

TREASURY DEPARTMENT
UNITED STATES COAST GUARD

RULES
FOR
HANDLING MAIL AND
FILES

AT UNITS OF THE UNITED STATES
COAST GUARD

1936



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RULES FOR HANDLING MAIL AND FILES

UNITED STATES COAST GUARD

MAIL

(Field Units)

1. Incoming mail will be stamped in the upper LEFT-HAND corner to show date of receipt and marked with appropriate subject number or numbers and filed in its proper folder after it has been attended to.
2. In no case will a change be made in the schedule of subject numbers without the approval of Headquarters.
3. All mail shall be promptly attended to and answered without delay.
4. All other forms of correspondence and regulations pertaining thereto shall be as provided in Chapter XXII of the regulations.

INCOMING MAIL

(Headquarters)

1. Incoming mail will be stamped in the upper RIGHT-HAND corner to show date of receipt and marked with appropriate subject number or numbers and filed in its proper folder after it has been attended to.
2. In no case will a change be made in the schedule of subject numbers without the approval of the Chief, Mail, Files, and Duplicating Section. In case an assigned number appears to be incorrect, the paper shall be returned to the Mail, Files, and Duplicating Section with a suggestion as to the proper number or numbers.
3. All mail shall be promptly attended to and answered without delay.
4. Communications which may reach a section or division without having been stamped and numbered *shall at once be sent to the Mail, Files, and Duplicating Section*, for stamping and numbering. **EXCEPT IN EXTREME EMERGENCY, ACTION WILL NOT BE TAKEN ON ANY LETTER UNTIL IT HAS BEEN PROPERLY STAMPED AND NUMBERED.** Telegrams received outside of office hours will be sent to the Mail, Files, and Duplicating Section promptly upon reopening of the office.

OUTGOING MAIL

(Headquarters)

5. The forms of correspondence will be those prescribed in Chapter XXII of the regulations. The "subject" shall consist of the name of the unit or units affected and of a concise statement of the subject matter. The appropriate subject number or numbers shall be placed in the upper right corner. *The upper left corner is reserved for Field Units.*

6. Second and subsequent pages of a letter will bear the name of the unit and the file number or numbers (not the address or subject) in the upper left corner, thus: ACADEMY—403, and the page number

4162,

ber about one-half inch from the bottom, near the middle of the line, thus: —2—.

7. Endorsements, whether typewritten or stamped, will follow immediately after the letter or preceding endorsement. They will be consecutively numbered, and each added page will bear the name of the unit and file numbers, as provided for the second page of letters. The foregoing does not apply to printed or form endorsements.

8. The writer (the person who is responsible for the preparation of a letter) will place his initials on the lower left corner of the signature page of the official carbon, and each person who checks the letter will place his initials immediately after those preceding and on the same horizontal line. A correction in the body of the letter will have a line drawn around it in the carbons and the initials of the writer placed in the right margin opposite.

9. As a rule the papers to which an outgoing letter relates should be attached, face down, to the back of such letter. When a letter has been signed and mailed, the official carbon will be initialed, in ink, across the typewritten signature by the person mailing the letter, and the carbons and papers attached will be sent to the writer.

10. The name of the person who signed the letter will be stamped or typewritten on all carbons by the writer or by such other person as the official in charge of the section or division may designate. Under no circumstances shall the initials of the person mailing the letter be placed across the face of the stamped or typewritten signature on the official carbon until the letter has been actually signed and mailed.

11. The several sheets of a letter shall be arranged in regular order, face up, from bottom to top; i. e., the first sheet on the bottom, the last sheet on top. Additional sheets used in endorsements shall be attached each on top of the preceding one, so that the last endorsement shall be uppermost.

12. Upon the return of the official carbon to the writer, all carbons necessary for filing and the other papers in the case will be assembled and sent to file. In the event that it is necessary to retain the papers

for further action, the carbons only will be sent to file, and such filing of carbons will be indicated. It is important that all papers be sent to file as promptly as possible.

13. Separate letters will be written on separate subjects as far as practicable. When, however, it becomes necessary for a letter to embrace two or more subjects, it will bear the respective subject numbers, in the order of their importance, and a white carbon will be made for each additional number, for use in cross-filing. *This order must not be changed on subsequent related papers.* In some cases the schedule of subjects calls for cross-referencing. A white carbon will be provided for each such cross-reference. In like manner, letters will, so far as practicable, be confined to one vessel, station, person, or other unit. Letters relating to supplies, repairs, alterations, etc., shall in every case relate to but one unit. When a letter necessarily relates to more than one unit (person, vessel, office, etc.), additional white carbons shall be made for each such unit, to be used in cross-filing. When letters are based on inspection reports or other matters of a general nature, the appropriate subject number or numbers for the particular matter dealt with in the letter shall be used, without regard to the file number of the paper on which the letter is based.

14. When a paper is transmitted by endorsement and its return is desired—which must be definitely indicated in the endorsement—an additional white copy shall be made and initialed, to be returned to and retained by the writer until the return of the paper, when it will be destroyed. If a paper transmitted by endorsement is not to be returned, carbon copies will be prepared the same as for a letter, and a brief synopsis of the paper transmitted thereby, giving sufficient data as to date, writer, subject, etc., for any probable future need, will be added, or, if deemed of sufficient importance, a complete copy of the letter or other paper transmitted may be made on the carbons. In all cases the subject or number or numbers borne by the paper transmitted must be placed in the upper left corner of the endorsement.

15. The official carbon copy of all letters and endorsements which do not direct or request the return of papers transmitted thereby shall be written on yellow paper; all other carbon copies on white paper.

16. Incoming dispatches will be stamped and numbered as in the case of letters, and, after proper action has been taken, their subsequent treatment will be in all respects the same as that prescribed for letters.

17. Outgoing dispatches will be prepared as required by the regulations and shall be initialed in the same manner as prescribed for letters. The necessary copies, as in the case of letters, including a

confirmation copy, shall be prepared and shall be treated in the same manner as those of letters. The file copy shall be promptly returned to the writer, after sending, who shall dispose of it as prescribed for official (yellow) carbons, eventually stamping it "File" and forwarding to the Section of Mail, Files, and Duplication. In the case of messages to be coded the procedure will be the same, except that the words "CODE DISPATCH" shall be written in capital letters in the middle of the page, approximately 1 inch below the signature.

18. When a letter is ready for filing, the word "File", together with his initials, shall be stamped or written (in ink) thereon, near top of front page, by the person having charge of the subject matter.

19. A case should be complete when sent to file. Papers sent to file will be fastened together with removable clips. The proper assembling and permanent fastening together of papers for filing will be done by those designated for that purpose, and they will be held responsible for the manner in which this is done. Papers will be filed face up, latest date on top.

20. Papers will not be drawn from or placed in the files except by an employee of the Mail, Files, and Duplicating Section. When a paper is withdrawn from the files, receipt on blank provided for that purpose will be left in its place, which receipt shall in every case be removed and destroyed when the paper is returned.

21. All perforating devices shall be of the same gauge, which shall be $2\frac{1}{2}$ inches from the guide to the center of the first perforation and $2\frac{3}{4}$ inches between centers of perforations.

with number of
1. Bureau
name of
Station of
(misc) Regular

SUBJECT CLASSIFICATION FOR CORRESPONDENCE

UNITED STATES COAST GUARD

0. ADMINISTRATIVE.

0 0. Executive.

001. White House.

Presidential proclamations.

Executive orders.

Special communications, reports, data, etc.

002. Secretary's office, including chief clerk.

0021. Department circulars (file chronologically).

0022. Special orders.

Holidays, pay days, other occasional matters.

Sanitation, duties of messengers and laborers, etc.

0023. Reports and memoranda prepared for.

0024. Data for use in compiling reports required by law or on call of Congress, such as purchase of supplies, typewriters and computing machines, classification, and other data relative to employees.

Destruction of old papers.

0025. Economy and efficiency.

Commissions, reports prepared on call of.

Economies effected.

Labor-saving devices, exhibits or data about.

Any special reports or data for use in investigation of methods of administration.

003. Committees and boards (not including board on life-saving appliances).

0031. Coast Guard.

0032. Departmental.

0033. Interdepartmental.

0034. Stabilization Board.

0035. Emergency Relief Act, 1935.

004. Commissions, boards, committees, etc., outside of Government.

0041. Safety at sea. (*See* Ice patrol, **612**.)

0042. Deeper waterways; canals; harbors of refuge, etc.

0. ADMINISTRATIVE—Continued.**0 0. Executive—Continued.**

0043. Conference with seaport authorities, maritime organizations, etc.

0049. Miscellaneous:

International Joint Commission.

Radiotelegraphic conference.

0 1. Legislative.

010. Resolutions, acts, etc., not pertaining to service; memoranda of bills pending, reported upon, etc.; method of securing legislation, etc.

011. Coast Guard generally: Organization, activities, etc.

012. Vessels and stations.

013.

014. Relief bills: Officers and men, shipowners, contractors, etc. (indemnities for losses not payable from regular appropriations).

016. Appropriations.

0161. Service.

0162. Headquarters.

0 2. Headquarters.—Service.

020. Organization (of service and Headquarters).

Divisions: Assignment of officers and clerical force.
Descriptive and historical.

021. Instructions concerning office matter. Filing system of units.

Correspondence: Preparation, signature, filing, etc.

Suggestion box and similar devices.

022.

023. Office personnel: Appointment, promotion, etc.

024. Furniture, fixtures, supplies, machines.

025. Printing and binding. (*See 030.*)

Blank books and forms, new and revision.

Correspondence with Division of Supply re storage, distribution, etc., of forms and publications.

026. Copies of official records.

027. Permission to visit ships or stations; letters of introduction.

028. Office quarters and Headquarters of Coast Guard.

029. Miscellaneous administrative matters.

Condition of work.

Loss, delay or improper delivery of mail or telegrams.

0. ADMINISTRATIVE—Continued.

0 3. Service publications.

- 030. Requisition for printing; destruction of stereotype plates; record of stock and distribution, etc.
- 031. Preparation, submission to Secretary, errors reported, etc. (by name of publication).
- 032. Distribution.
 - Mailing list.
 - Requests (file alphabetically, by years).

0 4. Outside publications. (See 417.)

- 040. Furnishing or correcting "copy" for "Jane's Fighting Ships." World Almanac.
- 041.
- 042. Foreign exchanges.
- 043. Reports of special congresses.
- 044. Coast Guard subjects in foreign countries.
- 045. Photographs, pictures, clippings, etc.
- 046. Coast Guard Magazine.

0 5. Information (inquiries and requests for).

- 050. Unintelligible, anonymous, and "crank" letters.
- 051. Activities of service. Requests for photographs and moving pictures.
- 052. Methods of operation of boats, apparatus, etc.; source of supply; opinion as to merit; etc.
- 053. Volunteer life-saving organizations:
 - Organization, equipment needed, etc.
 - Solicitation of funds for.
 - Improper use of uniform or other insignia with apparent intent to defraud or misrepresent.
- 054. Establishment of Coast Guard (life-saving) activities in other countries.
- 055. Articles and speakers on service subjects; permission to publish.
- 056.

0 6. Tests and experiments.

Inventions, devices, processes suggested (classify by subject-number of article or operation).

- 060. Board on life-saving appliances; personnel, organization and rules, meetings, etc.

0 7. Benevolences.

- 070. Inquiries in regard to needs.
- 071. Supplies for destitute persons at stations: Clothing, etc. (Women's National Relief Association and like organizations.)

0. ADMINISTRATIVE—Continued.**0 7. Benevolences—Continued.**

- 072.** Cash donations, bequests, etc., to ex-members.
- 073.** Gifts to units or individuals in recognition of service.
- 074.** Reading matter, wearing apparel, musical instruments, or other equipment donated to units.
- 075.** Fraternal benevolent associations (Warrant Officers' Association), etc.

0 8.**0 9. Miscellaneous.**

- 090.** Correspondence improperly addressed to Coast Guard.
- 091.** Notification relative to foreign ports or coasts.
- 092.** Geographical changes: Name, sovereignty, political conditions, etc.; harbor limits.
- 093.** Canal, opening of, for ships to pass through (Panama, **64**).

1. LEGAL.**1 0. Opinions, decisions, interpretations of law.**

- 101.** Comptroller's decisions.
- 102.** Opinions of Attorney General, etc.
- 103.** Decisions of civil courts.
- 104.** Decisions of Judge Advocate General, Solicitor.
- 105.** General Opinions and Memorandum of Law Section.
 - 1051.** Contract questions.
 - 1052.** Collision questions.
 - 1053.** Personnel questions.
 - 1054.** Courts and Boards questions.
- 109.** Application of general laws, income tax, 8-hour, liability; ownership and disposition of wrecked property; civil duties of members of service; refund of gasoline tax; bottle paper; etc.

1 1. Regulations.

- 110.** Interpretation, suggested changes.
- 111.** Uniform, drill, and other special regulations or instructions issued as separate publications; suggested uniform changes.
- 112.** General orders; Pay and Supply instructions.
- 113.** Special orders.
- 114.** Confidential orders and bulletins.
- 115.** Circular letters.
- 116.** Memorandum and instructions, instructions to Coast Guard Stations, finger print.
- 119.** Violation of regulations.
(Request for, **032**.)

1. LEGAL—Continued.**1 2. Courts.**

- 120. Methods of procedure, service on, etc.
- 121. General Courts.
- 122. Summary Courts.
- 123. Boards of inquiry and investigation—units only; when individual, use personnel numbers.
- 124. Investigation of loss of life in wreck service.
- 125. Deck Courts.
- 129. Prisoners—transportation, confinement, etc.

1 3. Sites.

- 131. Selection and title—survey, plat testing; commission to select; deeds, leases, abstract of title, recording.
- 132. Use and occupation of land belonging to other Government departments.
- 133. Changes in boundaries (for streets, etc.)—right-of-way, roadway to or across.
- 134. Use or occupation of service property (buildings or grounds) for other than service purposes—camping, crew's dwellings, structures of other Government services.
- 135.
- 138. Litigation concerning; also controversies not amounting to litigation.
- 139. Taxes and assessments—improvements (sewers, walks, curbs) required by municipalities, etc.

1 4. Leases and rentals.

- 141. Offices and station buildings, lookouts, etc. (whether in Government or private buildings, free or paid).
- 142. Storehouses—district storerooms; garage.
- 143. Wharves, wharfage, moorings, boat landings; winter storage for boats.
- 144. Light, heat, and power.
- 145. Drayage and boat hire.
- 146.
- 147.
- 148.
- 149. Miscellaneous.

Post-office boxes; licenses. (See 82 for telephones, submarine signals.)

1 7. Disability.

- 171. Claims under laws relating especially to Coast Guard. (Act of May 4, 1882, etc.)
- 172. Claims under general laws.

1. LEGAL—Continued.**1 8. Life-saving medals.**

180. Inquiries: Statement of medals issued, etc.

181. Applications and accompanying papers (by name of applicant).

182. Replacement of medals lost or destroyed; ribbons, buttons, or other devices to be worn by medalists.

189. Purchase, engraving, etc.

2. CONSTRUCTION AND REPAIR (Hulls and Shore Units).**2 0. Construction.**

200. Conception of design.

2000. Construction authorization; allotments, appropriations, costs, encumbrances, estimates, program, general characteristics.

2001. Proposals; advertisements, contract forms, plans, data to prospective bidders, publicity, report of committee on bids, specifications.

201. Contract.

2010. Award; report of board of award, accepted proposal, bond, official specifications and contract with builder.

2011. Changes; initiation of and authorization for extras, delays, extension of time, application of penalties, change in cost.

2012. Financial.

20120. Payments; acceptance and delivery of vessel, certificates, payment papers, value estimates.

20121. Insurance.

202. Contract plans and specifications.

2020. Detailed general and miscellaneous plans and specifications; designations, compartment numbers, cutter name and number, description of cutter, Federal and Navy specifications, name plates, record plans, signal letters, type plans.

2021. Technical data.

20210. Calculations and tests; admeasurement, ballast, body plan, estimated and finished weights, inclining experiment, lines, machinery layout and installation, model and model tests, mold loft dimensions, powering, stability, tank report, tonnage figures, trim.

2. CONSTRUCTION AND REPAIR (Hulls and Shore Units)—
Continued.**2 0. Construction—Continued.****202.** Contract plans and specifications—Continued.**2021.** Technical data—Continued.**20211.** Development of design.**202110.** Suggestions of interested parties (except Navy).**202111.** Commandant's Instructions; Coast Guard Permanent Board Instructions regarding construction.**20212.** Navy characteristics; Navy Department requirements.**20213.** Trial trips and trial inspections; behavior in service.**203.** Inspection.**2031.** Inspector for hull and shore units; correspondence system, inspection material, letters on technical matters, official instructions, technical books.**2032.** Structural orders; builder's orders for steel and rivets, inspection reports of structural materials.**2033.** Material orders; builders orders and specifications for materials approved on plans, priority and special shipment matters. (Orders which are submitted for approval in lieu of a plan, filed under appropriate subject.)**2034.** Progress reports; photos during construction, progress percentage reports from inspector.**2035.** Special reports; accidents, care of vessel, completion of work, personnel to arrive, damage, defects in and character of workmanship, docking, grounding, launching, notes on contractor's plant, selection of sponsor, strikes.**2036.** Inspection reports; affidavits of specification compliance, test certificates, water and operating tests.**2038.** Technical publications originated by C. & R.**2039.** Informal correspondence; letters to and from officials of company, subcontractors. (Division not to be used if letters can file under other numbers.)

2. CONSTRUCTION AND REPAIR (Hulls and Shore Units)— Continued.

2 0. Construction—Continued.

204. Construction of hull.

2041. Hull structure.

20411. Hull framing.

204111. Appendages; bilge keels, contra-rudder, keel, rudder, rudder bearings, shaft tube, stem, stern frame, struts, stuffing box.

204112. Framing; longitudinal and transverse, casings, coal trunks, girders, pillars, steel or wood deck houses.

204113. Foundations; gun, machinery and miscellaneous.

20412. Outside plating; bridges, decks, fastenings of wood hull, guards, inner bottom and flats, steel and wood sheathing.

20413. Bulkheads; oiltight, watertight and non-water-tight structural, pipe tunnels, wire mesh and miscellaneous bulkheads (not joiner bulkheads).

2042. Protective coverings.

20421. Painting; outside and inside, anticorrosive and antifouling, bituminous enamel, cork paint, draft marks, portland cement, zinc protectors.

20422. Deck coverings; cork tile, deck and chain locker gratings, linoleum, linotile, mosaic tile, planking, safety treads.

20423. Sheathing; cork and metal sheathing, insulating sheathing, wood ceiling and sheathing.

205. Deck auxiliaries.

2051. Boat gear; boat stowage, boat davits, cradles, launching gear.

2052. Anchor gear and capstans; anchor, anchor davits, chains, gypsy, hawse pipes, devil's claw, stoppers, windlass and engine.

2053. Steering gear; hand steering gear, leads, rudder quadrant, steering engine, steering wheel, tiller.

2054. Airplane handling and launching gear.

2. CONSTRUCTION AND REPAIR (Hulls and Shore Units).—

Continued.

2 0. Construction—Continued.

- 206.** Rigging and outboard fittings; accommodation ladder, awnings, blocks, bitts, boat booms, bow ornament, canvas covers, chocks, crow's nest, ensign and jack staffs, hatch davits, Jacob's ladders, leadsman's platform, lightning protection, masts, metal life buoys, pad eyes, rail and awning stanchions, sails, ship's bell, side ladders, signal yards, spars, stack guys, turnbuckles, standing and running rigging.
- 207.** Compartments, quarters, stowages, utilities.
- 2071.** Arrangements and accommodations; berthing and messing, complement, coal bunkers, compartment arrangement, distribution of outfits and instruments, spaces (culinary, living and sanitary), storerooms, tanks (integral or separate, oil and water).
- 2072.** Joiner details.
- 20721.** Bulkheads; light steel and wood; built-in lockers, wardrobes, joiner doors (wood and metal), hardware, joiner bulkheads, keys, label plates, pantry dressers, insect screens.
- 20722.** Furniture, wood and steel; benches, berths, chairs, chart boards, chart tables, dressers, furniture design, portable lockers, tables, upholstering.
- 20723.** Refrigerating spaces and refrigerators.
- 2073.** Access and ventilation.
- 20731.** Openings for access and light; airports, clear view screens, deck lights, doors (W. T. and non-W. T. metal), hatches, skylights, scuttles, watersheds, windows.
- 20732.** Ladders, companion, metal and vertical.
- 20733.** Ventilation; cowl ventilators, windscoops, ventilation fans and ducts.
- 2074.** Plumbing and piping.
- 20741.** Piping; air escapes, ash and slop chutes, drainage system, fresh and salt water systems, fuel-oil piping outside of machinery spaces, fuel-oil ventilation pipes, ice machine, radiators, scuppers, sea connections, sluice valves, sounding tubes, storm-oil piping.
- 20742.** Plumbing fixtures; drinking fountain, sanitary fittings, scuttle butt.

2. CONSTRUCTION AND REPAIR (Hulls and Shore Units).—

Continued.

2 0. Construction of vessels—Continued.**207.** Compartments, quarters, stowages, utilities—Contd.**2075.** Lighting and Communication Systems.**20751.** Lighting; batteries, conduit, electrical fixtures, oil and electrical lights (not signal), wiring leads.**20752.** Indicating devices; bridge indicating engine log, gyro compass, pitometer log, rudder angle indicator, submarine signal.**20753.** Interior communication; call bells, engine telegraphs, general alarm, telephones, voice tubes, wheelhouse engine control installation.**20754.** Outboard communication; blinkers, radio installation, running and riding lights, searchlights, whistle operator, visual signals (not flags).**2076.** Outfits, stores and stowage; ammunition hoists, ammunition, belts, chinaware, collision mats, curtains, dish racks, fathometer, fire extinguishers, flags, glassware, guns, hawsers, hose, hose racks, life rafts, line-throwing gun, linen (bed and table), magnetic compasses, mattresses, mines, navigators' instruments, ordnance plans, outfitting at Coast Guard Depot, pillows, revolvers, rifles, rugs, safe, sample powder rack, silverware, sounding machine, spare parts, taffrail log, thermometer board, tools, wrenches, (special items to go under proper number).**208.** Galley and laundry equipment; cookers, coffee urns, galley range, laundry machinery, steam tables, vegetable locker.**209.** Purchase, transfer and sale of vessels and shore structures.**2091.** Seized boats and vessels.**2092.** Material to be turned over to the Boy Scouts.**2093.****2094.****2 1. Cutters and other vessels, repairs to hull.**

2. CONSTRUCTION AND REPAIR (Hulls and Shore Units)— Continued.

2 2. Shore units—Repairs, alterations, erection of minor structures (includes all land structures owned or occupied).

- 220.** General overhauling and repairs; reports of condition, estimates, recommendations, etc., of field assistants. Dwelling or crew's quarters (detached). Cook house, workshop, oil house, etc. Stable, fuel and wagon shed. Lookout, halfway house, telephone shelter, etc.
- 222.** Boathouses, launching structures and shore protection; launchway, marine railway, incline, runway, portable tracks; wharves, bulkheads, jetty and cribwork, wing dams, breakwater; piling dolphins, ice breaker; fascine and other shore protection; dredging.
- 224.** Water supply—Tank, cistern, well, pump and pumping outfit, pipe line; connection with municipal water system.

(Fire pump 491.)

- 225.** Drill mast, flagpole and tower, windmill, wind gage, vane, etc.; stationary fuel tanks; station bell or gong.
- 226.** Bridge, fence (including sand fence), road, walk, curbing coping, retaining wall, etc.; sign, on building or as road guide; display numbers on stations.
- 227.** Target range.
- 228.** Grounds, maintenance, and improvement.
Grading, soiling, sodding, fertilizer, trees, seeds, cutting and rolling; cultivating crops.
Objectionable property adjacent to station; dangerous, insanitary buildings or business; obstructions to lookout, patrol, or launching of boats.
- 229.** Sanitation; pollution.
Cesspool, ash pit, etc.
Drainage and sewage; scavenger service.

2 3. Small boats.

- 230.** Construction of small boats.
- 2300.** Preliminary correspondence.
- 2301.** Contracts and payments.
- 2302.** Specifications and plans.
- 2303.** Inspection.
- 2304.** Construction of hull.
- 2305.** Deck auxiliaries.
- 2306.** Outboard fittings.

2. CONSTRUCTION AND REPAIR (Hulls and Shore Units)—Continued.

2 3. Small boats—Continued.

230. Construction of small boats—Continued.

2307. Interior fittings.

2308. Galley equipment.

231. Boat-handling gear.

Boat wagon, launching carriage (and cradle), skids, rollers.

Hoisting gear; capstan and winch, including engine.

Mooring, cable for hauling off to, etc.; derrick.

2 5. Construction of new aircraft. (Inclusive of power plant and fixed equipment when the whole is treated as a unit; matter relating to power plant, when handled separately, to be classed under 35.)

250. Preliminary correspondence. (*See* description under 200.)

251. Contracts and payments. (*See* 201.)

252. Specifications and plans. (*See* 202.)

253. Inspection; progress reports. (*See* 203.)

254. Surface controls.

255. Spare parts to be supplied with new craft only (*see also* 265).

256. Special handling gear, peculiar to aircraft. (So far as practicable should be classed under "4", Equipment.)

2 6. Repairs to aircraft (Hull-fuselage-wing).

260. General repairs and overhauling; reports of condition. When sufficiently specific and limited, use the following classification:

261. Contracts; payments; etc.

262. Wing group.

263. Body group.

264. Tail group.

265. Spare parts—for stock at station or on planes.

266. Inspection.

3. CONSTRUCTION AND REPAIR (Machinery).

3 0. Construction of new vessels.

300. Preliminary correspondence.

Discussion of types of engines and boilers, etc. Correspondence with manufactures and agents. Advertisement and proposals; distribution of plans and specifications to prospective bidders, etc.

3. CONSTRUCTION AND REPAIR (Machinery)—Continued.

3 0. Construction of new vessels—Continued.

301. Contract and payments.

Preparation and execution; bond.

Payments.

3011. Changes and extras; estimate and authorization.

302. Plans and specifications.

303. Inspection; instructions to inspecting officers; reports.

3 1. Repairs to vessels.

310. General repairs and overhauling; report of condition.

When sufficiently specific and limited, use following classification.

311. Steam machinery; smokestack; engines, pumps, furnaces, boilers; shaft, propellers, and sea connections.

312. Electrical machinery and apparatus (not including radio apparatus. (*See 815.*))

313. Heating system.

314. Refrigerating plant.

3 3. Boats—Construction and repair (machinery).

330. Reports of motor-boat repair men; itinerary; etc.

331.

3 5. Construction of new aircraft—power plant and auxiliaries. (*See 25.*)

350. Preliminary correspondence. (*See* description under **300.**)

351. Contracts and payments. (*See 301.*)

352. Specifications and plans. (*See 302.*)

353. Inspection; progress reports. (*See 303.*)

354.

355. Spare parts to be supplied with new craft only. (*See 365.*)

3 6. Repairs to aircraft—power plant and auxiliaries.

360. General repairs and overhauling; reports of condition. When sufficiently specific and limited, use following classification:

361. Contracts and payments.

362. Propellers and engine controls.

363. Generators and starters.

364. Fuel and lubricating systems.

365. Electrical equipment and apparatus (not including radio). (*See 815.*)

366. Cooling systems.

367. Aircraft instruments (Navigational.) (*See 431.*)

4. EQUIPMENT AND SUPPLIES.**4 0. Provision, distribution, storage, disposition.**

- 400.** Catalogs, price lists, advertisements, samples, inquiries and solicitations from dealers, etc.; improper advertising. (File in supplies section.)
- 401.** Stock records, inventories, balance sheet, equipment and supplies, annual and other schedules of supplies.
- 4011.** Procurement Division (anything of like nature); catalog and correspondence; purchase through; report of goods so purchased.
- 402.** Term proposals and contracts; annual supply contracts.
- 403.** Allotments and miscellaneous requisitions.—Form requisitions covering a diversity of articles; supply allotments; any requisitions (or letter) for items in two or more classes, **41** to **49**.
- 404.**
- 405.** Storehouses and storage generally.
- 4051.** Purchase of goods for stock; standard samples, tests, etc. Subclassify by subject numbers under classes **41** to **49** as far as practicable.
- 4052.** Equipment for handling stock: Shelving, bins, trucks, packing materials, and containers (boxes, cans, sacks, excelsior).
- 4053.** Expense of handling: Freight, cartage, boat hire, switching and demurrage charges, etc.
- 406.** Service: Paper cups, towel, laundering, cleaning; any "service" furnished by week, month, or other period, except such as classed under "Leases and rentals", **14** or **82**, "telephone."
- 407.** Transfer of property between units; invoices; purchase from and sale to other Government services.
- 408.** Boards of survey; condemnation and disposal of any service property except vessels, station buildings, sites, for which use respective class numbers.
- Any single article surveyed incidental to its repair or replacement will take subject number under which the matter begins in order to complete the record in one place. May be cross-referenced.
- 409.**

4. EQUIPMENT AND SUPPLIES—Continued.**4 1. Outfit.**

- 411.** Furniture—Includes stoves and ranges; refrigerators, tables, chairs, benches, beds, cots, hammocks, wardrobes, lockers, etc. (*See 416.*)
- 412.** Bedding and linen—Mattresses, pillows, bed and table linen, towels, clothes and hammock bags, etc.
- 413.** Floor coverings, hangings, upholstery, cushions, furniture covers, carpet, rugs, linoleum, doormats, matting, curtains, shades.
- 414.** Mess equipment:
- 4140.** General; cooking utensils; tin and agate ware; mess trucks; meat block.
- 4141.** Crockery, china and glass ware; drinking cups.
- 4142.** Plated and burnished ware.
- 415.** Household supplies—Brooms, brushes, soap, polish, etc.; beeswax.
- 416.** Office furniture, equipment, and supplies:
- 4161.** Desk, safe, bookcase, filing devices, office chairs.
- 4162.** Typewriter, computing machine, duplicator, letter press, mail bag, impression seal, money bag, stencil machine, etc.
- 4163.** Stationery, books and blanks, rubber stamps, pads.
- 4164.** Drawing materials, photographic supplies, frames, blue-printing, developing, frames.
- 417.** Professional and technical books; textbooks:
 Navigating, engineering, ordnance, medical, law, etc.
 Signal codes, tide tables, instructions, etc.
 Newspapers and periodicals, purchase or subscription; clipping service.
- 418.** Parachute, safety belt.
- 419.** Miscellaneous—Sewing machine and supplies for; washing machine and dish-washing machine; potato peeler, floor polisher, clothespress.

4 2. Personnel stores.

- 421.** Rations—Provisions, ice; packing for Arctic cruise; general mess, commutation, ship's service store, canteen, etc.
- 4210.** Ration return; cash statement.
- 422.** Clothing—Includes any articles kept in stock for issue or sale to men, except those listed under **41**.
- 4220.** Clothing return.

4. EQUIPMENT AND SUPPLIES—Continued.**4 1. Outfit—Continued.**

423. Medical stores—Medicines, drugs, surgical and hospital apparatus and appliances; material for disinfection, fumigation, and extermination of vermin, X-ray machine and supplies, dental equipment.

✓ 4 3. Navigator's department.**431.** Nautical instruments:

Binnacle, compass, sextant, clear-view screen, etc.

Sounding machine, lead and line, log and slate, etc.

Thermometer, barometer, hygrometer, etc.

Binoculars, spyglass, telescope, etc.

Clock, chronometer, stop watch, etc.

Signaling apparatus (*see also* **477**).

✓ 432. Charts and maps—muslin for backing.**✓ 433.** Flags and bunting.**✓ 4 4. Boatswain's stores, paints, and ship chandlery.****✓ 441.** Sails, awnings, tarpaulins, tents, spray hood.

442. Ship chandlery—Includes all cordage except as shown under **473**: boat gear—oars, anchor, drogue, bilge pump, boat cover; water breaker, provision box, etc. all boat equipment not a structural part of the boat.

443. Paints, oils, preservatives; wall paper; paintbrushes, painter's and paper hanger's tools and supplies; paint-spraying machine.

444. Lamps and lanterns—all kinds except electric (**4525**).

Beach lights.

Supplies and accessories; globes, wicks, burners, etc. (Illuminants, **4527**.)

4 5. Tools and materials.**451.** Carpenters' tools and supplies:

Lumber, builders' hardware, nails, lime, cement, etc.

Airport equipment, door fittings, window glass, branding iron (when ordered as supplies; when for specific construction on repair work, classify in **200** series).

✓ 452. Engineers' tools and supplies:

4520. General. Tool steel. Oxygen and acetylene gases.

4521. Machinists', blacksmiths', tanners', plumbers' tools.

4522. Technical and scientific instruments. Hydrometer.

4523. Containers and conveyors—bags, buckets, oil tanks, cans, funnels, oil pumps, oil purifier.

4. EQUIPMENT AND SUPPLIES—Continued.**4 5. Tools and materials—Continued.**

~~462.~~ Engineers' tools and supplies—Continued.

⁵ 4525. Electrical supplies (not including radio apparatus), searchlight, distilled water.

4526. Fuel and water.

4527. Gasoline, lubricants, illuminants, waste, rags.

✓ 453. Surveying and construction tools and supplies.

✓ 4531. Surveyors' instruments. Alidades, transits; sounding; water gauge.

✓ 4532. Pile driver, jetting pump, jacks (screw or hydraulic), pick, shovel, grader, scraper, etc.

✓ 454. Shop tools and machinery: Any stationary tool, such as welding apparatus, pneumatic hammer, planer, drill, saw, lathe, forge, and parts for.

455. Farm and garden tools: Plow, lawn mower, scythe, rake, garden hose and reel, sprinkler, etc.

✓ **4 6. Ordnance.**

460. Routine reports on explosives, armament, and small arms; also correspondence pertaining thereto.

461. Guns, mounts, loading machines, spare parts, tools, and accessories; batteries, gun-sight lighting and firing.

462. Targets, target carriages and supports, pasters, rafts, etc. (Target range.) (See 227.)

463. Small arms and infantry equipment—rifles, automatic rifles, machine guns, pistols, revolvers, shotguns, bugles, haversacks, etc.

4630. Shoulder line-throwing guns, parts and accessories.

4631. Line-throwing equipment, other than shoulder.

464. Fire control—range finder, stadimeter, binoculars (spotting glasses), voice tubes and telephone systems (fire control), salvo buzzers, stop watches, range keepers, telescopes (gun sight and bore sight).

465. Ammunition, containers, saluting charges, black powder, illuminating projectiles, primers, wads, etc. Signals: Coston, Very's, rockets, flares; holders, cases, etc.

466. Mines, wrecking mines and outfit, detonators, high explosives, bombs, rifle and hand grenades, etc.

467. Magazines and magazine equipment.

468. Allowance lists, Navy specifications pertaining to ordnance, ordnance data sheets, blue prints, and photoprints.

469. Miscellaneous ordnance supplies.

4. EQUIPMENT AND SUPPLIES—Continued.

✓ 4 7. Life-saving apparatus.

- 471. Beach-apparatus cart of wagon and accessories; pulmotor.
- 472.
- 473. Shot line; whip-line hawser, when ordered as such. (Other cordage.) (*See* Ship chandlery, 442.)
- 474. Breeches buoy and apparatus.
Lidgerwood apparatus.
Sand anchor, crotch, hawser cutter, tally boards, faking box; batteries for Dalton buoy.
- 475. Life car.
- 476. Life belts, buoy, heaving stick and line, etc.; materials and accessories for; raft, life.
- 477.
- 478. Patrol and watch equipment; kit bags; watchman's clock, dials, checks, key safes and posts.
- 479. Miscellaneous.

4 8. Draft animals and vehicles.

- 481. Purchase and hire, animals.
- 482. Maintenance: Forage, farriery, medical treatment.
- 483. Furnishings: Harness, blankets, etc.; stable equipment, clippers.
- 484.
- 485. Station wagons, buggies, carts, etc. (Boat wagon, 231; Beach apparatus cart, 471.)
- 486. Motor vehicles; trucks, tractors, automobiles, accessories and repair parts, tires, tubes, batteries.

4 9. Miscellaneous equipment.

- 491. Fire-fighting apparatus:
Fire engine or pump, hand or motor power.
Extinguisher, hand grenade, and charges for.
Fire hose, hose cart and reel, etc.
- 492. Diver's outfit.
- 493. Microscope and other scientific apparatus (*see also* Photo supplies, 4164; Nautical instruments, 431; Engineer's department, 4522; Surveying, 4531; Ordnance, 46.)
- 494. Laboratory equipment and supplies, blackboards.
- 495. Musical instruments and recreational apparatus and supplies, when furnished by Government (when property of mess, *see* Mess affairs, 609; *see also* Benevolences, 074) baseball equipment and all athletic equipment.

4. EQUIPMENT AND SUPPLIES—Continued.**4 9. Miscellaneous equipment—Continued.**

496. Police equipment: Cells for confinement of prisoners, handcuffs and leg irons, etc.; fingerprint outfits.

497.

498.

499. Miscellaneous minor items (classify if possible): Ladders, wheelbarrows, carpet sweeper, paper baler, vacuum cleaner.

5. ACCOUNTS.**5 0. General accounting matters.**

500. Statements and financial data generally; cost of maintenance of service; reports to Congress or to committees of, etc. (*see also 016*).

501. Surety companies (bond, disbursing officer, **510**).

502. Certifying officers designation, duties, instructions.

503.

505. General correspondence with General Accounting Office.

When sufficiently specific as to subject, index under such subject. This head covers items such as authority to certify accounts, form in which accounts should be prepared, etc.

5 1. Disbursing officer's or officer's accounts.

Estimates for funds, deposit, accounts, adjustments (disallowances), instructions, etc. Index "Authority to pay" under thing authorized (allotment, salary, etc.) and unit whose accounts are affected. This number may be used for a cross-file copy.

510. Appointment, designation, bond, etc., of disbursing officer.

5 2. Personnel accounts.

520. General instructions on pay matters (including analysis of pay rolls).

521. Pay rolls (instructions as to rates of pay, adjustment of errors, etc.).

522. Allotments, allowances.

5 3. Transportation.

530. Statement of travel performed; issue of transportation requests, and record of.

531. Travel—individual: Mileage, actual expense, etc.

532. Transportation of personal effects: Packing, drayage, freight, charges, etc. (by name of owner—not packer, drayman, or transportation company).

5. ACCOUNTS—Continued.**5 3. Transportation—Continued.****533.** Travel—not individual (by unit):

Transfer of men from port to port, etc.

Bills rendered by transportation companies.

534.**535.** Transportation of Freight and Express:

Shipping instructions generally (when relating to a specific shipment, cross-index under its subject).

Adjustment of rates and charges.

Loss and damage claims; payment in settlement of.

Bills of transportation companies.

5 4. Service operations.**540.** Special or term authorizations; itemized statement of expenditures.**541.** Miscellaneous purchases (by unit), also cross file applying to article procured.**542.** Expenses incident to service operations:

Pilotage, towage, lighterage, funerals, etc.

Postage and telegraphing.

Stenographic or other personal services.

Employment of special crews for wreck duty (station).

Provisions or other supplies furnished distressed vessels or crews of wrecked vessels. (*See 071.*)

Any expense for *service* as distinguished from *supplies*.

Rewards.

543. Burial expenses, including transportation of body and escort (cross file to personnel).**544.****545.** Miscellaneous receipts:

Telephone and telegraph tolls.

Sale of condemned property.

Supplies sold to other Government services.

Reimbursement for services rendered; assistance, supplies, etc.

546. Radio accounts.**6. OPERATIONS.****6 0. Operation of units of service.****600.** Statistics of service operations.

Discussion of proposed activities, such as use of airplanes, hydroplanes, etc.

6. OPERATIONS—Continued.**6 0. Operation of units of service—Continued.****601.** Scope of operations:

Divisions and districts—

Limits, location of headquarters, etc.

Itinerary and report of visit to stations (district commanders):

Vessels—In and out of commission; assignment to station, cruising limits; reports of movements, time in port, etc.

Stations—Radius of operation; active and inactive seasons; closing during inactive season, etc.

602. Station and watch bills (vessels):

Patrols and watches (stations and harbor launches).

Matters relative to duties assigned to officers and men—Interchange of duties, line and engineer; motormen at stations; detail to duty with landing parties, etc. (impersonal only); when individual, use "personnel" number.

603. Instructions for operation of units or equipment:

Handling boats.

604. Care of property and equipment: Police.

Inspection on change of command (ship or station).

Economy in use of supplies.

Use of equipment or supplies by private parties.

Officers' family or others living at station.

Quarantine, fumigation, extermination of vermin (material for, **423**); neatness and cleanliness; speed trials.**605.** Matters pertaining to conduct of engineer department (ship); cruising speed.

Cleaning or blowing down boilers, banking fires, etc.

Fuel consumption, minimum quantity, competition, etc.

606. Collisions, accidents, etc., to cutter, boat, or property (repairs incident to, **21, 22, 23, 31, 33**).**607.** Reports pertaining to operation of service units.**6071.** Ship or station log; abstract and transcript.**6072.** Deck inspection.**6073.** Hull board.**6074.** Compass reports; deviation table.**6075.** Engineers' log; machinery inspection.**6076.**

6. OPERATIONS—Continued.**6 0. Operation of units of service—Continued.****607.** Reports pertaining to operation of service units—Con.**6077.** Commanding officer's monthly report of inspection.**6078.****6079.****608.** Construction and repair plants (Depot).**6080.** Work reports and other reports.**6081.** General administrative matters.**6082.** Labor employment, per-diem employees, wages, hours, holidays, etc.**609.** Miscellaneous administrative matters:

Discipline by unit.

Change of name of vessel or station; names suggested.

Addresses of vessels, stations, field offices: change in post-office or shipping address.

Display of flags.

Mess affairs (except General mess, **421**)—Adjustment of accounts; claims against; privileges granted; mess property.**6 1. Sea patrols and cruises.****611.** Bering Sea Patrol.**612.** International ice patrol.**613.** Medical aid to deep-sea fisheries.**614.** Winter cruising.**615.** Practice cruise.**616.** Ice breaking.**617.** Whaling.

---0. Formal report (form or narrative).

6 2. Services for Department of Commerce.**621.** Enforcement of navigation and motor boat laws.**622.****623.** Enforcement of Alaska fishing laws, seal herd, and sea otter.**624.** Protection of sponge fisheries.**625.** Regattas.**626.** Aids to navigation; shoals, sand bars, currents, etc.---0. Formal report (form or narrative). (**62** Coast and Geodetic.)**627.** Examination of lifeboatmen.

6. OPERATIONS—Continued.**6 3. Cooperation with Navy.**

631. Plans and orders for active cooperation in war or maneuvers; data re matériel, personnel, and operations of Coast Guard.

632.

633. Hydrographic data.

634.

635. Inspection of materials or supplies by one service for the other, etc.

636.

637. Assistance rendered either service by the other.

638. Naval Militia matters.

639.

6 4. Cooperation with other department and independent services, States, and municipalities.**6 5. Assistance rendered to vessels, persons, or property.**

650. Acknowledgment and commendation (by unit).

651. Wrecks; fires, floods, etc.; derelicts and obstructions.

652. Care of bodies and personal effects.

653. Protection of bathers and pleasure seekers.

654.

655. Training volunteer crews.

656.

657. Provisions of apparatus or equipment to private organizations, use or loan of service property.

6 6. Miscellaneous services.

661. Anchorage duties.

662.

663. Parades, functions, funerals, observance of holidays and anniversaries, etc. (Regatta, **625.**)

664. Transportation.

6641. Passengers and guests.

6642. Freight for service: Transfer of boats or supplies between vessels or stations; the service rendered—not the article carried.

6643. Freight for other departments or Government services.

6644. Freight for private individuals or organizations.

665. Expositions (by place).

666. Exhibition drills; participation in boat races, etc. (at station, by regular crew—file by station; at a distance, or by special crew—file by place; by cutter—file by unit and place).

667. Instructions to men in outside service.

6. OPERATIONS—Continued.**6 6. Miscellaneous services—Continued.**

668.

669. Miscellaneous, such as suppression of mutiny; mistreatment of merchant sailors.

6 7. Drills and instruction.

670. Badges, medals, certificates of merit for proficiency, war service.

671. Target practice; gun and infantry drill; clear for action.

672. Signaling, International and service codes.

673. Boat; abandon ship, etc.

674. Beach apparatus.

675. Resuscitation.

676. Fire and collision.

677.

---0. Reports—(form or narrative).

6 8. Inspection (see also 84, Communication).

680. General instructions to inspecting officers; itinerary.

681. Cruising cutters (by unit or division).

682.

683. Stations and district boats (by unit—each station).

684. Offices and storehouses, Depot, offices of District Commander.

---0. Reports—(form or narrative).

6 9. Complaints against service, vessel, or station.

691. Operations of vessels or stations.

692. Alleged violation of law.

693. Failure in performance of duty.

694. Forbidden or competitive occupations.

695. Extra work required of crews (labor union).

696. Trespass on service property or by service on other property.

7. PERSONNEL.

700. General matters relating to personnel, such as—

Lists of officers and noncommissioned force, or of entire personnel, with data as to pay, rank, etc.

Social list (officers on duty in Washington).

Lineal order of precedence.

Duration of detail to duty at Headquarters or other assignment.

Attitude of department as to marriage of officers.

Discrimination against uniform.

Courtesies and privileges extended to members of service.

Outside employment or public office.

Athletics.

7. PERSONNEL—Continued.**701.** Complements:**7010.** Muster roll.**702.** Enlistment and appointment:

Instructions to recruiting and medical officers.

Qualifications, physical and professional.

703. Compensation and benefits:

Pay, allowances, privileges, living conditions.

Petitions from or in behalf of members of service.

Medical treatment—Public Health Service; private; hospital accommodations.

Vaccinations, inoculations, etc.

7030. Medical officer's report.**704.** Absence:

Report of, by unit.

How computed, cumulative, etc.

Men left behind in port, rejoining ship, etc.

705. Examining boards.**706.** Retiring boards:

Orders, constituting; procedure; expenses, etc.

Reports of proceedings (file chronologically, numbered serially, and place reference in record of persons examined).

707. War Risk Insurance, General Correspondence.**7070.** Allotments stopped.**7071.** Deaths reported to War Risk.**7072.** Complaints regarding nonpayment of allotments.**708.****709.****7 1. Commissioned officers.****710.** Applications.**711.** Instructions: Post Graduate Course.**7 2. Warrant officers.****720.** Applications.**7 3. Enlisted men.****730.** Applications.**7 4. Cadets.****740.** Applications.**7 5. Civilian employees** (not including Headquarters force.
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8. COMMUNICATION.

800. General communication matters—Improper use; delay in transmission, etc.

801. Directories.

Telephone calls of stations on service lines.

Code calls of vessels or stations (radio).

802. Territory and headquarters of Supervisor and assistants.

8 1. Construction and repair.

810. General construction matters, and instructions.

811. Right of way.

812. Line materials (land lines)—Instruments, batteries, wire cable, poles, tanks, safety belts, etc.

813. Service—Labor, transportation of men and materials; hire of boat and crew to convey lineman.

814. Tools.

815. Radio apparatus and supplies; announcing system; instructions for use of. (Dynamo or other source of current, **312.**)

8 2. Rentals.

821. Rental of telephone service (exchange and switching service).

822. Rental of equipment:

Cables, conduits, wires, pole lines, instruments, etc.

Submarine signal.

3. Foreign connections and cooperation.

831. With commercial lines.

Interchange of business (toll or free service).

Exchange use of lines or equipment.

832. With maritime exchanges and other reporting agencies.

833. With Navy Department.

834. With Weather Bureau.

835. With other branches of Government service.

836. With private lines and residences.

837. With local exchanges, involving construction by service. (This number for construction work only; subsequent exchange rental, **821.**)

8 4. Inspection and reports.

840. Condition of lines, complaints, etc.

841. By supervisor of telephone lines.

842. By other officer of service or department.

845. Periodical reports of linemen; itineraries.

846. Radio log.

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NOTE:—So far as practicable, the noun is used in indexing, followed by qualifying adjectives or nouns used as adjectives. Where the qualifying word is distinctly the better cue, it is used. General terms, such as apparatus, machine, tool, etc., have been avoided.

Titles printed in capitals are subclasses of schedule, which should be consulted. Where two or more numbers are shown, or an asterisk (*) follows number, consult schedule.

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