases be addressed to the Secretary. Should such privilege be granted the exchange shall be effected promptly and without expense to the Government. **Exchange or stations**

ARTICLE V.

RANK, COMMAND, AND DUTY.

40. Officers of the Revenue Cutter Service shall be known as officers of the line and engineer officers. **Officers.**
41. The officers of the line are by law as follows, and they shall take rank and exercise command in the order mentioned: **Officers of the line.**
- Captain.
- First lieutenant.
- Second lieutenant.
- Third lieutenant.
42. The engineer officers are by law as follows, and they shall take rank and exercise command in the engineer department in the order mentioned: **Engineer officers.**
- Chief engineer.
- First assistant engineer.
- Second assistant engineer.

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- Rank in grades.** 43. Officers shall take rank in their respective grades according to the order in which their names appear on the Official Register of the Revenue Cutter Service as kept in the Treasury Department. Dates of commissions will determine precedence of rank between line and engineer officers of the same relative rank.

- Relative rank of engineer officers.** 44. The relative rank of the engineer officers is as follows Chief engineers have the relative rank of first lieutenant. First assistant engineers have the relative rank of second lieutenant. Second assistant engineers have the relative rank of third lieutenant.
- Precedence on boards and in processions on shore.** 45. When line officers and engineer officers serve together on boards of investigation, boards of survey, or other boards, the engineer officers shall take precedence with the officers of the line with whom they hold relative rank, except that when the executive officer of a ship shall serve on a board composed entirely of officers attached to that ship, he shall have precedence over all other officers on that particular board. In processions on shore the command devolves upon the senior officer present eligible to command and authority, and precedence attaches accordingly; all other officers in such processions take precedence according to their rank.
- Officers when serving as part of the Navy.** 46. Officers of the Revenue Cutter Service when serving in accordance with law, as part of the Navy, shall be entitled to relative rank as follows Captains with and next after lieutenant commanders in the Navy. First lieutenants with and next after lieutenants in the Navy. Second lieutenants with and next after lieutenants of the junior grade in the Navy. Third lieutenants with and next after ensigns in the Navy.
- Performance of duty.** 47. Officers in the Revenue Cutter Service shall perform such duty as may be assigned to them by the Treasury Department.
- Captain.** 48. A captain may command vessels of the first and second class only, or perform such special duty as may be assigned him.
- First lieutenant.** 49. A first lieutenant may command vessels of the third class, serve as executive officer on vessels of the first and second class, or perform such special duty as may be assigned him. Senior first lieutenants shall be given precedence in assignments to the command of vessels of the third class.

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50. A second lieutenant may serve as navigator and watch officer on any class of vessel, or perform such special duty as maybe assigned him. Senior second lieutenants may be assigned to duty as executive officers in the discretion of the Department. **Second lieutenant.**
51. A third lieutenant may serve as watch officer on any Class of vessel, or perform such other duty afloat or ashore as may be assigned him. **Third lieutenant.**
52. The lieutenant next in rank below the executive officer shall be the navigating officer. **The navigator.**
53. The superintendent of construction and repair shall be selected by the Secretary of the Treasury from the list of captains in the Revenue Cutter Service. He shall have his office at such place as the Department shall designate, and his general duties shall be to supervise the construction of new vessels, and extensive repairs to other vessels of the Service. **Superintendent of construction and repair.**
54. A cadet serving on board a cruising vessel shall per form such duties as may be assigned him, but shall never while the vessel is under way be left in sole charge of the deck. He shall, under the instructions of the officers attached to the vessel, endeavor to gain a thorough practical knowledge of his profession. His duties on the schoolship will be prescribed from time to time by the Department. **Cadet.**
55. A chief engineer may have charge of the machinery of a vessel of any class, except of those vessels employed exclusively as harbor vessels, and shall perform such special duty as may be assigned him. **Chief engineer.**
56. A first assistant engineer may serve on any vessel, and perform such special duty as may be assigned him. Senior first assistant engineers shall be given precedence in assignments to the charge of engines and machinery of vessels of the third class. **First assistant engineer.**
57. A second assistant engineer may serve on any vessel, but, except during the temporary absence of his superior officer, shall not have the chief charge of the engines and machinery of a vessel; and he shall perform such special duty as may be assigned him. **Second assistant engineer.**
58. The consulting engineer of the Revenue Cutter Service shall be selected by the Secretary of the Treasury from the list of chief engineers of the Service; he shall have his office at such place as may be designated by the Department. His general duties shall be to supervise the construction of the steam machinery of new vessels, and the extensive re pairs to the steam machinery of other vessels of the Service. **Consulting engineer.**

- Revenue cutter in process of construction.** 59. All revenue cutters in process of construction, or out of commission and undergoing extensive repairs, are under the direction or in charge of the superintendent of construction and repair and the consulting engineer for the purpose of preparing them for service; and officers of whatever grade or rank connected with such vessels shall be considered as assistants to those officers, in their respective departments, until the vessels are put in commission.
- Authority or engineer officers.** 60. Engineer officers shall, under the commanding officer, have all necessary authority within their particular department for the due performance of their respective duties, and they shall be obeyed accordingly by their subordinates. They shall not by virtue of their relative rank and precedence have any additional right to quarters; nor shall they have authority to exercise command, except as herein stated. They shall not take precedence of their commanding officer, nor of the executive officer of the vessel to which they are attached; nor shall they be, exempted from obeying the lawful commands of officers of the line who may be charged by proper authority with the details of duty incident to the Service.
- Petty officers of the first and second ease.** 61. The petty officers of the Revenue Cutter Service shall be divided into two classes, and they shall take precedence in the following order
- First class
 - Boatswain.
 - Gunner.
 - Carpenter.
 - Master-at-arms.
 - Second class
 - Signal quartermaster.
 - Quartermaster.
 - Coxswain of the gig.
 - Coxswain of the cutter.
 - First oiler.
 - Second oiler.
- Messmen.** 62. The messmen shall take precedence as follows:
- Ship's cook.
 - Cabin steward.
 - Wardroom steward.
- Obedience to petty officers.** 63. Petty officers shall be entitled to obedience in the execution of their duties from persons of inferior ratings. Oilers and messmen are not to exercise authority except in the department to which they belong, or over those placed immediately under their control.
- Commanding officer render exercising command.** 64. Should the commanding officer of a vessel be rendered incapable of exercising command, the executive officer shall succeed him and discharge his duties until reg-

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ularly relieved by the Department, even though there be officers on board as passengers higher in rank than himself. But in all cases in which the commanding officer becomes incapacitated for duty, the executive officer shall, as soon as practicable, communicate the fact to the Department, and, unless the exigencies of the Service require that he should pursue a different course, await instructions.

65. Each vessel of the Revenue Cutter Service shall be an independent command and; except as provided in paragraphs 66 and 67, the commanding officer of one cutter shall have no authority over, nor control the movements of, another cutter, or the officers thereof. But nothing in this article shall be so construed as to excuse the neglect or omission of the appropriate courtesies prescribed in Article x.

Each vessel of the Revenue Cutter Service shall be an independent command.

66. When, under special instructions from the Department, two or more cutters shall be ordered to participate in any celebration, or to perform any other special service in which unity of action may be necessary, the senior commanding officer present shall, by direction of the Department, assume command of all the vessels and direct their movements, in which case all other commanding officers present are required to obey his instructions.

Revenue cutters participating in any special service where unity of action necessary.

67. If, in the performance of the duties mentioned in the preceding paragraph, it should become necessary, or be desirable, to land a squad of men from each of the vessels, or to send out a boat expedition from each, the senior line officer detailed on such duty shall have charge of the entire force, and his orders must be promptly obeyed by the other officers, irrespective of the vessels to which they may be attached.

Landing men, or boat expedition.

68. Officers of the Revenue Cutter Service when serving in accordance with law as part of the Navy shall be under the direction of the Secretary of the Navy, and shall then conform, as far as practicable, to the Navy regulations.

Regulations when officers serve as part of the Navy.

69. In no case shall an officer, except he be the Chief of Division Revenue Cutter Service, whatever his rank, being a passenger on board of a revenue cutter, control, or attempt to control, or in any manner interfere with, the movements of the vessel or the discipline of the crew. But any officer being such passenger, below the rank of captain and junior to the officer commanding the vessel, may be assigned to duty when the exigencies of the Service shall render it necessary, of which necessity the commanding officer shall be the sole Judge. Passengers thus assigned shall have the same authority as though regularly attached to the vessel, but shall not displace any officer belonging to the regular com-

Officers of the Service and other as passengers.

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plement of the ship in his quarters. Other passengers may be required to perform any duties which, in the judgment of the commanding officer, may be necessary for the safety of the vessel.

Two or more officers assigned to the same special duty.

70. When line officers and engineer officers, or two or more officers of the same or different grades, are assigned to the same special duty, their precedence shall be the same as though they were serving on the same vessel.

Established principles.

71. By the force of law and the customs and usages of the Service the following principles are established and must exist as essentials of every well regulated armed service, without which there can be neither command, discipline, nor responsibility

Command and direction.

1. Officers entrusted with the command of vessels, or with the command or direction of any expedition or duty, whatever their rank, must, while in such command or direction, have full command, authority, and precedence over all officers and persons of whatever rank, serving in such vessels or expedition, or in the execution of such duty. This authority and precedence will descend to the officer or person on whom such command or direction may devolve by reason of the death, disability, or absence of the person otherwise in command or direction.

Death, disability, or absence.

2. In case of the death, disability, or absence of an officer this in command or direction of an armed force, this command or direction, with all its authority and precedence, devolves and rests upon the line officer next in rank who may be present and on duty with such command.

Engineer officers.

3. Engineer officers shall on all occasions be treated with the same respect as officers of corresponding rank in the line, not in command, under like circumstances. Their legal rank carries with it the same personal dignity, and is to receive, in all respects, the same consideration. If they are at any time subordinated for any purpose of organization or duty to the exercise of authority delegated to their juniors in actual or relative rank, it is for reasons growing out of the necessities of the Service, operating alike upon all officers, both line and engineer, under like circumstances, and subject to the same conditions applicable to all.

Authority by virtue of rank and otherwise, and the delegation of authority by commanding officer.

4. No officer of any grade is authorized by virtue of his own mere rank and authority to give any order or grant any privilege, permission, or liberty, to his senior in rank in either the line or engineer corps; nor is any senior officer required to receive such order, privilege, permission, or liberty from his junior, unless such junior is at the time in command of the vessel to which the senior is attached, or in

command or direction of the expedition or duty on which such senior is serving, or is, as aid or executive, executing such order of the commanding officer; and no commanding officer is authorized to delegate to any junior the authority to grant any permission, privilege, or liberty to his senior, but must himself receive and hear, under proper regulations, any request therefor from such senior, satisfying himself as to its propriety, and deciding the matter in the exercise of his own authority. Any officer on shipboard, however, who is entrusted by general provision, or special order of proper authority, with any duty, the present performance of which may involve the movements of the ship itself, or the attitude of the ship's company as a whole, represents the commanding officer for that purpose, and is entrusted, for the time, with all the authority necessary for the proper performance of such duty; and all officers of whatever rank are required to assist in carrying out such duty, and to receive and execute his orders for that purpose; nor will he be interfered with therein, unless by the captain, or the officer next in command, who is entitled to relieve him in the performance of such duty.

72. The efficiency of the Service requires of the commanding authority, besides the general duties of command and direction, the additional duties of organization, police, and inspection; all these appertain to and go with command. For the relief of the commanding officer, they are usually entrusted, in their details, to subordinates, but they are performed by his authority and under his direction. On shipboard the senior line officer is designated to perform these duties in addition to the ordinary duties assigned to him as such line officer attached to the ship. The officer so designated is called, for the time being, "the executive officer." This is not a new rank; nor has the officer, by virtue of the title, or in consequence of the detail, any new independent authority. It is merely the designation of the officer who, for the relief of the captain and by his authority alone, carries out, on board the ship, the details of organization, inspection, and police.

Organization, police, and discipline.

1. As the officer in charge of the police of the ship and the execution of all provisions made for her general good condition, appearance, and safety, his duties are constant and call him everywhere, and give him, as representative of the commanding officer for that purpose, charge of, and authority over, the details necessary to the proper performance of his duties. To this authority all officers and persons are required to yield full and prompt acquiescence.

Executive officer,

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Inspections. 2. As the inspecting officer of the ship, required at stated periods to examine and report her general condition and efficiency in all her departments, the executive is entitled to make personal examination of, and report upon, all of these, and for that purpose every facility is to be afforded him by every officer attached to the vessel. The reports of the officers in charge of the various departments shall be made to the commanding officer through the executive officer.

3. As the officer to whom the details of the organization of the ship's company are entrusted, the executive is the proper person to station the officers and crew and to prepare, form, parade, and present them in proper attitude for review and inspection by the commanding or other proper officer, and for this purpose he has authority to take preliminary charge of all formations and parades, to see that the whole is properly organized and paraded, and to receive the reports of each part and transmit them as a whole to the commanding officer. While carrying out the details of organization, and those of police and inspection, the executive takes precedence over all other officers attached to the ship, and shall be obeyed and respected accordingly.

Duties delegated to the executive officer. 4. The duties of organization, inspection, and police devolve upon the executive officer by virtue of his rank or detail as such, and they, and the exercise of the authority necessary to execute them, are recognized by the law and usages of the sea. But they are duties pertaining to the command, delegated by the commanding officer to the executive officer, who in carrying them out is executing the orders of the commanding officer, and the authority exercised as necessary to their execution is the authority of the commanding officer, exercised by the executive officer, and not the authority of the executive officer himself. The executive officer has no independent authority necessarily delegated to him for the execution of the orders of the commanding officer.

Commanding officer to inform executive as to his opinions and wishes. 5. The commanding officer of a vessel of the Revenue Cutter Service is not authorized to delegate his power, except for the carrying out of the details of the duties to be formed by his authority. The command is his, and he can neither delegate the duties of it to another, nor avoid its burdens, nor escape its responsibilities, and the executive in the exercise of the power given to him for executing the orders of the commanding officer must keep himself constantly informed of the commander's opinions and wishes thereon, and whenever, and as soon as, he may be uninformed or in doubt as to such opinions and wishes, he must remedy such defect by prompt and personal application, to

the end that the authority of the commanding officer may be used only in carrying out his own views, and that he may not be, by its unwarranted exercise, in any measure relieved of his official responsibilities, which can neither be assumed by nor fall upon any other officer; therefore the commanding officer will not fail to inform the executive officer of his opinions and wishes whenever appealed to by the executive for a statement of them.

6. The detail of these duties may be more fully defined by general or special orders and regulations, but the executive officer has, as such, no other duties or authority except those which come within the scope of the above description ; any other authority exercised by him must be such authority only as belongs to him by virtue of his rank in the line. This is his in his own right, with all the power and precedence which belong to it, but it is to be exercised only according to the general rules governing all officers of every grade.

7. It is not necessary, nor is it consistent with usage and efficiency, that the executive officer should be required to announce with every order given, or authority exercised by him as such executive, that he is executing the orders of the commanding officer. The delegated character of his authority is fully understood, and contemplates obedience to it as such by all officers attached to the vessel.

8. Any complaint or appeal growing out of the exercise of these duties shall be made to the commanding officer, and the right to make such complaint or appeal shall not be denied to any one. The right of all officers to communicate with the commanding officer at all proper times and places is not to be denied nor restricted; but this does not interfere with the duty of all such officers to recognize and acquiesce in the authority delegated to the executive officer for the purpose of police, organization, and inspection as afore said, nor to confer upon any such officer the right to interrupt the ordinary course of duty, while in actual execution, for the purpose of making such communication.

9. Every officer in charge of a department has the general right, at all proper times, and subject to the qualifications contained in the preceding section, to communicate and confer directly with the commanding officer concerning any matter relating to his department, and his duty to do so is absolute whenever he thinks it necessary for the good of his department, or of the Service.

Executive officer's authority.

Delegated character of orders contemplates obedience.

Complaint or appeal.

Communication with commanding officer.

ARTICLE VI.

UNIFORMS.

- Regulations of 1891.** 73. The uniforms prescribed in the "Regulations, 1891," governing the uniform of officers and enlisted men of the Revenue Cutter Service, and no others, shall be worn by all officers and enlisted men so long as such regulations remain unrepealed or unaltered by the Secretary of the Treasury.
- Uniform prescribed only to be worn.** 74. All persons belonging to the Revenue Cutter Service shall conform strictly to such regulations for uniform as may be published from time to time by the Department. Every person belonging to the Service is strictly forbidden to wear any uniform other than that to which his grade entitles him. No decoration received from a foreign government shall be worn.
- Badges.** 75. The distinctive badges adopted by military societies of men who served in the armies and navies of the United States in the War of the Revolution, the War of 1812, the Mexican War, and the War of the Rebellion, respectively, may be worn on all occasions of ceremony by officers and enlisted men who are bona fide members of said organizations.
- Commanding officer to ascertain as to uniforms.** 76. Immediately after a vessel is put in commission, and before proceeding on a cruise, the commanding officer shall ascertain and report to the Department whether any officer under his command is unprovided with a complete outfit of uniforms and equipments as prescribed.
- The uniform to be prescribed daily.** 77. The commanding officer shall prescribe daily the uniform for the officers and men under his command.
- Designations.** 1. In orders prescribing the uniform to be worn, the designations (1) full dress, (2) dress, (3) undress, and (4) service dress, shall be used without qualifying words.
- White dress,** 2. If white service coats, white trousers, white waistcoats, or helmets are to be worn, the fact shall be stated; otherwise it will be understood that the dress is to be all blue.

- Consideration as to weather and temperature.** 3. In designating the uniform to be worn, due consideration should be given to the weather, the temperature, etc., in order that the health of the command may be preserved.
- Trousers officers and men same color.** 4. In the order fixing the uniform for the day, trousers officers and men same color. the same color shall be prescribed for the officers and men if practicable. This rule is not to apply to the men in work ing clothes.
- Official visits.** 78. Officers will wear full dress, dress, or undress uniform, as may be directed, on making special official visits to the President, Secretary of the Treasury, foreign authorities,

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- 79.** Inspecting officers, when inspecting vessels in com mission, shall wear the prescribed undress uniform complete. Officers serving on boards of investigation, boards of examination, and all other boards, or when attending such boards as witnesses, or otherwise in an official capacity, except when undergoing examination for promotion, shall wear the prescribed undress uniform, with the exception of the sword, of their respective grades. Officers undergoing examination for promotion will wear the service dress without side arms. **Inspecting officers, and officers serving on boards, etc.**
- 80.** Officers on duty on board ship shall at all times wear the uniform of their respective grades. Swords shall always be worn at quarters and at drills. **Officers o board ship.**
- 81.** The first Sunday in each month, weather permitting, all officers shall muster in full dress; on other Sundays officers will appear at muster in dress uniform. **Muster.**
- 82.** Officers may dispense with wearing uniform when on duty at the Treasury Department, in the Life-Saving Service, on shore in connection with the Fish Commission, or when on construction duty. **When uniform may be dispensed with.**
- 83.** In domestic ports commanding officers shall permit officers to wear plain clothes when temporarily away from their vessels, except on occasions of official ceremony, or when it may be necessary for the interests of the Service to wear uniforms. Discretion must be exercised, however, in granting this privilege in foreign ports. **Domestic and foreign ports.**
- 84.** On all occasions of ceremony, when a commanding officer may deem it necessary to order the attendance of the officers under his command, he will prescribe the uniform to be worn ; he will also prescribe the uniform on all social occasions when officers attend in a body in an official capacity. **Occasions of official and soical ceremony.**
- 85.** The service dress shall be worn on boarding duty, at which time the sword and belt may be omitted, **B o a r d i n g duty.**
- 86.** The service belt shall be worn at all times by the officer of the deck in port. **Officer of deck.**
- 87.** Officers attached to vessels of the third class shall wear the service dress at all times while on duty on board their vessels. **Vessels of the third class.**
- 88.** Officers on leave or waiting orders may wear uniform on occasions of special ceremony, but are prohibited from wearing any part of their uniform, except the overcoat and helmet, while suspended from duty. **Officers on leave or wait orders.**

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- Strictly social occasions.** **89.** On occasions of a strictly social nature, officers play wear the social full dress as prescribed in the regulations for uniform.
- Leaving and entering port.** **90.** Service dress, or undress uniform, without side arms, as may be designated by the commanding officer, shall be worn by all officers on the upper deck, or in sight, when going into or out of port, unless overcoats or rain coats are prescribed.
- Uniform and plain clothes.** **91.** Officers are forbidden to wear any part of their uni form, except the helmet and the overcoats with plain

- Epaulets, white gloves, etc.** **92.** With epaulets, chapeau and sword will always be worn, except as provided for the dress uniform, when the helmet may be worn. None other than white gloves are permitted to be worn with uniform, except during severe weather or at sea.
- Mourning.** **93.** In official mourning, officers are to wear black crape around the left arm above the elbow, and crape on the sword hilt.
- Coats to be worn buttoned.** **94.** Uniform coats must at all times be worn buttoned as prescribed in the regulations for uniform.
- Overcoats and rain clothes.** **95.** In cold weather overcoats shall be worn, when directed by the commanding officer, over any of the uniforms. When overcoats are worn, epaulets shall be dispensed with. The sword shall be worn outside, the belt beneath, the over coat. In foul weather, except under special circumstances, officers shall be permitted to wear rain clothes.
- Uniforms for enlisted men.** **96.** The uniforms prescribed by the Secretary of the Treasury shall be worn at all times by the enlisted men of the Revenue Cutter Service.
- Dress of the day.** 1. The particular dress for the day shall be fixed by the commanding officer, with due regard to the duty to be performed and the state of the weather.
- Working dress.** 2. Commanding officers shall order working dress to be worn by the entire crew, or by individuals performing any work for which the dress is suitable.
3. At sea, except on special occasions, working dress shall be the uniform of the day.
- In cool weather.** 4. In cool weather the working dress shall be worn over a suit of blue.
- Rain clothes and rubber boots.** 5. Rain clothes and rubber boots shall be worn by all men belonging to the deck watch or boats' crews when exposed to inclement weather.
- Watch cap.** 6. The watch cap may be worn at sea. It may also be worn on ordinary occasions in port, and when refitting and coating ship, by permission of the commanding officer.

DUTIES OF THE REVENUE CUTTER SERVICE.

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7. Clothes made by the men themselves must conform strictly in material, pattern, and make up to those prescribed by the regulations. **Clothes made by the men.**
8. Cooks, stewards, and attendants shall wear white coats or jackets below decks, when ordered by the commanding officer. Cooks and stewards at work in the galley shall wear cook's white caps and white aprons. **Cooks, stewards, and attendants.**
9. All clothes shall be fitted with neat eyelets for stops. **Eyelets.**
10. Each article of clothing must be legibly marked with the owner's name. **Clothing to be marked.**
11. Petty officers of the first class may, in warm weather, when on duty below decks, take off the coat and waistcoat if the blue shirt is worn. **Petty officers of the first class..**
12. Boats' crews must be neatly dressed in the uniform of the day. **Boat's crews.**
13. In dry weather, shoes must be kept neatly blacked. **Shoes.**
14. Knife lanyards shall be plain and of a uniform pattern. **Knife lanyards**
15. No member of the crew shall at any time on board ship wear any dress but his prescribed uniform. **Uniform only to be worn.**
- 97.** Commanding officers must themselves conform to the regulations for uniform, and are required to see that such regulations are at all times strictly observed by those under their command. **Commanding officers.** Whenever the commanding officer shall so direct, there shall be a general muster for the purpose of ascertaining whether the officers and crew are provided with proper uniforms. Negligence or want of neatness regarding uniforms will not be tolerated by the Department.

ARTICLE VII.

GENERAL DUTIES OF THE REVENUE CUTTER SERVICE.

- 98.** The general duties of the Revenue Cutter Service as fixed by law are as follows **General duties**
1. The protection of the customs revenue. (R. S., 2717, 2760, 2762, 3059.) **Customs revenue.**

2. The assistance of vessels in distress. (R. S., 1536, 2759.)	Vessels in distress.
3. The enforcement of the laws pertaining to the quarantine. (R. S., 4792.)	Quarantine.
4. The enforcement of the neutrality laws. (R. S., 5288.)	Neutrality laws.
5. The enforcement of the navigation and other laws governing merchant vessels.	Mer h a n t vessels.
6. The protection of merchant vessels from piratical at tacks, and the suppression of piracy. (R. S., 4293-- 4298.)	Piracy.
7. The protection of the seal fisheries and sea otter hunting grounds in Alaska. (R. S., 1956; 19 Stat. L.; 357.)	Seal fisheries.
8. The protection of wrecked property.	Wrecked property.

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Timber reserves.	9. The protection of the timber reserves of the United States against depredations. (R. S., 2460, 2463.)
Firearms, etc., in Alaska.	10. The suppression of illegal traffic in firearms, ammunition, and spirits in Alaska. (R. S., 1954, 1955.)
slave trade.	11. The suppression of the slave trade. (R. S., 5557, 5560, 5563, 5567, 5569.)
Mutinies.	12. The suppression of mutinies on board merchant vessels.
Lifesaving stations.	13. The superintendence of the construction of lifesaving stations. (R. S., 4249.)
Lifesaving crews.	14. The inspection and drilling of crews of lifesaving stations. (Act 18 June, 1878, c. 265, s. 8, v. 20, p. 164.)
Fish and fisheries.	15. The assisting of the Commissioner of Fish and Fisheries. (Act 3 March, 1885, c. 360, v. 23, p. 494.)
Anchorage of vessels.	16. The enforcement of the provisions of law in regard to the anchorage of vessels in the ports of New York and Chicago. (Acts of 16. May, 1888, v. 25, p.151, and 16 Feb., 1893.)
Cooperation with Navy.	17. The cooperation with the Navy when directed by the President. (R. S., 2757.)
Refuge station.	18. The establishment and maintenance of a refuge station at or near Point Barrow, Alaska. (Act 2 Mar., 1889, c. 411, v. 25, p. 945.)
The President may direct a revenue cutter.	99. The President may direct any revenue cutter to perform any duty, or make any cruise, which, in his judgment, may be necessary for the public service.
The Secretary may of the Treasury may direct a revenue cutter.	100. The Secretary of the Treasury may direct any revenue cutter to perform any duty which, in his judgment, may be necessary for the protection of the revenue.
When revenue cutter is subject to the direction of collector of customs.	101. For duty connected with the collection of the revenue each revenue cutter is subject to the direction of such collector of customs, or other officer thereof, as may from time to time be designated by the Secretary of the Treasury.
Public service.	102. Revenue cutters shall be used exclusively for the public service, and in no way for private purposes. (Act 7 July, 1884, c. 332, v. 23, p. 199.)

ARTICLE VIII

DUTIES OF OFFICERS

THE COMMANDING OFFICER.

On assuming command.	103. When an officer is assigned to the command of a vessel of the Revenue Cutter Service about to be placed in commission he shall at once, in company with the executive officer and the engineer officer who is to have charge of the engineer department, personally inspect her throughout, thoroughly informing himself as to her condition, arrange-
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THE COMMANDING OFFICER.

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menu, and equipments. He shall then have the officers and crew mustered on the quarterdeck and, in their presence, read the order assigning him to the command, take formal charge of the vessel, and place her in commission by hoisting the ensign and pennant, after which he shall cause a watch to be set.

104. An officer assuming command of a revenue cutter that is fitting out shall ascertain her condition at once and note the changes being made or that have been made in her hull, machinery, and equipment. He shall particularly notice her outfit and ascertain if any defects exist in her machinery, pumps, boilers, watertight doors, bulkhead gates, valves and cocks, access to bottoms and bilges, apparatus for extinguishing fire, ventilation, spars, sails, rigging, guns and their appurtenances, ammunition and ordnance stores, navigation supplies and instruments, provisions, and medical outfit. He shall have all parts of the machinery and all spare articles examined to see if the same are suit able for the purpose intended. He shall satisfy himself that the boats are sufficient in number and in good condition, and that they are properly supplied with masts, sails, row locks, oars, and other necessary fittings, and that the hoisting gear is efficient.

Revenue cutter fitting out.

105. When an officer is ordered to the command of a revenue cutter already in commission, but without a permanent commanding officer, the officer whom he is to relieve shall have all hands mustered on the quarterdeck and the commanding officer shall read to the officers and crews his orders, and assume command. The officer relieved shall transfer to him every article that pertains to the commanding officer, and shall give him all the information in his possession that will be of service in the administration and command of the vessel. After taking command he shall make a thorough personal inspection of the ship and report the result to the Treasury Department. He shall at once make himself familiar with the details of the material and personnel of his command. If the vessel be not ready for active cruising, he shall get her ready as quickly as possible, making requisition for the articles necessary to render her efficient.

Revenue cutter in commission.

106. When a commanding officer is detached and about to be relieved in command, he shall, before the transfer is effected, make a thorough inspection of the vessel in company with his successor, and point out to the latter any defects, giving reasons for the same, and explain fully any

On a commanding officer being detached and relieved.

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peculiarities in the construction or arrangement of the vessel. The result of the inspection, with such comments as are deemed pertinent, shall be forwarded to the Department. The return of public property, corrected to date and certified by him, shall be produced and, if satisfactory, receipted by his successor; if not satisfactory, the latter shall state in what particular it is not so, and the officer relieved shall make such explanation as he may consider necessary, each over his own signature. The commanding officer about to be relieved shall deliver to his successor the original copies of all unexecuted orders. He shall also deliver to him copies of all general regulations or orders that are in force on board, all documents received for his guidance in command, and such other official correspondence and information concerning the vessel and her qualities, the officers and crew, as may be of service to his successor. Under no circumstances shall he carry away the original letters, documents, or papers concerning the vessel or her officers and crew, without leaving authenticated copies of the same. He shall turn over to his successor the keys of the magazine, and all other articles of the vessel's outfit in his possession. He shall sign the ship's log, steam log, and all other books and papers requiring his approval up to the date of his relief. After the foregoing formalities have been completed, all hands shall be mustered and the officer about to be relieved shall read his orders of detachment and turn over the command to his successor. The latter shall then read his orders of command and assume charge.

A vessel under construction or out of commission for repairs.

107. An officer who has been ordered for the command of a vessel in the course of construction, or is retained on board a vessel under his command when put out of commission for repairs, or is assigned to a vessel undergoing repairs and not in commission, shall exercise no authority or control over her preparation for service before she is transferred to his command on being placed in commission, but shall, under the direction of the superintendent of construction and repair, whose assistant during the time such vessel is out of commission he shall be deemed to be, keep himself constantly informed of the progress made, and offer to said superintendent such suggestions as he considers essential or important to her efficiency.

Detailed report of vessel's condition.

108. After assuming command, he shall use every exertion to render and keep the vessel efficient for her employment, and shall make a detailed report of her condition to the Department whenever he submits the return of public

- 109.** The organization of the vessels of the Revenue Cutter Service shall be governed by the laws of the United States properly applicable to it, and by regulations and orders from superior authority consistent therewith; and all routine orders of the commanding officer shall be in accordance with the same. **Organization of vessels.**
- 110.** He shall be held responsible for the discipline and government of the officers and others under his command, and to this end he is required and strictly enjoined to show in himself a good example of honor, patriotism, subordination, and fidelity to his oath of office, and to be vigilant in inspecting the conduct of all persons within his command, and to guard against and suppress all dissolute and immoral practices. **Discipline, patriotism, morality, etc.**
- 111.** He shall not exceed the number of men allowed by complement of the vessel in any rating, except to make up a deficiency in some superior rating, or by the express authority of the Secretary of the Treasury. **Must not exceed complement.**
- 112.** He shall cause a file of all general orders, circulars, and other official matter of like tenor, issued by the Secretary of the Treasury, to be kept where it is accessible to the commissioned officers attached to the vessel at all reasonable times. **General orders and circulars.**
- 113.** Should he deem it necessary to issue other orders than those contained in these regulations for the general police and discipline of his command, he shall himself prepare the same, which must not conflict in any particular with said regulations. **Orders for general police of vessel.**
- 114.** He shall issue all general orders relative to the duties of the vessel, the officers and crew, to the executive officer, and in all respects keep the latter informed of his own methods of performing duty, in order that in his absence the executive officer may exercise command intelligently and in accordance with his wishes. **Executive officer to be kept informed.**
- 115.** He shall, as soon as possible, cause complete watch, station, quarter, fire, and boat bills to be made out, framed under glass, and fixed in some conspicuous and accessible place that all may frequently consult them. These bills shall be kept in such a manner as to correspond with any changes that may occur in the crew. The boat bill must contain full directions for abandoning ship, including arrangements for providing the necessary food and water. The fire bill must contain full directions for extinguishing **.Watch, station, fire, and other bills, daily routine and police regulations.**

any fire that may occur. He shall cause the daily routine, police regulations, and routine orders concerning the ship's company, to be framed and put up in a similar manner. He shall require each line officer under his command to make for himself and keep a copy of the bills mentioned in this paragraph.

- Handling the vessel.** **116.** He shall be held accountable for all important evolutions of the vessel under his command, and, if necessary, will give personal directions to the officer who may, at the time, be handling her. Should he deem it necessary to handle the vessel himself, he shall regularly relieve the officer of the deck and assume sole charge. While the general practice is to intrust the duties of working ship to the executive officer, a practice commendable both as a mark of confidence and respect, and as adding materially to the dignity which should attach to the position of the commanding officer, it is to be borne in mind that a subordinate can in no wise demand such recognition as a right. Should the executive officer, for any reason other than ill health or what may be provided for in these regulations, not be directed to handle the vessel, such duty shall not thereupon be delegated to any one junior to him in rank, but the commanding officer himself shall then take charge.
- Line officers.** **117.** He shall require the line officers attached to his command, and present for duty, to do duty in the following manner
- Duties when there are two lieutenants.** 1. When there are but two lieutenants, the watches and other duties on board ship, both at sea and in port, shall be divided between them as equally as may be. Should he require both lieutenants to be on deck in getting under way, anchoring, mooring, unmooring, or in the performance of any other evolution or maneuver in which all hands are called, the senior shall assume charge of the deck. If it is necessary to send an officer away from the vessel on boat duty of any kind, the junior shall take charge of the boat. In port, except in emergencies when it is deemed advisable to keep all hands aboard, they shall be permitted to stand day's duty alternately. When the junior is absent on boarding or other duty the executive shall take charge of the deck.
- Duties when there are three lieutenants,** 2. In case there be three such officers, the executive shall, when under way, take the morning and second dog watches and relieve for meals, and the remaining watches shall be taken by the two junior officers. In port, the executive officer shall not be required to take day's duty, but may, by permission of the commanding officer, relieve either of the other officers for short periods as a matter of accommodation.

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(See paragraph 425.) He shall have general direction of all work that is being carried on. Should the officer whose day's duty it is be sent out boarding, or on any other duty away from the vessel, the executive officer shall relieve him for that purpose.

3. When there are four or more lieutenants attached and present for duty, the executive officer shall not be required to take any watch, either at sea or in port, but, when under way, he shall exercise all necessary direction over the men during working hours, and hold himself in readiness for a call at all times. The other officers shall stand the watches and perform all other duty required of them.

4. Whenever all hands are called for any purpose what ever, the executive officer, unless otherwise provided by these regulations, shall take charge of the deck; and, if so directed by the commanding officer, shall handle the vessel.

5. Except in cases of actual necessity the executive officer shall not be required to do boarding duty, or be sent away from the vessel on any service.

118. The commanding officer shall be regarded as on duty at all times, and is always responsible for the proper management and safety of the vessel whether there be a pilot on board or not; he shall not allow a pilot to run the vessel into what he may consider a position of danger.

119. He shall be particular as to the following exercises and drills

1. Unless the weather or the exigencies of the Service prevent, he shall cause each division to be exercised separately one hour each week, and have general quarters (if the construction of the vessel is such as to permit that exercise) at least: once each month.

2. He shall satisfy himself that all the guns are regularly and properly exercised, and that two guns' crews at least are kept well drilled; to insure their proficiency they shall be exercised at least one hour each week.

3. He shall see that the infantry drills are regularly and properly conducted, and that such formations and move menu are adopted, consistent with the requirements of the crew, as will insure good marching and manual qualities. Each commissioned revenue cutter of the first and second class must maintain an available force of at least sixteen men proficient in infantry drill.

4. Infantry drill is to be conducted on shore whenever practicable.

5. He shall see that the quarterly allowance of ammunition for target practice is properly expended, and will make such

Duties when there are four lieutenants.

When all hands are called.

Executive officer not required to do boarding duty.

Responsibility.

Exercises and drills.

Divisions and general quarters.

Guns and general quarters.

Infantry drills.

Conducted on shore.

Ammunition and target practice.

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exercises instructive and interesting by affording officers and crew every facility consistent with the duties of the Service.

Fire quarters and boat drill. 6. Fire quarters shall be had at least once each week, and boat drill once a month.

Entries in ship's log. 7. All exercises, drills, and target practices must be noted in the ship's log. If for any cause whatever such exercises can not be held as often as above directed, the fact of their omission, and the reason therefor must also be noted in the log on the last day of each week.

Manuals. 8. The "Instructions for Infantry and Artillery, U. S. Navy," and the " Ordnance Instructions, U. S. Navy," so far as they are applicable to exercises on revenue cutters, shall be deemed authoritative.

Reports to be received in person. **120.** The officer at the time actually in command of a cruising revenue cutter, shall himself be present and at his station on all occasions of general muster, inspection, quarters, and like exercises and ceremonies, and, as commanding officer, receive in person from the executive officer such reports from the division officers and engineer officer in charge as are customary on these occasions, each reporting to the executive as soon as his inspection is made or his division or department is ready for service.

Sanitary measures. **121.** He shall observe strictly the following sanitary measures

Health of crew. 1. He shall use all proper means to preserve the health of the crew, and will, if necessary, from time to time consult with the Marine Hospital surgeon on the station in regard to sanitary measures to be adopted for that end.

Cleanliness as to vessel and crew. 2. He shall, so far as it is in his power, keep the vessel thoroughly clean throughout, well ventilated, dry, at as comfortable a temperature as the weather and climate will permit, and well lighted. He shall require the men to wash daily, and, when possible, supplies of fresh water shall be allowed for that purpose, and for washing clothes. He shall encourage and insist upon cleanly personal habits, and re quire the men to keep the hair and beard neatly trimmed.

Clothing. 3. He shall require the executive officer to inspect clothing at least once a month in order to ascertain that it is clean, properly marked, and of uniform pattern. He will permit nothing but the regulation uniform to be worn, and in arranging the dress for the day he shall prescribe such as will not injuriously affect the health. Every reasonable opportunity and facility shall be given the crew to make, mend, mark, and wash their clothing. Bags shall be broken out and clothing aired when the bedding is aired.

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4. Weather permitting, he shall require the bedding to be aired once a week, each piece being separately shaken out and hung up. All mattresses shall be uniform in size; each man shall have a mattress cover which must be frequently washed; the mattresses shall be picked over and the tickings washed at least once a year. Blankets shall be washed as often as necessary.

Bedding.

5. He shall see that all cooking and mess utensils are kept clean; that the food is wholesome and well cooked; and that the water is pure.

Food and water.

6. He shall require the master-at-arms and, when necessary, the junior line officer to be present when rations are served to the crew.

Serving rations.

7. He shall establish hours for messing, having a due regard to the duties of the ship and the health of the crew. It is recommended that breakfast be served not later than 7:30 a. m., dinner at 12 m. [meridium], and supper not earlier than 5 p. m. The crew shall not be disturbed during meal hours when it can be avoided. The practice of conducting visitors through the messing spaces of the men during meal hours should be discouraged.

Messing and meal hours.

8. He shall see that the crew is not exposed to the sun, or to night dews, when such exposure is injurious and can be prevented. Men who get wet shall be permitted to change their clothing as soon as possible.

Exposure of crew.

9. He shall, if possible, avoid visiting or calling at any port or place where there is an infectious disease, or where a contagious disease is prevalent; but should he for any reason be compelled to go to a port or place so infected, he shall restrict the amount of leave ordinarily given, or refuse leave altogether, if he deem such a course necessary to preserve the health of the crew.

Infected ports.

10. Should any revenue cutter have had communication with, or have visited, any infected port, or have any disease on board subjecting her to quarantine, the commanding officer shall cause the quarantine flag to be set to warn all persons from attempting to communicate with her.

Quarantine flag.

122. He shall afford all the assistance in his power to the local authorities to enforce their quarantine laws.

Quarantine laws.

123. He shall give particular attention to the enforcement of the regulations for the care and preservation of iron and steel vessels, and also to the regulations regarding the painting of revenue cutters.

Iron and steel vessels, and painting of revenue cutters.

124. He shall see that the following rules are observed as to fires and lights

Fires and lights.

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Galley fire. 1. The galley fire shall be extinguished at 8 p. m., unless specially authorized by him to be continued longer. When the weather is very warm it shall be extinguished as early as practicable, if by so doing the comfort of the crew will be increased.

Extinguishing lights. 2. All lights except those in the cabin, wardroom, and staterooms, and those designated as standing lights, shall be extinguished at 9 p. m. The wardroom light shall be extinguished by 11 p. m: unless the time be extended on special request.

Light in state room. 3. No officer shall turn in and leave a light burning in his room.

Standing lights. 4. There shall be at all times during the night a sufficient number of standing lights throughout; the open parts of the vessel to enable the officers and crew to turn out and repair to the upper deck, or to attend to any duty arising from a sudden emergency.

Uncovered and covered lights. 5. The uncovered lights shall never be left unattended in any part of the vessel, nor shall such lights ever be used in the holds or storerooms. Covered lights shall always be so secured as to prevent breaking or capsizing. If there be a spirit lamp in the medicine locker, it shall be used under the personal supervision of an officer only.

Artificial light on berth week. 6. During rainy or cloudy weather, and at other times, if necessary, when the duties of the vessel will permit, sufficient artificial light shall be supplied on the berth deck for the crew to read and write.

- Quiet to be observed.** 7. The commanding officer shall require quiet to be observed in the officers' quarters after 11 p. m. except on occasions when special extension of lights is granted.
- Lights under special circumstances.** 8. Such lights only as are deemed advisable by the commanding officer shall be used when for any purpose it may be thought necessary to conceal the position or movements of the vessel.
- Running and anchor lights.** 9. He shall see that the laws regarding the display of run and anchor lights are strictly complied with, except as provided in the preceding section.
- Lights and fires that are dangerous.** 10. Such lights and fires as the commanding officer may deem dangerous shall be extinguished when the magazine is opened, or when handling or passing powder or other dangerous combustibles.
- Coal and coal bunkers.** 125. Except in cases of emergency, coal shall not be taken on board wet, or in a condition that might render it dangerous, and the bunkers containing such coal shall be carefully watched. Coal remaining on hand when a new supply is taken in, should, if possible, be so stowed as to be used first.

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Coal must be kept as dry as possible. Special precautions must be taken to prevent the leakage of water into the bunkers. The bunker plates must be removed in dry weather, when seas do not come aboard, and kept off several hours each day, that the bunkers may be well ventilated. Covered lights only shall be permitted in the bunkers. Coal bags that have been used should be examined periodically, as coal dust remaining in them may produce spontaneous combustion.

126. He shall take the following precautions, regarding inflammable and other dangerous articles:

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

2. Oiled or painted canvas and other oiled or painted fabrics must not be stowed below, and when not in daily use must be frequently examined. Great care must be exercised when using a lantern in the paint locker.

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

4. Spirits of turpentine, alcohol, and all varnishes and liquid driers shall be kept in METALlic tanks or vessels securely and safely stowed; none of these liquids shall be drawn from the tanks or vessels except in daylight, and then only in quantities for immediate use.

5. He shall see that medical supplies are so stowed as to minimize the danger from any acids that may be included the supplies.

6. Only such oils as the Department authorizes to be used board shall be received on the vessel for any purpose on purpose whatever.

7. He shall permit on board no other than safety matches, and shall prescribe the necessary precautions to be observed in their use. They shall not be used in the storerooms or holds, and care shall be taken that persons about to enter the magazine have no matches about them. Matches shall be kept in a tin box or case, under the charge of the executive officer, who shall serve them out as may be required. The commanding officer is particularly charged to see that none of the crew take on board, or have in their possession, such matches as are prohibited or other like dangerous articles.

Precautions as to dangerous articles.

Oil, tallow, etc.

Oiled or painted fabrics.

Private property and ammunition.

Liquids.

Medical supplies.

Oils authorized by the Department.

Matches.

- Apparatus for extinguishing fire.** 127. He shall see that every proper precaution is taken to guard against fire. He will have the force pumps and hose, and all other apparatus for extinguishing fire kept constantly in order and ready for instant use, and the crew well drilled at their fire stations. He will cause special care to be taken of the steam pumps, and will always have them tried at fire quarters, when under steam. These pumps are intended to supply the boilers, and for extinguishing fires, and will not, as a practice, be used for any other purpose.
- Smoking.** 128. The following regulations shall be observed as to smoking
- Places designated.** 1. He shall designate parts of the vessel in which officers and crew may smoke, having due regard for the safety of the vessel and her discipline.
- The crew.** 2. The crew shall be permitted to smoke from "all hands" to "turn to," during meal hours, and, when disengaged from supper time until 9 o'clock. They may also be permitted to smoke on holidays, Saturday afternoons, Sunday after muster, and for a limited period during the night watches.
- Smoking below decks and in the ward room.** 3. Smoking shall never be allowed below the spar deck, except in the cabin and wardroom, and habitual smoking in the latter is prohibited. Smoking in the wardroom shall be at the discretion of the commanding officer, and shall not take place between the hours of 9 p. m. and 9 a. m., except under special circumstances.
- Smoking in the ship's boats.** 4. Smoking in the ship's boats except when on detached service, at any time during daylight, is forbidden; on detached service, the officer in charge of the boat will use discretion in permitting smoking.
- Quarterdeck.** 5. Under no circumstances will smoking or lounging be allowed on the quarterdeck.
- Pipes, tobacco, etc.** 6. Pipes, tobacco, and cigars must not be left on the hatches, rails, pin rails, fife rails, or anywhere about the deck. Pipes and cigars shall not be lighted in the galley or on the berth deck.
- Men working** 7. Men shall not smoke when working, nor shall any officer on watch or in charge of men working be permitted to smoke.
- Boats.** 129. The following rules relative to boats shall be observed.
- Trips to the shore.** 1. He shall, when in port and the exercises and duties of the vessel permit, cause, at such hours as he may think proper, trips to be made to the shore with the ship's boats for the accommodation of the officers and crew.

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2. He shall not permit. boats to be absent from the vessel during meal hours except on urgent public duty. **Meal hours.**
3. When the vessel is provided with a steam launch it shall be used for the general service of the vessel. **Steam launch.**
4. He shall restrict the use of boats at night to a reasonable extent. No boat shall be sent from the vessel after 8 p. m. without his permission, except for the purpose of executing tile duties with which revenue cutters are charged; and, except on special occasions, a boat shall not be sent ashore, or elsewhere, after midnight for the accommodation of any person. **Use off boats at night.**
130. He shall require efficient means to be constantly kept in readiness for rescuing anyone who may fall over board. **Means for the rescue of life.**
131. Muster and inspection shall be carried out as follows: **Muster and inspection.**
1. On board vessels of the first and second classes, he shall, unless prevented by inclement weather, or some urgent necessity, have quarters for inspection once a week. On Sundays there shall also be a general muster and inspection, which may be delayed until 10 a. m., if absolutely necessary, but if possible it must be had sufficiently early to permit those who may desire, and are off duty, to attend divine service on shore. (See paragraph 421.)
- Quarters and general muster.**
2. Officers of divisions shall at quarters, except Sunday muster, inspect the dress and personal appearance of the men of their divisions respectively, and the condition and security of the battery. They shall ascertain if all are present or accounted for, and attend to such other duties as the routine of the vessel may require. **Officers of divisions.**
3. Every officer and man attached to the vessel shall be assigned to a division, so that the commanding officer may know at once whether any are absent by the report at quarters. **Report at quarters.**

4. At Sunday muster and inspection, the commanding officer shall, in company with the executive officer and the engineer officer in charge of the engineer department for the time being, make a personal inspection of the vessel throughout.

Inspection of vessel.

5. He shall cause all musters and inspections to be entered in the log and, should these exercises be omitted, that fact, together with the cause for such omission, shall like wise be entered in the log.

Exercises to be entered in the log..

132. He shall not permit the magazines to be opened without his knowledge and consent. Whenever the magazine is opened, every precaution must be taken to prevent

Magazines and powder.

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accidents, and an officer must always be present to superintend the duty performed, and to receive and return the keys. Whenever powder is being received on board or sent out of the vessel, a red flag must be displayed at the fore truck, and a similar flag set in the boat conveying the powder, and all unauthorized lights and fires extinguished. He shall designate a place for stowing primers; they shall never be kept in the magazine.

Cruising over district.

133. He shall go over all parts of his cruising grounds, and particularly into the harbors, frequently, that he and his officers may become competent pilots for that section of the coast. So far as it is possible, and is consistent with the due performance of his duties, he should cruise over the district assigned to his supervision in daylight, to the end that he may see and know what is being done on the station. But the utmost vigilance in protecting the coasts, enforcing the laws, and assisting distressed vessels shall be maintained at all times.

Vessels in distress.

134. Particular vigilance and care shall be exercised as follows:

Assisting vessels and their crews, and protecting cargoes and property.

1. The aiding of vessels in distress being one of the duties of the Service, he is enjoined to use every means at his command to relieve such vessels and assist their crews, but in this work he will use sound discretion and not uselessly and unnecessarily jeopardize his vessel and the lives of his officers and crew in his zeal to render assistance. He must respond promptly to all appeals for help, and must in all cases stand by a disabled or distressed vessel, which is in any danger, until she is released, or it becomes evident that she is beyond help of the kind that can be afforded by a revenue cutter. In case of the wreck of a vessel, he shall render all the assistance in his power to the crew, and save and protect such of her cargo and fittings as he can.

Interferes with private enterprise.

2. In extending assistance to vessels, however, he shall not interfere with private enterprise, though he may assist private effort, and it shall be his duty to do so when he deems it necessary.

Vigilance as to distressed or wrecked vessels.

3. In cruising along the coast he shall cause a vigilant lookout to be kept for distress signals and wrecks. As a general rule, he shall cruise his vessel within sight of land, that stranded craft may be seen. On hearing of the stranding or wreck of a vessel on his station, it shall be his duty to proceed with all dispatch to the place where such stranding or wreck is reported to be and give such assistance as the case demands, or as lies in his power. He shall promptly

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investigate the truth of reports and rumors of disasters to vessels within the limits of his cruising grounds. He shall be particularly alert during and immediately after stormy weather, and shall, as soon as a storm or gale has somewhat abated, and shows signs of subsiding, put to sea if in port, and cruise over his station, running close along shore and keeping a bright lookout in all directions for disabled vessels.

135. He shall, to the best of his ability, enforce the provisions of law regarding navigation and the customs revenue, and, in the discharge of this duty, give attention to the following points

Customs-revenue, and navigation laws.

1. Whenever he deems it necessary to the due execution of these laws, he shall cause to be boarded and searched any vessel, except men of war and dispatch boats of foreign nations with whom we are at peace, and those merchant vessels exempted from search by treaty, within the jurisdiction of the United States, or within twelve miles of the coast thereof if bound to a port in the United States. Should the vessel to be examined be under way, she may be compelled by force to heave to if she refuse to do so on being requested.

Boarding.

2. He shall not permit a foreign customs officer, or any other person representing a foreign state, to make any examination whatsoever on board of the ship or boats under his command, nor any of the officers or crew to be taken out of them, so long as he has power to resist.

Foreign officer not to examine a revenue cutter.

3. The commanding officer shall take pains that the same vessel is not boarded unnecessarily often. When the commanding officer is satisfied that a vessel has been recently boarded by an officer of the Revenue Cutter Service, that her papers are regular, and that there is no ground to suppose that she is violating a United States law, he shall use his own judgment as to reexamining her, unless the commanding officer shall have previously given him explicit directions to board her, when he shall do so; but such directions must be based upon good and sufficient reasons. In the matter of boarding, particularly as regards coastwise, lake, and river domestic vessels, a wise discretion should be exercised by the commanding officer so as not to needlessly embarrass or incommode vessels in their usual and legitimate vocations. Boarding, therefore, at unreasonable times, except when absolutely necessary, should be avoided. Commanding officers should also bear in mind that the Revenue Cutter Service is charged with other important duties in the interests of the Government, and they should endeavor to maintain the

Merchant vessels not to be boarded unnecessarily often.

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efficiency of the Service as a whole according to the requirements of law and regulation, and not neglect one essential for the supposed benefit of another.

Communication with collectors of customs.

136. He shall, so far as possible, keep the vessel where she can be readily communicated with by the collector of customs under whose direction she is, that timely notice may be given of any wreck or disaster within the cruising grounds. The commanding officer shall confer with the collectors, or other chief officers of the customs, at the ports visited by him, and extend to those officers all the aid in his power with the forces under his command in the due execution and enforcement of the laws.

Cruel treatment of merchant seamen,

137. He shall take cognizance of, and properly investigate, all complaints of merchant seamen of cruel treatment, and of improper or insufficient food being served them.

Suppressing mutinies.

138. He shall extend aid to the officers of merchant vessels in suppressing mutinies on board their craft, taking such steps, not inconsistent with law, as the particular case may require.

Towing.

139. He shall not use his vessel for towing private craft, except in cases of distress, and not even then if there be other and sufficient assistance at hand. But he shall not permit undue advantage to be taken of a master whose vessel is in a position from which she can be extricated without great risk or expense to the relieving vessel, or is otherwise in distress.

Revenue cutter to be used for public Pur poses,

140. He shall not use his vessel for any other than public purposes, nor divert her from her legitimate duties to convey any person or persons from one place to another, unless it be for the benefit of some branch of the Government and with the previous authority of the Secretary of the Treasury.

Seizure.

141. Should he seize a vessel for any cause whatever, except in time of war, he shall remove such of the officers and crew as may be necessary, taking them on board the cutter, where they can be more securely guarded until they can be given into the proper custody, and place the prize in charge of one of his officers with the number of men necessary to work her into the most convenient port or to retain control of her until she can be delivered to a collector of customs or United States marshal. If necessary, the officers and crew of the seized vessel may be placed in irons or confinement.

Report in case of seizure.

142. In case of seizure being made for violation of any law falling within the jurisdiction of the customs authority, report shall be made to the collector of the district compre

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ending the port where the seized vessel is taken. Seizures made for violation of any law over which the customs authority has no control, by a revenue cutter not assigned to a customs district, shall be reported to the United States district attorney, and delivered to the United States marshal.

143. He shall make careful and repeated trials of the vessel under steam, and, if she have sufficient sail power, under sail, under varying conditions of wind and tide. He shall inform himself thoroughly as to her qualities and fit ness for every service, and of the length of time she can keep at sea under full steam, and also when running at the most economical speed. He shall inform himself of the daily consumption of coal for steaming at various rates of speed, and shall ascertain in particular the most economical speed of the vessel consistent with the proper performance of duty. In all ordinary cruising the most economical speed shall be maintained; should the commanding officer deem it necessary to increase the speed for any purpose whatever, the fact, with the reason therefor, must be noted in the log.

Trials under steam and sail consumption of coal, and rates of speed.

144. He shall see that all the small arms of the vessel are kept in good order, and shall himself inspect them at least once a month. The guns, gun carriages, and all the implements belonging to them are to be frequently overhauled, and kept in good order for service.

Small arms, guns, and gun carriages.

145. He shall see that all the boats of the vessel are kept in good condition, are properly fitted, and have all the necessary appliances for performing efficient service and securing the comfort and safety of their crews when away from the vessel.

Condition of boats.

146. He shall see that the limbers are kept clear and the bilges clean and free of water, and that the pump wells are frequently cleaned and disinfected. Every possible means must be taken to obtain a free circulation of air, and all offensive matter must be removed from the limbers. Hatches are to be kept off whenever the duties of the vessel and the weather will permit.

Limbers and bilges.

147. Every commanding officer is enjoined to pay strict attention to the comfort and health of his crew, and he shall require all officers in his command to strictly observe the regulations in this respect.

Requirements as to health and comfort of crew.

148. He shall see that the crew's rations are served in due time and in a proper manner. When in port fresh meat and vegetables shall be served as prescribed. Unless under circumstances of real necessity, the allowance of fresh water

Rations and allowance of water.

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per man shall not be less than one gallon per day. When the men are restricted to an allowance of water, the officers shall be subject to the same restriction.

Liberty. **149.** He shall grant such liberty to the crew as is consistent with these regulations and the due performance of duty and the safety of the vessel. He shall cause to be prepared liberty lists, and shall exercise great care that no injustice is done, or unjust discriminations made, in granting liberty to the deserving.

Accountability as to supplies and outfits. **150.** He shall be held to a strict accountability for all provisions and other supplies and outfits delivered on board the vessel under his command. He shall examine all the returns of expenditures, all requisitions for supplies, all accounts rendered against the vessel, and all other returns or reports required under these regulations, and, on being satisfied of their correctness, shall approve the same.

Official documents and papers. **151.** He shall see that all the weekly, monthly, quarterly, and other official papers and writings required by these regulations or the Department's order, are promptly and correctly prepared and submitted to him by the officers charged with their preparation. All requisitions, bills, vouchers, and other official papers required to be submitted to the Department, shall be approved, or otherwise indorsed, by him before being forwarded.

Official letters and orders to be kept in books. **152.** He shall see that all official letters or orders received by him, or authenticated copies thereof, are kept in books for that purpose, and also copies of all official letters sent by him. There must be no exception to this rule. The official letters and orders from the Department concerning the vessel, her duties, and her officers, go to make complete the ship's record and must invariably be entered upon the ship's books.

Economy and care. **153.** He shall use the utmost economy and care in all matters relating to the expenses of the vessel, or to the public service. He shall regard himself as responsible for the economical maintenance of the vessel, and shall require from all under his command a rigid compliance with the regulations in relation to the receipt, conversion, and expenditure of public stores.

Offenses and punishments. **154.** He shall, if possible, investigate in person all of Tenses and award all punishments. When one or more of the ship's company come to the mast with a request to see the commanding officer, the officer of the deck will receive the request and communicate it to the executive officer, who will at once inform the commanding officer. The latter is strictly enjoined not to neglect such appeals, without sufficient cause

to justify him in so doing, and will require the presence of the executive officer on such occasions. Should he be unable to investigate the offense or complaint, the reason therefor shall be noted in the log over the signature of the commanding officer. In such case the executive officer shall investigate the matter. A record of all punishments awarded shall be entered in the log book.

155. He shall note any irregularities on the part of his officers and crew while in a foreign or domestic port, and is strictly enjoined to observe, and cause those under his command to observe, the sanitary and other laws and regulations of the port.

Irregularities in a foreign or domestic port.

156. He shall keep within the provisions of these regulations as to the suspension or arrest of an officer, and the punishment of an enlisted man.

Suspension, arrest, and punishment.

157. At night, when under way, and, if necessary, while at anchor, he shall have a lookout stationed forward; and shall see that the running lights; or anchor light, as the case may be, are kept in order and brightly burning, unless it be expedient to conceal them. During the day, lookouts shall be stationed as may be deemed necessary, but always when under way during fog, mist, or falling snow, there must be at least one lookout stationed forward. In all cases the commanding officer shall require a strict compliance with the rules for preventing collisions at sea.

Lookouts and lights.

158. He shall never without the authority of the Department relinquish the command of his vessel.

Relinquishment of command.

159. He shall keep a complete file of all lately issued circulars or orders that do not appear in these regulations, supplying deficiencies by applying to the Department for any that are missing.

Circulars and orders.

160. Commanding officers falling in with one another wily when practicable, compare general orders, circulars, etc., in order to inform themselves of any changes or alterations that may have been made, and to possess themselves of information to the latest date.

Comparison of orders.

161. Then cruising at night he shall keep an order book in which shall be entered each evening for the information and guidance of the officer of the deck, the course to be steered during the night, and any other special instructions concerning the speed and navigation of the vessel that he may deem necessary.

Night order book.

162. He shall encourage the officers under his command to perfect themselves in every branch of nautical science and

Encouragement of professional knowledge.

professional knowledge, and shall afford them every reasonable facility, consistent with the performance of official duties, to pursue such inquiries. He will, in his discretion, require the junior line officers to take observations and make calculations for determining the latitude and longitude and the variation of the compass, reporting the results to him; and he will encourage them, as far as possible, in the practical application of their professional duties.

Deviation table.

163. He shall cause a deviation table to be made out by the navigating officer and posted in the pilot house. The table shall be frequently verified, and kept corrected, by swinging ship, and by other approved methods for determining the compass error.

Derelicts and other dangers to navigation,

164. He shall cause a constant lookout to be kept for derelicts and other dangers to navigation and shall, if possible, remove such. Obstructions that he can not remove with such appliances as are furnished him, shall be at once reported to the proper authorities with such recommendations regarding the manner of removing them as he may deem expedient. Should he discover any hidden or other danger not charted, he will locate it by observations, and cross bearings if practicable, and at once report the circumstances, with all particulars, to the Treasury Department for transmission to the Hydrographic Office, Navy Department.

Sailing directions, charts, etc.

165. He shall see that the vessel is properly supplied with sailing directions, charts, and light and buoy lists of the section of the coast which he patrols, and that they are kept corrected to date. He shall keep himself informed as to all hydrographic notices and notices to mariners, particularly those applicable to his own cruising grounds, and shall carefully preserve all information that he may receive, or be able to procure, concerning the safe navigation of the vessel.

When in the vicinity of land or approaching an anchorage, shoals, or rocks.

166. At night, when on soundings, or approaching or in the vicinity of land, he shall see that the lead is frequently hove and the result reported to him. When going into or out of port, or approaching an anchorage, shoals, or rocks, he shall keep a hand lead going. When in the vicinity of land, or when approaching an anchorage, he shall have the cables bent and the anchors ready for letting go.

Safe conduct of the vessel.

167. He shall be responsible for the proper navigation of his vessel, for the courses steered, and for her safe conduct.

Assistance to commerce and navigation.

168. He shall assist the commerce and navigation of the United States with all the means at his command consistent with law and these regulations.

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169. He shall see that the following provisions are complied with in the interest of aiding vessels and of the Government:

1. That his vessel is properly supplied with good running line and hawsers, and that they are so stowed as to be immediately available in an emergency, and that she is otherwise prepared to aid vessels in distress.

2. When assisting vessels, the lines and hawsers of the vessels will be used, if they have such as are suitable for the work to be done and can be handled as readily as those of the cutter.

3. In every case in which a revenue cutter incurs any necessary expense, or sustains damage, while assisting vessels in distress, the owners of the vessels may be required to indemnify the United States for the same. To this end the commanding officer shall forward to the proper collector of customs an accurate estimate, in duplicate, of such expenses and damages, together with a full statement of the circumstances under which they were incurred. This statement (which must include the name, nationality, and hailing port of each vessel assisted, her captain's name, the port or place to which she is bound, and the name of her owner and consignee), and one copy of the estimate of expenses and damages, the collector will forward to the Department.

4. When vessels in distress, or their crews, are supplied with provisions or other articles of public from public property property copy shall be forwarded to the Department with the "Report of Assistance Rendered," and the third copy shall be retained on board.

5. He shall cause a full and particular account of all assistance rendered, and of all other important services performed, to be entered in the log; and his reports of such cases submitted to the Department must contain complete and accurate answers, so far as it is possible to obtain the information, to the questions on the blank form.

Provisions as to aiding vessels in distress.

Running lines and hawsers.

Lines of vessels assisted.

Estimate and statement of expenses or damaged sustained.

Receipts for provisions, or other public property furnished.

Report of assistance rendered.

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Money or supplies in kind.

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6. Commanding or other officers are forbidden to receive money, or an order for money, for any damage or expense incurred by revenue cutters in aiding vessels in distress. But provisions, coal, and other like supplies, expended in assisting other vessels, may be received in kind, if the owners or masters of such vessels prefer to reimburse the United States in that manner.

Collision.

170. In the event of a collision between a revenue cutter and any other vessel he shall pursue the following course

Assistance.

1. He shall at once offer such assistance to the other vessel as he may be able to render.

Investigation.

2. If the collision is so serious or under such circumstances as not to admit of immediate repair with the resources at hand, he shall immediately investigate the matter, ascertain as nearly as possible the loss or damage to each vessel, and endeavor to fix the responsibility.

Report of particulars.

3. If the collision occur in the waters of the United States, or at sea, and it result in the loss of life, or damage to person or property, he shall make a report of the facts to the Secretary of the Treasury, and to the collector of customs of the district in which the casualty occurred or in which he first arrives after its occurrence, giving the number of lives lost, if any, and the probable amount of damage to each vessel respectively, together with a description of the vessel with which the collision occurred, if obtainable, the nature of her cargo, the names and residences of her owner or owners, consignee, and master, the port from which she last sailed, and to what port she was bound when the accident happened.

Collision in foreign port.

4. Should the collision occur in a foreign port, he shall take such steps as may be required by the local regulations, and make a full report of the circumstances to the Department.

Shipwreck.

171. He shall take the following course in case of ship wreck, or other disaster whereby the vessel may be lost

Saving of books and public property.

1. He shall remain by her with his officers and crew as long as practicable and make every reasonable effort to save the log book, muster roll, pay and receipt roll, and other valuable books and papers, and as much other property as possible.

Shall repair to most convenient port.

2. Should the vessel be wrecked within the jurisdiction of the United States, he shall repair without delay to the most convenient port with his officers and crew, and as soon as practicable make a report of the circumstances attending the

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disaster to the Secretary of the Treasury, and to the collector of customs, giving such particulars as will enable the Department to take immediate and effective action.

3. If the disaster occur in foreign waters, he shall lose no time, after making all efforts to save Government property, and taking such steps as may be advisable under the circumstances for its preservation until it shall be disposed of in such manner as the Department may direct, in returning to the most convenient and practicable port or place in the United States. To effect this he may dispose of so much of the property saved as may be necessary for the purpose, or draw bills, as he may deem most advantageous to the Government. He shall advise the Department of the disaster at the earliest practicable moment.

Disaster occurring in foreign waters.

4. In all cases in which it becomes necessary to abandon the vessel, the commanding officer should be the last person to leave her. He shall use every effort to preserve discipline and prevent any irregularities which might give just cause of complaint to the inhabitants where he lands.

Commanding officer the last person to abandon the vessel.

172. When serious damage is received by the vessel under his command by reason of collision, grounding, fire, or accidents to the hull, spars, machinery, or boilers, or other important casualties of whatever nature, he shall cause an investigation of the matter to be made by a board of three officers, and forward the result to the Department in a clear, complete, and concise form, with a full statement of the circumstances attending the casualty, the nature and extent of the injuries received, the probable cost of repairs and length of time necessary to make the same, and to whom, if anyone, fault is to be attributed. Every accident of the kind, whether involving an investigation or not, shall be made the subject of a full report.

Serious damage to vessel to be investigated by a board of officers.

173. When there is occasion to send a boat or other expedition away from the vessel and beyond signal distance on important duty, the commanding officer shall designate the officer to have charge of such expedition, and give him written instructions regarding the duty to be performed. The executive officer is never to be sent on an expedition which would necessitate a probable absence of a week or longer, and in any event only in cases of exigency.

Boat or other expedition.

174. He shall see that proper provision is made and comforts provided for sick and disabled officers and men under his command. When the ailment is of such nature as to require the attention of a physician he shall apply for the desired medical aid and relief to the Marine Hospital surgeon

Medical aid and relief.

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at the first port he may reach where one is available, and, if necessary, send the disabled person to the Marine Hospital. When immediate medical aid is considered absolutely essential for any member of the crew, and the attendance of a surgeon of the Marine Hospital Service can not be procured the commanding officer may, for the time being, call in the services of a private physician provided his charges are reasonable. 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 Department.

Signals.

175. He shall require all officers of his command, and also the quartermasters and coxswains, to familiarize themselves with the prescribed Service code of signals, so as to enable them to send and receive messages with facility and exactness. He shall require the navigating officer to give the necessary instructions to the quartermasters and coxswains in the use of the international code of signals and boat recalls, and the junior line officer to instruct such petty officers in the use of the Service code of signals.

Station bills of engineer department.

176. He shall cause the senior engineer to prepare, and submit to him for approval, watch, fire, quarter, and cleaning bills, showing the station and specific duties of each member of the force under his charge.

Arrangement of engineer force in watches.

177. He shall cause the engineer force to be arranged in watches, and when on watch the men shall be under the immediate direction of the officer in charge of the watch, and shall not be ordered to perform other duties than those connected with the engines and boilers, and their dependencies, except in case of necessity, in which case the engineer officer of the watch must be informed in order that he may adopt all necessary precautions.

- Duties of engineer officers.** 178. He shall require the engineer officers on duty to conform to the orders of the officer of the deck; but they are not, except in cases of necessity, to be ordered to perform other duties than those immediately connected with the preservation, repair, management, or supplying of the engines and boilers, and their dependencies.
- Watches in the engineer department.** 179. He shall see that the following requirements are carried out as to the watches in the engineer department:
- Duties when there are two or more engineer officers.** 1. When two or more engineer officers are attached to a vessel in commission, he shall make such regulations in regard to the division of watches and leave on shore that the vessel shall never be without one of them on board and ready for duty.

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2. When there is but one such officer attached, he shall be required to exercise a personal supervision over the engines while under way; and he shall not leave the vessel at any time when there are fires under the boiler, whether banked or not, unless there be a competent oiler or fireman to take charge in his absence.
3. He shall cause a sufficiently strong watch to be kept, under competent charge, whenever tile fires are lighted, and shall see that the engine room is never left without a suit able watch in charge of a competent fireman, even though the vessel may be at anchor and the fires hauled.
- 180.** He shall give every reasonable and proper facility to the engineer department to clean the boilers and to keep the machinery and its dependencies in efficient condition, and to this end he will afford monthly or bimonthly occasions for hauling fires and thoroughly cleaning that department. He shall use discretion and care in regard to the time for permitting the vessel to be disabled by hauling fires, and, as a rule, select a calm period and safe place. He shall not haul fires during heavy or threatening weather.
- 181.** He shall at reasonable times afford the executive officer an opportunity to paint the vessel, break out and air the holds, overhaul and care for the chain cables, keep the boats in order, and do other necessary work. He shall see that the spars, rigging, and sails are properly protected from chafe, and that the vessel at all times presents a neat and trim appearance.
- 182.** He shall cause all spare articles and stores, including all cables, hawsers, and sails, to be examined each quarter, and oftener if necessary, in order to prevent deterioration and insure their efficient condition. At such examinations particular attention shall be paid to the chain cables ; they must be scaled and cleaned of rust and other foreign matter; the shackles, shackle bolts, and forelock pins shall be carefully examined and, if necessary, new wooden pins put in; and such parts as require it must be coated with blacking, tallow, or white lead.
- 183.** At the close of each fiscal year ending June 30, and each calendar year ending December 31, or when the vessel is put into or goes out of commission, or when he relinquishes command, he shall cause to be made out, according to the form prescribed by the Department in the "Return of Public Property," a complete inventory, in duplicate, of all the public property in his charge. To the correctness of these inventories he shall certify, and transmit one of them to the Department, retaining the other on board the vessel.

Duties when there is but one engineer officer.**Competent watch to be kept.****Hauling fires, cleaning boilers, etc.****Keeping vessel in order.****Quarterly examinations of stores and chain cables.****Inventories.**

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- Delivery or orders or other official communications.** 184. All orders and other official communications re 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 the date and time of delivery.
- Man.** 185. He shall, whenever practicable, before starting on a cruise, give suitable information for the convenience of the officers of the ship as to where personal mail may be for warded during the absence of the vessel from headquarters.

Ship's log.

186. He shall examine the log book daily, and have corrected any inaccuracies or omissions he may observe. After it has been duly signed and submitted to the commanding officer, no change or addition shall be made without his permission or direction, and any change or addition must be made by the officer in whose watch the matter under consideration occurred. An officer of the watch shall not decline to make a change in, or an addition to, his log when his attention is called to an inaccuracy or omission by the commanding officer, or navigator, unless he believes the proposed change or addition to be incorrect, in which case he shall, if required, explain in writing to the commanding officer his reasons for his opinions. The commanding officer may then make any remarks concerning this particular inaccuracy or omission that he may deem proper, entering them at the bottom of the page over his own signature. He shall approve the log every Saturday, when the vessel goes out of commission, and upon the day of relinquishing command.

Steam log.

187. He shall examine the steam log daily, and call the attention of the senior engineer officer to any inaccuracies or omissions he may observe. The senior engineer officer will cause the steam log to be corrected as pointed out by the commanding officer, unless he believes the proposed entries or corrections to be incorrect, in which case he shall, if required, explain in writing to the commanding officer his reasons for his opinions. The commanding officer may then enter in the steam log, over his own signature, any remarks concerning the particular inaccuracy or omission under consideration that he may deem proper. After the steam log has been examined by the commanding officer no change or addition shall be made without his permission. He shall approve the steam log every month, when the vessel goes out of commission, and upon the day of relinquishing command.

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188. The following regulations shall be observed as to passengers

1. He shall receive no passengers on board without the permission of the Secretary of the Treasury or as provided for in the case of distressed seamen and shipwrecked persons, nor shall he permit a passenger to interfere in any manner in the management of the vessel except as stated in paragraph 69.

2. He shall not permit a woman to reside on board of the vessel without special permission of the Secretary of the Treasury.

3. The names of all passengers and the dates of arrival on board and departure from the vessel must be entered in the log.

4. The presence of passengers on board shall not under any circumstances be allowed to divert the vessel from her legitimate duties, and commanding officers are required to comply fully with the law upon this subject.

5. The provisions of that part of section 1 relating to the receiving of passengers, shall not be construed as applying to a male person who may be the immediate guest of an officer for a limited period, and whose presence on board will in no wise interfere with the comfort of others or the proper discipline of the vessel. Commanding officers, however, are enjoined to use discrimination in such matters and their consent must invariably be obtained before receiving such a person on board.

6. No person shall be quartered in the wardroom whose presence there would not be agreeable to the wardroom officers, except in urgent cases, or by the express authority of the Secretary of the Treasury.

189. He shall always receive on board distressed seamen of the United States, and shipwrecked persons, when it can be done without endangering the health of his own officers and crew. Their names shall be entered in the log, and they shall be furnished rations and transportation to the nearest or most convenient port of the United States; they must conform to the regulations of the vessel while on board. He shall also extend such aid as lies in his power to distressed vessels and seamen of countries with which the United States is at peace.

190. No commanding officer shall, without the authority and permission of the Department, make, or allow to be made, any changes or alterations in the internal arrangements, decks, cabins, or staterooms of the vessel, or in the

Passengers.

Permission of the Secretary of the Treasury necessary.

A woman shall not reside on board.

Entries in the log.

Duties of vessel shall not be diverted.

Guest of an officer.

Persons in the ward room.

Distressed seamen and shipwrecked persons

Changes and alterations in vessel and her equipment.

armament, masts, yards, or rigging, except in cases of absolute necessity and there is not time to communicate with the Department. When such changes or alterations are made without authority previously obtained therefor, he shall report the fact to the Department at the first opportunity, stating particularly the necessity requiring the immediate performance of the work, and he shall carefully note and report the effects which such changes or alterations have produced in the qualities, performances, and efficiency of the vessel. He shall, when he deems it important, suggest any changes or alterations in the vessel which would, in his opinion, render her more efficient, or improve her qualities in any particular, and, if practicable, state the probable cost of such changes or alterations. He shall, as far as possible, and when in accordance with the interests of the Government, cause all repairs to the hull, machinery, spars, boats, and all other articles of equipment and outfit to be made by the ship's company.

- The employment of a boat or vessel boat** **191.** He shall not, except in emergencies that will not admit of delay, hire or employ any boat or vessel without first obtaining authority therefor from the Department, but should such an emergency arise, he shall, as soon as possible, report the fact to the Department, stating particularly the necessity for employing the boat or vessel, and the price agreed to be paid for her services.
- Enforcement of the provisions of the law.** **192.** He shall be vigilant and firm in the performance of his duties, and act at all times with proper discretion in executing the provisions of law, the enforcement of which is charged to the Revenue Cutter Service, by employing all proper and legal means at his command, but without injury to commerce and navigation, or encroaching upon the legal rights of individuals.
- When a vessel is placed out of commission.** **193.** When a revenue cutter under his command is placed out of commission, he shall satisfy himself, before leaving the vessel, that the engines and boilers and their attachments have been put in proper condition, and that all returns have been made and every article turned over to the proper authority.
- Bills against the vessel.** **194.** When he is detached from a vessel, or shall leave a station either with or without his command, he shall see that all bills against the vessel are properly certified and entered upon the books of the vessel before taking his departure from such vessel or station.

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DUTIES IN TIME OF WAR.

- 195.** The duties of the commanding officer in time of war must depend largely upon circumstances and instructions. When, by direction of the President, the Revenue Cutter Service cooperates with the Navy, he will, in the discharge of his duty and in the preparation of his vessel for action, obey any instructions he may receive from the Navy Department.
- 196.** He shall maintain, as far as possible, a complete concert of action with the commander of either the land or naval forces with which he is operating, and render him all the aid in his power.
- 197.** When in the presence of an enemy or when there is any probability of an engagement, he shall keep his command prepared for action, and take every precaution against surprise.
- 198.** He shall attend personally to the destruction of his orders, or other papers that may be of use to an enemy, if he believes they are about to be captured.
- 199.** The use of a foreign flag to deceive an enemy is permissible, but it must be hauled down before a gun is fired; and under no circumstances shall an officer commence an action without the display of the revenue or national ensign.
- 200.** He shall afford protection and convoy, so far as it is within his power, to merchant vessels of the United States and to those of allies.
- 201.** During a war between civilized nations with which the United States is at peace, he, and all under his command, shall observe the laws of neutrality and respect a lawful blockade, but at the same time make every possible effort, that is consistent with the rules of international law, to preserve and protect the lives and property of citizens of the United States wherever situated.
- 202.** He shall require all under his command to observe the rules of international law and the stipulation of treaties.
- 203.** He shall oil taking possession of a prize, adopt such measures as may be necessary to prevent her from being recaptured. He shall remove such of the officers and crew of the prize as may be necessary, and take great care to preserve the log, letters, ship's papers, and other documents of importance falling into his possession. Vessels captured in war shall remain in charge of a prize crew until their disposition shall be determined by competent authority.
- Cooperation of the Service with the Navy.**
- Operating with land or naval forces.**
- Keeping command ready for action.**
- Destruction of orders and papers.**
- Display of flag.**
- Protection and convoy.**
- The laws of neutrality and blockade.**
- International law and treaties,**
- Prize.**

- Report.** 204. He shall immediately, after any action in which he may have been engaged, make a full report of all the circumstances to proper authority.
- Intercourse with an enemy.** 205. It is strictly forbidden to all persons belonging to the Revenue Cutter Service, to give, hold, or entertain any intercourse or intelligence to or with any enemy without leave from the President, the head of the Department under which they are acting, or the commander-in-chief of the military or naval forces employed or engaged within the limits of their station.
- Letter or message from an enemy.** 206. If any letter or message from an enemy be conveyed to an officer or other person serving on board of any revenue cutter, or to any person employed for the protection of the revenue, he shall immediately make the same known, having opportunity so to do, to his superior or commanding officer; or, if a commanding officer, he shall, with all convenient speed, reveal or make the same known to the Department, through the proper official channel, or to the military or naval commander-in-chief, within the limits of whose command he may be at the time.
- Spies.** 207. Spies, and all persons who shall come or be found in the capacity of spies, or who shall bring or deliver any seducing letter or message from an enemy, or endeavor to corrupt any person belonging to the Revenue Cutter Service, shall be seized and held subject to the orders of the Secretary of the Treasury, or other competent authority.
- Destruction of public property.** 208. No officer or other person belonging to the Revenue Cutter Service shall unlawfully destroy any kind of public property not then in the possession of an enemy; and it shall be the duty of every officer and other person attached to any revenue cutter, or in the Service, to use his utmost exertions to prevent the destruction by others of all property of the Government within the limits of his command or control, or coming under his observation.
- THE EXECUTIVE OFFICER.**
- Definition and transfer of duties.** 209. The line officer next in rank to the commanding officer shall be the executive officer. If detached, absent, disabled, placed in arrest, or suspended from duty, his duties shall devolve upon the line officer next in rank below him.
- Authority.** 210. He has no authority independent of the commanding officer. His orders shall be considered as proceeding from the commanding officer, and the details of duty herein after laid down shall be regarded as in execution of the

THE EXECUTIVE OFFICER.

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commander's orders. While executing the orders of the commanding officer, he takes precedence of all other officers attached to the vessel.

211. The following directions shall be observed as to command to :

1. In the absence, or during the disability of the Commanding officer, the senior line officer remaining on duty succeeds to all the responsibility and all the authority of command, except as noted below.
2. When in command for a period of less than twenty-four hours, he may, if in his judgment necessary in order to preserve discipline, suspend, or arrest an officer, or confine an enlisted man, subject to the approval of the commanding officer upon his return to duty. If in command for a period greater than twenty-four hours, he may award punishments for infractions of discipline in the same manner as the commanding officer.
3. When in command for any period during a temporary absence of the commanding officer, he shall not change the general orders, prescribed routine, or other regulations then existing, or make any unauthorized alterations in the internal arrangements of the vessel.
4. When in command of a cruising cutter during the absence, for any purposes (as on leave, etc.), of the commanding officer, he becomes responsible for the vessel's safety and the efficiency of the duty performed. At such a time, therefore, while without authority to change the internal affairs of the vessel, he shall be free to direct her movements in accordance with the regulations of the Service.
5. In the event of the death of the commanding officer, the executive succeeds absolutely to the command until relieved by competent authority.

212. He shall, when on board ship, regard himself as on duty. He shall receive all orders relating to the general duties of the vessel directly from the commanding officer, and shall transmit them to the other officers as maybe necessary. He is responsible for their faithful execution.

213. He shall carry out all details of duty in connection with the organization, police, inspection, discipline, exercise, and efficient condition of the crew, and the cleanliness, good order, efficiency, and the neat, trim, and seamanlike appearance of the vessel. For the strict performance of these duties he is responsible to the commanding officer.

214. He shall keep himself constantly informed of the policy of the commanding officer in regard to the official

Directions as to command.

Absence or disability of commanding officer.

Authority while in temporary command.

Unauthorized alterations.

Directing vessel's movement.

Death of commanding officer.

Duty and orders.

Details of duty.

Information.

administration of all matters of duty, in order that he may carry out that officer's wishes.

Abuses and infractions of discipline. **215.** So far as his power extends, he shall correct all abuses, prevent infractions of discipline, and suppress disorder; and whenever he becomes cognizant of any violation, disregard, or disobedience of any law, regulation of the Service, or order, on the part of any person attached to the vessel, he is at once to make report of the facts to the commanding officer. He shall aid the latter, to the best of his ability, in enforcing these regulations.

Fitting out the vessel and reporting defects. **216.** He shall assist the commanding officer in every possible way in fitting out the vessel, and shall make him-self familiar with the vessel's arrangement and equipments. He shall at once report any defects, or other matters of importance connected with the vessel, that he may discover.

Absence from the vessel. **217.** From the exacting nature of his duties, the executive officer is held to have sufficient to occupy his time and attention on shipboard, and shall never absent himself from the vessel without permission of the commanding officer, unless that officer is himself absent and has left no instructions requiring the constant presence of the executive during such absence. The provisions of this paragraph do not apply when the commanding officer is temporarily absent from the vessel on leave or other duty, by authority of the Department, as in such case the executive officer succeeds to the command of the vessel.

Not to occupy cabin. **218.** He shall not occupy the cabin for his quarters during the temporary absence of the commanding officer from the vessel.

Watches and days duty. **219.** He shall not be required to stand watch or day's duty except as provided for in paragraphs 117 and 425, but may relieve the officer of the deck, as a matter of accommodation, for short periods.

Boarding duty. **220.** He shall not be required to do regular boarding duty, but in cases of special importance and difficulty, as, for instance, the quelling of a mutiny on board a merchant vessel, he shall, if the commanding officer deem it advisable, take charge of the boarding boat, the regular boarding officer accompanying him.

Not to be detailed on duty away from the vessel. **221.** He shall not be detailed for any duty the performance of which would require his absence from the vessel, unless the exigencies of the Service demand it; such duty should, as a rule, be assigned to the junior officers.

THE EXECUTIVE OFFICER.

222. The following duties shall receive strict attention:

1. He shall make out and post watch, station, quarter, fire, and boat bills as provided in paragraph 115. **Spec'l duties.**
 2. He shall see that the line officers keep correct copies of the bills mentioned in the preceding section, and that they thoroughly instruct the men of their divisions in their duties. **Station, fire, and other bills.**
 3. He shall cause the daily routine, police regulations, and routine orders concerning the ship's company, to be posted in a conspicuous place where they may be consulted by the crew. **Copies of bills.**
 4. He shall cause to be kept a watch and liberty book, which shall be placed where it may be consulted by the officers and men. **Routine and police regulations.**
 5. He shall prepare a messing and berthing plan for the crew, in accordance with their watches and stations, and have the berthing numbers put up, if that has not already been done. **watch and liberty book'**
 6. He may, if he so desire, keep a morning order book, in which he shall enter the instructions for the officer of the deck during the morning watch. **Messing and berthing plan.**
 7. He shall give to the officer of the deck, for his guidance, such orders and instructions as may be necessary concerning the manner of performing the duties of the vessel. **Morning order book.**
 8. He shall, under the immediate direction of the commanding officer, conduct the exercises at general quarters. He shall also conduct the fire drill, and it is his duty to prepare and submit the report relating thereto on the form furnished by the Department. **Information to officer of deck.**
- General Quarters and fire drill.**

9. He shall at the close of each month, and when about to sail on a foreign cruise, or on a cruise to Alaska, prepare a muster roll in duplicate, corrected to the end of the month or date of sailing, as the case may be, one copy of which shall be forwarded to the Department and the other retained on board. It shall be held sufficient if the monthly muster roll is submitted to the commanding officer by the third day of the month next following the period it embraces.

10. In the preparation of the muster roll the following requirements shall be carefully observed: (a) All changes affecting officers or enlisted men will be noted, giving dates.

Preparation of muster roll.

(b) Absences from the vessel, whether on the part of officers or men, will be noted thus: "Absent from (date.) (date.)..... , to , both inclusive."

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(c) When an officer is absent from the vessel a note will be made whether such absence is on duty, leave, temporary leave, or otherwise.

(d) The name of an officer who has reported on board by assignment, or of a regularly enlisted man, must be carried on the rolls of the vessel until detached, or the termination of his service, when the fact and date will be noted.

(e) In case of the discharge of an enlisted man, the date thereof, and, when not on account of expiration of term of enlistment, the date of the authority or approval of the Department will be noted.

Requisitions for ship chandlery.

11. It shall be his duty to make out requisitions, in quadruplicate, for the ship chandlery required for the deck department, and for all other articles and stores, except rations and those stores that are properly obtainable on the engineer's requisition; also vouchers for purchases and repairs. (See paragraph 950.) The requisitions for books, blanks, and stationery shall be made out in duplicate. He shall also keep the record book of receipts and expenditures.

Return of public property

12. He shall make out in duplicate the return of public property, except that part which relates to the engineer department, and in the preparation of this return may call to his assistance the junior line officer. One copy is to be forwarded to the Department and the other retained onboard. It shall be held sufficient if the semiannual returns are submitted to the commanding officer by the 15th of July and 15th of January, respectively.

Details of organization

13. He shall carry out, under the directions of his superior, all the details of the organization as set forth under "The Commanding Officer."

Knowledge of the physical and other abilities of each member of the crew.

223. He shall inform himself, as far as possible, of physical capacity, service, record, and experience of each member of the crew, in order that he may station him to the best advantage. Should he have any doubt as to a man's physical ability to perform the duty required of him, he shall report the fact to the commanding officer, who will have the man's physical condition ascertained by a surgeon of the Marine-Hospital Service, and, if the report be unfavorable, he shall be guided in the case by such of the provisions of Article XII as are relevant.

Officers in the performance of duty.

224. He shall see that the officers of the vessel are vigilant in the performance of their duties, that they perform them in a uniform manner, and that they conform strictly to all orders and regulations.

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225. He shall see that all officers having charge of stores are present to receive them when delivered, and, when necessary, that they superintend the serving of them.

Officers having charge of stores.

226. He shall direct the officer of the deck in all matters concerning the general duties of the vessel. When the commanding officer is not on deck, he may direct the officer of the deck how to proceed in time of danger or during an emergency, or he may assume charge of the deck himself, and shall do so should it in his judgment be necessary, but he shall at once report to the commanding officer the fact and his reason for so doing. He shall not, however, assume charge without first relieving the officer of the deck, and should he deem it necessary to countermand an order of the officer of the deck, he shall do so only through that officer, or after relieving him.

Directions to officer of deck.

227. He shall require all officers of the vessel to maintain a strict and orderly performance of duty, and avoid all unnecessary noise, confusion, and singing out. This regulation is to be observed, particularly in making fast to, and getting under way from, wharves and docks, and in work in harbors and near other vessels.

Orderly performance of duty.

228. He shall, as far as practicable, arrange with the line officers a system of signals by which his orders regard- ins the handling of lines in going alongside of, and getting away from, wharves, docks, or vessels, and in executing other evolutions of a like nature, may be communicated to the officers, and thus avoid the noise and, in frequent in-stances, confusion of singing out.

System of signals.

229. He shall see that all necessary precautions, including the securing of storerooms. holds, water-tight doors, etc., or insuring the safety of the vessel at night, are taken before 8 p. m.

Safety of the vessel at night.

230. All parts of the vessel shall be open for his inspection, and he shall inspect her daily, reporting her condition to the commanding officer. He shall make frequent and careful inspection of the mess gear and stores of the crew, of the galley, and of all cooking utensils, chests, and lockers, and see that they are kept in order and clean.

Inspections.

231. The following requirements shall be complied with regarding the daily reports to be made to the commanding officer at 8 p. in.

Reports at 8 p.m.

1. The executive officer shall require from the boatswain, gunner, carpenter, and master-at-arms reports of the condition of the vessel and her appurtenances in their respective departments.

Reports from petty officers of the first class.

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Report to the commanding officer. 2. After satisfying himself of the correctness of the reports renumerated in the preceding section, and of the safety of the vessel, he shall report her condition to the commanding officer, after which, if in port, he shall, in accordance with the instructions of the latter officer, detail a suitable anchor watch; if at sea, the watch will be relieved.

Precautions against fire. 3. Before making his evening report to the commanding officer he shall see that the fire hose are coupled and lead along the decks, if the weather be such as to permit leading them out, and that all other necessary precautions against fire have been taken.

Keys. 232. The following rules shall appertain to the care of the keys of the vessel

Custody of keys 1. He shall be the custodian of all of the keys except those that are kept by the commanding officer and those of storerooms and lockers belonging to other departments than his own, and of receptacles for personal effects.

Duplicate keys 2. He shall keep in his possession ready for use duplicate keys to all parts of the vessel, and he shall not permit them to be used without authority of the commanding officer, except at times when he himself may be in temporary command.

Keyboard. 3. He shall keep the keyboard in his room; all keys must be turned in to him at 8 p. m., and are not to be removed from the board at night, or at any other time, without his knowledge and consent, or, in case of his absence, without the permission of the senior line officer present.

Keys of storerooms. 4. Heads of departments shall have charge of the keys of their respective storerooms and lockers.

Keys to be kept on board. 5. None of the ship's key s shall be taken out of the vessel.

Good condition of compartments, casings, bulk-heads, pipes, etc. 233. Fe shall be responsible for the cleanliness and good condition of all compartments, and of all the bulkheads, doors, valves, and pipes within them, except those that belong to the supervision of the engineer officer in charge. He shall also be responsible for the cleanliness and appearance of the casings, and of the bulkheads around all machinery outside of the engineer compartments, and of all pipes (including the smoke pipes), hatches, ventilators, and bulkheads on the berth deck and upper decks, with such exceptions as may be directed by the commanding officer.

Officers commanding divisions. 234. He shall see that officers commanding divisions perform their duties carefully, thoroughly, uniformly, and in accordance with these regulations; that they thoroughly inspect and keep in order the ordnance and boats under

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their charge; that they are careful in the inspections of their divisions, and that they are present and personally instruct the men at all exercises.

235. In his administration of the police of the vessel he shall give such orders and directions to the officer of the deck or officer of the day as may be necessary. He shall satisfy himself that the lookouts, or watch, are in their proper places and are attentive to their duties.

Police of vessel, lookouts and watch

236. The following regulations shall be observed as to duty under certain circumstances:

Duty under certain circumstances.

1. When there are more than two lieutenants attached to the vessel and present for duty, the executive officer shall take charge of the deck whenever all hands are called for any particular duty, exercise, or evolution, unless the commanding officer assume charge himself, in which case he shall regularly relieve the executive officer.

2. When there are but two lieutenants attached and present for duty, it shall be discretionary with the commanding officer, except when entering or leaving port between 8 a. m. and 8 p. m., whether the executive shall take charge of the deck or not when all hands are called for any purpose during his watch below; or whether the junior officer, it being his watch below, shall respond to the call.

3. Unless otherwise directed by the commanding officer, the executive shall see that each officer of the vessel fit for duty is at his station when all hands are called.

237. When the magazine is opened for receiving or discharging powder, or for any other purpose, or when powder is being received on board or sent away from the vessel, he shall see that all necessary precautions to guard against accidents are taken, and that the provisions of paragraph 132 are strictly observed.

238. He shall at all times keep himself informed of the condition, quantity, and quality of ammunition on board.

239. He shall control the expenditure of ship chandlery and equipment stores and account for them to the commanding officer, showing the same in the return of public property.

240. At quarters he shall receive and transmit as a whole to the commanding officer the reports of officers in charge of divisions. He shall make such disposition of officers and men as may be required in order to prepare for the inspection of the vessel, and carry out such other necessary details as are prescribed in paragraph 131.

When more than two lieutenants are on duty at "all hands."

When only two lieutenants are on duty at "all hands."

Each officer at his station, "all hands."

Opening of magazine and handling powder.

Ammunition.

Expenditure of ship chandlery and equipment stores.

Quarters and inspection.

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- Fire quarters.** **241.** At fire quarters, whether at anchor or under way, he attends at the fire, and directs the efforts to extinguish it.
- Vessel cleared for action.** **242.** When the vessel is cleared for action and officers commanding divisions have reported ready, he shall report to the commanding officer. He shall then, if circumstances permit, inspect the vessel and personally see that all proper and necessary dispositions have been made and report the result to his superior.
- Action.** **243.** In action he shall look after the general working of the armament, and from time to time repair to any part of the vessel where this duty may be performed to the best advantage. If boarders are called away he shall lead them.
- Fire or other danger to vessel.** **244.** In case of fire, or of any other occurrence that may place the vessel in danger, he shall exert himself to maintain order, and should it become necessary to abandon the ship, he shall, under the direction of the commanding officer, see that the sick and disabled are first cared for.
- Boats.** **245.** The following provisions shall be carried out as to boats
- A line officer assigned to each boat.** 1. He shall assign to each boat a line officer who shall be responsible for her general condition, equipment, and outfit, and for the proper instruction of her crew in their duties.
- Expeditions.** 2. He shall assign provisions and other articles to the boats when they are sent on expeditions.
- A boat being sent away at sea.** 3. If a boat be sent away from the vessel at sea, he shall, if necessary, see that she is supplied with sails, spars, rowlocks, oars, a bucket, water, provisions, a compass, a lantern, candles, matches, and such other articles as the special occasion or duty demands. A breaker of water shall be kept in each boat at sea.
- Quarterboats and lifeboats.** 4. He shall, when at sea, keep the quarter boats, or the boats best adapted as lifeboats and one on each side if possible, always ready for lowering. He shall see that these boats are supplied with oars and rowlocks; that the steering gear of each is shipped and in order; and, in fact, that each is ready for immediate use in a seaway and as a lifeboat.
- Spars and sails.** 5. He shall have the boat's spars and sails kept in readiness for use. If at any time it be necessary to unbend the sails and stow them below for preservation, they shall be kept in bags, properly marked, with all their gear complete, so that they may be obtained without delay.
- Life buoys.** **246.** He shall see that a life buoy is secured at a convenient place on each quarter, and on each outboard end of the bridge. He is strictly enjoined to see that these buoys

are always in good condition, with the vessel's name neatly painted on each, and so secured as to be easily and instantly detached.

247. Before entering port, he shall see that the vessel presents a neat appearance in all respects, that the boats are ready for service, and that every preparation is made for anchoring or mooring.

248. The ground tackle, capstan, and windlass gear shall receive proper care as follows:

1. He shall see that the anchors, chains, capstan, windlass, and compressors are overhauled and cleaned frequently, and at all times kept in an efficient condition. He shall give prompt attention to any defects or damage that he may discover, or that may be reported to him by the navigating officer. Kedges and boat anchors shall be kept ready for use and stowed in a convenient place.

2. Whether at anchor or moored he shall keep himself informed of the condition of the hawse, and, with the sanction of the commanding officer, shall have it cleared, or the anchor sighted, when in his judgment it may be necessary.

3. The anchors and such portions of the chains as are visible, shall be kept well blacked or painted white, as the case may be.

249. He shall cause the steering gear to be carefully attended to, that it may at all times be in perfect condition.

250. Before beginning any work, the proper performance or execution of which would require that the vessel remain at anchor, or which would prevent her from performing regular duty, or in any manner impair her efficiency during the time such work is in progress, he shall consult the commanding officer and obtain his consent. All such work should, when possible, be done when the engines and boilers are being cleaned and repaired and the vessel is, on that account, compelled to remain in port.

251. He shall exercise a general direction and supervision over all work, and be responsible for its proper performance. He shall designate the times for scrubbing bags and hammocks.

252. He shall superintend the preparations for the burial or removal of the remains of persons who die on board.

253. All general orders from the Department which are to be published to the ship's company shall be read by the executive officer, to the officers and crew at the first general muster after their receipt, and the fact entered in the log.

On entering port.

**Ground tackle,
capstan, etc.**

**To be overhauled
and frequently cleaned.**

**Condition of the
hawse.**

**Painting of anchors
and chains.**

Steering gear.

**Important work on
vessel.**

**Supervision over all
work.**

Death onboard.

General orders.

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**Traffic with
bumboatmen.**

254. All traffic with bumboatmen, or other traders, onboard or alongside, shall be regulated by the executive officer, who shall be watchful that no prohibited articles, or unwholesome fruit or food, are introduced on board.

**Airports and
gunports.**

255. He shall see that no air ports are opened at sea without the knowledge and consent of the commanding officer; that such as may have been opened by permission are closed and secured at sunset, or sooner if the sea become rough ; and that report shall invariably be made to the officer of the deck when air ports are opened or closed. He shall not permit the gun ports to be opened when there is any probability that the sea will enter to a dangerous extent.

Enlistment.

256. He shall, under the direction of the commanding officer, enlist such persons as may be required to complete the vessel's complement, and shall have charge of the shipping articles.

**Ratings and
disratings.**

257. All ratings and disratings shall be by the executive officer, under the direction of the commanding officer.

**Granting leave
during temporary
absence of commanding
officer.**

258. During the temporary absence of the commanding officer, and under that officer's direction, he may grant per-mission to the officers off duty to absent themselves from the vessel for a time not exceeding twenty-four hours.

**Equipments and
stores.**

259. The following regulations shall be observed as to equipments and stores:

**Examination of
stores when fitting out.**

1. When fitting out, he shall carefully examine all equip-menu, stores, and supplies, and report to the commanding officer any defects he may discover.

**Examination of
stores when a vessel
goes into commission.**

2. When a vessel, which has been temporarily laid up, goes into commission, he shall be furnished with the last return of public property and shall report any discrepancies, errors, and omissions found therein to the commanding officer. When a new vessel goes into commission he shall make a memorandum of all stores and equipments placed in his charge, reporting any deficiencies to the commanding officer, and supply the usual inventory.

- Stowage of articles.** 3. He shall designate the places for the stowage of all articles, and they are not to be changed therefrom without this permission.
- Supplies to be procured on requisition.** 4. All supplies and stores, except articles of equipment for which it is customary to invite three or more bids, shall be procured on requisition.
- Care of supplies.** 5. He shall see that all supplies in his charge are properly cared for, and take such measures as are necessary for their preservation.

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6. He shall be held accountable for the proper expenditure of all stores and supplies committed to his charge.

Accountability as to supplies.

260. He shall, under the direction of the commanding officer, superintend the stowing of the ballast, water tanks, provisions, and all other articles that are placed in the holds, and shall see that they are so disposed as to trim the vessel properly, and that everything is well chocked to prevent fetching away in heavy weather. He shall inspect the holds frequently, break them out once in six months or oftener when necessary, and see that they are kept clean and sweet at all times.

Stowage and inspection of holds.

261. The executive officer shall, under the direction of the commanding officer, have immediate supervision of all repairs and alterations to the vessel, except those pertaining to the engineer department, while she is in commission. The carpenter and boatswain are, in their respective departments, his assistants.

Supervision of repairs.

262. The authority given to the executive, when the commanding officer is not on deck, to relieve the officer of the deck while he is in the performance of an evolution of the vessel or other important exercise, should be used with care and discretion. As the peremptory application of such authority might often be considered as reflecting upon the latter officer's competency and ability, it should not be made without necessary and sufficient cause.

Discretion to be used in relieving officer of the deck.

263. He shall communicate to the officer of the day or deck any instructions or orders concerning the vessel or crew that he desires to have carried out.

Instructions to officer of day or deck.

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264. The line officer next in rank below the executive officer shall be the navigator. In case he should be detached before tile reporting of his relief, or is absent, or for any reason whatever is unable, or is not permitted to perform the duties of his office, they shall devolve upon the line officer next below him in rank.

The navigator, and his successor under certain contingencies.

265. When there are three or more line officers junior to himself attached to the vessel and present for duty, he may, in the discretion of the commanding officer, be excused from taking a regular watch, or day's duty if the vessel be in port. When he does stand a regular watch, however, he shall be relieved, when necessary, to attend to the duties with which he is specially charged. When he does not stand a regular watch he may relieve the officer of the deck for short periods as a matter of accommodation.

Watch and day's duty.

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Charge of all articles and stores in department

266. He shall have charge of, and must account for, all nautical instruments and books, charts, compasses, flags, bunting, signals of all kinds (including running and anchor lights and fireworks), leads and lead-lines, logs and log-lines, time glasses, and all other articles or stores properly belonging to the navigator's department.

Verification of time glasses, lead and log lines.

267. He shall frequently verify the time glasses and the marking of the lead and log lines, and see that they, and all other instruments of navigation, are in order and ready for immediate use.

Steering gear and navigator's store-room.

268. He shall, under the direction of the executive officer, be responsible for the care and good order of the steering gear, and shall be required to give it frequent and careful personal attention and examination that it may at all times be in perfect condition. He shall be responsible, also, for the care and good order of the navigator's lockers or store-room.

Chronometers and deck clock.	269. The chronometers and deck clock shall be under his charge, and he shall regulate the ship's time as may be necessary. He shall attend personally to the placing of the chronometers, seeing that they are properly secured where they will be the least exposed to shocks, jars, and changes of temperature; he shall wind them daily at 8 a. m., and immediately thereafter report them wound to the commanding officer; he shall avail himself of every opportunity to verify the error and rate of the instruments, and shall compare them frequently, noting the comparisons in a book which he shall keep for that purpose.
Compasses.	270. In the charge and care of the compasses with which he is intrusted the following requirements shall be observed
Errors calculated and compasses compared.	1. He shall give the standard and steering compasses constant personal attention and, when under way, frequently calculate their errors and compare them.
Deviation tables.	2. He shall prepare and keep corrected deviation tables both of the standard and steering compasses, and to this end the commanding officer shall swing ship at intervals, or require him to calculate the tables by other approved methods. These tables shall be posted where they can at all times be consulted by the officer of the deck.
Standard compass not to be disturbed.	3. He shall not move the standard compass nor in any manner disturb the compensating magnets unless authorized by the commanding officer, and he shall see that, so far as possible, no disturbing articles or substances are placed near the compasses.
Bearings entered in the log.	4. The bearings entered in the log shall be uniform throughout as to either the standard or steering compass.

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<p>5. He shall see that the boat compasses are properly stowed, and are always in order and ready for use.</p> <p>271. He shall make himself thoroughly proficient in the use of both day and night signals, and shall instruct the quartermasters and coxswains in the use of the international code of signals and boat recalls.</p> <p>272. His duties in relation to the care of the ground tackle, capstan, and windlass gear shall be as follows:</p> <p>1. He shall, under the direction of the executive officer, be responsible for the care and good condition of the vessel's ground tackle; he shall see that the chains are properly fitted and the ends securely fastened below, that they are distinctly marked, that the shackle pins are in good order and ready for slipping, and that all arrangements are perfected for getting under way, anchoring, mooring, unmooring, shifting and slipping without unnecessary delay.</p> <p>2. He shall give particular attention to the capstan, windlass, and compressor, and see that they are at all times kept in the highest state of efficiency.</p> <p>3. He shall observe such provisions of paragraphs 182 and 248 as relate to this subject. He shall see that the chain lockers are properly cleaned out and, if of wood, that they are whitewashed.</p> <p>4. Any defects in, or damage to, the anchors, chains, capstan, windlass, compressors, cat and fish blocks and falls, or other gear or articles connected in any manner with the ground tackle must be reported to the executive officer.</p> <p>5. He shall suggest to the executive officer any changes or alterations which in his judgment would increase the effectiveness of the capstan, windlass, or gear.</p> <p>6. He shall keep himself informed of the condition of the hawse when at anchor or moored, and report such condition to the executive officer.</p> <p>273. As soon as practicable after reporting for duty on board a vessel to which he has been ordered, he shall examine and make himself familiar with the steering gear, and inspect the stores and outfit of the navigator's department. Should he discover any defects or deficiencies, he shall immediately make a detailed written report to the commanding officer.</p> <p>274. He shall, when cruising out of sight of land, ascertain and report in writing to the commanding officer the position of the ship daily at 8 a. m., 12 m., and 8 p. m., and at such other times as the commanding officer may require; and at any time he shall take such observations and make</p>	<p>Boat compasses.</p> <p>Signals.</p> <p>Ground tackle, capstan, etc.</p> <p>Ground tackle</p> <p>Capstan and windlass.</p> <p>Overhauling and caring for all gear; chain lockers.</p> <p>Defect or damage.</p> <p>Increasing the effectiveness of the gear.</p> <p>Condition of the hawse.</p> <p>Make himself familiar with steering gear and outfit of department.</p> <p>Ascertaining ship's position.</p>
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Navigation.

275. Particular attention shall be paid to the following matters pertaining to the navigation of the vessel

Charts, sailing directions, and pilotage.

1. He shall, on joining a vessel, make a careful study of the charts, sailing directions, and other aids to the navigation of her cruising grounds, and avail himself of every opportunity of acquiring a thorough knowledge of the pilotage of that section of the coast, and to this end he should frequently consult the local pilots and boatmen, and other seafaring people, from whom he can often gather valuable information concerning the peculiarities of the tides in and about the harbors, and of dangers to navigation.

Hydrographic information.

2. Should he discover any rocks or shoals not charted, he shall accurately locate them, and the commanding officer will report their position and nature, and give all other data of an important character concerning them that he can obtain, to the Department for transmission to the Hydrographic Office, Navy Department. He shall pursue a like course in regard to such other important hydrographic information as comes to his knowledge.

Charts and books to be kept corrected.

3. He shall see that the charts, sailing directions, and light and buoy books, are kept corrected to date in accordance with personal observation, or such other reliable information as he may from time to time be supplied with, or be able to obtain.

Displacement of aids to navigation.

4. Should he discover that a buoy or any other aid to navigation has shifted or otherwise been displaced from its proper position, he shall communicate the fact to the commanding officer, who will at once make a report thereof to the inspector of the light-house district embracing the matter.

Navigating vessel on approaching land, or on entering or leaving port.

5. When the vessel is approaching land, shoals, or rocks or is entering or leaving port, he shall, if his duties be confined to navigating the vessel, remain on deck and give particular attention to her course and to the soundings, and shall at all times promptly report to the commanding officer any danger to which he may think she is exposed, informing the officer of the deck at once and advising him as to the proper course to be steered, whether there be a pilot on board or not.

Navigator's remark book.

276. He shall keep a remark book, and enter therein all hydrographic and other useful information concerning the vessel's cruising grounds which he can obtain, and which is not given on the charts nor contained in sailing directions or the Coast Pilot, and all errors in those aids to navigation must be carefully noted. He shall determine as accurately

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as possible and note in the remark book all appropriate particulars relating to the station on which he may be serving, as well as to all ports or places visited by the vessel, whether on or off her regular station. This book shall be kept on board the vessel for the guidance and information of his successors, and may be referred to at all times by the commanding officer, whose attention must be called to all shoals, and other dangers to navigation, not charted, as soon as they are discovered.

277. In the preparation and care of the ship's log or journal the following points shall be complied with

1. He shall be assigned the preparation, care, and charge of the ship's log.

2. He shall carefully examine the rough or deck log and see that all the particulars required to be entered therein are noted in accordance with the regulations; should he observe any omissions or inaccuracies, he shall call the attention of the officer in whose watch they occur, to them, and have the necessary corrections made.

3. Each day he shall, when off watch, carefully copy the rough log into the smooth log book, and the officers shall then examine and, if found correct, sign their respective watches. The smooth log shall be an accurate copy of the particulars set forth in the rough log, together with a list of the vessels boarded and the particulars concerning them as shown by the boarding books; and it must also contain the summary as provided in section 6. The navigating officer shall be held responsible for the neatness and correctness of the smooth log. It shall be presented to the commanding officer daily for his inspection and approval.

4. The log shall be kept in civil time. At the beginning of each day the location of the vessel and the day of the week, the day of the month, and year must be given. The margin of the smooth log for each day shall show the noon position, the time at anchor and under way, the distance cruised, a ration and coal account, the number of officer and crew present, the number of vessels boarded, reported and assisted, the number of lives saved, and the number of miles cruised in the interest of any branch of the public service.

Ship's log.**Charge of the log****Rough log.****Smooth log.****Time, place, and date, and marginal notes.**

5. The log shall be written up in watches. When cruising all the usual data as to courses steered, distance run, wind and weather, thermometer and barometer, shall be entered in proper columns. This form may be omitted in the port log.

Features of log when cruising and in port.

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Summary of abstract of journal.

6. He shall enter in the smooth log, at the close of each month, a summary of the monthly abstract of tile journal, which shall be a list of the subjects embraced in that paper with their corresponding totals. This summary shall not be copied into the weekly transcript of the journal.

Each officer to sign his own watch.

7. Each officer shall sign his own watch, in both the rough and smooth log, and also, in the latter, the list of vessels boarded by him.

Alterations and omissions.

8. After the log has been properly signed by the officers, no alterations shall be made in it, except to correct errors or supply omissions, and then only in the manner provided in paragraph 186.

Names and residences of officers.

9. The navigator shall enter the name and residence of each officer attached to the vessel on the first page of the smooth log book; and also the intended place of residence of an officer who has been granted leave of absence. Such officer shall keep the commanding officer informed of any change in his address so that it may be properly noted by the navigator.

On navigator being relieved, removed, or detached,

10. Should he be relieved, removed, or detached, he shall write the log up to the time he ceased to perform tile duties of navigator on board the vessel, sign it, and deliver it to the commanding officer.

Payrolls.

278. He shall prepare, monthly, a pay roll, ill triplicate, of the officers and crew, and have each person whose name appears thereon receipt the roll opposite his name, each signature being witnessed by an officer. Two copies of the roll shall be sent to the collector of customs who is to pay the ship's company ; the collector retains one copy as his voucher and transmits the other to the Department. The third copy shall be kept on board in book form as a record.

Records.

279. He shall have charge of the ship's records of reports of assistance rendered. and of statements of vessels seized or reported.

Station at "all hands."

280. The station and duties of the navigating officer when all hands are called shall be as follows

Topgallant forecandle during any particular exercise.

1. During any particular duty, exercise, or evolution, except as provided in paragraph 282, or when it become necessary for him to personally direct the working of the battery, his station shall be on the topgallant forecandle where he will be assisted by the boatswain.

Attending to anchors and lines.

2. In getting under way, anchoring, mooring, unmooring and in going alongside of and getting away from wharves docks, or vessels, he shall have charge of and be responsible for the proper handling, under the direction of the executive

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officer, of the anchors and chains, and lines and fenders for-ward, and shall not leave his station until the anchors are secured, or the chain properly brought to, or the lines well made fast and protected from chafe, or hauled in or coiled down, and the fenders in place; nor even then until he has reported his station "secure" to the executive officer and the boatswain has piped down. He shall be responsible for the good order of the men in his division.

3. When all hands are called to handle the vessel under sail he shall have charge of and be responsible for the proper working and trimming of the headsails and head-yards.

281. The following duties shall be carried out as to the care and exercise of the guns, and as to drills

1. He shall have charge of the gun division and is re- sponsible for the proper instruction and the efficiency of the guns' crews. Two guns' crews must be kept proficient in the exercise of the guns, and to that end shall be drilled at least one hour each week. He shall superintend the artillery target practice.

2. When the guns' crews are exercised by a line officer junior to the navigator, the latter shall see that the course of instruction pursued by himself is carried out in order that uniformity in the drills may be insured.

3. He shall be held responsible for the cleanliness, good order, and security of the guns and their equipments, and is strictly enjoined to give personal attention to the care of the breech mechanism.

When vessel is handled under sail

Guns and drills.

Gun division and target practice.

Guns' crews exercised by a junior officer.

Good order of guns and equipments..

4. Any damage or injury to the guns or their appurtenances shall be at once reported to the executive officer.

Damage or injury to guns.

5. He shall drill the small arm division once a fortnight; this exercise shall take the place of the regular drill by the officer in charge of the small arm division, and, to insure uniformity, shall be conducted in accordance with the methods adopted by that officer.

To drill the small arms division.

6. He shall make out the report of artillery exercises as prescribed by the Department.

Report of artillery exercises.

282. At fire quarters while under way the navigator shall take charge of the deck. When at anchor his station at firequarters is forward, and he shall have charge and direction. under the supervision of the executive officer, of the men there stationed.

Firequarters.

281. Immediately after the vessel is anchored he shall, by cross bearings, or other appropriate method, accurately locate her position and cause the same to be entered in the

Locating anchorage.

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log. This practice, however, may be dispensed with when the position and character of the anchorage are so well known as not to require it to be specially located.

Spars, rigging and sails. **284.** He shall, under the direction of the executive officer, see that the spars, standing and running rigging, and sails of the vessel are at all times in good order, and protected from chafe.

Delivery of outfit of department to successor. **285.** Should he be relieved, removed, or detached, he shall deliver all of the stores, books, and outfit of his department to his successor, or to the commanding officer.

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Watch. **286.** He shall stand watch and take day's duty as provided in paragraph 117.

Charge of powder division. **287.** He shall have charge of the powder division. He shall instruct the men belonging to his division in their du-ties, and see that every disposition is made for the prompt and plentiful supply of ammunition to the guns.

Magazine and shell room. **288.** Particular attention shall be paid as to the follow-ins duties

To be kept in good order. Care of ammunition. 1. He shall be held responsible for the cleanliness and good order of the magazine and shell room, and for the stowage, care, and preservation of all ammunition.

Inspections. 2. He shall, immediately on joining the vessel and at frequent times thereafter, make a careful inspection of the stores and outfit of his division, of the magazine and shellroom, the passage, light box, flood cocks, outlet and over-flow pipes; and all other appurtenances connected with the magazine and shell room, and the stowage, care, preservation, and service of the ammunition of the vessel.

Testing flood cocks, etc. 3. Under the direction of the executive officer, he shall frequently test the flood cocks, noting the fact in the log, and satisfy himself that the arrangements for flooding and emptying the magazine and shell room are in good condition; and shall ascertain whether those rooms are thoroughly dry and their linings tight.

Gunner as assistant. 4. In the inspection and care of the magazine, shell room, and armory, and their contents, the gunner is his assistant.

Drills and small arms. **289.** The following duties shall be carried out as to drills and the care of small arms and other accouterments

Small arm division. 1. He shall have charge of the infantry drills, and is responsible for the proper instruction and efficiency of the small arm division. He shall, except as provided in section 5, paragraph 281, personally instruct the men of this di-vision, and exercise them at least one hour each week to

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insure proficiency. He shall superintend all target practice with small arms.

2. He shall be held responsible for the order, condition, and repair of all small arms, and of the accouterments of the small-arm division ; and for the order and cleanliness of the armory, which he shall frequently inspect, and the condition of which he shall report to the executive officer.

Care of small arms and condition of armory.

3. He shall at once report to the executive officer the loss of, or damage to, any of the small arms or implements of the division.

Loss or damage.

4. He shall exercise the guns' crews once a fortnight; this exercise shall take the place of the regular exercise by the navigating officer, and shall be conducted in uniformity with that officer's methods.	Exercise of guns' crews.
5. He shall make out the report of infantry exercises as prescribed by the Department.	Report.
290. Should there be two line officers junior to the navigating officer attached to the vessel and present for duty, the senior of them shall have charge of the powder division, and the junior shall command the division of small arms; but the instruction and drilling, of the latter-named division shall be divided equally between them, and each shall once a month exercise the guns' crew.	When two line officers junior to the navigator are attached to the vessel.
291. The junior line officer shall make himself thoroughly proficient in signals, and shall instruct the quartermasters and coxswains in the use of the Service code of signals.	Signals.
292. The following requirements are prescribed relative to provisions	Ship's provisions.
1. The junior line officer shall have charge of, and be responsible for, the ship's provisions. He shall prepare requisitions, in quadruplicate, for the rations required each month, or for the cruise, as the commanding officer may direct, and make, for the guidance and convenience of himself and the contractor, a list of the component parts of the rations to be delivered.	Requisitions and list of component parts.
2. He shall be present and receive the rations when they delivered on board, shall satisfy himself that they are good and wholesome, and, in respect to quantity and quality, in compliance with the contract; he shall see that they are served out in accordance with the schedule furnished by the Department.	Receipt and serving of rations.
3. He shall be responsible for the cleanliness and good order of the storeroom, and shall inspect it daily and report its condition to the executive officer.	Condition of storeroom
4. In the care and charge of the rations and storeroom, the master-at-arms is his assistant.	Assistant.

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Provision return.	5. He shall make out, in duplicate, a quarterly return of the rations received, expended, and remaining on hand, certify to the correctness of the same, and submit it to the commanding officer. One copy shall be kept on board and the other sent to the Department. It shall be held sufficient if this return is submitted to the commanding officer by the third day of the month next following the period it embraces.
Delivery of rations by invoice to successor.	6. When for any reason he ceases to have charge of the provisions, either permanently or temporarily, as when placed in arrest, suspended from duty, or on leave of absence granted by the Department, he shall turn over, by invoice, duly certified by him, to the officer who succeeds him in the charge, all tile provisions oil hand, taking such officer's receipt therefor. He shall deliver to the commanding officer a copy of the receipt.
Station at "all hands."	293. When all hands are called for any particular duty, exercise, or evolution, the station of the third lieutenant shall be aft on a steamer and in the waist on a sailing vessel. He shall, when going alongside of, or getting away from, wharves, docks, or vessels, be responsible for the proper handling, under the direction of the executive officer, of the lines and fenders amidships and on the quarters, and for the proper conduct of the men under his charge. The carpenter shall be his assistant at such times.
Fire quarters.	294. At fire quarters his station shall be aft, and he shall faithfully execute, and have executed, the duties assigned him and his division.
Weekly transcript of journal, and return to collector.	295. He shall prepare a weekly transcript of the ship's journal (ending on Saturday) and deliver it to the commanding officer for his approval and transmission to the Department. It shall be an exact copy of the log, except as to the summary provided in section 6, paragraph 277. He shall also prepare a Weekly return embracing the transactions of the cutter, as required by section 2761, Revised Statutes. This may be in tabulated form as follows:

RETURN FOR THE WEEK ENDING _____, OF THE REVENUE CUT-
TER _____, CAPTAIN _____, COMMANDING.

Ports touched.	Vessels boarded.							Remarks. (Such customs matters as may be of importance.)	
	Date.	National- ity.	Rig.	Name.	Name of master.	Where from.	Where bound.		Cargo.

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