

NAVAL APPRENTICES.

REGULATIONS

AND

ROUTINE OF DRILLS, EXERCISES,

AND

STUDIES,

ON BOARD OF

APPRENTICE-VESSELS.

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BUREAU OF NAVIGATION, NAVY DEPARTMENT,  
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## I.—REGULATIONS FOR THE ENLISTMENT, ETC.

### II.—ENTRY AND OUTFIT.

1. The Regulations and Orders of the Navy Department, for the enlistment, instruction, and care of Naval Apprentices, are to be carefully observed and strictly conformed to on board of the Apprentice-vessels.

2. Apprentices will be enlisted on board of Apprentice-vessels in the same manner and under the same limitations and restrictions as are prescribed for Rendezvous and Receiving-ships.—[See printed Regulations issued by the Secretary of the Navy.]

3. When Naval Apprentices are entered or received on board of an Apprentice-vessel, they will be handed over to the Ship's Barber, who will cut their hair as directed by the Commanding Officer, and carefully examine their heads. The Master-at-arms will see that they are properly washed (and, if necessary, bathed) and dressed in clean clothing, suited to the season of the year, which is to be procured from the Paymaster, upon requisitions duly approved by the Commanding Officer of the vessel.

4. The Master-at-arms will take the Apprentices to the Sail-maker, who will, upon an order from the Executive Officer of the vessel, supply them with hammocks and bags, hammock clews, and lashings and bag lines, unless they shall have been previously supplied with those articles on board of a receiving or cruising ship.

5. The necessary articles of clothing, mess and other outfits, will be determined and regulated by the Commanding Officer of the Apprentice-vessel, according to the season of the year and other circumstances. All articles of clothing, and mess and other outfits, procured from the Paymaster, will be charged to the Apprentices receiving them.—[See appendix A.]

6. Apprentices received on board of an Apprentice-vessel will be supplied, if in the summer, with only such of the articles of winter clothing as are necessary for their health and reasonable comfort; but in winter no part of the summer outfit will be issued to them.

7. All necessary needles, thread, and tape will be issued monthly to each Apprentice, and be paid for out of the Apprentice fund.

8. Each Apprentice, upon receiving his outfit of clothing, will be turned over to one of the Ship's Corporals, who will mark all the different articles of wearing apparel according to the orders of the Commanding Officer, and who will, with the Master-at-arms, see that the clothes are properly

stowed away in his bag and the bag properly marked and placed where it is to be kept; all of which will be done in the presence of the Apprentice, who is to assist in the operation.

9. The Master-at-arms will point out to each newly-arrived or enlisted Apprentice the hammock hook and number on the deck which he is to occupy; instruct him how to lash and carry his hammock, and where he is to take it when piped up to be stowed in the hammock nettings.

10. Newly-arrived or enlisted Apprentices having been through the hands of the Barber, washed and bathed, supplied with the necessary outfits of clothing and other articles, their bags packed and stowed away, and their hammocks slung and stowed in their nettings, will be taken to the mast and the Executive Officer informed accordingly, who will then assign him his mess-quarters and stations on printed or written slips of paper.

11. No clothing or other articles will be issued to the Apprentices at any time except upon requisitions duly approved by the Commander of the vessel.

12. When an Apprentice is enlisted or enters on board an Apprentice-vessel, if accompanied by his parent or guardian, all his old clothes (not uniform navy clothing) must be delivered to him. If not accompanied by parent or guardian, this clothing will be made up into a compact bundle, carefully and properly labeled with a list of the articles, and, after entry in a book to be kept for the purpose, placed in charge of the Master-at-arms, who will be furnished with a suitable and safe place for depositing the boy's clothing.

13. System, order, and neatness must be taught the Apprentices.

14. Articles of clothing or other property belonging to the Apprentices are not to be applied to any other purpose or use than that for which they were issued; and neither lending, selling, nor giving away will be permitted, unless under such circumstances as, in the opinion of the Commander of the division and the approval of the Executive Officer, would justify a departure from the rule.

### III.—ORGANIZATION.

1. Naval Apprentices, while on board of the Apprentice-vessel, will be divided—

1*st*. Into two watches, starboard and port; those assigned to the starboard watch will have odd numbers—1, 3, 5, 7, &c., and those assigned to the port watch will have even numbers—2, 4, 6, 8, &c.

2*d*. Into divisions of guns, for great-gun exercises and drills.

3*d*. Into guns' crews of a minimum strength of 17 men, as far as practicable.



2. The foregoing Divisions and Sub-divisions of the Apprentices into Watches, Divisions of Great Guns and of Gun's Crews, will be the basis of organization for all Exercises and Drills.

3. In organizing crews for Great Guns, the following will be the regular organization so far as may be practicable, viz :

a. The most trust-worthy, capable, and deserving Apprentice on board at the time, will be selected and appointed "Apprentice Boatswain's Mate," who will be the Adjutant at all military formations.

b. First and second Captains of crews of Great Guns will be selected according to the merit and fitness from the Apprentices, and appointed "*Petty Officers.*"

c. *Apprentice Petty Officers*, stationed as 1st Captains at Great Guns, will be *Chiefs of Pieces* at Howitzer Drills and Exercises.

d. *Apprentice Petty Officers*, stationed as 2d Captains at Great Guns, will be Quarter Gunners at Howitzer Drills and Exercises.

4. At *Infantry Drills and Exercises*, 1st Captains of Great Gun's crews and Chiefs of Pieces at Howitzer Drills and Exercises, will be *Lieutenants of Companies*, and 2d Captains of Great Gun's crews and Quarter Gunners at Howitzer Drills and Exercises, will be *Sergeants of Companies.*

5. Each Great Gun's crew will constitute a boat's crew for drill and exercise. Each gun's crew will be drilled and exercised with Howitzer and its appliances, in the Launch on suitable occasions, without regard to the particular boat to which the gun's crew may belong.

6. Each gun's crew will constitute a Mess of Apprentices.

7. Mess Cooks will be changed *once a week*, and details for reliefs will be selected under the supervision and orders of the Executive Officer of the vessel.

8. On Monday, a cook from each mess is to be selected to serve one week, one other detailed as assistant.

9. The Captains of the mess will hang the tables; the Cook will draw the provisions, and, aided by his assistant, bring up the "mess traps," and, under supervision of the 1st Captain, apportion the food to the several men.

10. The Mate of the deck will inspect the tables after being spread; any boy having an unfair proportion of bones, or a smaller quantity of food than the others, may exchange with the Captain of the mess.

11. When marched to meals, the boys will range themselves around the tables; then the Mate of the deck will give the order, "Seats?"

12. When the several messes have finished eating, it will be reported by the several Captains to the Apprentice Adjutant, who will report to the Mate of the deck, and the order given, "Rise;" the crews will then

form and march to the Spar deck and be dismissed; if the weather is inclement they will be dismissed on the Gun deck.

13. The Bulletin Board must be examined every morning by the Apprentices before breakfast, and they will dress themselves at the prescribed time in the prescribed clothing, with clean and neatly-blacked shoes.

14. Every article of clothing belonging to Apprentices must be distinctly marked with the name of the owner immediately after it is issued to them.

15. Apprentices' clothing must be neatly folded before being placed in their clothes bags. No clothing will be allowed to be kept in hammocks or be stuffed in the bags.

#### THE SICK—SANITARY.

16. The Sick-call will be sounded at 9 a. m. daily, when all enlisted persons on board who are unwell, or desire to see the Medical Officers, will repair to the Sick Bay and report themselves for treatment.

17. Apprentices or other enlisted persons on board the Apprentice-vessel who are reported by the Surgeon or Senior Medical Officer as needing their hammocks during the day, will be allowed them, and the Master-at-arms and Mate of the deck will see that the patient, if able, (otherwise a nurse or one of his mess mates,) gets his hammock and slings it where directed for those on the sick list. The Binnacle sick list will have the letter H or B (Hammock or Bedding) written opposite to the names of all enlisted persons on the sick list who require their hammocks.

18. Should the scarlet fever, small-pox, cholera, or any other contagious disease make its appearance on board of an Apprentice-vessel, the Commander will call upon the Senior Medical Officer of the vessel for a written report, and, if recommended, immediate steps will be taken for the careful and safe removal of the patients to a hospital or other suitable place on shore for treatment.

19. All Naval Apprentices and other enlisted persons who join or enter on board of an Apprentice-vessel will be vaccinated immediately thereafter by the Medical officers of the vessel, regardless of the fact that they may have been previously vaccinated.

20. Under orders or directions of the Commanding Officer, all fruits and vegetables brought alongside of the Apprentice-vessel for sale, or for the consumption of the Apprentices or others on board, will be carefully examined and their quality reported upon by the Medical Officers, whose report shall be conclusive, as to their admission or non-admission on board.

21. When Apprentices are absent from the vessel in boats, or on shore drilling and exercising, the Officers under whose orders and care they are for the time being, will prohibit the use of all unripe fruit or other unwholesome food, and be careful to see that they do not indulge in eating or drinking anything that is either prohibited or unwholesome.

22. Apprentices are not to be allowed to wear wet or damp clothes on board ship longer than may be indispensably necessary; and whenever they get wet while on duty, either in boats or aboard, they must be made to take off their wet clothes and put on dry ones at the earliest practicable moment thereafter.

23. The Apprentices are not to be allowed to lie about the decks or sleep out of their hammocks at any time.

#### TAILORS, SHOEMAKERS, AND BARBERS.

1. Two persons will be allowed to each Apprentice-vessel as Apprentice Tailors, with the rate and pay of Seamen, to instruct the Apprentices in cutting, making, and mending clothes.

2. The Commander of the Apprentice-vessel will establish a rate on the basis of time and a fixed rate of compensation for work done by the Tailors (other than instruction) for the Apprentices, to be charged to their accounts upon the certificate of correctness by the Executive Officer and the approval of the Commander.

3. The Executive Officer, under the orders and instructions of the Commander, will regulate the tailoring for the Apprentices, so that equal privileges shall be accorded to them all, and to prevent improper charge being made for work done for them.

4. Two persons will be allowed to each Apprentice-vessel as Apprentice Shoemakers, with the rate and pay of Seamen, to instruct such of the Apprentices as show a disposition and an aptitude for shoemaking, in the trade, and to make and mend the shoes of the Apprentices.

5. The Commander of the Apprentice-vessel will establish a rate, on the basis of time and fixed rate of compensation, for work done by the Shoemakers (other than instruction) for the Apprentices, to be charged to their accounts upon the certificate of correctness by the Executive Officer and the approval of the Commander.

6. The Executive Officer, under the orders and instructions of the Commander, will regulate the shoemaking for the Apprentices, so that equal privileges shall be accorded to them all, and to prevent improper charges being made for work done for them.

7. The Ship's Barber, who will be appointed after enlistment as Landsman, the two Tailors and the two Shoemakers, with the rate and pay of

Seamen, will each be allowed to receive from the Apprentices and crew of the vessel such an addition to their monthly pay, in the aggregate for each, as may be reasonably remunerative for such services, excluding the cost of board on shore, which will be offset by the rations furnished them on board of ship.

8. The Executive Officer will enter monthly, in a memorandum book to be kept for the purpose, a list of the names of the Apprentices and others and the amounts as charged to be paid by each to the Barbers, Tailors, and Shoemakers, and submit it to the Commander for his written approval, from which the Paymaster will be authorized to charge the amounts and make or credit the payments; all accounts of this character will be presented, examined, and the list corrected and approved immediately after the end of each month, and full settlements made as soon after as possible.

9. The Barber will be furnished with a list of the names of all the Apprentices on board, arranged in alphabetical order, and it will be his duty to cut the hair and carefully examine the head of each one once in each month, and report by list to the officer of the deck daily, the names of all Apprentices whose hair have been cut and head examined that day, which list, after being countersigned by the officer of the deck, will be handed to the Executive Officer for entry in a book for future reference.

10. The Apprentices will be attended to by the Barber in the order in which their names stand on the list.

#### BEARING.

1. Apprentices will stand erect, in a military attitude, and make the customary salute when they are addressed by or are replying to superiors; when passing superiors, they will salute them. All Officers and Petty Officers will be prompt to notice any departure from this etiquette, and not fail to set an example in this to the Apprentices.

2. When reciting or performing any duty, the Apprentices will not be allowed to lounge, lean, or loll; but will be required to preserve as erect a position as the nature and duration of the duty will permit. Slovenliness in gait or dress must be promptly corrected.

#### MILITARY FORMATIONS.

1. When called to Quarters, or for any Exercise, the Gun's crews will form in two ranks facing to the right, at their respective places on the gun deck; Second Captains on the right of crews; First Captains in front, and opposite the centre; Executive Officer (or his representative) and the Officers of Divisions (of gun-deck divisions) and Adjutant forward of main

mast, when formed; they will be faced to the front by the Adjutant and dressed by First Captains, who place themselves on the right of their crews for that purpose, by the order "Right Dress;" and when the crews are perfectly aligned, they will order "Front;" the Second Captains will then place themselves in the rear of the centre of their respective crews.

2. The Adjutant then gives the order "Mustering your crews," when each First Captain taking one step to the front, faces to the left; he then calls the roll from memory, noting absentees, when finished, resuming his place in the front rank with military precision.

3. The Adjutant then gives the order "First Captains, front and centre;" First Captains take one full step to the front, and face the Adjutant's position. The Adjutant then gives the order "March," at which the Captains march in the direction of the Adjutant, forming in line abreast of him.

4. The Adjutant then gives the order "Front, Report;" the Captains report thus: "All present, No. 1, sir." The report of First Captains, commencing with No. 1, will be made in a short, sharp, and intelligible tone, making the salute when he has finished; the salute will be the signal for next Captain of crew to report, and so on to the last.

5. The Adjutant then salutes, and gives the order, "Posts, March;" the First Captains facing at the order "Posts," in the direction of their crews, and advance at the word "March" to their places in the ranks.

6. The Adjutant then reports to the Executive Officer, (or his representative,) salutes, and receives instructions; if there are any orders, he publishes them, first giving the command "Attention to Orders."

7. If assembled for inspection, he will be directed to open the ranks; the Adjutant then opens the ranks for inspection.

8. The officers of divisions will then proceed to inspect their divisions, when finished they will report to the Executive, who will order the Adjutant to close the ranks, which will be executed by him, thus: "Front Rank, close order, March," "Front Rank, about face." If the inspection is to be followed by drill, the Adjutant will notify the different divisions, according to the programme of exercises, thus: "First Division, Great Guns, or Battalion Drill," etc., etc., designating the different divisions or gun's crews.

9. When leaving the Berth deck for the Gun deck, Gun deck for Spar deck, or when descending, the main hatch will be used by Apprentices; this to apply to taking below and bringing up hammocks and bags, as well as for drills and meal formations.

10. Five minutes before each meal the Meal-call will be sounded by the drum or bagle, the gun's crews will be assembled, mustered, and reported.

11. At the call to stand by hammocks, the general crews will assemble on the Spar deck or Main deck, as at meal formation, and, at the order from the Officer of the Deck, the Adjutant will give the order "Right Face: by crews file left, or file right, March;" when they will be marched to their respective nettings, where they will face the nettings: as their numbers are called they will step forward and receive their hammocks and go immediately below and sling them.

12. It is forbidden any person to hang his hammock upon any other hook, or in any other place, than his own.

13. Captains of crews are to aid in preserving quiet at all formations and at mess, and shall report all who do not obey them.

14. All formations will be made on the deck where the assembly is sounded. The Apprentices and Marines will use the main hatch ladders on the sides representing their respective watches, all others of the crew use fore hatch.

## SCHOOL COURSE.

ORTHOGRAPHY—READING—WRITING—ARITHMETIC—GEOGRAPHY AND  
ENGLISH GRAMMAR.

1. One Ship's Schoolmaster, to be selected and nominated to the Department by the Commander of the Apprentice-vessel, and to be paid at the rate of Schoolmasters of First Rates, will be allowed for every fifty Apprentices on board.

2. The branches of orthography, reading, writing, arithmetic, geography, and English grammar, will be taught in classes by the Schoolmasters, Apprentice Petty Officers, Monitors of gun's crews and sections, and the Mates of the vessel, under the personal supervision of the Executive Officer, Navigating Officer, and such other line Officers as may be from time to time assigned to that duty by the Commander.

## INSTRUCTION.

### SCHOOL.

1. The Commanding Officer of each Apprentice-ship will institute a Permanent Board, consisting of the Executive Officer to preside, the line Officer next in rank, and any other junior to the latter, for the purpose of ascertaining the relative merits of the boys as they may present themselves on board, and associating them in suitable classes for instruction; deciding upon their fitness for advancement to a higher rating; and entertaining and responding to any questions which the Commanding Officer may submit for their consideration in regard to the welfare and management of the Apprentices.

2. The Permanent Board of Officers, together with the Chaplain, are to have a general control and direction of the school: to see that the time tables, as drawn up, are strictly followed.

3. The Navigating Officer will ascertain, quarterly, the deficiencies of books and stationery, and will make requisition on the Captain for such as are required.

4. The Chaplain will see that the boys are instructed at least one hour on Sunday in Holy Scripture, and other Officers are requested to assist in this most important instruction.

5. All boys who fail to obtain promotion from one class to a higher within six months, or whose progress is reported unsatisfactory, are to be considered as backward boys, and given an additional half hour's study daily.

6. Any misconduct in school must be reported to and entered in the Executive Officer's "Apprentice Report Book."

7. The boys are not to be disturbed, while in school, by a call for any other duty.

8. The boys are to be divided into four classes: the 1st and 2d will compose the "Upper School;" the 3d and 4th the "Lower School." Those able to pass the test examination will be in the Upper, and those not able to pass such examination in the Lower School.

9. The upper school is to consist of two classes for instruction, and to be called the first and second classes.

10. The qualifications of the classes are to be, so far as may be practicable—

*a.* 1st Class to read and write well from dictation; arithmetic through common fractions.

*b.* 2d Class to read and write well from dictation; arithmetic to common fractions.

11. The lower school is also to consist of two classes for instruction, to be called the third and fourth classes.

12. The qualifications of these classes are to be—

*a.* 3d Class to read and write fairly; arithmetic to multiplication, inclusive.

*b.* 4th Class to read and write a little; arithmetic, numeration to multiplication.

13. The first and second classes are to be taught simple navigation.

14. The classes will attend daily, Wednesdays and Saturdays excepted, so that each boy shall have, weekly, four half days' instruction, averaging four hours' duration.

15. The amount of time at school given is an average only, as it will be regulated according to circumstances.

16. If it be found that the test examination for the upper school be too severe, it may be somewhat modified at the discretion of the Permanent Board.

17. The highest number is not to be given until the Apprentice has passed out of the instruction under which the figure is placed in the column of the Record Book. The progress in school is to be marked as follows:

<i>a</i>	Instruction	= 1.	= Fourth Class.
<i>b</i>	"	= 2.	= Third "
<i>c</i>	"	= 3.	= Second "
<i>d</i>	"	= 4.	= First "

18. At the School-call, the designated sections will quietly assemble on the port side of the Gun deck, abreast of the Main hatch, and will be formed into two ranks, aligned and mustered by the Section leaders, (who will be the Apprentice having the highest monthly average,) and then march into the school-room. On entering they will remove their caps, and the Section leader will report to the Instructor the names of absentees.

19. When dismissed by the Instructor, the section shall be formed and marched to the Main hatch, where it will be dismissed, if not ordered to exercise. Section leaders will not grant permission to members of their Section to leave ranks for any purpose whatever.

20. In teaching backward boys to read and write, not more than eight or ten are to be grouped together; the plan of throwing all the backward boys into one class is considered obstructive to progress.

21. At the quarterly examination, if a boy be found to have attained the following standard in education, he may have the option of leaving school altogether if he so desire; after passing that test, his attendance is to be entirely voluntary:

*a*—1st. To know the compound rules of arithmetic, and to work sums in vulgar and decimal fractions.

*b*—2d. To be able to read a book of general information fluently.

*c*—3d. To compose a decent letter or to write from dictation a passage of moderate difficulty, of not less than ten lines of print, and to be able to find a ship's position at sea, will be the examination for a boy to pass out of school.

22. It would be a great mistake to make the studies too long, as the boys will not only become weary, but will acquire a feeling of distaste which will militate seriously against advancement—the times of study are to be as per Daily Routine.

23. A Quarterly Return of Progress and Standing, made up to include the last day of the quarter, is to be transmitted to the Bureau of Navi-



gation by the Commander of each Apprenticeship, showing the names of the Apprentices and the classes to which they belong; their relative progress and standing in the studies pursued; their relative aptitude; their deportment, whether good, indifferent, or bad; and the number of times they have been reported for misconduct, with all punishments inflicted. Besides this Quarterly Return, there will be forwarded to the Bureau complete Descriptive Muster Rolls at the end of each quarter, embracing the names of all Apprentices on board in alphabetical order.

#### SEAMANSHIP.

1. In order to teach the boys to work together with system and silence, they are to cross gallant and royal yards, loose, make, and shorten all plain sail at 8 or 9 a. m., whenever the weather will admit of it; they are to be taught to reef and furl, to make, shorten, and shift sails; the yards are to be braced around as in tacking and wearing, and occasionally the top-gallant-masts are to be sent on deck and flying-jib-boom rigged in.

2. During the winter months a monkey top-sail yard will be fitted forward of one of the masts in every Apprenticeship-vessel for the instruction of the junior boys, where they will be drilled two months before being stationed aloft.

3. The Apprentices are to be divided into watches and placed in one of the four classes for instruction, to correspond, as nearly as practicable, with the Sub-divisions of the Watch bill; they are to be taught to work together by being stationed, as far as practicable, by the appointed watch and station bills.

4. The Apprentices are to be taught the names of the masts and yards, standing and running rigging, knotting and splicing, the use of the palm and needle, the compass, etc.; the lights carried by vessels at night, heaving the lead, bending and unbending sails; the management of boats, steering by compass, and all the various niceties of rigging, swimming, and such other matters as are necessary to a seaman's life.

5. For this purpose the Apprentices are to be arranged in classes, and be gradually passed out of one class to a higher one, a Register of which is to be kept by the Boatswain.—(*Vide* Form No. 14.)

6. First Instruction: The names of the masts and yards, decks, etc., and drilling at the monkey top-sail yard; also learning to pull in a boat.

7. Second Instruction:

To knot yarns.

Reef knot.

Bowline on a bight.

Running bowline.

Clove hitch.

Timber hitch.  
 Blackwall hitch.  
 Two half hitch.  
 Rolling hitch.  
 Sheet bend.  
 Carriek bend.  
 Bending studding-sail halliards.  
 Cat's paw.  
 Sheep shank.  
 Bend hawsers.  
 Sling a cask.  
 Inside clinch.  
 Outside clinch.  
 Clap on jiggers and pass nippers.

8. For this instruction a jack-stay is to be stretched along the deck and set up; at intervals of three feet pieces of small rope one fathom long are to be spliced into it. Each boy in the class will hold one of these in his hand, and wait the orders of the Instructor, who will give the order which knot or bend is to be made, and, when it is finished, each Apprentice will wait until the Instructor comes around to examine the work and explain its uses.

9. Third Instruction :

Long splice.  
 Short splice.  
 Eye splice.  
 Matthew Walker knot.  
 Stopper knot.  
 Shroud knot.  
 To make a grommet.  
 To make a Turk's head.  
 To make a point.  
 To make a gasket.  
 To make a set of clews.  
 Wornig.  
 Parcelling.  
 Serving.  
 Stropping blocks.  
 Turning-in dead eyes.  
 Reeving a lanyard.  
 Rattling down rigging.  
 To point ropes.  
 To pass an earring.

10. Fourth Instruction: To learn the names of all the running rigging and blocks, also to rig models, to set up rigging, to use the palm and needle; also to sew and work an eyelet-hole well and turn in cringle.

11. These are to be varied with the Gunnery instructions. No boy should be kept long at any one instruction, otherwise they will become weary; therefore the instructions are to be alternated.

12. Two boats are daily to be sent with the boys that are in the first instruction to learn to pull.

13. Each boy, on joining an Apprentice-vessel, is to be supplied with a Seaman's and a Gunner's catechism, which will be supplied gratis, but when to be renewed will be paid for out of money due him.

#### SYSTEM OF CHANGING SEAMANSHIP INSTRUCTION AT ROLL OF DRUM.

14. First Instruction: Top-sail yard party to change with boat and lead lines.

15. Second Instruction: From bends and hitches to knotting and splicing and compass.

16. Third Instruction: From knotting and splicing to compass and helm and running gear.

17. Fourth Instruction: From compass and helm to knotting and splicing, passing nippers and stoppers, and running gear.

#### GUNNERY.

1. All the Apprentices are to be strictly instructed by the system laid down in the Ordnance Instructions, and are to be divided into four instructions, so as to alternate with the Seaman's instructions.

2. A Register of the classes is to be kept by the Gunner, who will note when a boy is passed up to a higher class.—(Vide Form No. 13.)

3. First Instruction: Nomenclature of the gun; names and uses of the tackling and implements; stations at the guns.

4. Second Instruction: Sponging, loading, pointing, and detail.

5. Third Instruction: Dismounting, transporting, detail, &c.

6. Fourth Instruction: Detail of cartridges, shells, fuzes, primers, etc.; firing, shift breechings, trucks, etc.; secure a lower-deck gun.

#### HOWITZER DRILL.

7. The boys are to be accustomed to the use of powder. Frequent target practice will be had during the cruise; when practicable, the boys should be landed with rifles and howitzer, and instructed in the Battalion Drill.

8. The Guns' crews will be drilled in regular succession at the pivot gun.

## INSTRUCTION ROUTINE ON BOARD OF APPRENTICE- VESSELS.

### SEAMANSHIP.

1. The Apprentices will be instructed in Seamanship by the Executive Officer, the Watch Officers, the Boatswain, and such Petty Officers and Seamen of the vessel as may be detailed from time to time by the Commander.

### NAVIGATION.

2. The Navigator, and such other Line Officers of the vessels as may be ordered from time to time by the Commander, will instruct the Apprentices in Navigation, embracing working a day's work, the use of the quadrant, octant, and sextant; finding the latitude at sea, the longitude by chronometer, the use of the log-line and glasses, &c., &c.

### GUNNERY.

3. The Executive Officer, Officers of Divisions of Great Guns, the Gunner, and such Petty Officers and Seamen of the vessel as the Commander from time to time may direct, will instruct the Apprentices in Gunnery.

### HOWITZERS AND INFANTRY DRILLS AND EXERCISES AFLOAT AND ASHORE.

4. The Apprentices will be drilled and exercised with howitzers and small arms afloat and ashore by the officers of Great Gun Divisions and at General Drills and Exercises by the Executive Officer, who will command the whole as a howitzer battery or a battalion of small arms, as the case may be.

### EXERCISES AND DRILLS WITH CUTLASSES, PISTOLS, AND SINGLE STICKS.

5. The Officers of Great Gun Divisions will exercise and drill the Apprentices with cutlasses, pistols, and single sticks by companies, gun's crews, or in squads, as the Commander of the vessel may from time to time direct.

### CARPENTER'S DUTIES.

6. Such of the Apprentices as show a disposition and aptitude for the use of Carpenter's tools will be instructed, at suitable times, by the Carpenter and his mates in repairing boats, making and repairing boats' and other spars, and in Carpenter's job-work on board ship.

## SAILMAKING, ETC.

7. All Naval Apprentices will be instructed by the Sailmaker and his mates in the use of the Palm and Sail Needles, in cutting out boats' and other small sails, in seaming, roping, and in such other Sailmaker's work as is ordinarily required to be done on board ships at sea.

8. Five per cent. of all the Apprentices, in regular rotation, will be instructed daily by the Sailmaker and his mates.

## BOATSWAIN.

9. Five per cent. of all the Apprentices, in regular rotation, will be instructed daily by the Boatswain and his mates in knotting, splicing, rigging light yards, blowing the call, and other duties of seamen in his branch.

## OFFICERS OF DIVISIONS.

10. Commissioned, Warrant, and Petty Officers are to leave no proper means untried, and are not to neglect to use every effort in their power, to teach all the Apprentices under their orders habits of subordination, obedience, and discipline; neatness in their dress, cleanliness and propriety in their messes; quiet, order, and system in the performance of all their duties on board ship; respect and prompt obedience to their superiors; deference and respect to their seniors in age; kindness and forbearance to and consideration for their shipmates and messmates; truthfulness and honesty in their intercourse with everybody; and strict attention to and energy and zeal in the performance of all their duties ashore and afloat.

11. Officers having charge of Apprentices should not only feel and exert an interest in their improvement and advancement, but they should allow no opportunity to offer without manifesting such interest in their welfare by words of kindness and encouragement.

12. Commanding Officers of divisions, companies, sections, and other formations, will give particular attention to the personal appearance and general deportment of the Apprentices under their command. They will correct any observed tendency to slovenly habits, awkward gait, neglect of their persons or clothing; check all bad or improper language, and prevent, as far as possible, all insubordinate or violent conduct; teach them how to bear themselves to superiors and equals; never to take advantage of or impose upon the weak or helpless; to be kind and considerate to everybody with whom they may come in contact; to move smartly, cheerfully, and with a will when ordered to do anything, remembering that the habits formed on board of the Apprentice-vessels

will be carried by them into the general service and the commercial marine of the country, where they will either reflect credit or bring odium upon their instructors and officers.

13. Divisional and other officers in charge or command of Apprentices will be held to a strict account by the Commander of the vessel for the deportment, discipline, and advancement of the Apprentices under their control and management.

14. Commanding Officers of Divisions will, with the aid of their subordinate officers, have correct clothes lists made out at the end of each month, by an actual overhauling and examination of the bag and bedding of each Apprentice belonging to their division. They will attend personally to the marking and numbering of the different pieces of clothing; examine into losses of clothing, determine in regard to the fitness or unfitness of clothing for further use and the disposition to be made of it, with the approval of the Executive Officer, and make out and submit for the consideration and action of the Commander all special and general requisitions for clothing, small stores, and other articles necessary for the health and reasonable comfort of the Apprentices.

15. All general requisitions will be made out and submitted for the inspection and action of the Commander at or near the end of each month.

16. Special requisitions may be presented for consideration and action at any time to meet cases of urgent necessity.

17. Commanders of Divisions will attend in person, with all their subordinate officers, and certify to all general issues of clothing.

18. Special requisitions, when approved, will be taken charge of by one of the Mates of the divisions, who will, with the Apprentice, attend at the Paymaster's store-room, and, upon the delivery of the article or articles, sign the endorsement "issued" —— day of the month.

19. No books, pamphlets, periodicals, or newspapers will be allowed to be read by or to be in the possession of the Apprentices or other enlisted persons on board the Apprentice-vessel without the permission of the Commander.

20. The Commander of the Apprentice-vessel will select and provide, from the Apprentice fund, such newspapers and periodical literature for the use of Apprentices as may be suited to their capacities, calculated to give them a taste for reading and acquiring information, but, as far as possible, free from sectarianism or partizanship in religion and politics, limiting the expense to the means at command and the reasonable wants of the Apprentices and their teachers.

21. All school and other books, periodicals, and newspapers will be



carefully labeled or marked and placed in charge of one of the Ship's Schoolmasters or other available and suitable person.

22. Every proper inducement must be held out, and every reasonable facility afforded the Apprentices for study and improvement in bad weather, during the long winter evenings, and at all times when they are not employed in exercises, drills, and other practical instruction, or when released from all duty for recreation.

23. The books furnished for the instruction of the Apprentices, unless purchased out of their own pay or from the Apprentice fund, will be considered and treated as public property to be accounted for, and, in case of injury or loss, to be charged to the person injuring or losing them, at the discretion of the Commander, who will decide, upon examination into the facts or circumstances, in regard to such injury or loss.

24. At the termination of study hours by classes or sections, the Schoolmaster will see that each Apprentice deposits his books, slate, &c., in their assigned place on the shelves or in the lockers, so that they may be readily found when needed.

25. The Schoolmaster or other person placed in charge of the Apprentice library will, under regulations approved by the Commander through the Executive, as to time and circumstances, issue to the Apprentices books, periodicals, and newspapers for reasonable but limited periods of time.

### TRANSFERS.

26. Apprentices are not to be transferred from an Apprentice-vessel for service aboard of cruising vessels until they shall have served at least one year as Apprentices in an Apprentice-vessel, nor before they are at the time, or will be eighteen years old on the 20th day of the following June, unless specially directed or authorized by the Department.

27. When Apprentices are to be transferred, the Paymaster will be furnished with a list of the names; their accounts made up to the date of transfer; their accounts will be examined and explained to them in the presence of the line officers of the divisions to which they belong, and, when found to be correct and satisfactory, the Apprentices will sign the rolls and the divisional officers will witness each signature *at the time, and in their presence.*

28. The Apprentices selected for transfer will be mustered with their bags and hammocks, which their respective divisional officers shall have previously examined by the clothes lists and reported to the Executive Officer correct, and see that all their bedding and clothing is clean and in good condition.

29. Apprentices are not to be transferred from an Apprentice-vessel with soiled clothes, bedding, hammocks, or bags.

30. Apprentices will be given, for their use on board of the vessels to which they may be transferred, all their own books and such others as they are at the time studying.

31. Clothes lists, duly signed and approved, will be sent with the transfer rolls and accounts of the Apprentices to the Commander of the vessel to which they are transferred.

32. Lists of books and stationery, and of other articles in the possession of each Apprentice, and not embraced in the clothes lists, will be forwarded, duly signed and approved, to the Commander of the vessel to which they are transferred.

33. The clothes and book lists are to be in addition to the lists prescribed by the regulations of the Department for Naval Apprentices and other enlisted persons of the Navy, upon being drafted or transferred.

34. The transfer descriptive rolls of Apprentices will include, in a column of remarks opposite the name of each Apprentice transferred, a statement of his special qualifications, (if he possesses any,) the branch of seaman's duty to which he has devoted most time and attention while on board, his aptitude for a seaman's general duties at sea, and his general conduct and deportment while under the command of the officer making the transfer.

35. Apprentices who serve the entire terms of their enlistments satisfactorily will receive HONORABLE DISCHARGES, on parchment, signed by the Chief of the Bureau of Navigation, approved by the signature of the Secretary of the Navy, and an abstract of service endorsed on the back, over the signature of the Commanding Officer under whom they may be serving at the time they are entitled to be Honorably Discharged from the Naval service.

#### RELIGIOUS INSTRUCTION.

1. Religious Instruction is to be considered the special department of the Chaplain. Sunday p. m., from 1 till 2, will be set aside for this. All (except Roman Catholics) should be able to repeat the Creed, the Commandments, and their duty to God and their neighbor, within the first quarter after entering.

2. The teaching of the Protestant Church is not to be enforced on such boys as may be of a different sect or religious persuasion.

#### QUARTERLY EXAMINATIONS.

1. A system of Quarterly Examinations is to be established in the Apprentice-ships, and the results are to be noted in the "Record of Progress Book."



a—*First.* The School examination is to be conducted by the Permanent Board, Chaplain, and Schoolmasters, and those boys who come out creditably will be rewarded by increased indulgences in the way of leaves, etc.

b—*Second.* The Seamanship examination is to be conducted by the Senior Line Officer, Boatswain, and such others as may be detailed.

2. The examination is to embrace all the subjects noted in the different instructions in Seamanship, and the result to be noted in the "Rough Progress Book." Especial attention is to be given to a knowledge of the compass and lead line.

b—*Third.* The Gunnery examination is to be conducted by the Navigating and Ordnance Officer, the Gunner, and other Gunnery Inspectors, and the results to be noted in the "Rough Progress Book," which, when complete, will be handed to the Captain, who will fill up the Record of Progress Book, and forward a transcript of the same for that quarter to the Bureau.

3. The examinations will take place at the close of March, June, September, and December, and early enough in the last month to enable the deserving Apprentices to spend the Christmas holidays at home.

4. The results of the examination are to be noted in the record book as follows:

a—0=Incorrigible, worthless, or not fit for service.

b—1=Bad.

c—2=Indifferent.

d—3=Tolerable.

e—4=Good.

f—5=Very good.

g—6=Superior.

h—7=Excellent.

i—8=Worthy of special commendation.

5. The Executive Officer will cause a Rough Progress Book to be kept by the Schoolmaster, in which will be noted the results of all examinations, showing the relative standing, advancement, &c., &c., of the Apprentices, to be submitted to the Commander at the end of every month.

## PROMOTIONS.

6. A ten per cent. of those on board having the greatest number of merit marks may be recommended to the Bureau of Navigation at the end of each quarter for promotion to 2d and 1st Class Apprentices, or Ordinary Seamen.

When Apprentices are able to pass the following examination, they may be recommended to the Bureau of Navigation for advancement to Ordinary Seamen:

*First.* To be well up in the 1st, 2d, 3d, and 4th Seamanship instructions, as detailed in the training regulations.

*Second.* To have a perfect knowledge of the different parts of a sail, to be able to name the gear attached to it, and how it is bent, and to be able to reeve all running gear.

*Third.* To pull well in a boat.

*Fourth.* To have a perfect knowledge of the helm, lead, and compass; to understand and explain compass bearings and the system of running lights, as laid down in the Rule of the Road for night service.

### BADGES FOR PROFICIENCY AND GOOD CONDUCT.

1. In order to stimulate the Apprentices to diligence, assiduity, and good conduct, badges will be conferred on those who shall be recommended in accordance with the following rules:

#### QUALIFICATIONS.

a. Any boy who has served six months with general good conduct, cleanliness, and neatness, having made satisfactory progress in his drills and school studies, and who shall have passed the following examination, will be entitled to wear a badge of gold lace on his sleeve, to be hereinafter designated.

#### *School.*

b. To be able to read and write well; to write fairly from dictation; to know Arithmetic as far as common fractions; to have a general outline of Geography and History, and have made some progress in Religious knowledge.

#### *Seamanship.*

c. To know the names of the masts and yards, standing and running rigging for plain sail; to be able to pull in a boat; to know well the compass and lead line; to be able to make all the bends and hitches, knots and splices named in the 1st, 2d, and 3d instruction; to have a knowledge of the different parts of a topsail and to pass an earring.

#### *Gunnery.*

d. To know the 1st and 2d instructions, and to have a fair knowledge of rifle and sword drills.

2. Apprentices with badges, whose parents reside in the locality where the ship may be, will be allowed leave from Saturday evening until Monday morning; they will enjoy all the privileges of a Petty Officer, and not be required to do any dirty work about the ship; they will have extra leave at Christmas and other general holidays; they will be rated to 2d and 1st class boys, and, if over eighteen years of age, will be drafted to vessels going on foreign service.

3. A second badge may be conferred when an Apprentice passes out of school, if his conduct justify it.

4. These badges are to be competed for at the quarterly examination, and to be awarded by the Captain.

5. Misconduct, in aggravated cases, is to be punished by deprivation of the badge by the Captain only.

6. Those Apprentices who do the duty of Petty Officers may wear the badge of such petty officers over the letter "A."

7. The badges will be furnished gratuitously to the recipients of them from the Apprentice fund.

8. Distinguishing marks of Captains of Guns will be of silk or cloth.

9. Badges of merit, when worn on mustering jackets, are to be made as follows: The cable to be worked with gold thread and the device within the circle to be worked of silver thread.

10. When worn in frocks (shirts) the whole will be worked in silk of the proper color—yellow and white instead of gold and silver thread.

#### THE APPRENTICE FUND.

1. *The Apprentice Fund* will be made up from the sales of all articles usually constituting the "ship's slush fund," the undrawn rations, the commutation for grog, and, if necessary, a small monthly amount charged to the pay.

2. The fund will be expended solely for the benefit of the Apprentices in the purchase of suitable books, periodicals, and a few newspapers; fresh vegetables and fruits occasionally, which are not embraced in the fresh provisions rations; of poultry and other suitable articles of food for Thanksgiving and Christmas dinners; of the necessary articles for the amusement and health of the Apprentices.

3. Monthly and quarterly statements of the condition of the Apprentice fund will be made by the Paymaster to the Commander, and by the Commander quarterly to the Bureau of Navigation.

4. The Commander will direct the expenditure of the Apprentice fund upon written orders or approved bills of purchase, to be filed with the Paymaster, who will keep the accounts.

5. Special care must be taken to supply good and wholesome articles of food for the Apprentices in lieu of the stopped rations.

6. The number of stopped rations of each mess must be the same, per capita; as all participate in its benefits, all must bear the burden equally.

#### POCKET MONEY.

1. Each Apprentice, while serving on board of an Apprentice-vessel, will be allowed from the Apprentice fund, if his conduct and general deportment justify the indulgence, twenty-five cents weekly for pocket money.

2. Pocket money will be withheld from such of the Apprentices as neglect their studies, are inattentive to their duties while drilling and exercising, or who show an indisposition to improve themselves.

3. Special allowances from pay due may be made at the discretion of the Commander of the vessel to such of the Apprentices as may, from their general conduct, be entitled to and are granted one week or longer leave to visit their families.

3. All Apprentices will be allowed four letter postage stamps and the necessary number of sheets of letter paper, with pens and ink, monthly, to enable them to write to their parents, guardians, and friends. The Apprentices will be frequently questioned by their divisional officers on the subject of writing letters to their families and friends, and in case it is discovered that they have not made a proper use of the means provided for writing during the month, they will be reported, and the Commander will order such restrictions upon their liberty as a punishment as the cases may seem to deserve.

4. Pocket money, postage stamps, and writing materials will be paid for out of the Apprentice fund, so that the benefits and burdens will be divided equally among the Apprentices.

#### LEAVES OF ABSENCE.

1. Leave may be granted once per week to those whose parents reside within two hours by rail of the Ship's anchorage, to leave the ship at 1 p. m. on Saturday and return at 9 a. m. Monday; those who reside near at hand to leave the ship at 2 p. m. on Sunday and return at 8 a. m. on Monday; but in all instances leave of this kind will be granted only at the request of the parents or guardians, or some relative to the boys under 19 years of age.

2. No Apprentice will be granted leave while in debt to the Government, unless a sum be first deposited equal to such indebtedness.

3. All boys on returning from a leave of several days will be examined medically, to see if they are diseased.

#### RECREATION AND AMUSEMENT.

1. The decks are to be well lighted every evening, a portion of the tables left hanging; the Apprentices will be allowed to have light reading from the library, paper for writing, music, dancing, and other amusement not too boisterous.

2. They will be provided with bats, ball, skates, boxing gloves, etc., for winter recreation; they will be occasionally landed during the summer cruise for recreation, and allowed to pull, sail the boats, and fish.

## PUNISHMENTS.

1. It will be found that where a good system prevails, and when the boys feel that the Commanding and other officers have an interest in their well-being, very little punishment is needed. Except in cases of very glaring disobedience or misconduct, a boy should not be punished for the first or even the second offence. If he is judiciously reasoned with, he will generally acknowledge his fault and promise to do better. Much judgment will be required in dealing with boys, and it is highly necessary that their individual dispositions and tempers be carefully studied.

2. The following punishments may be adopted, and, if judiciously awarded, will be found to check nearly all offences committed by boys:

a. To have their meals by themselves.

b. To stand between the guns during recreation hours; but this punishment should not exceed half an hour a day for five days.

c. Boys of careless or inattentive habits with reference to their clothes, hammock, or bag, should be made to carry them on their shoulders not to exceed *one hour* each day, and to be limited to five days.

d. Stoppage of leave, not to exceed one month.

e. Extra watch of *one hour* for one week on alternate nights. From 8 to 9 p. m.

f. Stoppage of monthly allowance money, not to exceed two months.

g. Confinement on bread and water, not to exceed five days.

3. Conduct meriting a severer punishment than any of the above, to be passed on by a Summary or General Court Martial.

4. A black list or punishment record book will be kept under the supervision of the Executive Officer, which will be duly signed by him by 8 p. m. every Saturday, and laid before the Commander of the vessel for his examination and signature.

5. No illegal punishments or restrictions will, under any pretence, be allowed to be inflicted upon the Apprentices; nor should they, except by sentence of Court Martial, be subjected to as severe or long punishments as are authorized by the laws of the Navy to be inflicted upon adult enlisted persons.

6. All Officers, Seamen, Marines, and Apprentices on board of the Apprentice-vessel are expected to show in themselves a becoming zeal for the service, a proper interest in their ship, and a laudible *esprit de corps*.

7. The treatment of the Apprentices should be, as far as possible, more paternal than purely military in disciplining and training them for future usefulness either in the Navy, Merchant Service, or other walks of life.

## GENERAL DAILY ROUTINE.

1. At reveille all Apprentices will turn out immediately, arrange their bedding in their hammocks, lash up their hammocks with seven taut turns of the hammock lashing at equal distances apart, and with the clews neatly tucked in.

2. When hammocks are piped up, each Apprentice will carry his hammock to the netting in which his is to be stowed, and, when the hammock stower is ready to receive it, hand it to him. Hammocks are not, under any circumstances, to be laid or thrown upon the deck or across a gun or the hammock netting.

3. On the days set apart for scrubbing and washing clothes, as soon as all the hammocks are stowed and the hammock clothes properly hauled out, if in summer, the clothes bags will be piped to the gun deck, where the Master-at-arms, Ship's Corporals, and the Mates of the deck and watch, will attend and see that the Apprentices collect all their dirty clothing, with soap and scrubbing brushes into bundles preparatory to scrubbing and washing clothes. Each Apprentice will close his bag after taking out his soiled clothes, &c., and return it to its proper place.

4. While the Apprentices and crew are engaged in scrubbing and washing clothes, the Officer in charge of the deck and the Mates of the watch will go around frequently, to see that all are diligently and properly engaged in the performance of their duties.

5. The Officer of the deck will see that the clothes lines are overhauled down at the proper time, and that the clothes are neatly and properly stopped on the lines. The mates will give particular attention to the newly-arrived Apprentices, and instruct them how to wash their clothes and stop them on the lines.

6. As soon as all the clothes have been washed and stopped on the lines, the lines hoisted up snugly and tautly, and the running rigging laid up on the pins, the order for washing, scrubbing, or holy-stoning decks, as the case may be, will be given and the work commenced.

7. When the duties of the morning watch shall have been completed, except drying down the decks, the Apprentices will, *at the order*, go to their respective guns and keep perfect silence. The crews will then be mustered by the Mates, and all absentees reported to the Officer of the deck. A detail will be made by the Captains of the guns to go for the buckets and mess kits to the different parts of the vessel to which they belong, preparatory to washing and bathing their persons. If the weather is warm, the Apprentices will be required to remove all their clothing and thoroughly wash and bathe their whole persons. If the weather is cold, only the upper part of the body, their arms, and their legs from their



knees down will be bathed. The Commander of the vessel will regulate the washing and bathing of the Apprentices by orders, through the Executive Officer, to suit the changes of weather and temperature, and will be careful to prevent any improper exposure of their persons in inclement or cold weather.

8. During cold weather in the autumn, winter, and spring, special directions will be given by the Commander, through the Executive Officer, in regard to cleaning decks, scrubbing and washing clothes, hammocks, and their persons, to prevent any exposure of the Apprentices which might result unfavorably to health. Hot water will be issued for washing and bathing when necessary, and the Apprentices will be kept between decks while washing, bathing, and scrubbing clothes or hammocks whenever the weather makes it necessary to do so.

9. The Mates of decks, Master-at-arms, and Ship's Corporals will be present and remain on the decks where they are stationed while the Apprentices are employed in washing or otherwise engaged during the morning watch, to see that order is preserved, and that each Apprentice performs properly the duty assigned to him.

10. The decks will be dried down, the buckets, swabs, and squillgees will be returned to their places, and the Apprentices will then put on their stockings, shoes, and other clothing, preparatory to going to breakfast.

11. Breakfast, dinner, and supper will be served according to the schedule for the different seasons of the year.

12. During the WINTER months, the Apprentices will not be turned out before 6 o'clock in the morning.

13. In the WINTER all scrubbing and washing of hammocks, bed covers, and clothes will be done during the afternoon of the day previous to the designated one for performing that duty in summer.

14. In Port, clothes lines will be gotten up, rove, and triced up at sunset on Mondays and Thursdays. Hammock girtlines will be gotten up, rove, and triced up at sunset on every alternate Sunday.

15. At Sea, clothes lines will be gotten up and rove on wash mornings—Mondays, Tuesdays, Thursdays, and Fridays.

16. At Sea, hammocks will be scrubbed only when specially directed by the Commander, through the Executive Officer.

17. Special attention will be given to the Apprentices' scrubbed hammocks, bed covers, blankets, and washed clothes, to see that they are not allowed to be taken below until perfectly dry.

1. The decks will be holystoned, scrubbed with sand, or merely washed down, according to circumstances, condition of the decks themselves, and state of the weather, as may be ordered by the Commanding Officer,

through the Executive Officer; but the lower decks are not to be hollystoned or wetted during rainy, very damp, or unusually cold weather. At such times, warm or hot water and cloths or swabs will be used for cleaning such parts of the gun and berth-decks as may be necessary in a sanitary point of view.

2 The decks will be reported ready for inspection daily at 9 a. m., 11.40 a. m., 1.15 p. m., for evening quarters, and at the prescribed hour for the evening "rounds." At these times the Executive Officer will make the entire rounds of all the decks, and, in case of his absence, the Line officer next in rank will perform the duties of the Executive Officer.

3. The Executive Officer will inspect the vessel outside from a boat every day as soon after 9 o'clock quarters as practicable.

4. A journal will be kept under the direction and supervision of the Navigating Officer, showing:

1st. The state of the weather—clear, rainy, cold, or warm.

2d. An abstract of drills, exercises, and studies during the day.

3d. A list of the names of recruited or received Apprentices during the day.

4th. Transfers.

5th. Details and appointments in gun's crews, sections, and other organizations.

6th. Details of cooks.

7th. Published orders.

8th. Any fact or facts necessary for the information of the Commander of the vessel.

5. The journal of exercises, studies, &c., will be laid before the Commanding Officer, duly certified by the Navigating Officer, or, in his absence, by the officer who relieved him temporarily, at 8 p. m. every day.

6. Five minutes before all formations the drummer will beat the usual call, when, if it is for school, the Apprentices will fall in by sections, if for meals, by gun's crews.

7. When Apprentices are at school, the regular boats will be manned by the men. Should the inclemency of the weather interfere with the exercise of sails, spars, &c., as indicated, the Apprentices will be instructed by the Boatswain and his mates in marling-spike seamanship. The only boys excused from school will be the cooks, who are to be changed weekly.

8. Whenever masts are to be sent up, yards crossed, or sails loosed, the ready men will be sent aloft ten (10) minutes before breakfast to overhaul lifts and braces, clear away top-gallant rigging, overhaul buntlines, clewlines, and toggle bowlines. At all times, when inclement



weather prevents the regular drills and exercises, the school-room will be rigged and the Apprentices sent there for instruction and study.

9. One pleasant day in the week will be devoted to boat exercise.

10. The Officer of the deck for the time being will see that the routine of duties, drills, exercises, and studies is strictly conformed to, and that there is no departure from it unless by special authority or direction of the Commander, through the Executive Officer.

### NIGHT ROUTINE.

1. At or before dark in winter, and at or before 8 bells (8 p. m.) in summer, all hands will be called to "stand by hammocks." The Officer of the deck will order the hammock stowers and passers to their stations, the Mates to distribute themselves at intermediate distances along the deck to keep order, and the Apprentices to stand in line, each one opposite that part of the netting in which his hammock was stowed in the morning, and, as the numbers on the hammocks are called out by the hammock passers, the owners will answer in a proper tone of voice, neither too loud nor too weak, "*here, sir;*" receive the hammocks and proceed quietly to the hooks assigned for them.

2. No loud talking, calling upon each other, or other unbecoming conduct will be permitted; but the Apprentices will be taught to preserve as perfect silence as possible, and when they shall have slung up their hammock and arranged their bedding, to go where the routine allows them to congregate at that time.

3. At 8 bells (8 p. m.) all naked lights will be extinguished on the berth and gun-decks.

4. At 2 bells (9 p. m.) the Boatswain will "*pipe down,*" or the bugler will sound "*to your hammocks,*" when all the Apprentices will repair to their hammocks and turn in quietly.

5. Immediately after "*tattoo,*" "*pipe down,*" or the sound of the bugle, "*to your hammocks,*" the Executive Officers, accompanied by the Mates of the decks and the Master-at-arms, will make the rounds of the gun and berth-decks, and see that all the Apprentices are turned in, the standing lights burning well, and that everything between decks is snug and secure for the night.

6. The Mates of the decks and the Master-at-arms will see that the standing lights are properly trimmed and burning brightly at 4 bells, (10 p. m.) and report the fact to the Officer of the deck before they turn in.

7. The standing lights will be examined and reported to the Officer of the deck every half hour, from 10 p. m. until they are extinguished after

reveille by the Ship's corporals and non-commissioned officers of the marine guard, as may be directed by the Commander of the vessel.

8. The Mates of the watches will visit the gun and berth-decks at least once every hour between 10 p. m. and reveille, and report the result of their visits to the Officer of the deck.

9. The head will be lighted from dark until daylight every night, and during bad weather the head awning or tarpaulin will be kept spread and properly laced down to protect the men and Apprentices against wind, rain, and other falling weather.

### GENERAL INSTRUCTIONS.

1. Officers in command of Divisions will carefully inspect daily, at morning quarters, all the Apprentices of their Divisions, and report to the Executive Officer, who will, with the Divisional Officers, inspect critically all the Apprentices and their equipments. The Apprentices are to be dressed in clean clothes of the kind previously ordered to suit the season of the year and the state of the weather. The hair of the Apprentices must be kept properly cut at all times; their head neatly combed; their clothes without holes; their collars properly rolled back and their handkerchiefs properly and neatly tied; their shoes blacked and properly tied.

2. At morning quarters for inspection the Executive Officer will, after receiving reports and making a personal inspection himself, report to the Commander of the vessel.

3. Particular attention must be given by the Executive Officer and Officers of Divisions to the clothing of the Apprentices. They are to be dressed at all times to suit the season and the state of the weather at the particular season of the year.

4. Woolen stockings are to be worn in cold weather, and particular care is to be taken to prevent the wearing, at any time, of wet shoes or stockings. When the Apprentices unavoidably get their shoes and stockings wet, they will be made to change them as soon as possible after the work or duty is completed.

5. The between decks (main and berth-decks) are in the winter to be scrubbed or cleansed with hot water and dried as the cleaning progresses.

6. The drying stoves will be lighted and the decks thoroughly dried immediately.

7. Apprentices' woolen clothes will be washed once a month. On Tuesdays and Fridays of each week, (during cold weather,) immediately after the tea water is served out, the steamers attached to the ship's galley will be filled with water and heated. One gun's crew of Apprentices will be required to take to the galley, under the direction of the

Master-at-arms, all their soiled woolen clothes to be put into the steamers and boiled and steamed for one hour, after which they are to be washed, wrung out, and held in readiness for being stopped on the lines to dry. The gun's crews will take regular turns in scalding and washing their woolen clothes, under the direction and orders of their Divisional Officers.

8. Apprentices are to be considered at all times under the care and general supervision of all Officers, Petty Officers, Schoolmasters, and Apprentice Officers when serving with them, and they are required and expected to report all infractions of laws, rules, and regulations to their superiors.

9. The use of all obscene or other improper language is strictly forbidden, and the Officers, Petty Officers, and other adults on board, are required to set a proper example themselves to the Apprentices in that respect, and to report any violation or departure that may come under their notice to their superiors.

10. The bags and mess things of the Apprentices will be under the special care and supervision of the Mate of the deck, the Master-at-arms, and the police of the vessel.

11. Washing, hair cutting, &c., will be done only on such decks and at such places and times as may be directed by the Executive Officer.

12. No departure from the regular routine of exercises, drills, or studies will be permitted, unless by special orders from the Commanding Officer, communicated personally or through the proper official channels.

13. The Officer of the deck will, at the end of each watch during the day, inform himself of all the duties, studies, and instruction of the Apprentices that have taken place elsewhere than under his own eyes on the spar-deck, and include them in the remarks to be copied in the ship's log book, and then to be copied into the exercise, drill, and study book.

14. Apprentice cooks and their assistants will be made to keep their mess in good order.

15. Apprentices who are careless in their messes and who make unnecessary dirt for the cooks to clean up, will be made to assist in putting the mess things in proper order.

16. All bedding, blankets, and other bed clothing will be aired (11 a. m.) on Wednesday of each week, if the weather is suitable, otherwise the first fair day thereafter at the same hour. If at anchor, the hammock girtlines will be used for tricing up the blankets, &c.; but if at sea, all bedding will be stopped in the standing rigging to air.

17. The Apprentices will use those ladders only which will be designated in going below and coming on deck.

18. The naval etiquette of the quarter-deck will be strictly observed by everybody on board of an Apprentice-vessel. On reaching the quarter-deck from below or from over the side, everybody will make the salute according to the usage of the naval service. The officers themselves will not fail to set the example in this regard.

19. Neither running, sky-larking, loud talking, or boisterous conduct will be permitted or tolerated on the quarter-deck.

20. In ascending and descending the ladders, all persons are forbidden to tread heavily, but, on the contrary, to walk up or down in a quiet manner.

21. Lounging or sitting in the ports and chains, on the head booms or in the tops, is strictly forbidden.

22. The Apprentices will not be allowed to go aloft or on the booms without permission or an order to do so from the Officer of the deck.

23. Practical jokes upon and among the Apprentices are strictly forbidden.

24. Officers in command of divisions and guns, and Captains of gun's crews, will see that the younger Apprentices are treated with kindness and consideration by the other Apprentices, and that no Apprentice be allowed to bully, hector, or domineer over another Apprentice.

25. Whenever an Apprentice finds any article that does not belong to him, it will be his duty to report it immediately to the Commander of his division, company, or section, or to the Officer of the deck, as the case may be.

## SCHOOL REGISTERS.

A Naval Apprentice, on entering, is to be placed in his class according to the test examination standing, and he will be advanced to higher classes by the same rule.

Form No. 11.—An Apprentice's progress will be fairly estimated by the time he takes to pass up one class to the next higher, which will be determined at the quarterly examinations.

Any Apprentice who obtains  $\frac{5}{6}$  of the full number in spelling, reading, and arithmetic, is to be considered qualified for advancement to the next higher class.

Form No. 10.—The names of the Apprentices should have a number of blank lines between them to allow each Apprentice to write his own name and the address of his parent or guardian at the end of every three months, to show what progress he has made in writing during that time.

## REGULATIONS TO BE OBSERVED ON BOARD APPRENTICESHIPS BY THE OFFICERS, PETTY OFFICERS, SEAMEN, AND OTHERS.

## 1.

Officers and others are expected on all occasions to show an example of cheerfulness and willing obedience in executing their several duties. They are to abstain from using violent and abusive language, and to discourage all improper conduct.

## 2.

The Officers and Petty Officers, in their several stations, are required to report all skulking, and to point out all those who, by activity and good conduct, merit praise, indulgence, and advancement.

## 3.

Nothing whatever is to be taken in, at, or thrown out of the ports, nor are any clothes to be hung about the chains, head, rigging, or between decks. Wet clothes are not to be kept below, but will be disposed of by the direction of the Officer of the deck at the time.

## 4.

The strictest silence must be preserved in carrying on duty.

## 5.

All complaints are to be made to the Officer of the deck, in order that they may be communicated through the Executive Officer to the Commander of the vessel.

## 6.

It is the duty of every one to report all skulkers and lazy persons, in order that they may be made to do their share of the work.

## 7.

It is the duty of every one to detect *a thief as a common enemy* to all on board; and any one screening or holding communication with a thief will be considered as equally bad in character, and will be punished accordingly under the law.

## 8.

Quarreling or fighting will be severely punished.

9.

Gambling is positively forbidden, and the use of playing cards and dice is prohibited.

10.

Disobedience of orders will not be overlooked, but will be punished according to the circumstances leading to it.

11.

Selling or exchanging clothes, and all trafficking, is strictly prohibited, and those guilty of doing so will be punished.

## CONDUCT RULES.

(TO BE HUNG UP IN EVERY MESS.)

1st. Obey *all* orders implicitly and promptly.

2d. Never steal; never buy or sell clothes; never trade or change anything in any way. If you find or pick up what does not belong to you, take it *immediately* to the Officer of the Deck or the Commanding Officer present.

3d. *Always speak the truth.* If you commit a fault, *own it at once.*

4th. Be clean and neat in your person, and keep your clothes neat and well mended.

5th. Never use bad language; never fight, strike, or quarrel with any one; be civil and obliging to all; be well-mannered to all, especially at meals.

6th. When you address or are addressed by an Officer, make the salute and stand erect before him, with your arms hanging naturally at your side. When you meet an Officer on shore, always touch your cap to him respectfully.

7th. Never abuse indulgence, and never *break your leave of absence.*

8th. Never talk or sky-lark when *on duty*; never make a noise while in your hammock after turning in at night.

9th. If you are ill-treated or abused in any way, make your complaints respectfully to the Officer of the Deck, so that the matter may be referred to the Commander; but be very careful not to make unnecessary complaints, and be strictly obedient and subordinate yourself.

10th. Never spit on the deck.



## APPENDIX A.

The following articles of clothing and outfit, or such of them as the Commanding Officer may direct, upon duly approved requisitions, will be issued to each Naval Apprentice when received on board of an Apprentice-vessel, the cost of which will be charged to him by the Paymaster:

- One (1) cloth cap and ribbon.
- Two (2) blue flannel over-shirts.
- Two (2) pairs blue trowsers.
- Two (2) pairs blue drawers.
- Two (2) pairs woolen socks.
- One (1) pair shoes.
- One (1) pair woolen gloves or mittens.
- Two (2) blue under-shirts.
- One (1) pea jacket.
- One (1) round jacket.
- One (1) black silk handkerchief.
- Two (2) blankets.
- One (1) mattress and cover.
- One (1) knife and lanyard.
- Two (2) towels.
- Two (2) pocket handkerchiefs.
- One (1) comb.
- One (1) bar soap.
- One (1) tooth brush.
- One (1) clothes brush.
- One (1) scrubbing brush.
- One (1) blacking brush.

NOTE.—*In Summer*, there will be added to the above—

- Two (2) white frocks.
- Two (2) pairs white trowsers.

## APPENDIX B.

## SUMMER ROUTINE IN PORT.

A. M.

*Monday.*

- 5.00 Beat reveille and call "All Hands."
- 5.10 Officer of deck inspect hammocks, then see them stowed; sweep decks; Apprentices bathe themselves.

## APPENDIX B—Continued.

A. M.

*Monday.*

- 5.30 Scrub the deck with sand and clean copper.  
Alternate Mondays: Scrub hammocks and deck without sand.
- 7.20 Breakfast.
- 7.50 Turn to: Sound the "assembly," cross top-gallant and royal yards; lower boats; loose, make, and shorten sail. After the work aloft is finished, clean brightwork.
- 9.00 Quarters for inspection, followed by general quarters.
- 10.00 Retreat from drill.
- 10.30 Fire quarters.
- 11.30 Furl sails; inspect and serve out dinner.
- Noon. Dinner.
- P. M.
- 1.00 School, as per routine.
- 4.15 Retreat from school.
- 4.30 Pipe down scrubbed hammocks.
- 5.00 Supper.
- Sunset. Down yards and masts.
- 8.00 Pipe down hammocks.
- 9.00 Turn in: tattoo and rounds.

NOTE.—Boats are to be hoisted and clothes lines triced up always at sunset.

A. M.

*Tuesday.*

- 5.00 Routine as on Monday.
- 5.30 Scrub and wash clothes, allowing half an hour; scrub deck without sand.
- 7.20 Breakfast.
- 7.50 Turn to: Sound the "assembly," furl top-gallant masts; cross top-gallant and royal yards; lower boats; loose, make, and shorten sail. After the work aloft is finished, clean brightwork.
- 9.00 Quarters for inspection, after which one-half of the Apprentices drill at great guns and howitzer, other half at small arms and single sticks.
- 10.30 Change drills.
- 11.30 Furl sails; Apprentices over mast-heads; inspect and serve out dinner.
- Noon. Dinner.
- P. M.
- 1.00 School, as per routine.



## APPENDIX B—Continued.

- P. M. *Tuesday.*
- 4.30 Pipe down wash clothes.
- 5.00 Supper.
- 5.30 Battalion or company drill.
- Sunset. Down top-gallant and royal yards.
- 8.00 Down hammocks.
- 9.00 Turn in: Tattoo and rounds.

- A. M. *Wednesday.*
- 5.00 Routine as on Monday.
- 5.30 Holystone deck and clean copper.
- 7.20 Breakfast.
- 7.50 Turn to: Sound the "assembly," cross top-gallant and royal yards; loose, make, and shorten sail; lower boats. After the work aloft is finished, clean brightwork.
- 9.00 Quarters for inspection.
- 9.30 General drill at sails.
- 11.00 Furl sails and air bedding.
- 11.30 Inspect and serve out dinner.
- Noon. Dinner.
- P. M.
- 1.00 Turn to: Pipe up all bags and mend clothing.
- 4.00 Pipe down bedding.
- 4.30 Pipe down bags.
- 5.00 Supper. After which, exercise pulling in boats.
- Sunset. Down yards and top-gallant masts.
- 8.00 Down hammocks.
- 9.00 Turn in: Tattoo and rounds.

NOTE.—1st and 3d Wednesdays starboard watch air bedding.  
 2d and 4th " " port " "

- A. M. *Thursday.*
- 5.00 Routine as on Monday.
- 5.30 Scrub the deck with sand and clean copper.
- 7.20 Breakfast.
- 7.50 Turn to: Sound the "assembly," fid top-gallant masts; cross top-gallant and royal yards; lower boats; loose, make, and shorten sail. After which clean brightwork.

## APPENDIX B—Continued.

A. M.

*Thursday.*

- 9.00 Quarters for inspection; after which one-half of the Apprentices drill at great guns and howitzer, other half at small arms and single sticks.
- 10.30 Change drills.
- 11.30 Furl sails; inspect and serve out dinner.
- Noon. Dinner.
- P. M.
- 1.00 School, as per routine.
- 4.00 Liberty boys go ashore until sunset.
- 5.00 Supper.
- 6.00 Fire stations.
- Sunset. Down top-gallant and royal yards.
- 8.00 Down hammocks.
- 9.00 Turn in: Tattoo and rounds.

NOTE.—Those Apprentices who go on leave Thursdays not to go on Saturdays.

A. M.

*Friday.*

- 5.00 Routine as on Monday.
- 5.30 Scrub and wash clothes, allowing half an hour; scrub deck without sand.
- 7.20 Breakfast.
- 7.50 Turn to: Sound the "assembly;" cross top-gallant and royal yards; lower boats; loose, make, and shorten sail. After the work aloft is finished, clean brightwork.
- 9.00 Quarters for inspection; after which one-half of the Apprentices drill at great guns and howitzer, the other half at small arms and single sticks.
- 10.30 Change drills.
- 11.00 Furl sails; out boats; inspect and serve out dinner.
- Noon. Dinner.
- P. M.
- 1.00 School, as per routine.
- 4.30 Pipe down wash clothes.
- 5.00 Supper.
- 5.30 Away all boats armed and equipped; boat drill.
- 6.30 In boats.
- 8.00 Down hammocks.
- 9.00 Turn in: Tattoo and rounds.

## APPENDIX B—Concluded.

- A. M.** *Saturday.*
- 5.00 Routine as on Monday.
- 5.30 Holystone decks and clean copper.
- 7.20 Breakfast.
- 7.50 Turn to: Clean bright work.
- 8.30 Up all bags.
- 9.00 Quarters for inspection; clothes to be inspected and divisional clothes lists to be corrected.
- Forenoon to be devoted to getting ship in order.
- Noon. Dinner.
- P. M.**
- 1.00 Turn to: Afternoon to be devoted to mending, making clothes, &c.; deserving Apprentices go on leave.
- 5.00 Supper.
- 6.30 Pipe down bags.
- Alternate Saturdays: Sling clean hammocks and shift mattress covers.
- 8.00 Down hammocks.
- 9.00 Turn in: Tattoo and rounds.

- A. M.** *Sunday.*
- 5.00 Routine as on Monday.
- 5.30 Wash off the decks.
- 7.20 Breakfast.
- 7.50 Turn to: Lower boats.
- 9.30 Quarters for general inspection.
- 10.00 Muster on quarter deck: Read general orders, after which Church, or (if no Chaplain is attached to the vessel) the Commanding Officer to read prayers. First Sunday of each month read "Articles for Government of the Navy."
- 11.00 Apprentices who merit leave, and whose parents reside in vicinity, to go ashore until 8 a. m. Monday; other Apprentices go at 1 p. m.
- Noon. Dinner.
- P. M.**
- 1.00 Turn to: Apprentices go on shore until sunset.
- 5.00 Supper.
- Sunset. Quarters.
- 8.00 Down hammocks.
- 9.00 Turn in: Tattoo and rounds.

## APPENDIX C.

## WINTER ROUTINE IN PORT.

A. M.

*Monday.*

- 6.00 Call "all hands;" inspect hammocks and stow them; sweep down and clean decks, as prescribed.
- 7.00 Apprentices wash and dress for the day.
- 7.30 Inspection of Apprentices.
- 8.00 Breakfast.
- 8.30 Turn to: Drum give three rolls for brightwork.
- 8.45 Drum give three taps: up cleaning rags and clear deck for quarters.
- 9.00 Up yards, masts, or loose sails and lower boats. (Crew to be called ten (10) minutes before 9 a. m.)
- 9.15 Quarters for inspection followed by general quarters and fire stations.
- 11.30 Clear up decks; Apprentices go over mast-heads; inspect and serve out dinner.

Noon. Dinner.

P. M.

- 1.00 Turn to: School, as per routine.
- 4.30 Apprentices over mast-heads.
- 5.00 Supper.
- 6.00 School, as per routine.
- 7.00 Clear up decks.
- 8.00 Down hammocks.
- 9.00 Turn in: Tattoo and rounds.

NOTE.—On first and third Mondays scrub hammocks.

A. M.

*Tuesday.*

- 6.00 Routine same as on Monday.
- 7.00 Apprentices wash and dress for the day.
- 7.30 Inspection of Apprentices.
- 8.00 Breakfast.
- 8.30 Turn to: Drum give three (3) rolls for brightwork.
- 8.45 Drum give three (3) taps, put up cleaning rags and clear deck for quarters.
- 9.00 Up yards, masts, or loose sails, and lower boats. Crew to be called ten minutes before 9 a. m.

## APPENDIX C—Continued.

A. M.

*Tuesday.*

- 9.15 Quarters for inspection; after which one-half of the Apprentices will be exercised at great guns and howitzers, the other half at small arms and single sticks.
- 10.30 Change of drills.
- 11.30 Furl sails; clear up decks; Apprentices over mast-heads; inspect and serve out dinner.
- Noon. Dinner.
- P. M.
- 1.00 Turn to: School, as per routine.
- 3.30 Scrub clothes and trice them up.
- 5.00 Supper.
- 6.00 School, as per routine.
- 7.00 Clear up decks.
- 8.00 Down hammocks.
- 9.00 Turn in: Tattoo and rounds.

A. M.

*Wednesday.*

- 6.00 Routine same as on Monday.
- 7.00 Apprentices wash and dress for the day.
- 7.30 Inspection of Apprentices.
- 8.00 Breakfast.
- 8.30 Turn to: Drum give three (3) rolls for brightwork.
- 8.45 Drum give three (3) taps, up cleaning rags and clear decks for quarters.
- 9.00 Up yards, masts, or loose sails, and lower boats. (Crew to be called ten (10) minutes before 9 a. m.)
- 9.15 Quarters for inspection; afterwards clean ship.
- 11.00 Air bedding.
- 11.30 Clear up decks; Apprentices over mast-heads; inspect and serve out dinner.
- Noon. Dinner.
- P. M.
- 1.00 Turn to: Up all bags; mend clothing.
- 3.30 Pipe down bedding.
- 4.15 Pipe down bags.
- 4.30 Apprentices over mast-heads.
- 5.00 Supper.
- 6.00 School, as per routine.

## APPENDIX C—Continued.

P. M.

*Wednesday.*

- 7.00 Clear up decks.
- 8.00 Down hammocks.
- 9.00 Turn in: Tattoo and rounds.

NOTE.—Starboard watch will be bedding on 1st and 3d Wednesdays; port watch on 2d and 4th.

A. M.

*Thursday.*

- 6.00 Routine same as on Monday.
- 7.00 Apprentices wash and dress for the day.
- 7.30 Inspection of Apprentices.
- 8.00 Breakfast.
- 8.30 Turn to: Drum give three (3) rolls for brightwork.
- 8.45 Drum give three (3) taps up cleaning rugs and clear deck for quarters.
- 9.00 Up yards, masts, or loose sails, and lower boats. (Crew to be called ten (10) minutes before 9 a. m.)
- 9.15 Quarters for inspection; after inspection one-half of the Apprentices will be exercised at great guns, the other half at small arms.
- 10.30 Change of drills.
- 11.30 Clear up decks; Apprentices over mast-heads; inspect and serve out dinner.
- Noon Dinner.

P. M.

- 1.00 Turn to: Deserving Apprentices to go on leave till sunset. School, as per routine.
- 4.30 Apprentices over mast-heads.
- 5.00 Supper.
- 6.00 School, as per routine.
- 7.00 Clear up decks.
- 8.00 Down hammocks.
- 9.00 Turn in: Tattoo and rounds.

A. M.

*Friday.*

- 6.00 Routine same as on Monday.
- 7.00 Apprentices wash and dress for the day.
- 7.30 Inspection of Apprentices.

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## APPENDIX C--Continued.

A. M.

*Friday.*

- 8.00 Breakfast.  
 8.30 Turn to; Drum give three (3) rolls for brightwork.  
 8.45 Drum give three taps, up cleaning rags and clear deck for quarters.  
 9.00 Up yards, masts, or loose sails, and lower boats. (Crew to be called ten minutes before 9 a. m.)  
 9.15 Quarters for inspection.  
 9.30 General exercise of yards, masts, or sails.  
 11.30 Clear up decks; Apprentices over mast-heads; inspect and serve out dinner.  
 Noon. Dinner.

P. M.

- 1.00 Turn to; School, as per routine.  
 3.30 Scrub clothes and trim them up.  
 4.30 Apprentices over mast-heads.  
 5.00 Supper.  
 6.00 School, as per routine.  
 7.00 Clear up decks.  
 8.00 Down hammocks.  
 9.00 Turn in: Tattoo and rounds.

A. M.

*Saturday.*

- 6.00 Routine same as on Monday.  
 7.00 Apprentices wash and dress for the day.  
 7.30 Inspection of Apprentices.  
 8.00 Breakfast.  
 8.30 Turn to: Clean ship.  
 11.30 Apprentices over mast-heads.  
 Noon. Dinner.  
 P. M.  
 1.00 Turn to: Up bags; deserving boys go on leave until sunset. Apprentices who have leave on Thursdays not to have it on Saturdays.  
 4.15 Pipe down bags.  
 4.30 Apprentices over mast-heads.  
 5.00 Supper; after which recreation.  
 7.40 Clear up decks.  
 8.00 Down hammocks.  
 9.00 Turn in: Tattoo and rounds.



## APPENDIX C—Concluded.

A. M.

*Sunday.*

- 6.00 Routine same as on Monday.  
 7.00 Apprentices wash and dress for the day.  
 7.30 Inspection of Apprentices.  
 8.00 Breakfast.  
 8.30 Turn to: Drum give three (3) rolls for brightwork.  
 8.45 Drum give three (3) taps, up cleaning rags and clear deck for quarters.  
 9.00 Lower boats.  
 10.00 Quarters for inspection; after which Divine Service.  
 11.30 Clear up decks; inspect and serve out dinner.  
 Noon. Dinner.
- P. M.
- 1.00 Turn to: Deserving Apprentices go on leave til 4 p. m.  
 5.00 Supper.  
 6.00 School, as per routine.  
 7.00 Clear up decks.  
 8.00 Down hammocks.  
 9.00 Turn in: Tattoo and rounds.



APPENDIX D.  
NAVAL APPRENTICES.

ROUTINE OF SCHOOL—UPPER.

	Hours.	Arithmetic.	Reading.	Writing.	Geography.	Grammar.	History.	Theoretical Seamanship.	Theoretical Gunnery.
<b>MONDAY.</b>	P. M.								
	1 to 2	1st Class.			2d Class.				
	2 to 3	2d "			1st "				
	3 to 4			1st Class.			2d Class.		
	6 to 7							1st & 2d Classes.	
<b>TUESDAY.</b>	1 to 2	1st Class.					2d Class.		
	2 to 3.15	2d "					1st "		
	6 to 7			2d Class.	1st Class.				
<b>WEDNESDAY.</b>	6 to 7							1st & 2d Classes.	
<b>THURSDAY.</b>	1 to 2	1st Class.					2d Class.		
	2 to 3	2d "					1st "		
	3 to 4				2d Class.		1st Class.		
	6 to 7								1st & 2d Classes.
<b>FRIDAY.</b>	1 to 2	2d Class.		1st Class.					
	2 to 3.15	1st "		2d "					
	6 to 7		1st Class.		2d Class.				
<b>SUNDAY.</b>	6 to 7		2d Class.		1st Class.				

APPENDIX D—Cont'd.  
NAVAL APPRENTICES.

## ROUTINE OF SCHOOL.—LOWEE.

	HOURS.	Arithmetic.	Reading.	Writing.	Geography.	Grammar.	History.	Theoretical Seamanship.	Theoretical Gunnery.
MONDAY.	P. M.								
	1 to 2	3d Class.		4th Class.					
	2 to 3	4th "		3d "					
	3 to 4		3d Class.		4th Class.				
	6 to 7							3d & 4th Classes.	
TUESDAY.	1 to 2	3d Class.				4th Class.			
	2 to 3.15	4th "				3d "			
	6 to 7				3d Class.		4th Class.		
WEDNESDAY.	6 to 7		3d Class.		4th Class.				
THURSDAY.	1 to 2	3d Class.	4th Class.						
	2 to 3	4th "	3d "						
	3 to 4			3d Class.		4th Class.			
	6 to 7								3d & 4th Classes.
FRIDAY.	1 to 2	3d Class.	4th Class.						
	2 to 3.15	4th "	3d "						
	6 to 7			4th Class.			3d Class.		
SUNDAY.	6 to 7		4th Class.			3d Class.			

# FORMS OF REPORTS, RECORDS, REGISTERS, ETC.,

RELATING TO THE

ENLISTMENT AND INSTRUCTION OF NAVAL APPRENTICES,

AND TO

ROUTINE ON BOARD APPRENTICE-SHIPS.

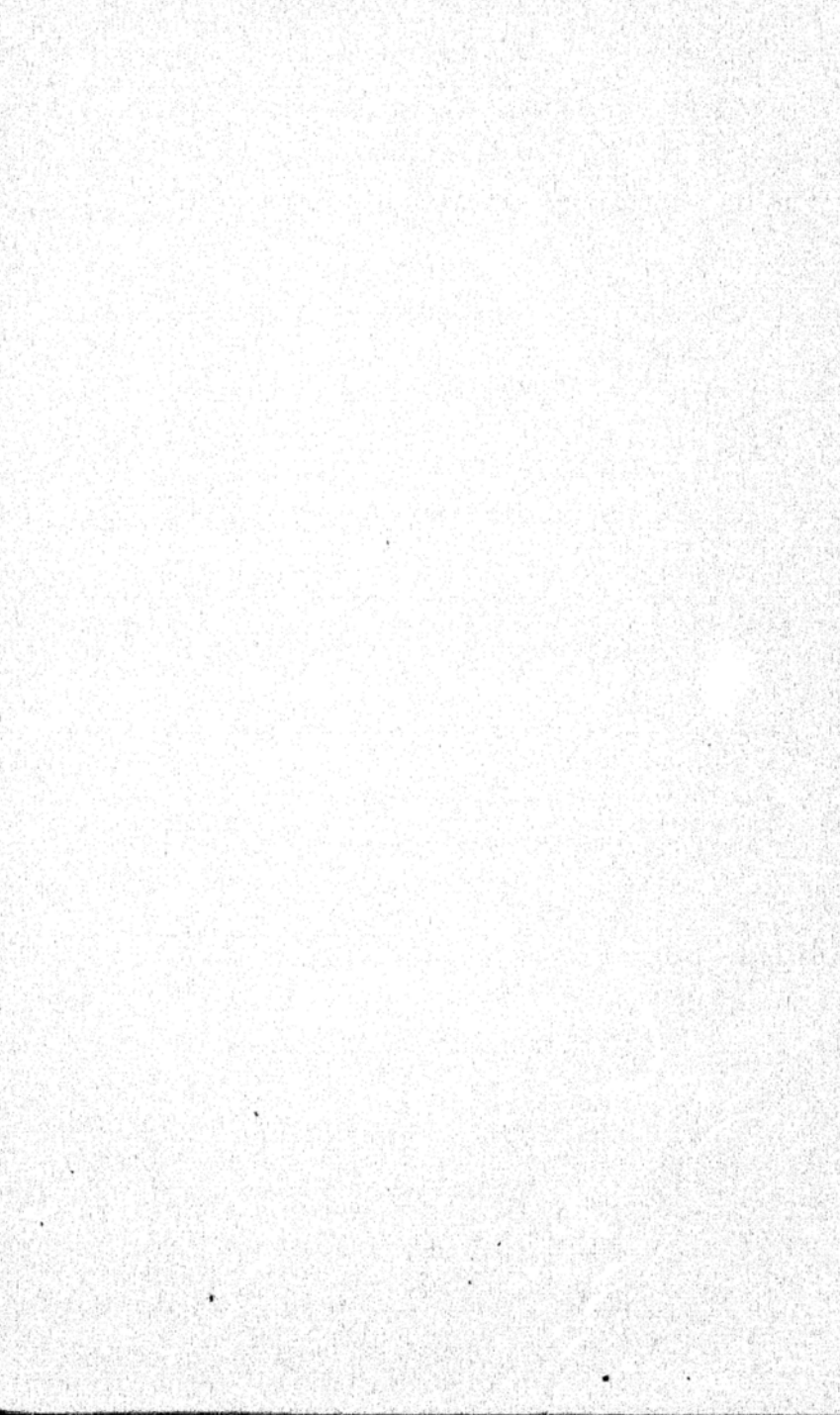
[ SEE FORMS APPENDED. ]

*Reports and Returns to be transmitted to the Bureau of Navigation:*

- No. 1.—Shipping Articles.
- No. 2.—Parent's or Guardian's consent to Enlistment.
- No. 3.—Weekly Report of Apprentices Rejected.
- No. 4.—Weekly Report of Apprentices Received, Enlisted, and Available for distant service.
- No. 5.—Weekly Report of Leaves of Absence granted.
- No. 6.—Weekly Report of Deaths, Desertions, and Transfers.
- No. 7.—Quarterly Descriptive Muster Roll of Naval Apprentices.
- No. 8.—Quarterly Report of Progress, Aptitude, and Standing of Naval Apprentices.

*Forms for Records, Registers, &c., relating to Instruction and Routine:*

- No. 9.—General Record of Naval Apprentices.
- No. 10.—Quarterly Record of Specimens of Writing.
- No. 11.—School Registers—Progress Books.
- No. 12.—Register of Quarterly Examinations.
- No. 13.—Progress Book in Gunnery.
- No. 14.—Progress Book in Seamanship.
- No. 15.—Scale of Daily Merit.
- No. 16.—Clothes and Small Store List.
- No. 17.—Instruction Certificate to accompany a transferred Apprentice.



## SHIPPING ARTICLES FOR APPRENTICES TO THE NAVAL SERVICE.

I, the Parent or Guardian, whose name is signed on the same line with the name of the Boy in the first column, do hereby give my consent to his Enlistment in the Naval Service, as an Apprentice, till he shall arrive at the age of twenty-one years, unless sooner discharged; and do hereby certify that the age and birthplace of the Boy are correctly given.

NAME OF BOY.	DATE OF ENLISTMENT.			RATING.	WAGES PER MONTH.	AGE.	DATE OF BIRTH.			PLACE OF BIRTH.		SIGNATURE OF PARENT.	SIGNATURE OF GUARDIAN.	WITNESS.
	Year.	Month.	Day.				Year.	Month.	Day.	Town.	State.			

## DIRECTIONS TO BE STRICTLY OBSERVED BY THE RECRUITING OFFICER.

These Shipping Articles are to be signed in duplicate—the original to be forwarded on the first day of each and every month to the Bureau of Navigation of the Navy Department. The duplicate, certified by the Recruiting Officer to be correct, must be kept for reference. No sheet is to contain more names than the number of lines ruled on it. The place of the rendezvous, with the date (day, month, and year) and signature of the Recruiting Officer, must always be written correctly and distinctly.

FORWARDED BY

\_\_\_\_\_, *Commandant.*

U. S. NAVAL RENDEZVOUS, AT \_\_\_\_\_

\_\_\_\_\_, *Recruiting Officer.*

[ Form No. 2. ]

No. \_\_\_\_\_

[ IN DUPLICATE. ]

ENLISTMENT OF NAVAL APPRENTICE \_\_\_\_\_ at \_\_\_\_\_ on \_\_\_\_\_, 186-,  
\_\_\_\_\_ Commanding \_\_\_\_\_.CONSENT AND DECLARATION, AND OATH THERETO,  
BY PARENT OR GUARDIAN.

I, <sup>(1)</sup> \_\_\_\_\_ residing in the \_\_\_\_\_ of \_\_\_\_\_, County of \_\_\_\_\_ and State of \_\_\_\_\_, do hereby consent to the enlistment of \_\_\_\_\_ in the Navy of the United States as an APPRENTICE, to serve till he shall be twenty-one years of age, unless sooner discharged; and I do hereby certify that he was born in \_\_\_\_\_, on the \_\_\_\_\_ day of \_\_\_\_\_, 186-.

And I, the said <sup>(1)</sup> \_\_\_\_\_, do solemnly swear, (or affirm,) that I am the <sup>(2)</sup> \_\_\_\_\_ of the said <sup>(3)</sup> \_\_\_\_\_, enlisted by my consent this the <sup>(4)</sup> \_\_\_\_\_, 186-, as a Naval Apprentice, and that he has no <sup>(5)</sup> \_\_\_\_\_ nor any other legal Guardian but myself, who am his LEGAL GUARDIAN: So help me God.

Sworn and subscribed before me, this \_\_\_\_\_ day of \_\_\_\_\_, 186-,  
\_\_\_\_\_, [L. S.]

In presence of \_\_\_\_\_  
\_\_\_\_\_

## OATH OF ALLEGIANCE BY NAVAL APPRENTICE.

I, \_\_\_\_\_, having been enlisted as a Naval Apprentice, do solemnly swear, (or affirm,) that I have never voluntarily borne arms against the United States since I have been a citizen thereof; that I have voluntarily given no aid, countenance, counsel, or encouragement, to persons engaged in armed hostility thereto; that I have neither sought, nor accepted, nor attempted to exercise the functions of any office whatever under any authority or pretended authority in hostility to the United States; that I have not yielded a voluntary support to any pretended government, authority, power, or constitution, within the United States, hostile or inimical thereto. And I do further swear (or affirm) that to the best of my knowledge and ability, I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the service on which I am about to enter: So help me God.

Sworn and subscribed in presence of \_\_\_\_\_  
\_\_\_\_\_, Recruiting Officer.

U. S. \_\_\_\_\_, \_\_\_\_\_, 186-.

## BUREAU OF NAVIGATION.

U. S. \_\_\_\_\_,  
\_\_\_\_\_ 186-.

No. \_\_\_\_\_

ENLISTMENT OF NAVAL APPRENTICE \_\_\_\_\_, by \_\_\_\_\_, \_\_\_\_\_ Commanding U. S. \_\_\_\_\_.

*Notes to which the small figures refer in the Oath of the Parent or Guardian.*

- (1) Fill with name of Parent or Guardian.
- (2) Fill with the word "Father," "Mother," or "Guardian," as the case may require.
- (3) Fill with the name of the Apprentice.
- (4) Fill with the date.
- (5) Fill with the word "Father" when consent is given by the Mother; with the words "Father nor Mother" when consent is given by a "Guardian"; otherwise, when consent is given by the Father, to be left blank.

## [ FORM No. 3. ]

WEEKLY REPORT of *Apprentices Rejected on board the U. S. ———,*  
*for week ending ———.*

Name.	Rate.	Where and when Enlisted.	Why Rejected.

—————, *Commanding.*

## [ FORM No. 4. ]

WEEKLY REPORT of *Apprentices Received and Enlisted and Avail-*  
*able for distant service on board the U. S. ——— for week end-*  
*ing ———, 18——.*

Name.	Rate.	When received on board.	Place of vessel from which received.	Available.

—————, *Commanding.*



## [ FORM NO. 5. ]

WEEKLY REPORT of Leaves of Absence granted Naval Apprentices on board the U. S. S. \_\_\_\_\_ for week ending \_\_\_\_\_, 186-.

Name.	Rate.	Where given	Commence- ment of leave.	Expiration of leave.	How long leave given.	Came on board.	Overstay'd.	Condition.	Remarks.

[ FORM No. 6. ]

WEEKLY REPORT of *Naval Apprentices who have Died, Deserted, or been Transferred on board the U. S.* -----  
*for week ending -----, 18--.*

NAMES.	WHEN ENLISTED.			Where Enlisted.	WHERE BORN.		Age, years.	PERSONAL DESCRIPTION.				DIED.	DESERTED.	Transferred to what place or Vessel.	DATE OF TRANSFER.				
	Year.	Month.	Day.		City, Town, or County.	State.		Eyes.	Hair.	Complex- ion.	HEIGHT.				When.	When.	Year.	Day.	Month.
										Feet.	Inches.								

Commanding \_\_\_\_\_, U. S. N.,



[ FORM No. 8. ]

## BUREAU OF NAVIGATION.

QUARTERLY REPORT of the Progress, Standing, Aptitude, Conduct, &c., of the Naval Apprentices on board the  
U. S. ———, 18—.

NOTE.—These blanks are to be furnished to Apprentice-ships, and to other vessels having Apprentices on board, whose Commanders will see that they are transmitted to the Bureau of Navigation regularly at the end of every quarter of the civil year.

Number.	Names.	Rate.	Entered the service.	Reading.	Writing.	Arithmetic.	Grammar.	Geography.	History.	Navigation.	No. of Class.	Seamanship.	No. of Instruction.	Gunnery.	No. of Instruction.	Rifles.	Religious Instruction.	Conduct.	Usefulness.	Abilities.	Transferred to Cruiser. (Name and Date.)	Returned from Cruiser. (Date.)	Conduct at Sea.	Aptitude for sea life.	LENGTH OF TIME ON BOARD APPRENTICESHIP.		Discharged.	Average Standing.	REMARKS.	
																									Months.	Days.				

SCALE OF MERITS: 0, (incorrigible or worthless, unfit for service); 1, (bad); 2, (indifferent); 3, (tolerable); 4, (good); 5, (very good); 6, (superior); 7, (excellent); 8, (worthy of special commendation.)

Approved and forwarded: \_\_\_\_\_,

Commanding U. S. S. \_\_\_\_\_.

[ FORM No. 9. ]

GENERAL RECORD of *Naval Apprentices on board the U. S. Apprentice-*

Number.	Name of Apprentice.	Date of Birth.	Place of Birth.	Residence.	When Enlisted.	Where Enlisted.	By whom Enlisted.	Age.	Rate.	Pay.	Name of Parent or Guardian.	Where quartered before Transfer to Apprenticeship.	RECEIVED ON BOARD APPRENTICE-SHIP.		
													Year.	Month.	Day.

FORM No. 9—Continued.

*ship* ———, *Commanded by* ———, *U. S. N.*, ———, 18—.

GENERAL STANDING. (From Quarterly Returns.)			TRANSFERRED TO CRUISER.			OTHERWISE DISPOSED OF.			RETURNED FROM CRUISER.			LENGTH OF TIME ON BOARD APPRENTICE-SHIP.		REMARKS.			
Studies.	Capacity for Positions in Conduct Service.		DATE OF TRANSFER.			Name of Vessel.	Rate.	WHEN DETACHED.			How Detached.	DATE OF RETURN.			Name of Vessel.	Rate.	
			Year.	Month.	Day.			Year.	Month.	Day.		Year.	Month.				Day.



[ FORM No. 13. ]

PROGRESS BOOK in *Gunnery*, No. —.

No.	Names.	Rates.	1st Instruction.	2d Instruction.	3d Instruction.	4th Instruction.	Pivot.	Rifle.	Sword.

\_\_\_\_\_, *Executive Officer.*

\_\_\_\_\_, *Gunner.*

[ FORM No. 14. ]

PROGRESS BOOK in *Seamanship*, No. —.

Nos.	Names.	Rate.	1st Instruction.	2d Instruction.	3d Instruction.	4th Instruction.
			Date.	Date.	Date.	Date.

\_\_\_\_\_, *Executive Officer.*

\_\_\_\_\_, *Boatswain.*





CLOTHES AND SMALL STORE LIST.—*U. S. Apprentice-ship* ———, ———, 18—.

NAMES.		REMARKS.
Pea jackets.		
Round jackets.		
Blue flannel jumpers.		
Blue cloth trousers.		
Satinet trousers.		
Canvas thick trousers.		
Barnsley sheeting frocks.		
Blue flannel overshirts.		
"Two flame" undershirts.		
Blue fannel drawers.		
Bl., satinet yards.		
Blue flannel, yard's.		
Sheeting, yards.		
Canvas duck, yards.		
Blue hankin, yards.		
Calf-skin shoes.		
Kipskin shoes.		
Woolen socks.		
Mattresses.		
Blankets.		
Blue cloth caps.		
Black silk handkerchiefs.		
Beeswax, white and black thread.		
Ribbon, tape, and spool cotton.		
Sewer, silk, pocket handkerchief, and needles.		
Thumbles, jack knives, and scissors.		
Scrub, blacking, and clothes irons.		
Tooth brush, fine and coarse combs.		
Tin pot, pen, spoon, and fork.		
Blacking.		

Executive Officer.

## INSTRUCTION CERTIFICATE to accompany the Apprentice when transferred from the Vessel.

NAME.	RATE.	GUNNERY.							SEAMANSHIP.					SCHOOL.				CHARACTER.	
		First.	Second.	Third.	Fourth.	Howitzer.	Cutlass.	Carbine.	Specialty.	Knitting, splicing, pulling, &c.	Hebm. lead, and compass.	Palm and needle.	Swimming.	Reading.	Writing.	Geography.	Arithmetic.		Navigation.
William Smith . . . . .	2d C. app.	Very good.	Very good.	Good, very.	Good.	Very good.	Very good.	Very good.	.....	Very good.	Good, very.	Good.	Yes.	Very good.	Very good.	Very good.	Very good.	Very good.	Exemplary.
Awarded two Badges for proficiency and exemplary conduct.																			

U. S. \_\_\_\_\_

\_\_\_\_\_  
Commander.



1<sup>st</sup> BADGE OF MERIT.



2<sup>nd</sup> BADGE OF MERIT.



Distinguishing Mark  
1<sup>st</sup> CAPTAINS OF GUNS.



Distinguishing Mark  
2<sup>nd</sup> CAPTAINS OF GUNS.