



INSTRUCTIONS TO OFFICERS IN THE UNITED STATES REVENUE CUTTER SERVICE.

• TREASURY DEPARTMENT,

November 1, 1841.

The organization of the Revenue Cutter Service, and a general outline of the duties of the persons employed in it, are contained in the act (commonly called the Collection act) of 2d March, 1799, particularly in the 98th, 99th, 100th, and 101st sections. But as that service was established for the protection of the revenue, and as the officers of the Cutters are officers of the customs, a particular knowledge of all the laws relating to the revenue is necessary to a proper understanding of their duties. Other duties arise under the Supplementary Collection act, passed the 1st March, 1823; the acts regulating the coasting trade and fisheries, passed on the 18th February, 1793, 2d March, 1819, and 7th May, 1822; the act concerning wrecked vessels, passed on the 3d March, 1825; and the acts relating to the cutting and removing timber from the public lands, passed on the 1st March, 1817, and 2d March, 1833. Further duties are imposed by the acts prohibiting the slave trade, passed 22d March, 1794, 8th February, 1803, 2d March, 1807, 20th April, 1818, 3d March, 1819, and 15th May, 1820; to all which the particular attention of the officers of the Cutters will be directed. And that the officers and others employed in the service may be fully informed in respect to their official obligations, a copy of the Laws of the United States will be furnished to each Cutter.

By the 99th section of the act of 2d March, 1799, above mentioned, officers of the Revenue Cutters are directed to perform, in addition to the duties prescribed by law, such other duties for the collection and security of the revenue, as from time to time shall be directed by the Secretary of the Treasury. In virtue of that authority, and by the special direction of the President, the following instructions have been prepared for the information and government of the officers and crews of the Revenue Cutters, and are intended to supersede all that have heretofore been given on the same subjects.

The law having vested the appointment of the officers of the Cutters in the President, commissions will accordingly be granted to them by the President, countersigned by the Secretary of the Treasury, and sealed with the seal of the Treasury Department. The officers will be assigned to the Cutters in which they are to do duty; the station and number of men employed in each Cutter, and the Collector under whose superintendence she is placed, will be designated by an order from the Secretary of the Treasury. The officers having taken and subscribed

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the oath required by law, before a Collector of the Customs, their compensation will then commence. The compensation of the officers of the Revenue Cutters was established by the act of 2d July, 1836, and is as follows, viz:

To	Captains,	-	-	\$1,200	per annum.
"	First Lieutenants,	-	-	960	"
"	Second Lieutenants,	-	-	860	"
"	Third Lieutenants,	-	-	790	"

To each of the Revenue Cutters there will be allowed the following petty officers, viz: one boatswain's mate, one gunner's mate, and one carpenter's mate, whose compensation shall be \$18 per month, and one navy ration per day.

To each Cutter there will also be attached a steward and cook, whose compensation shall be \$16 per month, and one navy ration per day.

None other than able seamen and boys will be employed in the Cutter service. Their compensation will be as follows, viz: able seamen \$15 per month, and one navy ration per diem; boys from \$6 to \$10 per month, and one navy ration per diem.

When, however, it shall so happen that seamen cannot be procured at the compensation herein established, the Collector is authorized to ship them for the time being, at the wages then current at the port.

An equivalent for the rations accruing to stewards may be received in money, estimating the value thereof at twenty-five cents each, that being the law value of the navy ration. All other petty officers and seamen will receive their rations in kind.

Officers, on joining the vessel to which they are at first assigned, or when transferred from one station to another, or when detailed for duty in a vessel from a foreign port, by order of the commanding officer of the Cutter, will be entitled to receive (unless otherwise directed in the order) at the rate of ten cents per mile, as an equivalent for their actual travelling expenses. When employed in superintending the construction or repair of Revenue Cutters, by order of the Secretary of the Treasury, (and in that case only,) such allowance will be made as may be deemed sufficient to cover the increased expenses to which they are subjected in the discharge of such special service; but which allowed shall, in no case, exceed \$ 1. 50 per diem. These allowances to be adjusted and paid by the Collectors where the officers are employed, on the exhibition of the order of the Department, and presentation of an account of the service in an approved form.

On quitting one station to repair to another, the officers will procure a certificate from the Collector, showing the time to which their compensation has been adjusted and paid.

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When the commissioned officers of any Cutter are wanting in a knowledge of the coast and soundings of the waters where the vessel may be employed, and in the opinion of the Collector it is essential to the safety of the vessel to employ a Pilot, the Collector, in such case, is authorized to ship a Pilot at a compensation not exceeding \$20 per month, and two navy rations per diem.

Commissioned officers will hold their appointments during the pleasure of the President. Captains may be suspended from duty by the Collectors, for disobedience of orders, or other misconduct. Subordinate officers may be suspended by the Captain for similar offences: in the latter case, the cause of suspension will be entered on the journal, and immediately reported to the Secretary of the Treasury. And in all cases of suspension it is required that charges, accompanied by distinct specifications of the offences, shall be transmitted to the Department, and a copy furnished to the officer accused. During the suspension of any officer, he will be incompetent to act as an officer of the Customs. All officers against whom charges are preferred, will, upon receipt of notice of the same, transmit to the Department such explanations, and other testimonials of their innocence, as it may be in their power to procure. And when, in the opinion of the Secretary of the Treasury, such

explanation is unsatisfactory, and it is necessary to the ends of justice that an investigation should be had into the truth of the charges, by the examination of witnesses upon oath, an inquiry will be instituted for ascertaining and reporting the facts.

Petty officers will be appointed by the Captain, and hold their appointments during his pleasure. They, and the crew, will be shipped, unless otherwise directed by the Department, for the term of one year, according to the form of articles herewith enclosed; but may be discharged at any time, by the Captain, for incompetency or misconduct, or when their services are no longer required. In such case, the cause of their discharge will be entered on the Cutter's journal. None other than persons claiming to be citizens of the United States will be employed in the Cutter service; nor will any slave, or person of color be shipped, without the permission of the Secretary of the Treasury.

Promotions will be made according to seniority, having due regard to merit; and each officer will bear rank according to the date of his commission. The Captain, or commanding officer, is responsible for the safety of the vessel, the good order of the crew, and the care of all public property on board the Cutter, and shall have power to enforce such regulations as may be established by the Department, to secure a proper discipline. For that purpose the following general rules will be observed, viz

ART. 1. No officer, or other person belonging to the Cutter, will leave the vessel without the permission of the Captain, or officer in command.

ART. 2. The First or Senior Lieutenant, who may be acting as executive

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officer, will be responsible for the prompt discharge of the general duties of the vessel: he will attend to the watching, quartering, messing, and stationing of the officers and crew, and superintend all the duties carried on in the vessel; in the discharge of which he will be assisted by every officer in his respective station. He will cause reports to be made from the several departments of the vessel every morning, and communicate all necessary information, in respect to the wants and condition of the vessel, to the officer in command. He will cause the decks of the vessel to be cleansed every day. This duty will be performed under the direction and inspection of the junior Lieutenant, who will be accountable for its due execution, and make report to the senior Lieutenant. The senior Lieutenant will take care that no man or boy shall be punished without the assent of the Commander; that no one leaves the vessel without permission; that the crew are mustered daily at their quarters, and exercised weekly at the guns; that the hammocks, bags, and seamen's clothing, be cleansed at proper intervals; and that all irregularities are reported to the officer in command.

ART. 3. The crew will be divided into two watches, and, when under sail, one watch, at least, will be kept constantly on deck. To each watch there will be a commissioned and petty officer; the latter will attend to the duties on the fore castle, and will answer hails from the quarter-deck.

ART. 4. The officer of the deck will notice the arrival and departure of all boats, and report accordingly. No strange boat will be allowed to come alongside or depart without the knowledge of the officer in command; and it will be his duty to take proper precautions against the introduction of liquor, or removal of property, on the arrival or departure of such boats.

ART. 5. The Gunner will attend to the battery and armament of the vessel, and make daily reports of its condition to the senior Lieutenant: he will take care to have a sufficient quantity of wads and filled cylinders always ready. When powder is wanted, he will apply to the senior Lieutenant. The Gunner will be responsible for the good order of the battery and small arms.

ART. 6. The Boatswain will have charge of all the sails, awnings, canvass, rigging, and blocks, &c., of the vessel. He will also be charged with the care of the cables, anchors, and hawsers; and will be responsible for the good order of the same, and for the stores appertaining to his department. He is required to visit and examine the mast-heads daily, and report the condition of the rigging to the senior Lieutenant.

ART. 7. The Carpenter will be charged with the care of the boats, oars, masts, spars, and gratings of the vessel; also of the water tanks, buckets, and tools belonging to his department. He will take care that the pumps and gear are always in good order; that the vessel is pumped out at least once in every twenty-four hours.

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He will make daily reports upon the condition of the effects in his charge, and be responsible for the good order of the same.

ART. 8. Cleanliness and good order will be exacted from the crew. Seamen, when absent in boats without an officer, will obey the coxswain. If any man or boy has cause of complaint, he will go aft to the mainmast and make known his complaints to the officer in command of the vessel, who will inquire into the facts, and do justice to the party complaining. Seamen, when sick and unfit for duty, will report themselves to the senior Lieutenant. As an inducement to good behavior, Captains are required to select for petty officers those seamen who are most distinguished for their correct deportment.

ART. 9. The officer having charge of the birth-deck will be charged with the care of the provisions, and he will be responsible for their safe-keeping. He will also see that the fire in the galley is extinguished, at such times as the officer in command may direct.

ART. 10. In boarding vessels the officers will wear their uniform; and when out of sight of the Cutter, the boarding officer will cause the ensign of the service to be displayed.

The foregoing articles, with such additional regulations as the Commander of each Cutter may prescribe for the government of the men, with the approbation of the Collector, will be read in the hearing of the crew at least once in every week.

The Commander will take care that a constant and regular watch be kept on board the Cutter, whether cruising or in port; that the magazine be not opened except under his direction, and with proper precautions for preventing accidents; that, upon the arrival of the Cutter in port, all necessary measures be taken for preparing her immediately for sea. He will attend to the health and cleanliness of the crew, the cleanliness of the Cutter, and take care that every person in the ship performs the duties of his station. He is required to make himself acquainted with the coasts, harbors, shoals, and soundings of his cruising ground; noting in the books of the Cutter such remarks, descriptions, bearings, and information relating thereto, as may be useful to his successor; together with such information in reference to the trim, stowage, and ballast of the Cutter, and to her sailing qualities in the different situations of wind and weather to which she has been exposed, as his experience and observation may have afforded; and he will note generally any information or improvement which may suggest itself as useful to the service.

Proper entries will be made at each muster of those who are present, or absent on duty, or otherwise, on a muster-roll prepared according to a form herewith enclosed. Each person entered on the muster-roll as absent, without leave, will forfeit the

pay and rations accruing during such absence; and if an officer, he will be reported to the Department. No more than one commissioned officer from each Cutter shall be absent on leave at the same time. Captains will apply to the De-

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partment, through the Collector, for permits to be absent. Lieutenants may be indulged in leave of absence, by the joint permission of the Collector and officer in command -- not to exceed four weeks.

The officers and crew may be paid monthly. The petty officers and crew may receive two-thirds of their pay monthly, and the balance at the close of their engagement, or time of discharge. But the Captain may, at his discretion, allow them to receive their full pay monthly. When wages are retained, the same will remain in the hands of the Collector, and noted on the pay-roll. From the pay of each person employed in the Cutter, there will be deducted twenty cents per month, the contribution towards the Marine Hospital Fund, which deduction will appear on the pay-roll. Payments will be made monthly, by the Collector, on the exhibition of a transcript of the muster-roll certified by the Captain, showing the amount due to each. Care will be taken to exclude from the payroll, any wages charged for seamen who may have absconded; and to protect the Government and the sea men from imposition, the Collectors are enjoined to cause all dues, whether for wages or liquor equivalent, to be paid to the persons to whom they are due, unless such persons are slaves, in which case it will be paid to the officer in command. These transcripts will be received by each person; and retained by the Collector as his voucher.

'the Cutters will be provisioned by contract; the ration to be furnished will be the navy ration, omitting the spirits, viz:

DAYS OF THE WEEK.	LBS.	OZS.	POUNDS OF			OUNCES OF				HALF PINTS OF				
	Suet.	Cheese.	Beef.	Pork.	Flour.	Bread.	Butter.	Sugar.	Tea.	Peas.	Rice.	Molasses.	Vinegar.	
Sunday, - - - - -	$\frac{1}{4}$	-	$1\frac{1}{4}$	-	$\frac{1}{2}$	14	-	1	Four ounces per week.	-	-	-	-	
Monday, - - - - -	-	-	-	1	-	14	-	1		1	-	-	-	-
Tuesday, - - - - -	-	2	1	-	-	14	-	1		-	-	-	-	-
Wednesday, - - - - -	-	-	-	1	-	14	-	1		-	1	-	-	-
Thursday, - - - - -	$\frac{1}{4}$	-	$1\frac{1}{4}$	-	$\frac{1}{2}$	14	-	1		-	-	-	-	-
Friday, - - - - -	-	4	-	-	-	14	2	1		-	1	1	-	-
Saturday, - - - - -	-	-	-	1	-	14	-	1		1	-	-	-	1
Per week,	$\frac{1}{2}$	6	$3\frac{1}{2}$	3	1	98	2	7	4	2	2	1	1	

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The contractor will be bound, however, to furnish, on reasonable notice, as often as may be required by the Captain, not exceeding, upon an average, one day for each week, an equivalent of fresh meat and fresh vegetables, in lieu of the corresponding parts of the ration above mentioned.

To encourage habits of temperance in the seamen employed in the Cutter Ser vice, it is deemed proper to discontinue the supply of the spirit part of the ration, and to substitute a money equivalent in lieu thereof: seamen will, therefore, be entitled to receive the sum of three cents for the spirit ingredient of each ration; which allowance will be adjusted in a separate column of the pay-roll for each month, and be certified by the Captain. Contracts for the supply of the rations will be made to correspond with this regulation.

Requisitions for provisions will be made by the Captain, or officer in command, monthly. They will state the number of persons on board for whom rations are wanted, and the aggregate required for the month. They will be compared by the Collector with the muster-roll, and, if approved, will be countersigned by him and handed to the contractor, who will deliver the rations accordingly, at such times, and in such quantities, as may be required, taking a receipt at each delivery for the number supplied.

No Member of Congress, or individual in the service of the United States, will be allowed to be concerned in any contract for supplies to be furnished to the Cutters. All traffic in slops or ship's stores, is also forbidden on board.

Inventories and appraisements of all equipments, including armament, cabin and ward room furniture, and all other moveable property on board of each Cutter belonging to the United States, will be made in the month of January, in each year, and at the time of fitting out a Cutter: such inventories and appraisements will be made by two competent and disinterested persons, one of whom will be appointed by the Collector, and the other by the Captain or officer in command, and will be rendered in the form already prescribed. The commanding officer will cause a copy of the same to be immediately entered in a book to be kept for that purpose. He will also, from time to time, cause such articles as may be received on board for the use of the vessel, to be added to the inventory. When the appraisalment and inventory shall be completed and entered, it will be delivered to the Collector, who is required to collate it with the previous inventory, and note any discrepancies which have arisen, stating the cause thereof, and transmit the same, with his report, to the Department. Captains will be held accountable for any effects which are found to be missing, and not satisfactorily accounted for.

Transfers of property and effects of any kind whatever, from one vessel to another cannot be permitted without the previous assent of the Department; nor will any officer be allowed to make any alteration in the vessel, addition to her

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armament, or other change, without the knowledge and approbation of the Secretary of the Treasury.

When repairs or additional fixtures are wanted, or new masts, yards, sails, anchors, rigging, boats, &c. are required, the Captain will make a requisition for the same upon the Collector, who will, thereupon, direct a survey and estimate to be made; and if, in his judgment proper, will cause the same to be procured, provided the amount does not exceed \$ 150 in any one quarter. If a greater expense is proposed to be incurred, the estimate, with the report of the survey, will be submitted for the decision of the Department.

When a Cutter is lost, or sustains serious injury, the same will be reported to the Secretary of the Treasury and the Collector, by the commanding officer, and the Collector will institute an immediate inquiry into the facts, by the examination on oath, of all persons who may know any thing of the circumstances attending such loss or injury; and transmit a report, with the testimony so taken, to the Secretary of the Treasury.

The ensign and pennant, directed by the President, under the authority of the act of 2d March, 1799, to distinguish Revenue Cutters and boats from other vessels, is that prescribed in a circular from this Department, dated 1st August, 1799, and consists of sixteen perpendicular stripes, alternate red and white, the union of the ensign bearing the arms of the United States, in dark blue on a white field. -

The Uniform' established to distinguish the officers of the Revenue Cutter Service from others is that prescribed by circulars from the Department, 21st July, 1834, and 15th January, 1836, viz:

CAPTAIN'S DRESS. Blue cloth coat with rolling collar, double-breasted, lined with black silk; nine buttons on each lapel, and one on each side of the collar; four buttons on the cuffs, four on the pocket flaps, one on each hip, two on the middle of the skirt fold, and one at the extremity of the skirt; a strip of black braid, one inch wide, to be worn around the sleeve immediately above the cuff; two plain gold epaulets; plain cocked hat; small sword, with black glazed leather belt and gilt mounting; black silk cravat or stock; buff vest, single breasted, with nine buttons in front, and four under pocket flaps; blue or white pantaloons; blue pantaloons to have a strip of black braid, one inch in breadth, on the outer seams, extending from the hip to the bottom; short boots, worn under pantaloons; or shoes, with stockings to correspond with pantaloons, as the officer may elect.

Undress. Blue cloth frock coat, with standing braided collar; single breasted, with nine buttons in front, and four on each cuff.

FIRST LIEUTENANT'S DRESS. Same as Captain's, with the exception of one button less on each cuff, and one less on each pocket flap; and also with the omission of epaulet on left shoulder.

Undress. The same as Captain's, with the same exceptions.

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SECOND LIEUTENANT'S DRESS. Dress and undress same as First Lieutenant's, with the exception that the epaulet is to be worn on the left shoulder.

THIRD LIEUTENANT'S. Dress and undress same as Second Lieutenant's, with the omission of braid on coat.

The button established for the service, will be impressed with the shield of the Treasury Arms, surmounted by a fowl anchor, according to a pattern furnished from the manufactory of L. Kendrick.

PETTY OFFICERS. Blue cloth jackets, with five revenue buttons on each lapel, one on each side of the collar, and one on each cuff; white frocks, with collar and breast facing of blue, a worked star on each side of the collar, and two on each side of the breast; white or blue trowsers, according to the season, with blue belt.

SEAMEN. Same as petty officers, omitting the buttons on collar and .cud~.,

The cruising ground of the cutters will be designated from time to time by the Collectors under whose superintendence they are placed; and no Cutter will, without leave of the Secretary of the Treasury, or the express direction of the Collector, depart from the station assigned to her, except forced by stress of weather or other necessity, or in the pursuit of vessels suspected of being engaged in violating the revenue laws; and which have either escaped from the limits of the Cutter's station, or have been discovered hovering about in the vicinity of her, cruising ground; in such case the Cutter will return to her proper station as soon as practicable, after the performance of the special duty; and the cause of the departure will be duly noted on the journal, and reported immediately to the Collector.

All orders relating to the service of the Cutters, in executing the revenue laws, - emanating from the President or Secretary of the Treasury, will be communicated through the Collector, who will cause the same to be delivered; and communications addressed to the Department by the officers, on the business of the service, will be transmitted through the Collectors. The Collector will direct the Commander of the Cutter as to his special duties. All his directions will be in writing, and as well as the instructions from the Treasury Department, are to be entered on the Cutter's books. Copies of all letters or correspondence, in relation to the operations of the Cutter, or to the duties of her Commander, are to be kept and preserved in the Cutter.

It may be observed, generally, that it is the special duty of the officers of the Cutters to guard the revenue laws from violation. It is for this purpose they are made officers of the customs, and invested with extensive power. It is the indispensable duty of officers commanding Cutters, to board every vessel arriving from a foreign country, and being within four leagues of the coast, and bound to a port in the United States, carefully to search and examine her, to demand and certify

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the manifests (where she is required to have them,) cause the hold to be fastened, and under circumstances of well-grounded suspicion, to place an officer on board, who will continue in charge until relieved on her arrival in port, unless previously relieved by an Inspector. It is their duty to seize all vessels and merchandise liable to seizure, under the revenue laws; and for this purpose they are authorized to enter any vessel in which they have reason to suspect goods subject to duty are concealed, and to search for, and secure such goods. It being strictly forbidden, after the arrival of any vessel laden with goods, and bound to the United States, within the limits of any district thereof, to break bulk or put out any part of her cargo previously to entry, and permit obtained for that purpose, except in case of accident, necessity, or distress; it will be the special duty of the officers of the Cutters, to detect such offences, and strictly to examine into all cases of alleged accident, necessity, or distress. If they discover that any merchandise has been illegally landed, they will seize it if practicable, or if otherwise, give immediate information to the Collector, that the offenders may be prosecuted. There being good reason to believe that many vessels, ostensibly employed in the fisheries and coasting trade, are engaged in the illicit introduction of foreign merchandise, the officers of the Cutters are enjoined to keep a watchful eye on such vessels; and when any are discovered under suspicious circumstances, to examine them with a view to such further measures as may be found proper; and if probable cause appear to suspect them of being engaged in violating the revenue laws of the United States, to cause the hatches to be fastened down, and an officer to be put on board, who will continue in charge until relieved by an Inspector, or his arrival or report to the Collector.

The officers commanding Cutters will also examine the papers of coasting vessels, when practicable, to ascertain that they are correct and in force, and will vigilantly watch outward bound vessels to foreign ports, with the view to prevent the relanding of goods subject to drawback.

In the performance of all their duties, however, seeing that they are so important in their operation to the revenue, on the one hand, and to the interest of commerce and navigation, on the other, it is recommended to the officers of Cutters to act as well with great discretion, as with vigilance and firmness. They are particularly enjoined to make themselves well acquainted with the laws, which it is their province to execute, that they may be able to use all legal and proper means to protect the revenue, without injury to their fellow-citizens, and without encroaching upon their rights.

The commanding officers of Cutters shall, in no case, take passengers on board, except officers of the customs when on duty, or other persons in the service of the United States, and the latter, only by the special direction of the Secretary of the Treasury, or the Collector of the port.

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Every aid in the power of the officers of the Cutters, should be afforded to persons at sea, in distress, who may be taken on board, and carried to the most convenient port. Their aid may, in like manner, be extended to the preservation of property found on board of wrecked vessels, and to secure the cargoes for the benefit of their owners.

The Revenue Cutters will not be employed in carrying oil or other cumbersome supplies to the light-houses or light-boats, or in other duties to that service, unless upon some emergency, to be determined by the Collector, and reported to the Department. When, however, it shall not interfere with the duties prescribed by law, the Cutters will visit the light-houses within the limits of their cruising ground, for the purpose of ascertaining their wants and condition: and the Captains will report to the Collector, as often as occasion may require, the state of the lights at the several light-houses and floating-lights, and also the state of the buoys, so far as it shall come within their observation.

Forms of the journal and muster-roll, accompany this instruction.

The following books will be kept on board the Cutters, by the Captain or such officer as he may assign to that duty:

- 1st. An inventory-book, corresponding to the prescribed form.
- 2d. A log-book, in which will be entered, daily, every transaction, on board of the Cutter. Each day's entry will be signed by the Captain and the officer charged with making the entry, and no subsequent alteration allowed.
- 3d. The muster and pay-book, in a form corresponding to the roll.
- 4th. A letter-book, in which all official correspondence will be recorded.
- 6th. An order-book, in which the instructions from the Secretary, and from the Collector, and orders issued by the commanding officer, will be entered.

Beside the weekly return which the law requires to be made to the Collector, it will be the duty of the Captain to transmit, through the Collector, to the Secretary of the Treasury, a transcript of his journal to the end of every month, (omit ting diaries of the wind and weather,) which the Collector will immediately forward to the Department, with such remarks as he may think proper. Similar transcripts from the muster and pay-book will be submitted at the end of each quarter to the Collector, who, after examination, will transmit the same in like manner.

WALTER FORWARD,
Secretary of the Treasury.

FORM OF SHIPPING ARTICLES.

WE, the subscribers, do, and each of us, doth hereby agree to and with
a Captain in the Revenue

Cutter Service of the United States, in manner and form following, that is to say:

In the first place, we do hereby agree in consideration of the monthly wages, against each of our names hereunto set, payable at such times and in such proportions as are or may be prescribed by the Secretary of the Treasury of the United States, to enter into the Revenue Cutter Service of the said United States, and in due and seasonable time, to repair on board such vessel, in the said service, as we may be ordered to join; and during the term of one year, from the date of our respective engagements, unless sooner discharged by proper authority, to the utmost of our power and ability, respectively, to discharge our several duties, and in every thing to be conformable and obedient to the lawful commands of the officers, who may from time to time be placed over us.

Secondly. We do also oblige and subject ourselves, and for that purpose do hereby covenant and agree to serve during the term aforesaid, and to comply with and be subject to such rules and discipline as are or may be established for the government of the Revenue Cutter Service of the United States.

Thirdly. The said for and in behalf of the United States, doth hereby covenant and agree to and with the parties, who have severally hereunto signed their names, and each of them respectively, that the said parties shall be paid in consideration of their services, the amount per month which, in the column hereunto annexed, is set opposite to each of their names respectively, at such times and in such proportions, as are or may be allowed by the general instructions for the government of the Revenue Cutter Service; and that the said parties shall be set at liberty, and the full amount due to them respectively, shall be punctually paid at the expiration of the term of their engagement.

NAMES.	Date of Entry.	For what term.	In what capacity.	Pay per month		Witnesses.
				Dollars.	Cents.	

FORM OF REQUISITION,

QUANTITY of rations required for the United States' Revenue Cutter

	from		to	18	, viz:
Petty Officers		-	-	-	-
Seamen and Boys,		-	-	-	-
Total required,		-	-	-	-

Signed

SIR:
You are required to deliver, agreeably to contract,

rations of _____ provisions, on board the Revenue Cutter
on or before _____ at _____ o'clock, the same being necessary for the public
service.

--

Captain.

Approved,

Collector.

Received _____ of _____
Contractor, the supplies specified in the above requisition.

Captain.

FORM OF JOURNAL.

Journal of the United States' Revenue Cutter

commencing

(The journal or log book, will conform in its general outline, to the plan observed in sea voyages. Besides the usual notes of wind and weather, and occurrences relating to the navigation of the ship; the loss of masts, yards, boats, &c. &c., and accidents or injuries to public property; all matters relating to the execution of the laws, and the conduct of all vessels which the Cutter may fall in with, are to be particularly noted.)

ABSTRACT STATEMENTS and Classification of Disbursements the Service of the United States Revenue Cutter
made by _____ *for Quarter ending* _____ A. D. 18__

PAY.		REPAIRED AND RENEWED AND LAWSON EQUIP- MENT.		RAFFORD DIS- BURSEMENTS IN KIND.		FOR OTHER COM- PUTATIONS AND TRAVELLING EXPENSES.		REPAIRS.		EQUIPMENTS.		FUEL.		NAUTICAL IN- STRUMENTS.		SHELL AND PAINTS.		WOOD.		AMMUNITION.		MISCELLANEOUS.		TOTAL EXPEN- DITURE.		
Debit.	Credit.	Debit.	Credit.	Debit.	Credit.	Debit.	Credit.	Debit.	Credit.	Debit.	Credit.	Debit.	Credit.	Debit.	Credit.	Debit.	Credit.	Debit.	Credit.	Debit.	Credit.	Debit.	Credit.	Debit.	Credit.	

for the month of J. D. 18 Etc. Etc.

State of com- pensation for present month.		Amount of pay due in present month.		No. of months paid in present month.	Date for re- turn of re- ceipts in present month.	DEDUCTIONS.										Total of de- ductions.	Net am't payable in present month.	Balance remaining due and payable.	Received the amount set opposite to our name in the column of "Net amount payable in the present month." Witness our hands, 184 .	REMARKS.
						Hospital.		Pay retained.		Total of de- ductions.		Net am't payable in present month.		Balance remaining due and payable.						
Dolls.	Cts.	Dolls.	Cts.		Dolls.	Cts.	Dolls.	Cts.	Dolls.	Cts.	Dolls.	Cts.	Dolls.	Cts.	Dolls.	Cts.	Dolls.	Cts.		

I do certify, that this muster and pay roll of the officers and crew of the United States revenue from the period therein mentioned is just and true; that the amount of pay and rations, as stated to be due to each, is agreeable to the general instructions for the government of the revenue cutter service, and that the remarks set opposite to the names of each person are accurate and true.

United States Revenue
18
Dusticate. Captain.

FORM OF MUSTER

MUSTER AND PAY ROLL of the Officers and Crew of the United States Revenue

NAMES.	RANK.	WHEN MUSTERED AND PRESENT.																								Amount of PAY, &c., due to last muster paid.		
		-	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	Dolls.	Cts.	

[The preceding two pages were joined in the original version]

CIRCULAR.

TREASURY DEPARTMENT,

19th November, 1842.

Sir:

The attention of the Department has been recently drawn to the Expenditure incurred in furnishing the cabin and ward-room apartments of the Revenue vessels, and to the supplies from time to time required for that purpose. From all the information collected, I am persuaded that the practice of fitting up these apartments at the charge of the public, leads to extravagant disbursements of the public money, and waste in the property and effects for which it is paid. In this conviction, I have deemed it proper to limit the disbursements, for these objects, to the following articles, viz:

CABIN ---- 1 Mahogany table.
 4 Cane seat stools.
 1 Oil Cloth carpet.

WARD-ROOM --- Same, with two additional stools

Light will also be allowed; and on all stations north of Charleston, sheet iron stoves may be provided. All other effects hereafter required for the use of the Cabin or Ward-room are to be procured at tile expense of the officers.

It is, also ordered, that no per diem compensation will hereafter be paid for the services of officers, employed in superintending the construction or repair of the Revenue cutters.

To enable the Department to ascertain whether the officers are attentive to their duties by remaining with their vessels, the monthly journals of the several cutters will hereafter state the names of the officers attached thereto, and opposite each will be noted tile number of days during the month each officer was present on duty, sick, or absent; and if absent, by what authority.

A D V E R T I S E M E N T.

COLLECTOR'S OFFICE,
184

Sealed proposals will be received at this office until the
 day of _____ for the supply of rations to the petty officers and seamen of the United States Revenue Cutter
 for the term of one year from the _____ day of next. The ration for the Cutter Service is the same as that allowed in the Naval Service, omitting the liquor, and consists of the articles enumerated in the following table, to wit:

DAYS OF THE WEEK.	LBS. OZS.		POUNDS OF					OUNCES OF				HALF PINTS OF			
	Suet.	Cheese.	Beef.	Pork.	Flour.	Bread.	Butter.	Sugar.	Tea.	Peas.	Rice.	Molasses.	Vinegar.		
Sunday, - - - - -	4	-	1 1/4	-	3/4	14	-	1	-	-	-	-	-		
Monday, - - - - -	-	-	1	-	-	14	-	1	-	1	-	-	-		
Tuesday, - - - - -	-	2	1	-	-	14	-	1	-	-	-	-	-		
Wednesday, - - - - -	-	-	-	1	-	14	-	1	-	-	1	-	-		
Thursday, - - - - -	4	-	1 1/4	-	3/4	14	-	1	-	-	-	-	-		
Friday, - - - - -	-	4	-	-	-	14	2	1	-	-	1	1	-		
Saturday, - - - - -	-	-	-	1	-	14	-	1	-	1	-	-	1		
Per week,	1/2	6	3 1/4	3	1	98	2	7	4	2	2	1	1		

The rations to be of good and wholesome quality, to be approved by the Collector; and the different articles comprising the ration, to be delivered on board the Cutter in good and sufficient casks and vessels, to be provided by the contractor, and the contents thereof distinctly marked on each.

It is to be understood that the contractor will be bound to furnish, upon reasonable notice, as often as may be required by the Captain of the Cutter, with the approbation of the Collector, (not exceeding, upon an average, one day in each week,) such fresh meat, and fresh vegetables, as may be equivalent to the corresponding parts of the ration allowed in the naval service.

Collector.

AGREEMENT.

This **AGREEMENT**, made the _____ day of _____ in
the year of our Lord one thousand eight hundred and _____ between
_____ of

of the one part, and
Collector of the Customs for the District of _____
for and in behalf of the United States, of the other part, *Witnesseth:*

That the said _____
bath contracted, and by these presents doth contract and agree to furnish, for the term of one year from the date hereof, on the requisition of the Captain of the United States Revenue Cutter _____, countersigned
by the said _____
to the petty officers and seamen composing the crew of the said Revenue Cutter, the rations of provisions, consisting of suet, cheese, beef, pork, flour, bread, butter, sugar, tea, peas, rice, molasses, and vinegar, of good and wholesome quality, to be
approved by the said _____
, and in such proportions as are allowed in the naval service of the United States, at such times, and in such quantities, as may from time to time be demanded and required by the commander of the said Cutter, on requisitions
countersigned by the said _____

The said provisions to be contained and delivered on board the Cutter in good and sufficient casks and vessels, to be provided by the said _____
and the contents thereof, as to kind and quantity, distinctly marked on each.

It is further understood and agreed between the said parties, that the said _____

will be bound to furnish, on reasonable notice, as often as may be required by the Captain of the said Revenue Cutter, with the approbation of the said _____
(not exceeding, upon an average, one day for each week,) such fresh meat, and sound vegetables, as may be equivalent to the corresponding parts of the ration allowed in the naval service of the United States.

And the said _____
for and in consideration of the foregoing stipulations, and the rations to be delivered to the officers and crew, as aforesaid, by the said _____

_____ does, on the part and behalf of the United States, contract and agree to pay the said _____
the sum of cents for each and every ration issued and delivered, as aforesaid, to be paid quarterly, or at such times as shall be necessary and convenient, to enable the said _____
to fulfill his agreement, and the general instructions for the government of the Revenue Cutter Service, according to their true intent and meaning.

And it is further stipulated and agreed between the said contracting parties, that no Member of Congress, or any person in the service of the United States, is, or shall be, admitted to any part or share in this contract, or to any benefit to arise there
from.

In testimony whereof, the parties to this agreement have hereunto set their hands and seals, the day and year above written.

*Signed, Sealed, and delivered
in the presence of*

[\[USCG Home Page\]](#)

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