

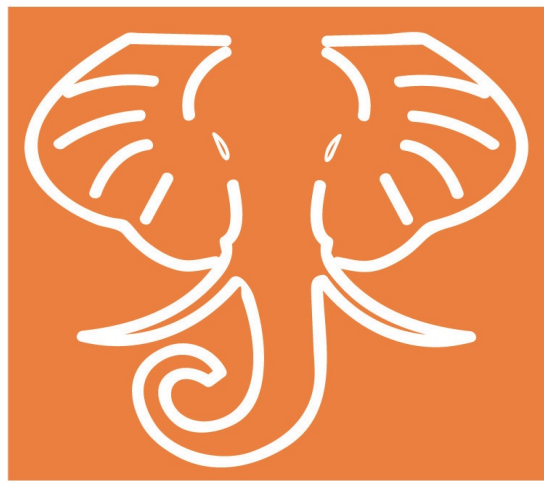
## Regulations for the Navy of the Confederate States.

Confederate States of America.

Richmond, Macfarlane & Fergusson, printers, 1862.

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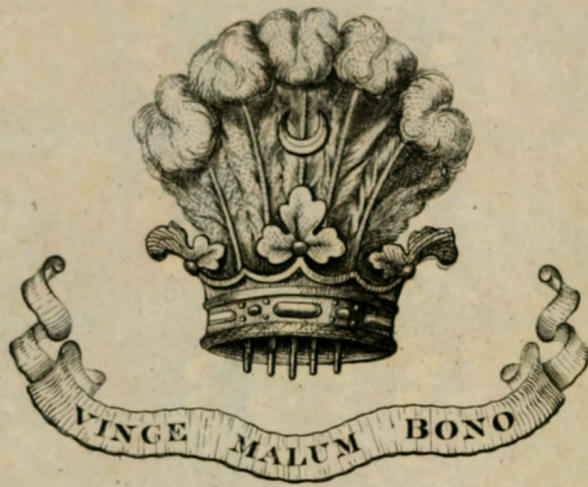
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# REGULATIONS

FOR THE

## NAVY OF THE CONFEDERATE STATES.

1862.

NAVY DEPARTMENT,  
RICHMOND, April 29th, 1862. }

The following Regulations for the Navy of the Confederate States are published, by direction of the President, for the government of all concerned. They will accordingly be strictly obeyed, and nothing contrary to them will be enjoined or permitted in any portion of the naval forces of the Confederate States by the officers thereof.

S. R. MALLORY,  
*Secretary of the Navy.*

RICHMOND:

MACFARLANE & FERGUSSON, PRINTERS.

1862.



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# NAVY REGULATIONS.

## CHAPTER I.

### RATES OF VESSELS OF THE NAVY.

#### ARTICLE 1.

The rates and classification of vessels of the Navy shall be as follows :

- 1st. Vessels having complements of, or over five hundred persons.
- 2d. Vessels, the established complement of which exceed two hundred and are less than five hundred persons.
- 3d. Vessels, the established complement of which are not less than seventy-five, and not more than two hundred persons.
- 4th. All other vessels having established complements not exceeding seventy-five persons.

#### ARTICLE 2.

*Appropriate commands for captains, commanders, and lieutenants.*

The appropriate commands for captains are vessels of the first and second rates; for commanders, vessels of the third rate; and for lieutenants, vessels of the fourth rate. Commands will be assigned accordingly, unless special circumstances should, in the opinion of the department, require a different arrangement.

#### ARTICLE 3.

*Table of complements to be established by the Secretary of the Navy.*

The table of complements, as established from time to time by the Navy Department, shall regulate the number and class of officers, seamen, and others who shall constitute the complement of each class of vessel.



## NAVY REGULATIONS.

## ARTICLE 11.

*Supernumerary officers shall take rank and do duty, unless.*

An officer ordered to a ship as a supernumerary shall take rank and do duty as if belonging to the complement of the ship, unless otherwise ordered.

## ARTICLE 12.

*Officers as passengers not entitled to quarters.*

An officer ordered for passage only, will not be entitled to quarters to the prejudice of an officer of the regular complement; and in case of battle may serve as a volunteer, in such position as the commander may choose to assign him.

## CHAPTER II.

## RANK AND COMMAND.

## ARTICLE 1.

*Personnel of the navy.*

The personnel of the navy shall consist of the following grades :

Commission officers.

Warrant officers.

Appointed officers.

Petty officers.

Seamen.

Second class firemen.

Ordinary seamen.

Coalheavers.

Landsmen.

Boys.



## ARTICLE 2.

*General military command.*

Of the commission and warrant officers, the following only shall exercise general military command, and in the order in which they are placed :

Captain.

Commander.

Lieutenant.

Master.

Second master in the line of promotion.

Passed midshipman.

Midshipman.

Boatswain.

Gunner.

Master's mate, if warranted.

## ARTICLE 3.

*Officers restricted in their right to command.*

The other commission and warrant officers shall be restricted in their right to command to their own respective corps, unless specially extended. They are as follows :

Surgeon.

Paymaster.

Chief engineer.

Assistant surgeon.

First assistant engineer.

Second assistant engineer.

Third assistant engineer.

Carpenter.

Sailmaker.

## ARTICLE 4.

*Rank and command of commission and warrant officers.*

The commission officers in each grade shall take rank, and when



on duty shall be entitled to command according to the date of their respective commissions, and warrant officers according to the dates of their warrants, and when either shall be of the same date, then according to their position on the Navy Register.

## ARTICLE 5.

*Officers appointed to act in higher grades.*

Officers who may be duly appointed to act in a grade superior to their own shall be entitled, whilst so acting, to exercise command and take precedence according to the grade in which they may be acting; officers so acting shall take rank with each other as in their regular grades.

## ARTICLE 6.

*Command in cases of riot or quarrel.*

Any commission or warrant officer shall have authority to exercise command over any other officer, or petty officer, or person of inferior rating, in case of riot or quarrel. And any person who shall in such case refuse to obey the order of such commission or warrant officer, shall be punished at the discretion of a court martial.

## ARTICLE 7.

*Appointed officers.*

The appointed officers are the following:  
Secretary to the commander of a squadron.  
Clerk to a commanding officer.  
Clerk to a paymaster.

## ARTICLE 8.

*Petty officers and their relative rank.*

The petty officers of the navy are the following, and they shall take rank according to the following enumeration:

Master's mate, not warranted.



\*Master-at-arms.

\*Yeoman.

\*Schoolmaster.

\*Surgeon's steward.

\*Ship's steward.

\*Ship's corporal.

\*Armorer.

\*Cooper.

\*Ship's cook.

Boatswain's mate.

Gunner's mate.

\*Carpenter's mate.

\*Sailmaker's mate.

Cockswain to the commander of a squadron.

Quartermaster.

Quarter gunner.

Cockswain.

Captain of forecastle.

Captain of maintop.

Captain of foretop.

Captain of afterguard.

Captain of hold.

Captain of mizzen-top.

\*First class fireman.

\*Painter.

\*Master of band.

\*Steward to commander of a squadron.

\*Armorer's mate.

\*Cabin steward.

\*Ward-room steward.

\*Cabin cook.

\*Ward-room cook.

Those petty officers marked with an asterisk (\*) shall in no case succeed to command.



## NAVY REGULATIONS.

### ARTICLE 9.

#### *Precedence of petty officers with each other.*

The precedence of petty officers of the same grade with each other shall be established according to their order on the muster book of the ship in which they are embarked.

### ARTICLE 10.

#### *Order of precedence between officers of the navy.*

Paymasters, surgeons, and chief engineers of more than twelve years' standing will rank with commanders.

Paymasters, surgeons, and chief engineers of less than twelve years' standing with lieutenants.

Assistant paymasters, passed assistant surgeons and first assistant engineers, next after lieutenants and with masters.

### ARTICLE 11.

#### *Precedence of assistant paymasters.*

Assistant paymasters shall for five years after their appointment have precedence with masters, and after that with lieutenants, counting from the expiration of the five years.

### ARTICLE 12.

#### *Precedence of passed assistant surgeons and professors.*

Passed assistant surgeons and professors of mathematics shall have precedence with masters.

### ARTICLE 13.

#### *Precedence of assistant surgeons and first assistant engineers.*

Assistant surgeons, first assistant engineers, and secretaries to commanders of squadrons, shall have precedence with passed midshipmen.



## ARTICLE 14.

*Precedence of second and third assistant engineers and clerks.*

Second and third assistant engineers, and clerks to commanding officers and paymasters, shall have precedence with midshipmen.

## ARTICLE 15.

*Precedence of secretaries and clerks with each other.*

Secretaries to commanders of squadrons, and clerks to commanders of vessels, shall have precedence with each other, respectively, according to the rank of the officer to whom they may be allowed.

## ARTICLE 16.

*Precedence by date of commission or warrant.*

When precedence is to be established by date of commission, warrant, or other reference to time, in any grade, and cases shall arise where there are two or more persons having the same date, they shall have precedence with each other according to the order in which they may stand upon the Navy Register.

## ARTICLE 17.

*Officer entitled to exercise general military command in command of a vessel, or on detached duty, shall command all other officers on same duty.*

When any officer authorized to exercise general military command shall be in command of a vessel on any detached duty in which officers not so authorized may be embarked, or to which they may be attached for duty, or by order, such officer, whatever shall be his rank, shall be entitled to exercise command, and shall take precedence over the other officers while so embarked or attached.

## ARTICLE 18.

*Precedence of officers on boards, surveys, &c.*

Whenever officers of the navy shall be directed to act together



upon boards, councils, surveys, or other duty where their joint views or opinions are to be expressed, the officer entitled to precedence shall preside, except in cases of councils of war or military commissions, when the presiding officer shall be one entitled to exercise general military command.

## ARTICLE 19.

*Messes, senior officers, &c., to preside.*

In all messes of officers the senior officer entitled to general military command shall preside.

## ARTICLE 20.

*Command of officers of medical, pay, and engineer corps.*

Officers of the medical, pay, and engineer corps shall have rank in their own respective corps according to grade and date of commission or warrant in their grades, and shall have authority to exercise command accordingly, in matters relating to duties in their own corps, but not in any other corps, except as hereinbefore provided, conforming to the police regulations of the vessel in which they may be embarked.

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## CHAPTER III.

### GENERAL REGULATIONS.

## ARTICLE 1.

*Constant attention to duty enjoined on all.*

All persons in the navy are to be constant in their attention to their duties, never absenting themselves therefrom without the consent of their immediate commanding officer, nor remaining out of



the vessels to which they may belong during the night, after the watch is set, without express permission to that effect from the commander of the vessel, or from the commander-in-chief of the fleet or squadron.

## ARTICLE 2.

*Officers to conduct themselves with respect to their superiors.*

All persons of the navy shall conduct themselves with respect to their superiors, and show every proper attention to those under their orders, having due regard to their situation; and all officers are required to set an example of morality, subordination, and attention to duty.

## ARTICLE 3.

*If an inferior feels himself aggrieved.*

If an officer shall consider himself oppressed by his superior, or observe any misconduct in him, he is not, on that account, to fail in his respect to him; but he is to represent, through the proper channel, such oppression or misconduct to the captain of the vessel, or commander of the yard, to the commander-in-chief of the fleet or squadron, or to the Secretary of the Navy, in the manner prescribed for official correspondence.

## ARTICLE 4.

*If any person knows of any fraud.*

If any person belonging to the navy shall know of any fraud, collusion, or improper conduct in any agent, contractor, or other person employed in matters connected with the naval service, he shall report the same in writing, through the prescribed channel, to the proper officer, or to the Navy Department. But he must in all cases specify the particular acts of misconduct or collusion, and state the means of proving the same; and he will be held strictly accountable for any frivolous or vexatious charges he may exhibit.



## ARTICLE 5.

*If an officer shall receive an order contrary to his instructions.*

If an officer shall receive an order from his superior contrary to any particular order of any other superior, or to the instructions or general orders from the department, he shall respectfully represent (in writing when practicable) such contrariety to the superior officer from whom he shall have received the last order; and if, after such representation, the superior officer shall still insist upon the execution of his order, the officer is to obey him, and report the circumstances to the officer from whom he received the original order, if practicable.

## ARTICLE 6.

*If an officer is diverted from any duty.*

Every officer who shall divert another from any service upon which he may be ordered by a common superior, or require him to act contrary to the orders of such common superior, or interfere with those under his command, must show to the department, or to the officer under whose order he may be acting, that the public interests required it

## ARTICLE 7.

*Orders countermanding other orders to be given in writing.*

All orders countermanding a written order from a common superior shall be given in writing, when practicable.

## ARTICLE 8.

*No person to exchange with another for the performance of any duty.*

No person in the navy shall, without having obtained authority from his superior or commanding officer, exchange with another for the performance of a duty with which he is charged.



## ARTICLE 9.

*When a commander of a fleet or single vessel meets with his superior.*

When any officer in command of a fleet, squadron, or single ship shall meet with his superior or senior officer, also in command, he shall wait on him, show him his orders or instructions, and consider himself under his command while he is in his presence. But if the superior shall give him an order at all at variance with his intended course, and if he shall have sealed or secret orders, he shall at once make it known to such superior officer, who will not then interfere with his command, unless it be absolutely necessary for the public service; and in that case his original instructions are to be fulfilled as soon thereafter as practicable, and a full report made to the authority by which they were issued.

## ARTICLE 10.

*No deviation allowed in armament or equipment.*

No deviation is to be made from the directions which the Navy Department may issue in relation to the construction, repair, arrangement, armament, and equipment of vessels, without its previous sanction, except in cases of absolute necessity occurring out of the Confederate States; and in such cases the alteration, and the effects produced by it, and the expense attending it, are to be reported to the department as soon thereafter as practicable.

## ARTICLE 11.

*To avoid unnecessary expenditures.*

Every officer is strictly enjoined to avoid all unnecessary expenditures of public moneys or stores; and, as far as may be in his power, to prevent the same in others, and to encourage the strictest economy that may be consistent with the interests of the service; and all persons in the navy will be answerable for any wasteful or improper expense which they may direct or authorize.

## ARTICLE 12.

*No public stores to be appropriated to private use.*

No article of public stores is ever to be appropriated to the private



use of any person not in distress, without the consent of the Navy Department, or by order of the senior officer present in command, who shall give the earliest information to the department of the circumstances, and shall be careful to take the best security which the nature of the case will admit, so that the articles or their value may be refunded to the Confederate State.

## ARTICLE 13.

*Mechanics on board ships on foreign stations allowed to repair merchant vessels.*

*Mechanics on board ships on foreign stations may be allowed to repair vessels belonging to the merchant service of the Confederate States in cases where a refusal to do so would of necessity impose injurious delays, or greatly increase the expenses upon the merchant vessel. In such cases the mechanics may receive such compensation as the owner, consignee, or master of such merchant vessel shall chose to give, and their commander shall consider fair and proper.*

## ARTICLE 14.

*No officer to receive compensation.*

No officer in the navy, in like cases, shall either claim or receive any compensation whatever.

## ARTICLE 15.

*Gratuitous assistance to be given, when.*

In all cases of distress gratuitous assistance is to be given, as heretofore, to the fullest extent practicable.

## ARTICLE 16.

*No person in the navy to be interested in procuring supplies.*

All persons employed in the navy, or for naval purposes, are strictly prohibited from having any interest in purchases or contracts for supplies of any kind for the navy, or in any works apper-



taining to it; neither shall they receive any emolument or gratuity of any kind from any contractor or other person furnishing supplies, either directly or indirectly, nor act as agent or attorney for any contractor on account of purchases, contracts, or works for the navy or for naval purposes.

## ARTICLE 17.

*Tattoos to be beaten and colors to be hoisted, when.*

When the sun sets at or after six o'clock, the tattoo shall be beat at nine o'clock in the evening, and the colors be hoisted at eight o'clock in the morning; and when it sets before six o'clock, the tattoo shall be beat at eight o'clock in the evening, and the colors shall be hoisted at nine o'clock in the morning.

## ARTICLE 18.

*Lights and fires to be extinguished, when.*

All fires and lights, except those necessary for the service of the vessel, or especially allowed by the commanding officer, shall be extinguished at tattoo, excepting the lights used by the commission officers, which shall be extinguished at ten p. m., and those used by warrant officers, which shall be extinguished at nine p. m., unless otherwise directed or allowed in special cases by the commanding officer of the vessel.

## ARTICLE 19.

*When criminal process is issued by civil authority.*

In the execution of criminal process issued by civil authorities, officers are to furnish active assistance within their commands when legally required.

## ARTICLE 20.

*No person to be discharged without order, from whom.*

No commander of a vessel of the navy whilst absent from the



Confederate States is ever to discharge from the naval service any petty officer, seaman, ordinary seaman, landsman, marine, fireman, coal heaver, or boy, except by order of the Secretary of the Navy, or the sentence of a court martial, or as provided for in Article 21 and whenever men are so discharged a report of all the circumstances attending the same must be made to the department, and information at once given to the nearest consul of the Confederate States, that he may regulate his conduct towards the person discharged with a full knowledge of the facts.

## ARTICLE 21.

*Enlisted men whose terms of service have expired while on a foreign station may be discharged.*

Petty officers, seamen, ordinary seamen, landsmen, marines, firemen, coal heavers, and boys, whose terms of service may expire on a foreign station, may be discharged by order of the senior officer present, at their request, if the interests of the public service will admit of it.

## ARTICLE 22.

*When persons are found unfit for service.*

Whenever, in the opinion of the commander of a vessel of the navy, any person of her crew is unfit for service, he shall report the same to the senior officer in command, whose duty it shall be to order a survey to be held upon such person by one or more medical officers, three if practicable, who shall examine the person and report upon his condition, and, if found "unfit for service," shall state as far as practicable the nature and origin of his disability; the report of the survey to be transmitted in duplicate to the Secretary of the Navy, or to the commander-in-chief of the fleet or squadron for decision.

## ARTICLE 23.

*Enlisted persons may be discharged, when.*

Persons enlisted for the naval service, and serving on board ves-



sels within the Confederate States, may be discharged from service by order of the commander of the vessel or of the station, for either of the following reasons: expiration of service, or unfitness for service from causes ascertained by survey to have existed prior to enlistment.

## ARTICLE 24.

*No person to be transferred from one vessel to another in the Confederate States, unless.*

No commander of a vessel of the navy, when in the Confederate States, is ever to transfer any person belonging to his vessel to any other vessel or station, unless by authority of the Secretary of the Navy; nor shall transfers of officers from one vessel to another vessel of the same squadron be made on foreign service, unless the interests of the public service imperatively require it.

## ARTICLE 25.

*Accounts of persons transferred.*

When any person shall be transferred from one vessel, navy yard, or station, to any other vessel, navy yard, or station, or to any prize, the commander of the vessel, navy yard, or station, from which such person may be sent shall take care that he is accompanied by a correct statement of his account duly signed by the paymaster and himself.

## ARTICLE 26.

*Gambling and drunkenness prohibited.*

Gambling and drunkenness is strictly prohibited on board the vessels of the navy and in the navy yards.

## ARTICLE 27.

*Officers incurring debts upon a foreign station.*

Should any officer of the navy so far forget what is due to his own honor, and to the honor of the service of which he is a mem-



ber, as to incur debts upon a foreign station which the pay then due to him, or his other immediate resources will not enable him to discharge; or if he should leave any foreign port without first paying every debt which he may have incurred, and it should come to the knowledge of the captain or commander of the vessel, it shall be the duty of such captain or commanding officer to make report of the facts and circumstances to the commander of the squadron if on a foreign station, or to the Secretary of the Navy if within the Confederate States, that a court martial may be ordered, or such other course adopted as the circumstances of the case and the honor of the service may require.

## ARTICLE 28.

*Officers to advise the department of their address.*

Officers of the navy not on duty will keep the department at all times advised of their address.

## ARTICLE 29.

*On being detached, to advise the department of address and change of residence.*

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

## ARTICLE 30.

*To acknowledge receipt of orders.*

Officers will promptly acknowledge the receipt of orders, and inform the department immediately on their having reported in obedience to them.

## ARTICLE 31.

*Officers travelling, &c., to communicate useful information to the government.*

Officers on foreign service, or travelling in foreign countries,



shall communicate to the commander-in-chief of the squadron, or to the Secretary of the Navy, any information they may acquire that will be useful to the government of the Confederate States.

## ARTICLE 32.

*When two or more vessels meet.*

When two or more vessels, whether belonging to the same squadron or not, shall meet, the motions of the ship commanded by the senior officer shall be followed by the others.

## ARTICLE 33.

*Boats to carry national flag.*

In foreign ports, and in communicating with foreign vessels, every boat will carry the national ensign, unless otherwise ordered by the commanding officer.

## ARTICLE 34.

*All important orders to officer of the deck at night to be given in writing.*

All important orders to the officer of the deck, for the duties of the vessel during the night, whether given by the captain or by the executive officer must be in writing.

## ARTICLE 35.

*Every officer of the navy is enjoined to discourage duelling.*

Every officer of the navy is enjoined to discourage duelling, and should he have reason to believe that a duel is likely to occur, in which naval officers are to be participants, it shall be his duty, all other means failing, to report it to his commanding officer.

## ARTICLE 36.

*If an officer is promoted while in command.*

If any officer shall, while in command of a vessel on foreign ser-



vice, be promoted to a higher rank, he is not on that account to be removed from his command or position, until instructions shall be received from the Secretary of the Navy.

## ARTICLE 37.

*Money, plate, jewels, or other treasure, may be.*

Money, plate, jewels, or other treasure, may be, and if the property of citizens of the Confederate States, if in jeopardy, shall, on demand, be received on board any vessel of the Confederate Navy, on freight or for safe keeping, but no per centage shall be received from the shippers, or owners of said treasure.

## ARTICLE 38.

*Combinations of officers or others prohibited.*

Combinations of officers or others for the purposes of remonstrating against the orders of a superior, or complaining of the details of duty or of service, are strictly forbidden. If an individual believes that he has cause to complain or remonstrate, he may do so either in writing or personally; but any combination of two or more in such complaint or remonstrance is to be considered insubordinate and factious, and may be punished at the discretion of a court martial. No person is to delay obedience to an order for the purpose of remonstrating or complaining.

## ARTICLE 39.

*Demand for the delivery of a deserter.*

If a deserter from any vessel of the Confederate States shall take refuge on board a foreign vessel of war, the senior officer present shall make a formal demand for his delivery; but if the demand shall be refused, he shall not resort to force whatever may be his strength, but shall report the circumstances to his government.



## ARTICLE 40.

*Parties of twenty or upwards to be commanded by a lieutenant or master.*

Every party detailed for duty out of the ship, or shore, or elsewhere, shall, when the party consists of twenty men or more, be commanded by an officer not below the rank of lieutenant or master.

## ARTICLE 41.

*Officers' duties are not limited to those prescribed in these regulations, but are promptly to obey all orders.*

Notwithstanding there are particular duties prescribed for different officers by these regulations, yet it is not intended to limit their duties to those specified, but they are promptly to obey all orders which they may receive from their commanding officers, who are required to take care that every officer performs his duties and obeys all legal orders in a proper manner.

## ARTICLE 42.

*Offenders to be reported.*

Any officer who may witness or be cognizant of any crime or misdemeanor on the part of any person in the navy, is to report the same to the proper authority, not secretly, but informing the person reported of his having done so in obedience to the law.

## ARTICLE 43.

*Sheath-knives forbidden.*

The use of sheath-knives on board ship is strictly forbidden. Jack-knives shall be worn with lanyards and in fobs.



## CHAPTER IV.

## APPOINTMENTS AND PROMOTIONS.

## ARTICLE 1.

*Appointment of a person not holding a commission or warrant to perform the duty of a commission or warrant officer. Officer on leave or furlough.*

No officer whatever shall, when within the jurisdiction of the Confederate States, unless authorized by the Secretary of the Navy, appoint any person not holding a commission or warrant in the navy to perform the duties of a commissioned or warrant officer, nor give to any commissioned or warrant officer an acting appointment for any higher grade than that for which he may be commissioned or warranted. Nor shall he at any time order any officer into service or upon duty who is on leave of absence or furlough, or make any change in the distribution or arrangement of officers as established by the Secretary of the Navy, except in cases of emergency; and in such cases he shall report his acts to the department without delay.

## ARTICLE 2.

*When vessels may proceed to sea with smaller numbers than those designated in the table of complements.*

If the Secretary of the Navy shall deem it expedient to direct any vessel to proceed on service with a smaller number of officers than is designated in the table of complements for vessels, no acting appointment is to be made or order given to supply any such deficiency without his previous authority or sanction; nor shall any commander of a vessel which may be separated from the commander of the fleet or squadron to which such vessel belongs, make any acting appointment, or give any *order* to fill vacancies which existed and could have been reported to the commander of the fleet or squadron before such separation occurred.



## ARTICLE 3.

*Acting appointment, when and how to be made.*

When a vacancy shall occur in the complements of commission or warrant officers, as above explained and limited, in any vessel without the jurisdiction of the Confederate States, and which cannot be supplied from the supernumerary officers of the same rank in other vessels of the fleet or squadron, the commander-in-chief of the fleet or squadron may, if the vacancies shall have been occasioned by death, or by order or authority from the Secretary of the Navy, give a written *acting appointment* to some other commission or warrant officer who may be subject to his orders to fill such vacancy, until such appointment be revoked by the commander-in-chief of the fleet or squadron for the time being, or by order of the Secretary of the Navy.

## ARTICLE 4.

*Acting appointments to be reported to the department, with reasons for the same.*

All officers who may have occasion to make acting appointments, or to give orders to fill vacancies, shall conform to these regulations as respects qualifications, whenever it shall be practicable; they shall give the earliest information to the department of all such orders or appointments which may be made by them, with the reasons for the same, and forward a complete list of all such orders or appointments to the Secretary of the Navy immediately on their arrival in the Confederate States.

## ARTICLE 5.

*An officer who has received an appointment to act in a higher grade than his commission, not to be reduced.*

When an officer on foreign service shall have received an appointment to act in a higher grade than that of his commission or warrant, and shall have served in such grade, he shall not be



reduced to his previous grade except by sentence of a court martial, but shall be retained as a supernumerary, or sent to the Confederate States, and his appointment shall cease from the date of his order to return to the Confederate States.

## ARTICLE 6.

*Vacancies by sickness, absence, &c., how to be filled.*

When a vacancy shall have been occasioned by leave granted to any officer to return to the Confederate States from the commander of a squadron or vessel, in consequence of ill health or for other cause, or any rank or class of officers present and fit for duty, shall be temporarily reduced below the complement and the number which may be deemed necessary for the proper performance of the duties of the vessel, in consequence of the continued indisposition of officers, or their absence in prizes or upon other public service, the commander-in-chief of the fleet or squadron, or the senior officer present, may direct other officers of the vessel or squadron, by a *written order*, to perform the duties of such absent or sick officers until their return or restoration to health, or until the further orders of the commander of the fleet or squadron, or of the Secretary of Navy, be received.

## ARTICLE 7.

*Boatswains, gunners, carpenters, and sailmakers, may be selected; when and how.*

Vacancies in the situations of boatswains, gunners, carpenters, and sailmakers may be filled by selection from the petty officers, or other persons not warranted, by order of the officers authorized by these regulations to give such order.

## ARTICLE 8.

*Officers receiving acting appointments to wear uniform and annex official signature.*

When an officer shall receive an *acting appointment* from the



Secretary of the Navy, or from the commander-in-chief of the fleet, or other commanding officer, in conformity with these regulations, such officer may assume the uniform and annex his acting rank to his official signature; but when he shall perform the duties of a higher station by *order*, he is not to change his uniform or official designation. But in both cases he will be entitled to the compensation of the grade of the officer whose duties he may be directed to perform.

ARTICLE 9.

*Commanders-in-chief without the Confederate States may appoint boards to examine candidates for higher appointments.*

Commanders-in-chief, without the jurisdiction of the Confederate States, may direct three captains, commanders, or other proper officers as the case may require, to examine candidates for higher appointments, when it shall be necessary for selecting persons who have not been examined to fill vacancies; and the certificates of qualification shall be immediately forwarded to the Secretary of the Navy.

ARTICLE 10.

*Commanders of vessels in certain cases to fill vacancies.*

If an officer shall succeed to the command of a vessel without the jurisdiction of the Confederate States in consequence of the death or captivity of the commander, he may give the necessary orders to supply vacancies to act until he brings the vessel into port, meets with a superior officer on duty, or receives the instructions of his commander-in-chief or of the Secretary of the Navy.

ARTICLE 11.

*Commanders to rate petty officers from crew, except.*

When a crew shall be transferred from a receiving vessel to a vessel of the navy intended for sea service, the officer who may be ordered to her command shall select and rate from such crew



the different petty officers allowed by the complement table to vessels of the class to which she belongs, excepting the ship's steward and surgeon's steward. The former will be rated on the nomination of the paymaster, and the latter on the nomination of the surgeon or senior medical officer attached to the vessel, if approved by the commanding officer.

## ARTICLE 12.

*Petty officer so rated to be transferred in no higher grade than that in which he shipped.*

No petty officer so rated shall be transferred as such to any other station or hospital, and in no higher grade than that in which he was received on board such vessel.

## ARTICLE 13.

*Commanders may change the rates of petty officers.*

A captain or other commanding officer of a vessel may change the rates of petty officers and others of inferior ratings allowed to the vessel under his command, having due regard to the law and to their conduct and qualifications, reporting quarterly to the commanding officer of the squadron to which he belongs all the alterations which he may have made in such ratings since his last report.

## ARTICLE 14.

*Officers entitled to a secretary or clerk may appoint and discharge the same.*

Every officer entitled to a secretary may appoint and discharge the same; and every commanding officer may appoint and discharge his own clerk.

## ARTICLE 15.

*Paymasters may appoint and discharge their clerks with captain's assent.*

Paymasters entitled to clerks may appoint them or request their



discharge, and the captain will assent to such appointment and discharge, unless he has good reason for refusing it, which he will state in writing.

## ARTICLE 16.

*Ages prescribed for secretaries and clerks, and rules for their appointment.*

No person shall be appointed secretary who is under twenty-one years of age, nor a clerk under eighteen years of age; and no secretary or clerk shall be entered upon the muster-book of any vessel, or be entitled to any pay, until he shall have accepted his appointment by letter in duplicate, and is ready for duty, and in such acceptance shall expressly bind himself to be subject to the laws and instructions for the government of the navy, so long as he shall hold such appointment; one of which letters of acceptance shall, in all cases, be immediately transmitted to the department by the officer making the appointment, and the other be preserved by him.

## ARTICLE 17.

*Boatswains, gunners, carpenters, and sailmakers may receive warrants, when.*

No person is to receive an appointment as boatswain, gunner, carpenter, or sailmaker, until he shall have passed such examination as may be prescribed by the Secretary of the Navy to ascertain his qualifications; nor will a warrant be given to him until he shall have performed at least one year's sea service in the navy, and shall produce testimonials of good conduct from the commanding officer under whom he shall have served.

## ARTICLE 18.

*Age of second masters and masters' mates, and rules for their appointment.*

Should second masters or masters' mates be hereafter appointed from civil life, no one will receive such appointment except from the Secretary of the Navy, nor unless he shall be over twenty years



of age, and have passed such examination, by a board of navy officers, in seamanship, navigation and mathematics, as the Secretary of the Navy may direct, and shall produce satisfactory testimonials of general good character and conduct.

## ARTICLE 19.

*Second masters or masters' mates not to be warranted until they have seen one year's sea service.*

Second masters or masters' mates will not receive warrants until they shall have acted as such for at least one year in vessels of the navy at sea, and shall produce satisfactory testimonials of good character and conduct from their commanders.

## ARTICLE 20.

*Admission, continuance and examination of midshipmen.*

The admission, continuance and examination of midshipmen for promotion, shall be according to such rules as are or may be established by the Navy Department, in connexion with the Naval Academy.

## ARTICLE 21.

*Chaplains. Qualifications required for their appointment.*

No person will be appointed a chaplain in the navy who shall not be a regularly ordained or licensed clergyman of unimpeached moral character, nor when he is more than thirty years of age.

## ARTICLE 22.

*Assistant paymasters. Qualifications required for their appointment.*

Assistant paymasters will not be appointed except between twenty-one and thirty years of age, nor until they shall have been examined by three paymasters and found fully competent to keep a set of ship's books, and produce satisfactory testimonials of good moral character.



## ARTICLE 23.

*Commanding officer of a squadron may appoint a fleet surgeon when a vacancy occurs.*

The commanding officer of a squadron, in case of a vacancy occurring on a foreign station, may order the senior surgeon of the squadron to perform the duties of surgeon of the fleet, unless from disability or other good cause it be found necessary to select one of the same or of lower grade.

## ARTICLE 24.

*No person to be appointed in the engineer corps without testimonials.*

No person will be appointed in the engineer corps of the navy unless he shall produce satisfactory testimonials of good moral character and correct habits.

## ARTICLE 25.

*Candidates for promotion in the engineer corps must produce testimonials.*

Candidates for promotion in said corps must produce, in addition, similar testimonials from the commanding officers and the senior engineer or engineers with whom they may have served; and all candidates, whether for admission or promotion, must pass such examinations as may be prescribed by the Secretary of the Navy.

## ARTICLE 26.

*Qualifications required for the appointment and promotions of engineers.*

Third assistants must, in addition to the foregoing conditions, have served at least two years in the management of steam engines of the navy in actual service; second assistants must have so served at least three years; the first assistants must have so served at least two years, unless in cases of necessity; and in such extreme cases the same qualifications and restrictions as respects examinations, conduct, character, health, and length of service with steam engines in vessel of some kind, will be required for the



several grades. No person shall in such extreme cases be so appointed under the age of twenty-one years; nor a second assistant who shall be over twenty-five years of age; nor first assistant over thirty years of age; nor any chief engineer over thirty-five years of age.

## ARTICLE 27.

*Engineers, which shall be preferred when qualifications are equal.*

When other qualifications are equal, candidates who possess superior skill and practical knowledge of the fabrication and repair of the different parts of steam engines and their dependencies, will have preference over others.

## ARTICLE 28.

*Definition of sea service.*

The time which an officer may be doing duty afloat, except on receiving ships, will be considered as sea service within the meaning of these regulations.

## ARTICLE 29.

*Boards of officers for examination to give certificates.*

Boards of officers who may be appointed by the Secretary of the Navy to examine persons for appointment or promotion, shall grant certificates to such as in their opinion prove themselves qualified, and shall number such certificates according to the relative qualifications of the different individuals who present themselves at the same time, or who belong to the same class, giving number one to the best qualified, and the other numbers in regular order.

## ARTICLE 30.

*Officers who may be prevented from being present at a first examination, how to proceed.*

Any officer, other than a midshipman, who may be prevented by the action of his superior officers from attending an examination to which he may be entitled by law or these regulations, and shall present himself at the first opportunity in his power and pass a



satisfactory examination, shall have a position assigned to him in the class to which he belonged, as if he had been examined in due course.

## ARTICLE 31.

*In case of an officer failing to pass a first examination, his class and position if he passes a second examination.*

In case an officer shall fail to pass an examination, and an opportunity shall, for any special reason, be granted him to present himself a second time, the board by which he may be examined shall designate the class and position in which they recommend him to be placed, which shall be subject to the final decision of the Secretary of the Navy.

## ARTICLE 32.

*Officers found unqualified on second examination to be dropped.*

Any officer who shall not be found qualified for promotion upon a second examination shall be dropped from the navy list.

## ARTICLE 33.

*Officers appointed to shore stations to continue two years, unless.*

Officers appointed to navy yards and other duties on shore, or to receiving ships, will, as a general rule, be continued on those duties for two years, but subject to exceptions which the wants of other branches of the service may require.

## ARTICLE 34.

*A lieutenant allowed to a commander-in-chief as aid.*

Every captain who shall be appointed to the command of a fleet or squadron, may be allowed a lieutenant, in addition to the complement of the vessel, as an "aid" to assist him in performing his duties.

## ARTICLE 35.

*Limits of a command to be specified.*

Whenever an officer shall be appointed to the command-in-chief



of a fleet or squadron, the geographical limits of his command will be particularly specified in his instructions.

## ARTICLE 36.

*No person to receive an original appointment unless physically qualified.*

No person shall receive an original commission, warrant or appointment in the naval service of the Confederate States, or in the marine corps, unless he be found physically qualified, on examination by one or more naval surgeons.

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## CHAPTER V.

### MILITARY HONORS AND CEREMONIES.

## ARTICLE 1.

*Military honors to the President.*

When the President of the Confederate States shall visit a vessel of the navy, he shall be received upon the deck by all the officers, in full uniform; the yards shall be manned; the full guard shall be paraded, and shall present arms; the music shall give three ruffles of the drum and play a march, and a salute of twenty-one guns shall be fired, And the same honors shall be paid when he leaves the ship.

## ARTICLE 2.

*National ensign to be hoisted at the main during the presence of the President on board.*

The presence of the President of the Confederate States on board of any vessel of the navy will be indicated by the display of the



Confederate ensign at the main; and during the time of such display, the flag or pendant indicating the command of any other officer will be struck. When the President is known to be on board of any vessel or boat which passes by or near any vessel of the navy authorized to fire salutes, he shall be saluted with twenty-one guns, and the yards shall be manned.

## ARTICLE 3.

*Military honors to the Vice President.*

When the Vice President of the Confederate States shall visit a vessel of the navy, the same honors shall be paid as are directed in article one, except that the salute shall consist of nineteen guns.

## ARTICLE 4.

*Same to an ex-President.*

When an ex-President shall visit a vessel-of-war of the Confederate States, he shall be received with the same honors as those prescribed for the President, except the display of the Confederate ensign at the main, and manning the yards.

## ARTICLE 5.

*Same to an ex-Vice President.*

An ex-Vice President the same as the Vice President, except manning the yards.

## ARTICLE 6.

*Same to a foreign sovereign.*

A foreign sovereign, or the chief magistrate of any foreign State, on visiting a vessel of the Confederate States, shall be received with the honors and ceremonies prescribed for the President of the Confederate States, the band playing the national march of the person saluted, and the flag of the nation being displayed at the main.



## ARTICLE 7.

*Honors to Cabinet Officers, Judges of the Supreme Court, and Governors of States.*

When the Secretary of the Navy, or other member of the cabinet, or Justice of the Supreme Court, or the Governor of any one of the Confederate States, shall visit a vessel of the navy, the same honors shall be paid as are prescribed in Article 1, except that but one salute is to be given, to consist of seventeen guns, and to be fired on leaving the ship.

## ARTICLE 8.

*Honors to flag-officers.*

A flag-officer, being the commander-in-chief of a squadron, shall be received on deck by all the officers in uniform; an officer's guard shall be paraded and present arms, and the drum shall give two ruffles. If commanding a squadron or division, but not in chief, he shall be received in the same manner, except that the drum shall give one ruffle.

## ARTICLE 9.

*Military honors to captains.*

Captains on duty and in uniform with epaulets, shall, when they visit a vessel of the navy commanded by an officer of the same or of inferior rank, be received on deck by the commander of the vessel visited, by the officer second in command, and by the officers of the watch. A sergeant's guard will be paraded and present arms.

## ARTICLE 10.

*Military honors to commanders.*

Commanders on duty as such, and in uniform with swords, shall, when they visit a vessel of the navy, commanded by an officer of the same or inferior rank, be received on deck by the commander



of the vessel visited, by the officer second in command, and by the officers of the watch. A corporal's guard will be paraded and present arms.

## ARTICLE 11.

*Same to lieutenants commanding.*

Lieutenants in command of vessels rated six guns or over shall be received, when on duty and in uniform with swords, as commanders, with the exception of the guard.

## ARTICLE 12.

*Officers may dispense with guards.*

Any officer entitled to a guard may dispense with it at his pleasure.

## ARTICLE 13.

*Commission officers below rank of commander.*

All commission officers below the rank of commander shall be received by the officer of the watch, excepting in the case provided for in article 11.

## ARTICLE 14.

*Warrant officers, how to be received.*

Warrant officers shall be received by a warrant officer of the watch.

## ARTICLE 15.

*Salutes for flag-officers.*

The salute for a flag officer, when commander-in-chief of a squadron, shall be thirteen guns, and when commanding a squadron or division but not commanding in chief, shall be eleven guns.



## ARTICLE 16.

*No officer of the navy other than a flag-officer to be saluted, except.*

No officer of the navy other than a flag-officer is to be saluted; but salutes to a superior by captains commanding single vessels shall be returned with nine guns, salutes by a commander, with seven guns, and when given by a lieutenant commanding, with five guns.

## ARTICLE 17.

*Salute when an officer assumes command of a fleet.*

When an officer shall be appointed to the command of any fleet, division or squadron, he shall, on assuming the command and hoisting his flag, receive the salute to which he may be entitled from all the vessels present which belong to his fleet, squadron, or division, except when in presence of a senior officer, in which case the officer, on hoisting his flag, shall salute the senior officer, who alone shall return the salute.

## ARTICLE 18.

*Salute when a vessel first joins or meets a squadron.*

A vessel when first joining or meeting a squadron, or which may rejoin after a separation of not less than twelve months, shall salute the commander-in-chief, if he is present.

## ARTICLE 19.

*No salute to be fired in the presence of a superior, except.*

No salute shall ever be fired in the presence of a senior without his permission, previously obtained, except a salute given to such senior officer.

## ARTICLE 20.

*Salutes when squadrons, &c., meet.*

When fleets, squadrons, or divisions meet, the commanding officers only shall salute.



## ARTICLE 21.

*When more than one vessel salutes an officer.*

In all cases where more than one vessel shall salute an officer the officer saluted shall wait until they have all ceased firing, and then fire the number of guns to which he is entitled as a salute.

## ARTICLE 22.

*Officers of the army or marine corps, how to be received.*

If officers of the army or marine corps shall visit any vessel of the navy in uniform, those having the rank by commission, other than brevet of major general, shall be received as commanders-in-chief of squadrons; brigadier generals as commanders of divisions or of squadrons when not commanding in chief; colonels and lieutenant colonels as captains; majors as commanders; captains as lieutenants; first lieutenants as masters, and second lieutenants as passed midshipmen: *Provided*, That if a grade is created between those of commander and lieutenant, then lieutenant colonels shall be received as commanders, and majors as the officers of the grade created.

## ARTICLE 23.

*When colors are to be hoisted, on.*

On the anniversary of the declaration of independence of the Confederate States the colors shall be hoisted at sunrise; at the same time all vessels in commission shall, when in port, be dressed with flags, and so continue until the colors are hauled down at sunset, if the state of the weather and other circumstances will permit.

## ARTICLE 24.

*No national flag except the Confederate, to be used in dressing ship.*

No national flag except that of the Confederate States shall be used in dressing ship.



## ARTICLE 25.

*Salutes on the 22d of February, &c.*

On the anniversary of the declaration of independence of the Confederate States, and on the twenty-second day of February, the anniversary of the birth of Washington, a salute of twenty-one guns shall be fired at meridian from vessels in commission and navy yards.

## ARTICLE 26.

*Commanders of vessels in foreign ports to give notice to authorities of any anniversary it is intended to celebrate.*

The commanding officers of vessels of the Confederate States, when in foreign ports, shall give timely information to the public authorities on shore, and to the commanding officers of foreign vessels-of-war, of any anniversary or other event which it is intended to celebrate; and should the public authorities or foreign vessels fire salutes in honor of the occasion, the salutes are not to be returned, unless the failure to do so would give offence, but a message of acknowledgment and thanks shall be promptly sent to the public authorities, and all others who may have publicly displayed any mark of honor or respect on the occasion.

## ARTICLE 27.

*Salutes to diplomatic corps.*

The salutes for persons of diplomatic rank shall be as follows:

Ambassadors, Papal nuncios, or legates, . . . . .	17 guns.
Envoys extraordinary and ministers plenipotentiary, . . . . .	15 guns.
Ministers resident, . . . . .	13 guns.
Chargé d'affaires and commissioners, . . . . .	11 guns.
Consuls general and vice-consuls general, . . . . .	9 guns.
Consuls, . . . . .	7 guns.
Vice-consuls and other commercial agents holding regular appointments, . . . . .	5 guns.



When foreign diplomatic persons visit vessels of the Confederate States, the ensign of the nation to which they belong will be hoisted at the fore during the firing of the salute, but this must not be done in case of visits of diplomatic persons of the Confederate States; and the salutes prescribed in this article shall not be given more than once to the same official by the same vessel at the same time at shorter intervals than twelve months, except in cases of foreign officials, and then only on occasions of particular ceremony.

## ARTICLE 28.

*Forts, &c., of the Confederate States, not to be saluted.*

Forts, cities, or castles of the Confederate States are not to be saluted by any Confederate States vessel-of-war.

## ARTICLE 29.

*Salutes from foreign vessels to be returned, how.*

When any foreign vessel-of-war of a nation in amity with the Confederate States shall arrive in a port of the Confederate States where there is a vessel of the navy or a navy yard, the commanding officer shall send a proper officer on board to offer the usual civilities and any assistance which the foreign vessel may require; but he is not to visit him first, nor salute the vessel, but shall return a salute, if one shall be given, gun for gun.

## ARTICLE 30.

*Commanders, on visiting foreign ports, to make first visit.*

The commanding officer of any fleet, squadron, or vessel will, after anchoring in any foreign port, make the first visit to the commanding naval officer of the station to which the port belongs, and to the authorities of the place: *Provided*, The usual offers of civilities shall have been first made to him by the commanding officer of the naval force.



## ARTICLE 31.

*Vessels of the Confederate States may salute a foreign place, when.*

Vessels of the Confederate States may, on their arrival in a foreign port, salute the place, upon receiving an assurance that the salute shall be returned gun for gun. The sails shall be furled when a port or place is saluted.

## ARTICLE 32.

*Vessels of the Confederate States may salute a foreign vessel.*

Vessels of the Confederate States may salute vessels of war of other nations in foreign ports when commanded by officers wearing broad pendants or of superior rank, on receiving an assurance of a return, gun for gun. If at anchor, the topsails shall be loosed when a vessel is saluted.

## ARTICLE 33.

*Confederate States vessels may hoist flags of other nations and fire salutes, when.*

Vessels of the Confederate States may fire salutes, and wear the ensign of the country saluted at one of the mast-heads, when in foreign ports, upon the celebration of any national anniversary of the country to which the port belongs, or when the national anniversary of another country in amity with the Confederate States shall be celebrated by the vessels of war of such country which may be lying in the same port.

## ARTICLE 34.

*Honors to foreign naval or military officers visiting Confederate States vessels.*

When naval or military officers of a foreign nation shall visit a vessel of the Confederate States, they may be received with the same honors as are herein prescribed as salutes or returns to sa-



lutes for officers of the Confederate States of the same rank ; if of higher rank, according to the rule of their own service.

## ARTICLE 35.

*A Confederate States vessel in a foreign port shall conform to the established usages of the place.*

On the arrival of any Confederate States vessel in any foreign port, the commanding officer shall ascertain, through the Confederate States consul or otherwise, what salutes and ceremonies have been usually given and observed by other vessels-of-war visiting the port, also the civil and military regulations of the port, and shall govern himself accordingly.

## ARTICLE 36.

*Foreigners of distinction may be saluted.*

Foreigners of distinction, not being naval officers in command, may, when they shall visit vessels of the Confederate States, be saluted with a number of guns corresponding with their rank, upon leaving the vessels.

## ARTICLE 37.

*Vessels of the Confederate States mounting less than ten guns not to fire a salute with a greater number, unless.*

No vessel of the Confederate States mounting less than ten guns shall fire, as a salute or a return to a salute a greater number of guns than she mounts, excepting when it may be necessary to salute or return a salute to a foreign port or vessel and there is no opportunity to make this rule known.

## ARTICLE 38.

*Vessels prohibited from firing salutes, unless.*

No vessel of the navy mounting five guns or less, no storeship or transport, shall fire a salute on any occasion, nor return a salute,



unless the declining to do so would give offence, in which case the return salute is to be limited to the guns mounted; and no surveying vessel is ever to fire or return a salute.

## ARTICLE 39.

*Confederate States vessels not to lower their sails or ensigns, unless.*

Vessels of war of the Confederate States are never to lower their sails or ensigns as a salute to any foreign ship or ships, unless such foreign ships shall at the same time, lower their sails or ensigns to the vessels of the Confederate States.

## ARTICLE 40.

*Funeral honors to a President or ex-President of the Confederate States.*

The funeral honors to be paid upon the death of a President, or an ex-President of the Confederate States, will be those prescribed by special orders from the Secretary of the Navy.

## ARTICLE 41.

*Funeral honors to the commander-in-chief of a fleet, squadron, or division.*

When the commander of a fleet, squadron, division, or vessel, shall die during his command, the ensign and pendants of all the vessels present which have been under their respective commands shall, when at sea, be hoisted half-mast during the performance of the funeral service; and, when in port, from the time of his decease until sunset of the day in which the funeral service is performed. At sea when the body shall be committed to the deep, and in port when it leaves the vessel to proceed on shore, the vessel in which he shall have been embarked shall fire as many guns, at intervals of a minute, as shall be equal to the number designated as the salute or return salute for officers of his rank and command.



## ARTICLE 42.

*Funeral honors to other commission officers, masters, and secretaries to flag-officers.*

When a commission officer, other than those enumerated in Article 41, or a master, or a secretary to a commander-in-chief, shall die in actual service, the ensign of the vessel to which he belonged shall be worn at half-mast during the performance of the funeral service when at sea; and in port till sunset of the day of the funeral. When the body is committed to the deep, or to the grave on shore, the full marine guard shall fire three volleys.

## ARTICLE 43.

*Funeral honors to warrant officers.*

For warrant officers the ensign shall be worn at half-mast during the performance of the funeral service, and a sergeant's guard of fourteen men shall fire three volleys.

## ARTICLE 44.

*Funeral honors to petty officers and persons of inferior ratings.*

For petty officers, seamen, and persons of inferior rating, the ensign shall be worn at half-mast during the performance of the funeral service: and a corporal's guard of ten men for petty officers, and of eight for seamen and persons of inferior rating, shall fire three volleys.

## ARTICLE 45.

*Funeral honors to members of the marine corps.*

The funeral honors to be rendered to officers, non-commissioned officers, and privates of the marine corps, shall be regulated by their assimilated rank.



## ARTICLE 46.

*Funeral honors to others of the navy who may die on board.*

Whenever any other person belonging to the navy shall die on board a vessel of the navy, the ensign shall be worn at half-mast during the performance of the funeral service.

## ARTICLE 47.

*Funeral honors not to be paid to officers not on duty, except to senior captains, except.*

When any officer in the navy, not on duty, other than the senior captain shall die, public funeral honors will not be paid, except by order of the Secretary of the Navy, nor in any case at any other place than the place of his decease, unless otherwise specially directed.

## ARTICLE 48.

*Military honors to be paid between sunrise and sunset.*

No military honors shall be paid except between the rising and setting of the sun.

## ARTICLE 49.

*Commanders of squadrons will call on ministers and chargé d'affaires; captains on them and consuls general, &c.*

Commanding officers of squadrons and of single vessels visiting a port where there is a representative of the Confederate States of rank not less than chargé d'affaires, will call upon him in person. Captains of single vessels will, under similar circumstances, call upon such and consuls general; and commanders and lieutenants commanding vessels, upon the foregoing and on consuls.



## ARTICLE 50.

*Ceremonies to be observed by officers in boats.*

Boats not heavily laden will, on meeting or passing other boats, observe the following marks of respect:

1st. To a boat bearing a flag or broad pendant, boats carrying narrow pendants will lie on their oars; all other boats will toss their oars.

2d. To a boat bearing the narrow pendant of a captain of a frigate, all boats will lie on their oars.

3d. Officers in boats meeting or passing their own immediate commander with a pendant on his boat, will salute him by lying on their oars.

4th. All officers in boats will touch their hats to each other when passing, and boats saluted will return the salute by tossing the bow oars.

5th. The same marks of respect are to be paid to boats carrying foreign officers as to our own.

## ARTICLE 51.

*Ceremonies to be observed at the gangway.*

The ceremonies to be observed at the gangway on officers leaving or coming on board shall be regulated by the assignment of quarters, as cabin officers, wardroom officers, and steerage or forward officers, as follows:

1st. A commander-in-chief of a squadron shall be attended by the boatswain and eight side boys.

2d. A commander of a squadron not commanding in chief, by the boatswain and six side boys.

3d. Other cabin officers by the boatswain and four side boys.

4th. Wardroom officers by a boatswain's mate and two side boys.

5th. Steerage and forward officers by two side boys.

6th. A commander, when doing duty as executive officer, if messing in the wardroom, shall be considered as a wardroom officer.



7th. The sentinel at the gangway will present arms to cabin officers, and carry arms to wardroom officers.

8th. Officers who may be invited to mess in the cabin, will not on that account receive any higher honors or ceremonies than those accorded to officers of their proper apartments.

9th. In going into or leaving boats on duty, the executive officer will always have the precedence, and other officers will go according to precedence.

#### ARTICLE 52.

*Ceremonies at the gangway may be dispensed with.*

These ceremonies may be dispensed with for others than foreign officers after tattoo, and only one light be shown by the quartermaster of the watch.

#### ARTICLE 53.

*When the commanders of squadrons or single vessels are absent at night.*

When the commanding officer of a squadron or of a single vessel is absent from his ship, and is expected to return to her during the night, a light shall be hoisted at the peak, and for the commander of a squadron the top-light shall also be shown.

#### ARTICLE 54.

*Starboard gangway for the use of commission and warrant officers.*

As a general rule, in port, the starboard gangway is to be reserved for the use of commission and warrant officers and visitors. When boats are about to leave or to approach it, and more than one are near at the same time, those with junior or inferior officers are to give precedence to those with senior or superior officers.

#### ARTICLE 55.

*Ladders used by commission and warrant officers.*

The after hatchway ladder of ships of the line and frigates is to



be used by cabin and wardroom officers; the hatchway ladder next forward of it by other officers.

## ARTICLE 56.

*All officers to salute when they meet.*

All inferiors, in passing a superior, or when they address him on duty, shall touch their hats, and superiors are strictly enjoined to return such salutes. The fact that an officer is not on duty or in uniform shall not be regarded as an excuse for any act of disrespect or omission of naval courtesy on the part of an officer to a superior whose rank is known; and no personal feelings are to be allowed to interfere with reciprocal courtesy, or pleaded as an excuse for its neglect.

## ARTICLE 57.

*Officers coming on quarter deck to salute.*

Every officer, on coming on the quarter deck, either from a boat or from below, is to salute by touching his hat, which salute shall be returned by the officer of the deck.

## ARTICLE 58.

*Officers to show respect to foreign officers.*

Officers are never to omit any mark of respect which may be due to the rank of foreign officers.

## ARTICLE 59.

*No officer under rank of captain to hoist a broad pendant.*

No officer under the rank of captain shall be entitled to wear a broad pendant; nor shall any captain hoist one without the direction of the Secretary of the Navy.

## ARTICLE 60.

*Captains entitled to broad pendants.*

When a captain shall be authorized to hoist a broad pendant he



shall be entitled to wear it until ordered to strike it by the Secretary of the Navy, except when he shall be in the presence of a senior captain wearing a narrow pendant.

## ARTICLE 61.

*When two or more captains meet.*

When two or more captains entitled to wear broad pendants shall meet, the senior in rank shall wear a blue pendant; the second in rank shall wear a red pendant, and those junior shall wear white pendants.

## ARTICLE 62.

*A captain may shift his broad pendant from one vessel to another of his fleet, &c.*

A captain entitled to wear a broad pendant may, if circumstances require it, shift his pendant to any of the vessels of his fleet, squadron, or division, assigning, by the first opportunity, to the Secretary of the Navy, or the commander-in-chief, his reasons for doing so.

## ARTICLE 63.

*Pendant of the commander of a squadron not to be worn by any vessel, unless.*

The pendant of the commander of a squadron shall not be worn by any vessel at sea, unless the officer entitled to it shall be embarked in her, nor upon any vessel in a port in the Confederate States when the officer entitled to it is absent from the port; and such officer is to direct it to be struck when he leaves such port with an intention to remain more than twenty-four hours; and during such absence the senior officer present shall issue necessary orders according to such directions as may have been given to him by the commander of the squadron.

## ARTICLE 64.

*During the absence of commander-in-chief in a foreign port, his pendant to be worn by vessel commanded by officer next in rank, except.*

When the commander of a squadron shall, in a foreign port



leave his command with intention to be absent as aforesaid, his pendant shall not be struck, but shall be worn by the ship commanded by the officer next in rank to him, if such officer is senior to the captain of the fleet or to his principal aid; but if either of those officers should be the senior present, the pendant will not be shifted, and such officer will command in the absence of the commander of the squadron, according to such directions as he may have received from him.

## ARTICLE 65.

*National anniversaries falling on a Sunday.*

When a national anniversary, for which a salute shall be fired, shall fall on a Sunday, the salute and the other ceremonies shall be observed on the succeeding day, and in no case shall a salute be fired on Sunday unless the failure to do so would give offence; but salutes may be returned on that day.

## ARTICLE 66.

*Vessel joining a commanding officer on Sunday may salute on Monday.*

If a vessel shall join a commanding officer who is entitled to a salute on Sunday, it shall be fired on Monday immediately after hoisting the colors.

## CHAPTER VI.

## THE COMMANDER-IN-CHIEF OF A FLEET OR SQUADRON.

## ARTICLE 1.

*Shall inform himself of the condition of his command.*

When an officer shall be appointed to the command-in-chief of a



fleet or squadron, he shall, as early as possible, inform himself of the state and condition of the vessels, and the qualifications and characters of the commanding and other officers placed under his command, so that he may be able to select for any special service the officer best qualified to perform it.

## ARTICLE 2.

*He will use every exertion to equip his fleet expeditiously.*

He will use every exertion to equip the fleet or squadron as expeditiously as possible, and make weekly reports to the Navy Department of his progress or the cause of any unusual delay.

## ARTICLE 3.

*His command to be kept in perfect condition for service.*

He will at all times keep the fleet or squadron in the most perfect condition for service that may be practicable.

## ARTICLE 4.

*Reports to be made immediately before sailing.*

Immediately before sailing for foreign service, he will cause reports to be made to the proper bureaus of the length of time for which the fleet is provided with provisions and stores; and he must, thereafter, give them such information as will enable them to forward supplies in time to prevent the necessity of disadvantageous purchases abroad.

## ARTICLE 5.

*To be frugal in expenditure of stores and provisions.*

As many circumstances may arise to prevent or delay the arrival of provisions and stores upon foreign stations, the commander-in-chief will strictly enjoin upon all commanding officers of vessels to take the greatest care of stores, to practice the utmost economy in their expenditure, not to apply for survey until articles are reported unfit for use, and to convert those which may be unfit for one purpose to any other for which they will answer.



## ARTICLE 6.

*To make no alterations without the consent of the Secretary of the Navy.*

He shall not order or authorize any alteration in vessels without the previous consent of the Secretary of the Navy, unless in cases of pressing emergency, of which he shall give the department the earliest information.

## ARTICLE 7.

*To direct frequent examinations of hospitals,*

He shall direct frequent examinations of the hospitals and hospital ships, and will require from the examining officers written reports of their state and condition, and cause every attention to be paid to the comfort of the sick.

## ARTICLE 8.

*All requisitions for supplies to be approved, by whom.*

All requisitions for supplies for vessels must receive his approval before the articles will be furnished, unless the vessels should be separated so as to render it impracticable; and in such cases the requisitions must be approved by the senior officer present, and copies transmitted to the commander-in-chief by the earliest opportunity.

## ARTICLE 9.

*Approving officer must satisfy himself that articles and quantity are required.*

The officer approving a requisition must, in all cases, satisfy himself that the articles and quantity required are necessary for the public service and conformable to such allowances as are or may be established.

## ARTICLE 10.

*Copies of bills to be forwarded to proper bureau.*

A copy of every bill for purchases made abroad must be forward-



ed quarterly to the proper bureau, with a statement of the reasons which rendered the purchase necessary.

## ARTICLE 11.

*When there is no regular agent he may employ one, and to prefer consul.*

When there is no regular agent established, he may employ one, or adopt such other measures for the purpose of procuring supplies as he may deem most advantageous for the Confederate States, giving the preference to a consul of the Confederate States, if one resides at the place.

## ARTICLE 12.

*To exercise vessels under his command whenever circumstances permit.*

He will exercise the vessels of the fleet or squadron whenever circumstances will admit, in performing the various evolutions that are essential to order and safety, and particularly those which it may be necessary or useful to adopt in presence of an enemy.

## ARTICLE 13.

*To cause boats to be inspected when armed and manned.*

He will cause the boats of the squadron to be frequently assembled and inspected when manned and armed, and exercised in fleet sailing, in the evolutions for landing or embarking from the shore, and for boarding the vessels of an enemy.

## ARTICLE 14.

*To inspect the vessels under his command.*

He shall inspect the vessels under his command once a quarter when practicable, and at other times as frequently as he may deem necessary; and he will see that all proper attention is paid to order, discipline, efficiency and cleanliness; to the laws and regulations, and to the instructions from the Navy Department; and shall be careful that the ship in which he himself sails shall be a proper example to others.



## ARTICLE 15.

*To be attentive to conduct of officers and men in battle.*

He shall be attentive, in battle, to observe the conduct of those under his command, that he may be able, if necessary, to correct their errors and prevent ill effects from any accident or neglect, and to make correct reports of their conduct.

## ARTICLE 16.

*May transfer or suspend officers under his command, and report to department.*

Should he find cause to transfer or suspend any officer under his command, he shall, in such case, transmit to the Secretary of the Navy, by the earliest conveyance, his reasons for the same.

## ARTICLE 17.

*He will issue general orders regulating leave of absence.*

He shall issue general orders regulating the extent of leave of absence which may be granted to officers and men to visit the shore by the commanding officers of vessels; but no officer shall be allowed to be absent on leave from the vessel to which he belongs, when in squadron, more than forty-eight hours without the written permission or authority of the commander-in-chief.

## ARTICLE 18.

*He will make semi-annual reports to the Secretary of the Navy.*

He shall make to the Secretary of the Navy semi-annual reports of the professional skill and attainments of all commanding officers of vessels under his command, and also of the order and efficiency in which they keep their vessels; and if an unfavorable report is made, the officer shall be furnished with a copy thereof.

*Quarterly reports.*

He shall also make quarterly reports of the number and rates of their crews and the expiration of their service.



## ARTICLE 19.

*He will correspond regularly and frequently with the department.*

He shall correspond regularly and frequently with the Secretary of the Navy, keeping him informed of his proceedings and of the state and condition and probable wants of the vessels under his command, and of all other important information within his knowledge relative to the service on which he may be employed, or to any foreign naval force employed upon the station, or in its vicinity, sending duplicates, and, if necessary, triplicates, when on foreign service.

## ARTICLE 20.

*He will forward monthly returns of state and condition of fleet.*

He shall forward, by all convenient opportunities, to the Secretary of the Navy, monthly returns of the condition, distribution, and employment of the vessels of the squadron.

## ARTICLE 21.

*He will keep copies of all orders and letters.*

He shall keep, in the most intelligible form, copies of all orders given or received by him, and of all his official correspondence; and at the end of every cruise he will transmit to the Secretary of the Navy a list of all the numbers of his correspondence with the department, and shall furnish duplicates of all such as the Secretary shall inform him have not been received. Every letter to the department must be endorsed with its date and number, and the number of enclosures it contains, and each enclosure must be marked with the date and number of the letter to which it belongs.

## ARTICLE 22.

*To forward plans or suggestions for improvements.*

He will forward to the Navy Department any suggestions or plans for the improvement of public works in navy yards, or in the construction, equipment, or arrangement of vessels-of-war, or upon



any subject connected with the navy, which he may deem important to the interests of the Confederate States, accompanying the same with plans and estimates of their cost when practicable.

## ARTICLE 23.

*When about to return home he will leave all surplus provisions.*

When a vessel of a squadron is to return to the Confederate States, he shall withdraw all provisions and stores not necessary for her passage home, if required for the vessels which remain, and take care to transfer to her invalids and all persons whose terms of service have expired, or are about to expire, unless the public interests should require their detention.

## ARTICLE 24.

*Not to resign his command without consent of the Secretary of the Navy, except.*

He shall not resign his command without the previous consent of the Secretary of the Navy, unless a medical survey shall certify that the state of his health renders it absolutely necessary.

## ARTICLE 25.

*When he resigns he will surrender all orders, copies, &c.*

When he shall, for any cause, resign or transfer his command, he shall deliver to his successor accurate copies of all unexecuted instructions and orders, taking receipts for the same, together with all information relating to the squadron or the service which may be useful to him.

## ARTICLE 26.

*Should he be killed in battle, his pendant to be kept flying.*

Should he be killed in battle, his flag or pendant shall be kept flying while the enemy remains in sight, and the officer next in rank shall be immediately informed thereof, and will take command of the fleet or squadron.



## ARTICLE 27.

*If obliged to leave his station on account of ill health, the officer next in command to succeed.*

Should he die or leave his station in consequence of ill health before permission can be received from the Secretary of the Navy, the officer of the squadron next in rank shall succeed to the command, and exercise the powers of commander-in-chief, and, if a captain, shall retain them until otherwise ordered by the Secretary of the Navy; but if a commander or inferior officer, he may be superseded by order of any captain with whom he may meet in command of a squadron or vessel.

## ARTICLE 28.

*Officers succeeding to command to relinquish it as soon as a successor arrives.*

Any officer who shall have succeeded to the command-in-chief of a fleet under the circumstances named in article 27, shall discontinue to exercise the powers and authority of commander-in-chief so soon as he shall receive official information of the arrival within the limits of the station of an officer who has been duly appointed to the command-in-chief upon the station, without waiting to meet with, or to receive an order directly from, such commander-in-chief.

## ARTICLE 29.

*To examine and compare internal regulations of vessels.*

He will examine and carefully compare the internal regulations for general police, prepared by the commanders of vessels, (see article 8, section 1, chapter 9,) in order to secure uniformity in the time and manner of executing the duties of the several vessels of the squadron.

## ARTICLE 30.

*He shall direct course to be steered.*

He will direct the course to be steered by all vessels present under his command.



## ARTICLE 31.

*When he takes immediate command of vessel.*

If, from any circumstance, he shall deem proper to take the immediate command of the ship in which he sails, he will cause the fact to be entered on the log.

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## CHAPTER VII.

### COMMANDERS OF SQUADRONS AND DIVISIONS OF FLEETS.

## ARTICLE 1.

*They are responsible to commander-in-chief.*

The commanders of squadrons under a commander-in-chief will be held responsible to him for the efficiency, discipline, and management of the vessels under their immediate command.

## ARTICLE 2.

*Reports, returns, and requisitions, to whom and how made.*

All reports, returns, and requisitions from vessels belonging to squadrons or divisions of a fleet must be made to their respective commanding officers, and by the commanders of divisions or ships to commanders of squadrons, and receive their approval or remarks before they are transmitted to the captain of the fleet or to the commander-in-chief.

## ARTICLE 3.

*Commanders of squadrons or divisions may correct mistakes or the negligence of ships in another squadron, &c.*

The commander of one squadron or division may correct, by sig-



nal or otherwise, any mistake or negligence of ships in another squadron or division, when it is probable they cannot be distinctly seen by the commander of the squadron or division to which they belong, or whenever, being in the presence of an enemy, the officer commanding that squadron or division does not himself immediately correct such negligence or mistake; and in battle he shall carefully observe the conduct of all ships which may be near to him, that, if required, he may report on it.

## ARTICLE 4.

*If he sees a vessel avoiding battle he may take the measures the case requires.*

If a commander of a squadron or division should, during battle, perceive any vessel of a squadron or division commanded by an officer of inferior rank or junior to himself evidently avoiding battle, or not doing his duty, he shall make proper signals to him, or take such other measures as the case may require, and give the earliest information of his proceedings to the commander-in-chief.

## ARTICLE 5.

*To inspect vessels before going to sea and on returning to port.*

Commanders of squadrons and divisions shall, when practicable, inspect the vessels under their command immediately before going to sea and after their return into port, and at other times, when it can be done, as often as once a quarter, or whenever the commander-in-chief may direct; and shall make reports in writing to him of the state of their efficiency, preparation for battle, and discipline, in such form as is or may be prescribed by the department.

## ARTICLE 6.

*To make all necessary signals when the commander-in-chief does not manœuvre the fleet in detail.*

Whenever the commander-in-chief shall not declare his intention of manœuvring the fleet in detail, it shall be the duty of the



commanders of squadrons and divisions to make all the signals which may be necessary to regulate the movements of their squadrons or divisions, so as to carry into execution any general evolution, or to preserve any prescribed position that may have been ordered by the commander-in-chief.

## ARTICLE 7.

*Reports, after battle, of the conduct of officers.*

They will, after battle, call upon the captains for written reports of the conduct of the officers, and the state and condition of the vessels under their command, and will forward such reports, with full remarks of their own, to the commander-in-chief through the prescribed channel.

## ARTICLE 8.

*Orders to the commander of the vessel in which commander of division is embarked.*

The captain or commanding officer of a vessel in which the commander-in-chief of a squadron, or the commander of a squadron or division, but not commanding in chief, shall be embarked, will be particularly careful to conform strictly to all orders he may receive from such superior officer respecting the management of the vessel, the sail to be carried, and all matters which may regulate or influence the movements of the vessels of the squadron; and such superior officer will communicate all his orders which may relate to the vessel in which he is embarked immediately to the commanding officer of such vessel, unless the urgency of the case should require an order to be given directly to the officer of the deck, in which case the commanding officer of the vessel is to be immediately notified.



## CHAPTER VIII.

## SECTION 1.

## COMMANDERS OF VESSELS.

## ARTICLE 1.

*Examination of vessel when appointed to command.*

When an officer shall be appointed to the command of a vessel, he shall join her forthwith, examine her throughout, and ascertain her state and condition.

## ARTICLE 2.

*Report to commanding officer of navy yard defects or deficiencies.*

If the vessel be still under the charge of the commanding officer of a navy yard, he will be attentive to her repair and equipment, and will report to the commanding officer of the navy yard any defects or deficiencies which, in his opinion, require further attention.

## ARTICLE 3.

*He will be particular in examination and reports when vessel is transferred to his charge.*

He will be particular in his examination and reports at the time when it may be proposed to transfer the vessel entirely to his charge, so as to prevent any subsequent complaints in relation to neglects or deficiencies in the repairs or equipments.

## ARTICLE 4.

*He will exercise no authority over the vessel until she is delivered to him.*

He will exercise no authority or control over the repairs or equipments of the vessel before she is delivered into his charge, nor over



the officers and mechanics of the navy yard, unless with the assent or direction of the commanding officer of the yard.

## ARTICLE 5.

*Examination and formal transfer of the vessel.*

When a vessel is ready to be transferred from the navy yard to the officer appointed to command her, the commanding officer of the yard and the said officer will together make a personal examination of the vessel; after which the transfer will be formally made in the presence of as many of the officers and crew as can be assembled, and the appointment of the officer to the command read, and the vessel placed in commission by hoisting her ensign and pendant.

## ARTICLE 6.

*The act for the government of the navy will be read.*

After a vessel is placed in commission, the commander will take the earliest opportunity to cause to be read to the officers and crew, or as many of them as can be assembled at muster, the 1st section of the act for the government of the navy.

## ARTICLE 7.

*He will be held responsible after assuming the command.*

After assuming the command he will be held responsible for the whole conduct and good government of the officers and others belonging to the vessel, according to the laws and regulations for the government of the navy, and must himself set an example of respect and obedience to his superiors, and of unremitting attention to his duties.

## ARTICLE 8.

*A statement of the vessel's condition and qualities will be furnished him.*

When appointed to the command of a vessel, he shall be furnished with a statement, as in form No. 3 of the Appendix, of her



condition and her presumed or ascertained qualities, by the commandant of the navy yard, or by the previous commander, if the vessel be already in commission,

## ARTICLE 9.

*Shall station officers and crew as soon as possible, exercise them frequently, and have station bills made out and hung up.*

He shall, as soon as possible, have the officers and crew at their quarters, and at the various stations for the performance of their different duties, and shall exercise them as frequently as other duties will permit before going to sea; and shall cause the quarter, watch, fire, and other station bills to be fairly made out, and hung in some conspicuous place, where all persons on board may have access to them.

## ARTICLE 10.

*He will clear for action when approaching a vessel-of-war at sea.*

When approaching any vessel-of-war at sea, whose friendly character is not fully ascertained, and whose comparative apparent force is not greatly inferior, he shall take care that the vessel under his command is so far cleared for action as to guard against any possible danger from surprise.

## ARTICLE 11.

*In preparing vessels for action, &c., to follow instructions of Bureau of Ordnance.*

In all matters connected with the preparation of his vessel for battle, and the exercise of his crew at quarters, he shall follow carefully such instructions as have been or may be issued by the Bureau of Ordnance and approved by the Secretary of the Navy.

## ARTICLE 12.

*He shall not exceed the established number of men in each rating, except-*

The number of men in any rating which may be established shall in no case be exceeded, except to make good a deficiency in



some superior rating, or by the express order of the Secretary of the Navy, or the commander-in-chief of a squadron on foreign service.

## ARTICLE 13.

*Quarterly returns of the state of the crew.*

He shall make quarterly returns to his immediate commander of the state of his crew, according to form No. 4, in Appendix.

## ARTICLE 14.

*Men not to part with their clothing, except.*

The men shall not be allowed to sell, exchange, or in any manner dispose of clothing or necessaries, without special permission.

## ARTICLE 15.

*Encouragement for good behavior.*

He will give due encouragement to such persons as may distinguish themselves by meritorious behavior.

## ARTICLE 16.

*Reports of punishments.*

He shall make reports, quarterly, according to such form as may be prescribed, to the commander of the fleet, squadron, or division, to be by him transmitted, through the proper channel, to the Secretary of the Navy, of all punishments which shall have been inflicted on board the vessel under his command, stating the offence and the nature and degree or extent of the punishment, with such explanatory remarks as he may think proper, as per form No. 4.

## ARTICLE 17.

*Monthly reports in the Confederate States and bi monthly reports on a foreign station.*

When in the ports of the Confederate States he shall transmit,



through the proper channels, to the Secretary of the Navy, monthly reports, in such forms as may be prescribed, of all persons who have been received on board, or who may have died, been discharged, or deserted from the vessel under his command within that period. When on a foreign station similar reports shall be made monthly to the commander-in-chief of the fleet or squadron, to be forwarded to the Navy Department.—(See forms 5, 6, 7, 8, 9, and 10.)

## ARTICLE 18.

*On being transferred from one vessel to another he may take certain persons with him.*

Whenever a commander is removed from one vessel to another, he may take with him his clerk, coxswain, one officers' steward, one officers' cook, and one person of inferior rating.

## ARTICLE 19.

*Books and papers that he will deliver to his successor.*

He shall deliver to the officer appointed to succeed him in command all signal books and the originals or attested copies of all unexecuted orders which he may have received, for which he must take receipts in duplicate, sending one copy, through the proper channel, to the Navy Department.

## ARTICLE 20.

*He will leave his successor a muster book and expense book.*

He will leave with his successor in command a complete muster book and expense book, duly audited and signed by him, to the time of his resigning his command.

## ARTICLE 21.

*He will leave his successor a report of the qualities of his vessel.*

He shall leave with his successor a report of the qualities of the vessel according to such forms as may be prescribed, together with



every other information which he may deem serviceable to her commander, and he will forward a similar report to the Navy Department whenever he is removed from or resigns the command of a vessel.—(See form No. 3.)

## ARTICLE 22.

*Women not to be taken to sea, except.*

Women are not to be taken to sea from the Confederate States in any vessel of the navy without permission from the Secretary of the Navy; nor when on foreign service, without the express permission of the commander-in-chief of the fleet or squadron, or of the senior officer present, and then only to make a passage from one port to another.

## ARTICLE 23.

*To visit no post not designated in his instructions.*

He is not to go into any port but such as may be designated or permitted by his instructions, unless from necessity, and then to make no unnecessary stay.

## ARTICLE 24.

*He will give convoy to vessels of the Confederate States, and to others entitled to protection.*

In time of war, or appearance thereof, he shall give convoy to vessels of the Confederate States, or others entitled to his protection, when it can be done without deviation from his orders, or improper detention of the vessel under his command.

## ARTICLE 25.

*Boys of the ship to be instructed.*

He shall, when practicable, cause some competent person among the petty officers, or persons of inferior rating, to instruct the boys of the ship in reading, writing, and arithmetic.



## ARTICLE 26.

*Apprentices are not to serve as waiters, but are to be instructed.*

He will not permit any boy, who shall have been shipped to serve until he is twenty-one years of age, to act as a waiter upon any person, unless in case of absolute necessity, but shall take great pains to have him so instructed in the duties of the service as to best qualify him for becoming a good seaman and petty officer.

## ARTICLE 27.

*Instruction to ordinary seamen and landsmen.*

He shall cause the ordinary seamen and landsmen to be instructed in steering, heaving the lead, knotting and splicing, and in rowing; in the use of the palm and needle, and generally in other duties, such as bending and reefing sails, &c., that they may become qualified for the rating of seamen.

## ARTICLE 28.

*Report of all passengers.*

He shall make a report to the commander-in-chief of the squadron, or to the Secretary of the Navy, if cruising alone, of all passengers carried in the vessel under his command, assigning his reasons for having them on board.

## ARTICLE 29.

*Bill of health.*

Before leaving port he will take care that the ship is provided with a bill of health, to be exhibited, if required, to the health officer at any foreign port that he may visit.

## ARTICLE 30.

*Spare spars, sails, &c., to be tried in their places before going to sea.*

He will ascertain, by having them tried in their places, that the spare spars, sails, tiller, and other spare articles of importance, are



of the proper size and ready for use, and will not allow them to be stowed for sea until they have been so tried.

## ARTICLE 31.

*Divine service.*

When the state of the weather and other circumstances will permit, if there is a chaplain on board, and in case there is no chaplain, if there is any other proper person on board who will voluntarily perform that duty, he will see that divine service is performed in "a solemn, orderly, and reverent manner," and will take care that no duty but such as is absolutely necessary be carried on during Sunday, and more particularly during the hours of service, choosing such hour for the service as will insure it against interruption, or dispensing with it altogether if there is an imperious necessity for work.

## SECTION 2.

## PRESERVATION OF THE SHIP.

## ARTICLE 1.

*One of the three, or one of two senior officers to be at all times on board.  
Leaves of absence restricted.*

He shall not allow the vessel under his command to be left without one of the three, and in roadsteads and exposed situations one of the two senior officers, including himself; nor shall he grant leave of absence to any officer at any time when it will retard the public service, or render it necessary to place the watch in command of an officer inferior in rank to that required by the general instructions.

## ARTICLE 2.

*Lieutenants to be watch officers in all vessels except.*

Lieutenants are to be considered commanding officers of the



watch in all vessels except brigs, schooners, or smaller vessels, in which officers not below the rank of passed midshipmen may be employed as the regular watch officers, if there should not be lieutenants enough for that duty.

## ARTICLE 3.

*No officer other than those named in two preceding articles to have charge of watch, unless.*

The deck or watch is never to be left in charge of an officer of lower rank than those designated in the preceding articles as the regular commanding officers of the watch, unless the number of such officers who may be attached to the vessel and fit for duty shall be less than four; when, if he shall deem it safe and expedient, the commander of such vessel may direct other officers to take charge of a watch, so that the number for that duty shall not exceed four.

## ARTICLE 4.

*Crew to be allowed to go on shore.*

He will take suitable occasions to indulge the petty officers and men with leave to visit the shore when it can be done without injury to the public service, and in foreign ports with the permission of the municipal or proper authorities.

## ARTICLE 5.

*Cables to be bent when approaching land.*

On approaching land or anchorage of any kind, he shall be careful to have the cables bent in due time.

## ARTICLE 6.

*Hand-leads to be used when ship is in less than twenty-one fathoms.*

When standing towards the land or shoals, he shall have the hand-leads used whenever the ship is in twenty fathoms water, or less.



## ARTICLE 7.

*Report to be made in case the vessel gets on shore.*

In the event of the vessel under his command getting on shore, he is, in addition to stating the circumstances in the log-book, to report, by the first opportunity, the same to his commanding officer, if he should be under one; if not, to the Navy Department, stating the time she lay on the ground, and the supposed injury she may have received.

## ARTICLE 8.

*Precautions when ship comes to an anchor.*

Upon all occasions of anchoring he is, if possible, to select a safe berth, and have the depth of the water and the quality of the ground examined for at least three cables' length round his vessel, in places that are not well known, or where he is a stranger, and have such bearings and angles noted in the log-book as shall enable him to recover an anchor, in case it should be necessary to cut or slip a cable.

## ARTICLE 9.

*Chain cables to be guarded against corrosion, and inspected.*

He will cause the chain cables to be carefully guarded against corrosion, and have them inspected once a quarter.

## ARTICLE 10.

*Lightning conductors.*

He shall take care that the lightning conductors are at all times ready for service.

## ARTICLE 11.

*Meteorological, barometrical, and sympiesometrical observations to be taken and recorded.*

He shall see that the meteorological observations are taken and



recorded as per form in log-book; and on indications of the approach of gales or hurricanes he shall cause hourly or more frequent observations of the barometer and sympiesometer to be made, and every change in the force and direction of the wind recorded.

## ARTICLE 12.

*He will guard against fire.*

He must be particularly careful to guard against accident from fire.

## ARTICLE 13.

*Reading in bed by candle or lamp light forbidden; smoking restricted to certain parts of the ship.*

No person shall be permitted to read in bed by the light of a lamp or candle; and no smoking must be permitted except at or forward of the galley, or, in a steamer, in such places as the commander may appoint, or in the cabin of the commander of the squadron or commander of the vessel, who shall be responsible for any accident that may arise from it; nor must any friction matches or similar composition be allowed on board any vessel.

## ARTICLE 14.

*Precautions when spirit-room is opened.*

The spirit-room is never to be opened, nor spirits to be drawn off, except in day time, unless in cases of extreme necessity, and at such times every precaution is to be observed; and it is never to be opened except in the presence of an officer.

## ARTICLE 15.

*Lights not to be taken into spirit-room.*

Lights must never be taken into the spirit-room to draw off spirits.



## ARTICLE 16.

*No spirituous liquors to be taken on board without his permission.*

No spirituous liquors or any inflammatory matter, shall be taken on board of any vessel without the permission of the commanding officer.

## ARTICLE 17.

*Precautions when powder is taken on board.*

Lights and fires are to be extinguished, and all other proper precautions taken to guard against accidents, when it is necessary to receive, discharge, or remove powder, or to open the magazine.

## ARTICLE 18.

*The magazine never to be opened without his consent.*

The magazine is never to be opened without the knowledge and consent of the commanding officer for the time being.

## ARTICLE 19.

*The vessel is to be kept well caulked.*

The vessel is to be kept well caulked, particularly about the bits, water-ways, and other parts liable to be straired. This work is to be done as far as practicable by the carpenters and caulkers of the vessel.

## ARTICLE 20.

*In case of shipwreck, he will save all he can, particularly certain books and papers.*

In cases of shipwreck, or any other disaster whereby the ship may be lost, the commander, with the officers and men, shall stay by her as long as possible, and save all they can. He shall particularly endeavor to save the muster, pay, and receipt signal books, and other valuable papers.



## ARTICLE 21.

*He will carefully preserve or destroy signals, secret orders, &c.*

He shall take special care to destroy, or carefully preserve, all signals, secret orders or instructions, to prevent their falling into improper hands.

## ARTICLE 22.

*He will preserve strict discipline, and prevent irregularities.*

He will use every effort to preserve discipline, and prevent any irregularities which might give just cause of offence to the inhabitants of the country where they may be.

## ARTICLE 23.

*In case of shipwreck, he, and his officers and crew, will return to his station or to the Confederate States.*

He shall, in case of shipwreck without the Confederate States, lose no time in returning to the fleet or squadron to which he may belong; or, if acting alone, to the Confederate States, with his officers and crew; to effect which he may dispose of the property saved, or draw bills, as he may deem most advantageous to the public interests.

## ARTICLE 24.

*If shipwrecked within Confederate States he will repair to nearest navy yard or station, and report.*

If shipwrecked within the Confederate States, he shall repair to the nearest navy yard or station, and in all cases make the earliest possible report to the Navy Department.

## ARTICLE 25.

*He will, in case of capture, destroy all signals or other papers.*

Should the commanding officer of a vessel be compelled to strike his flag, he is to take special care to destroy all signals, or other



papers, the possession of which by an enemy might be injurious to the Confederate States; and he will keep them so prepared, with weights attached to them, that they will sink immediately by being thrown overboard.

## ARTICLE 26.

*Lights, when and where to be carried.*

He shall cause a light to be carried on the bowsprit end, or some other conspicuous place forward, at all times in the night at sea, and in harbors when there is any danger of collision.

## SECTION 3.

## PRESERVATION OF THE MEN.

## ARTICLE 1.

*Cleanliness, dryness, and pure air. Wet clothes and bedding not to be taken below.*

As cleanliness, dryness, and pure air are essentially conducive to health, he is to use his utmost endeavors to insure them to the ship's company. He shall not suffer the men to sleep in wet clothes or bedding, or to take them below the gun-deck when it can be avoided.

## ARTICLE 2.

*Inspection of the vessel.*

He will personally inspect the vessel every day, if circumstances will admit, on which occasions he shall be accompanied by the executive officer, and shall satisfy himself that nothing has been neglected for the efficiency of the vessel or the health of the crew.

## ARTICLE 3.

*The decks to be frequently cleansed and dried.*

He shall cause the decks to be frequently washed, or otherwise



cleansed, having proper reference to the state of the weather, taking care to have the decks where the men sleep as thoroughly dried as possible before they are permitted to take their meals or their bedding below.

## ARTICLE 4.

*Bedding and clothing to be aired and cleansed.*

He shall cause the bedding and clothing of the crew to be opened, dried, and cleansed as often as once a fortnight, and oftener in warm climates, when the weather will permit.

## ARTICLE 5.

*The men not to sleep where exposed to night dews.*

He shall not allow men to sleep about the deck in situations where they will be exposed to night dews or rains.

## ARTICLE 6.

*The men shall bathe and wash.*

He shall cause the men to bathe or wash themselves frequently when the weather is warm.

## ARTICLE 7.

*Attention to be paid to the suitable clothing of the men.*

He shall pay great attention to the suitable clothing of the men, obliging them to make such changes as in the opinion of the medical officers and himself will be most conducive to health, according to the changes of climate to which they may be subjected.

## ARTICLE 8.

*Boats' crews to have their breakfasts before leaving vessels, &c.*

He shall take care that the boats' crews have their breakfasts before leaving the vessel, and their other meals at the usual times, except special duties shall prevent it.



## ARTICLE 9.

*Boats not to be detained on shore after watch is set, unless.*

He shall not allow the boats to be detained on shore for officers after the setting of the watch, unless the officers are upon duty.

## ARTICLE 10.

*Prevent all unnecessary exposure of men.*

He shall prevent all unnecessary exposure of those under his command which may tend to produce disease.

## ARTICLE 11.

*He will guard against improper use of fruit.*

He shall adopt suitable precautions to prevent the use of improper quantities of fruits, or of other articles which may endanger the health of the crew.

## ARTICLE 12.

*He will order such issues of clothing as may be required.*

He will order in writing such quantities of clothing and small stores, and such only, as may be required for the health and comfort of the men, to be issued by the paymaster; but when the men are indebted to the Confederate States, he will limit the quantity to mere necessaries.

## ARTICLE 13.

*Water not to be drank until it is clear of impurities.*

He will not allow water to be drank by the men until the mud and other impurities it may contain shall have had time to settle.

## ARTICLE 14.

*Men not to be placed on an allowance of less than one gallon of water, except.*

The men shall not be placed on a daily allowance of less than



one gallon of water unless the commander should deem the interest of the service absolutely to require it.

## ARTICLE 15.

*Issues of fresh meat and vegetables.*

When in port, he may cause fresh meat and vegetables to be issued to the crew, not exceeding four days in the week, unless the surgeon may think a more frequent issue necessary to their health.

## ARTICLE 16.

*Induce the discontinuance of spirit ration, provided.*

He shall endeavor to induce the men to relinquish the spirit part of their ration, provided they will relinquish it for not less than three months, or for the remainder of the cruise; and may withhold it from all persons who may be guilty of drunkenness.

## ARTICLE 17.

*Attention to the comfort of the sick and wounded.*

He will cause every attention to be paid to the comfort of the sick and wounded by the surgeon and others, and take care that proper persons be appointed to attend upon them.

## ARTICLE 18.

*Sick reports, &c.*

He will require from the surgeon a daily report of the state of the sick, and whenever he may think proper his opinion of the best means of preserving or restoring health.

## ARTICLE 19.

*Men sent to hospital.*

When men are sent to the hospital, (which is not to be done without the sanction of the superior officer in command of the



station, except in cases not admitting of delay,) they are, if practicable, to be accompanied by a medical officer, with a statement of the case, who is to see that the clothing and bedding of the men are carefully delivered to the proper officer of the hospital, with a complete list of the same.

## ARTICLE 20.

*Men sent to hospital in Confederate States from a vessel in commission to be borne on ship's books.*

Men who may be sent to a hospital in the Confederate States from a vessel in commission, are to be borne on the books of the vessel from which they are sent, as a part of her complement, until the vessel shall proceed to sea or be paid off, unless they shall sooner be discharged, or transferred from the vessel by competent authority.

## ARTICLE 21.

*Before a vessel sails application must be made for men in hospital.*

Application must be made, when practicable, before a vessel sails, for all men who have been sent to the hospital, and all such as are, in the opinion of the surgeons of the ship and hospital, in a state to join the vessel are to be returned on board, with their clothing and bedding.

## ARTICLE 22.

*Clothing furnished to persons in hospital.*

If any clothing or other articles have been furnished to persons whilst at a hospital with which they ought to be charged, the articles and their cost are to be particularly stated, returned to the vessel upon the back of the clothes lists which were sent to the hospital with them, duly certified by the proper officer of the hospital, and charged against the pay of the persons who received the same.

## ARTICLE 23.

*Accounts of persons left in hospital.*

Before proceeding to sea, he shall take care that the accounts of



all persons who may be left in the hospital shall be transferred to the paymaster of the station.

ARTICLE 24.

*Precaution not to board a vessel that would subject to quarantine.*

He shall direct officers who may be sent to board a vessel to ascertain, before boarding, if the state of such vessel would expose persons visiting her to quarantine; and the officers shall not, except in cases of emergency, allow any such communication as would subject to quarantine, without orders from his commander.

ARTICLE 25.

*Yellow flag to be hoisted when vessel is subject to quarantine.*

Should any vessel of the navy have had any communication, or visited any port, or have any disease on board which would subject her to quarantine, it shall be the duty of the commander to have a yellow flag hoisted to warn others against any improper communication with her.

ARTICLE 26.

*Life buoys to be kept ready for service.*

He shall take particular care that the life buoys are at all times ready to be dropped, and at sea and in strong tide-ways in port, shall have men stationed by them. He shall cause them to be examined every evening by the gunner, and their condition reported to the executive officer.

ARTICLE 27.

*Quarter-boats to be kept in readiness for lowering.*

He shall take care that the quarter-boats are kept in condition to be immediately lowered, with a crew for each in each watch, in charge of a petty officer.

ARTICLE 28.

*Lives of men not to be exposed unnecessarily.*

He shall not unnecessarily expose the lives of the men by setting



them to do work outside the ship at sea, such as painting or scrubbing ship, &c.

## ARTICLE 29.

*If course directed to be steered when sailing in squadron is leading into danger, he will give notice.*

If, while sailing in squadron, he shall find that the course directed to be steered is leading the ship under his command or any other ship into danger, he will give notice to the commander-in-chief and to the ship endangered.

## SECTION 4.

## PRESERVATION OF THE STORES.

## ARTICLE 1.

*Inventories to be furnished and accounts to be kept.*

The commander of a vessel, when she is first equipped, shall be furnished by the commandant of the yard with inventories of all the articles belonging to the different departments; and he is thereafter to cause accurate accounts to be kept of all expenses incurred for the vessel in the different departments, and shall make quarterly returns to the commander of the division, squadron, or fleet, according to such forms as may be prescribed, to be by him transmitted to the Navy Department, so that the annual expenses of each vessel may be correctly ascertained. (See form No. 12.)

## ARTICLE 2.

*Account of stores when the ship is paid off or placed in ordinary.*

When the ship is paid off, or placed in ordinary, he shall require from the yeoman and other officers charged with stores an abstract statement of the receipts and expenditures of stores during each fiscal year, and the total quantity during the cruise; and shall,



under this abstract, enter the quantities remaining on hand, as shown by his general abstract expense book. If the remaining stores shall be landed, or can be surveyed before he leaves the ship, the quantities actually landed, or found to be on hand by survey, shall also be stated under the quantities as shown by the abstract book; and if any differences shall be found to exist, he shall have inquiry made as to the cause, and note the result upon the report, and forward the same to the Navy Department. If the commander should be detached and the ship delivered over before the stores are landed or surveyed, he will sign and transmit to the commanding officer of the navy yard the required abstract of receipts and expenditures during the cruise, and quantities on hand, as shown by the expense books kept by him.

#### ARTICLE 3.

*He will examine returns, requisitions, and accounts.*

He shall examine all the returns of expenditures, all requisitions for supplies, all accounts rendered against the vessel, and, on being satisfied of their correctness, shall approve the same.

#### ARTICLE 4.

*In making or approving requisitions he is not to exceed allowances.*

In making or approving requisitions for stores of any kind he will, unless otherwise specially authorized, only require or approve for the articles which may be necessary to complete such quantities as are or may be established as the allowance for the vessel, or specially authorized; and the requisition must state that it is so made.

#### ARTICLE 5.

*Economy and care in expenditures.*

He shall use the utmost economy and care in everything which relates to the expenses of the vessel or of the public service; and shall require from all those under his command a rigid compliance with the regulations for the receipt, conversion, and expenditure of stores of every description.



## ARTICLE 6.

*In case a cable be cut, slipped, or parted.*

Should a cable be cut, slipped, or parted, the commander of the vessel, or, if he cannot, the senior officer present, shall use every exertion to recover it; but should neither have an opportunity, such information must be forwarded to the Navy Department, or the nearest public agent of the Confederate States, as may best enable them to have it done.

## ARTICLE 7.

*Disposition of stores when a vessel is placed in ordinary.*

When a vessel is ordered to be placed in ordinary, he shall, unless otherwise directed, after a survey shall be made upon the different articles, cause all her stores to be tallied and properly marked and safely delivered to the proper officers of the navy yard.

## ARTICLE 8.

*Disposition of empty barrels or packages.*

When any barrels or packages in which provisions or other articles have been received on board shall have been emptied, they shall, if they cannot be returned to the navy yard, either be converted to some public use in the vessel or be sold, and the amount received for the same shall be paid to the paymaster, and reported and accounted for by him in the same manner as other public moneys; and all articles so sold and the amounts paid to the paymaster shall be entered in the log-book.

## ARTICLE 9.

*Disposition of "slush" money.*

All "slush" which may not be required for the use of the vessel shall be sold and the proceeds paid over to the paymaster, who shall receive, expend, and account for the same, under the direction of the captain, for the following purpose, viz: for premiums to the captains of guns who shall fire most accurately at a target when exercising with ball; to men making the best shots with small



arms; for musical instruments and music; for furnishing rough clothing for the cook and his assistants and the captain of the hold, and for dress clothing for side and messenger boys whose pay may be inadequate to meet the expense.

#### ARTICLE 10.

*He will not land stores unless ordered, and will re-ship them unless otherwise directed.*

He shall not land any articles of outfits or stores with which the vessel may be supplied, unless the commander-in-chief of the squadron should so order; and he shall, before he leaves a foreign station, take on board any articles so landed, unless otherwise directed.

#### ARTICLE 11.

*Ships' company to be mustered before going to sea. Muster roll to be kept and forwarded to the Secretary of the Navy.*

He will cause the ship's company to be mustered just before proceeding to sea, and thereafter as often at least as once a fortnight; and he is strictly to observe the law which requires him to cause an accurate list or muster roll of all the persons belonging to the vessel under his command to be kept, and that it embraces all the information directed by the law, and that such list or muster roll is forwarded to the Secretary of the Navy immediately before the ship proceeds to sea, after first receiving her crew, and at the prescribed intervals thereafter.



## CHAPTER IX.

## COMMANDER OF A STEAM VESSEL.

## ARTICLE 1.

*To use diligence to acquaint himself with the construction of engines.*

When an officer shall be appointed to the command of a steam vessel he is, in addition to the duties required from captains of sailing vessels, to use all possible diligence to make himself acquainted with the principles and construction of the engines; the uses and effects of the various parts of the machinery; the period at which the engines were constructed, and of any extensive repairs which they may have undergone; the time when the last repairs were made, and when the vessel last received new boilers.

## ARTICLE 2.

*To ascertain the usual daily consumption of coals.*

He is carefully to inform himself of the usual daily consumption of fuel, and to obtain all other information which may increase his knowledge of the history and capabilities, and the most economical and efficient use of the engines and their appendages.

## ARTICLE 3.

*To guard against spontaneous combustion.*

To prevent accidents by spontaneous combustion, he is to order the greatest care to be observed that the coals are not taken on board when wet, and that when on board they be kept as dry as possible. When a fresh supply is received, he is to direct that those remaining in the coal bunkers be, as far as practicable, so stowed as to be used first.



## ARTICLE 4.

*Cleanliness and ventilation to be secured.*

As cleanliness and complete ventilation are of the greatest importance, he is to take care that every possible means be taken to insure that the air may circulate freely, and, if possible, that room be left for a man to get down upon the keelson to clear the timbers of all offensive matters which may accumulate.

## ARTICLE 5.

*Before leaving port to take on board all spare gear and to land none.*

He is, before leaving the port where the vessel was fitted, to take on board all the spare gear belonging to the engines and machinery; and he is to land no part of it at any port where he may touch, without the written authority of the commanding officer of the station, or of the commander of the squadron to which he belongs.

## ARTICLE 6.

*He will allow firemen time to remove incrustations and deposits.*

He is to allow the necessary time for the firemen to remove the incrustation and deposits which may have formed in the flues, chimneys, and boilers, as frequently as may be necessary or proper.

## ARTICLE 7.

*To make repeated trials of the best means of using steam, of the amount of coals required, &c.*

Immediately on going to sea, he is, by careful and repeated trials, under various circumstances of weather and roughness of sea, to ascertain the best means of using steam to secure the greatest average speed relatively to the coal consumed, and also the attainment of any given distance, with the most economical expenditure of coals in either case; and also what amount of coals may be re-



quired to steam, under ordinary circumstances, to any given port, upon the supposition that the steam is worked without being cut off, or when cut off, at one quarter, one third, one half, or three-quarters of the stroke of the piston.

## ARTICLE 8.

*He is not to use steam, except.*

He is not, on any occasion, to use steam, except when he cannot, under sail, perform the service in which he is engaged without material delay, or the safety of the ship imperatively requires it.

## ARTICLE 9.

*To report the number of hours the vessel was under steam.*

Whenever he joins his commanding officer after separation, or when he arrives at any port where there is a superior officer in command, he shall report the number of hours the vessel was under steam and under sail, and the circumstances which rendered the use of steam necessary, and he will be held accountable for any unnecessary expenditure of coal.

## ARTICLE 10.

*Precautions when a steam vessel is met.*

When steam vessels meet on different courses, (under steam,) which must unavoidably or necessarily cross so near that, by continuing their courses there would be a risk of collision, each is to put her helm *to port*, so as to pass the other on the port side.

## ARTICLE 11.

*Precautions when passing a steam vessel.*

When passing another steam vessel in the same direction, and in a narrow channel, he must, if there is room, always leave the vessel he is passing on the port hand.



## ARTICLE 12.

*Precautions when meeting a sailing vessel.*

With regard to sailing vessels, he is to bear in mind that ships on a wind are directed to keep their wind on the starboard tack, and he will therefore be careful so to act as to keep out of their way.

## ARTICLE 13.

*Lanterns to be kept in good order.*

He shall take care that the proper lanterns, to prevent collision at sea, be kept in good order, and always lighted at night.

## ARTICLE 14.

*Examination of engines, &c., when the steamer arrives in port.*

Upon the arrival of a steamer in port, the senior officer present will direct an examination of the engines, boilers, and their dependencies, by the senior engineers, and a report made of the defects, and whether they are such as cannot be made good by the engineers and artificers on board.

## ARTICLE 15.

*Proposed alterations not to be entered in list of defects.*

No proposed alterations or additions to the machinery are to be inserted in the lists of defects, as on those points separate special applications must be made to the proper authorities.

## ARTICLE 16.

*Boilers to be filled with FRESH water before going to sea.*

When practicable he shall, before going to sea, cause the boilers to be filled with *fresh* water.



## ARTICLE 17,

*Repairs of engines to be made by engineers.*

When repairs or cleaning are required for the engines or boilers, they are to be made, as far as practicable, by the engineers, firemen and coal heavers of the vessel.

## ARTICLE 18.

*Force-pumps to be kept in order.*

The force-pumps, hose and all other means for extinguishing fires must always be kept in order and ready for immediate use, and so reported at the end of each watch, by the senior engineer on duty; and the utmost care must be taken, at all times, in the stowage of stores, the use of lights and fires, and the adoption of other precautionary measures to prevent danger from fire.

## ARTICLE 19.

*Bilge-pumps not to be used on ordinary occasions.*

The donkey-pumps are not to be used on ordinary occasions, but are to be kept in good order, ready for use, and worked only sufficiently often to secure their efficiency at all times.

## ARTICLE 20.

*Steam-log.*

A steam-log is always to be kept when the vessel is moved by steam, which log is to be signed in the column of "Remarks," by the senior engineer of the watch at the expiration of each watch, and at noon of each day by the senior engineer of the vessel.

## ARTICLE 21.

*Steam-log to be handed to commander.*

The steam-log is to be handed to the commander of the vessel by the senior engineer on board; and it shall be the duty of the



said commander to examine the same, and, when satisfied of its correctness, to sign it at the end of every calendar month, or oftener, should the vessel in the meantime arrive at or anchor in any port.

## ARTICLE 22.

*Steam-log to be transmitted to the Navy Department.*

The commander of the vessel must transmit to the Navy Department, by the first safe opportunity after the close of the months of March, June, September, and December, a fair copy of the steam-log book for the preceding quarter, and, whenever a steamer is placed in ordinary, for the period which has not been previously transmitted.

## ARTICLE 23.

*Steam engineers to conform to orders.*

He will require the steam engineers, when embarked, to conform to the orders of the officer of the watch for the time being; but they are not, except in cases of great emergency, to be ordered to perform other duties than those immediately connected with the preservation, repair, management or supplying of the engines and their dependencies.

## ARTICLE 24.

*Engineers to be arranged in watches.*

He will cause the engineers, firemen and coal-heavers to be arranged in watches, and when on watch they are to be under the immediate direction of the senior engineer of the watch, and are not to be ordered on other duties than those connected with the engines, boilers and their dependencies, except in cases of emergency, and then the engineer on duty is to be informed that he may adopt all necessary precautions.



## ARTICLE 25.

*Senior engineer to prepare and submit station bills.*

He will cause the senior engineer to prepare and submit for his approval station bills, showing the specific duties of the respective engineers, firemen, and coal-heavers in their watches, for attending to and for cleaning the different parts of the engines and their dependencies; and require him to give particular attention that the prescribed duties are performed in a proper manner, and, in case of misconduct or neglect, to report offenders to the officer of the watch, to the executive officer, or to the commander of the vessel, as the case may require.

## ARTICLE 26.

*Senior engineer to make daily inspection of the engines.*

He will direct the senior engineer on board to examine daily the engines and their dependencies, and all parts of the vessel which are occupied by them, or by stores for their use, and make immediate report, should any defect or danger be discovered; to give timely notice to the commander of the vessel of the probable wants of his department, and, whenever articles are received for it, to carefully examine if they are of proper quality, and report any which, in his opinion, may be objectionable.

## ARTICLE 27.

*Oat meal to be supplied for firemen and coal-heavers.*

A supply of oat meal shall be put on board of steamers for the use of the firemen and coal-heavers, to be issued without charge to them, in such quantities and at such times as the commanding officer of the ship may direct.

## ARTICLE 28.

*Air below to be rarified when fires have not been lighted for a considerable period.*

Where from any cause the fires of the engines may not have



been lighted for a considerable period, he will, to rarify the air below, cause the fires to be temporarily started, or well ignited charcoal in hand furnaces to be distributed in appropriate places, in the care of trusty persons.

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## CHAPTER X.

### EXECUTIVE OFFICERS.

#### ARTICLE 1.

*Who shall be executive officer.*

The officer entitled to exercise general military command next in rank to the commander of the vessel, is to be considered the executive officer.

#### ARTICLE 2.

*He shall have general superintendence.*

He shall, under the direction of the commander, have the superintendence of the general duties to be performed, and of the police, to such extent as the commander may authorize or prescribe.

#### ARTICLE 3.

*He shall have quarter, watch, and station bills made out.*

He shall take care that the quarter, watch, and station bills are made out and kept complete, according to the orders which he may receive from the commander, and that copies of them, and of the internal regulations, are so disposed that all persons may readily refer to them for information.



## ARTICLE 4.

*He will examine ship daily.*

He shall examine the ship daily, and report to the commander when she is ready for his inspection.

## ARTICLE 5.

*He shall require reports from the master, boatswain, gunner, carpenter, and sailmaker.*

He shall require from the master, boatswain, gunner, carpenter, and sailmaker, reports of the state of the vessel in their respective departments, at the setting of the watch in the evening, and at eight o'clock in the morning.

## ARTICLE 6

*He shall report the condition of the vessel in the evening.*

He shall at the setting of the watch in the evening, report the condition of the vessel to the commander, and receive any orders he may have for him.

## ARTICLE 7.

*Have control of expenditures of stores.*

He shall, under the direction of the commander, control the expenditure of all stores, (surgeon's, paymaster's, marine officer's, and engineer's excepted,) and examine weekly the reports of receipts and expenditures; and upon being satisfied of their correctness, will approve the reports and hand them to the commander.

## ARTICLE 8.

*He will require vigilance and conformity to orders.*

He shall require vigilance from the officers of the deck; and that they and all other officers perform their duties in strict con-



formity with any orders that may be given for securing uniformity in the mode of carrying them into execution.

## ARTICLE 9.

*He shall have charge of the deck, when.*

He shall have charge of the deck when the ship is getting under way or coming to anchor, or when all hands are called for any special exercise, or to perform particular duties, unless the commander shall otherwise direct.

## ARTICLE 10.

*He shall report defects or deficiencies.*

He shall immediately report to the commander any defect or deficiency which he may discover, and that may in any manner endanger the safety or impair the efficiency of the vessel.

## ARTICLE 11.

*Shall have charge of cistern and store-room keys.*

He shall have charge of the keys of the cistern and of the store-room.

## ARTICLE 12.

*Never to absent himself from the vessel, except.*

He shall never absent himself from the vessel without the previous approbation of his commanding officer.

## ARTICLE 13.

*Not required to keep watch, unless.*

He shall not be required to keep a watch unless the number of officers on board and fit for duty, who are authorized to take charge of a watch, shall be less than three.



## ARTICLE 14.

*He may advise the officers of the deck, when.*

When the captain is not on deck, he may advise the officer of the deck in the working and management of the ship; and if, in his judgment, circumstances should make it necessary, he may take charge of the deck. But the presence of the captain or of the executive officer on deck is not to be considered as relieving the officer of the watch from any of his responsibility.

## ARTICLE 15.

*He shall inform himself of the capacity of each man on board.*

He shall take pains to inform himself of the capacity of each man on board, and of the stations they may have previously filled' that he may station them to the best advantage.

## ARTICLE 16.

*His duty in case of fire.*

In case of fire, or any other calamity which may place the ship in danger, he is to exert himself to maintain order; and if it should become necessary to abandon the vessel, he is, under the direction of the captain, to see that the sick and wounded are first cared for

## ARTICLE 17.

*Shall attend when magazine is opened.*

He shall personally attend whenever the magazine is opened for receiving or moving powder, and see that all the prescribed precautions against accidents are observed.

## ARTICLE 18.

*Must know when persons leave or return to the ship.*

No person is to leave or return to the ship without his knowledge.



## ARTICLE 19.

*To act when the captain is absent.*

In the absence of the captain he is to act in his stead, but is not to alter or change any of his regulations.

## ARTICLE 20.

*To correct abuses and report violations of laws.*

He is to correct, as far as his power extends, all abuses; and if he observes or has knowledge of any violation of the laws or regulations for the government of the navy on the part of any person, he is not to exercise any discretion in the matter, but to make immediate report to his commander.

## ARTICLE 21.

*When a boat leaves the ship at sea, to be provided with a compass.*

If it shall be necessary to send a boat from the ship at sea, he shall be careful that she is provided with a compass.

## ARTICLE 22.

*Quarter boats—how to be prepared for sending from ship at sea.*

He shall keep a breaker of water on board of each quarter boat at sea, and have a supply of provisions at hand sufficient for the support of the crew for one week, which will be placed in the boat whenever there is a probability of separation from the ship by fog or otherwise.



## CHAPTER XI.

## SECTION 1.

## LIEUTENANTS.

## ARTICLE 1.

*To be attentive to duty and obedient to orders.*

A lieutenant is to be attentive to his duties, and to obey with promptitude the orders which he may receive from his superiors.

## ARTICLE 2.

*To conform to the practice and words of command of the executive officer.*

He shall conform as nearly as possible to the practice and words of command of the executive officer in the performance of his duties, when there is no particular regulation upon the subject.

## ARTICLE 3.

*Shall carry an order book when called on board flag ship to receive orders.*

When called on board the ship of the commander of the fleet or squadron by signal, or when he shall be sent on board to receive orders, he is to take with him an order book, and insert therein the orders which he may receive.

## ARTICLE 4.

*To be attentive to the men of his division.*

He is to be particularly attentive to the men belonging to his division at quarters, and give personal attention to the examination of their clothing at the stated periods which the captain may direct, and report to him upon their wants.



## ARTICLE 5.

*To have charge of a boat.*

He shall have charge of one of the boats to be designated by the executive officer, and shall be responsible that it is kept properly equipped for service of all kinds.

## SECTION 2.

## WATCH OFFICERS.

## ARTICLE 1.

*His duties when in charge of the watch.*

When an officer has charge of the watch, he is not to leave the deck until regularly relieved. He is to see that the officers and men are alert and attentive to their duty; that every precaution is taken to prevent accidents; that the ship is properly steered, the sails properly set and trimmed, and the log regularly hove; the proper lookouts placed, and all necessary remarks duly entered upon the log-slate, which he shall examine and sign at the expiration of his watch.

## ARTICLE 2.

*He will sign the log book.*

After the occurrences of the day shall have been copied into the log-book, he will sign the remarks of the different watches when he had charge of the deck.

## ARTICLE 3.

*Shall give information to the captain.*

He shall inform the captain of all strange sails that are seen, the making of land, all appearances of danger, all signals that are made, all changes in the sails or movements of the ship of the



commander of the fleet or squadron, and of all other circumstances which may alter the relative position of the vessels of the fleet or squadron, or prevent the ship from steering the course ordered.

## ARTICLE 4.

*He is not to change the ship's course, nor to alter sails, except.*

He is never to change the course ordered, nor increase or diminish the sails of the vessel, without authority of the captain, except to avoid some imminent danger, in which case he will give him immediate information.

## ARTICLE 5.

*To direct an officer to look out for signals.*

He is to direct some careful officer to look out for signals, particularly from the commander of the fleet or squadron; but he is not to hoist the answering pendant until he is certain that he sees the signal distinctly, and understands its signification.

## ARTICLE 6.

*To make no signals, except.*

He is not to make any signal without orders from his commander, unless to warn vessels of some danger; but he will see that everything is in readiness to make them, by day or by night.

## ARTICLE 7.

*He will inform his relief of all unexecuted orders.*

He is to be very particular to inform the officer who relieves him of all orders and signals which remain to be executed, of the position of the commander of the fleet or squadron, and give him all such other information as may be necessary or serviceable to him in keeping the vessel in her proper station, or for her safety.



## ARTICLE 8.

*His duty when boats are alongside the ship.*

No boat is to be allowed to leave the ship or come alongside without the knowledge of the officer of the watch. When boats or tenders come alongside with provisions, water, or stores of any kind, he is to see them cleared without delay, and that all articles which may be ordered to be sent out of the vessel are carefully and properly put on board the vessel or boats which are directed to receive them.

## ARTICLE 9.

*No boat to remain alongside without a boatkeeper.*

He is to allow no boat to remain alongside without a boatkeeper, and two or more, if the weather should make it necessary.

## ARTICLE 10.

*To take account of stores received on board and sent from vessel.*

He shall take care that a strict and accurate account is taken of all stores received on board or sent from the vessel during his watch, and see that those which are received are delivered in charge of the proper officer, and that the number or quantity received or sent from the vessel is correctly entered upon the log slate.

## ARTICLE 11.

*Crews of boats to be properly clothed; men belonging to boats cannot exchange.*

When boats leave the ship, he shall be particular to see that they have their proper crews, suitably clothed, and that no man not belonging to a boat shall take the place of one who does, without the authority of the executive officer.



## ARTICLE 12.

*Not to enter into conversation.*

He is not to enter into conversation with any one, except on business relating to his immediate duties.

## ARTICLE 13.

*When a strange sail is seen at night during war.*

If, during war, a strange vessel be seen in the night, he is to send an officer to inform the captain, and to make such immediate preparation for action as circumstances may admit.

## ARTICLE 14.

*Uniform of the officer of the watch.*

While he is in charge of the deck in port during the day, he shall be in uniform; and at night, or in bad weather, or in climates where such dress would be oppressive, he shall wear some distinctive marks of his rank.

## ARTICLE 15.

*Officers and others coming to or leaving the ship shall receive proper respect.*

He shall see that all officers or others coming on board or leaving the ship shall receive the marks of respect to which they are entitled.

## ARTICLE 16.

*When offences are committed by day or night.*

If any offence is committed by any petty officer or person of inferior rating during his watch, he is, during the day, to report the offender at once to the executive officer; if during the night, he may order him to be confined, and make his report in the morning.



## ARTICLE 17.

*He will preserve decorum on the quarter-deck.*

He will be responsible for the preservation of decorum on the quarter-deck, suppressing all loud talking, and preventing lounging about the ports; and generally any violation on deck of the orders for the police of the ship.

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**CHAPTER XII.****MASTER.**

## ARTICLE 1.

*He will superintend the stowage, &c., of the vessel.*

The master, or the officer appointed to perform his duties, will, if ordered to a vessel before her stowage is commenced, superintend, under the direction of the commanding officer of the yard, or commander of the vessel, as circumstances may require, the stowing of the ballast, water, provisions, and all other articles, in the hold and spirit room.

## ARTICLE 2.

*Oldest provisions to be so stowed as to be first issued.*

In stowing provisions he shall take care that the oldest be stowed so that they may be first issued; breaking out and restowing those already on board, if necessary for that purpose, unless otherwise directed.

## ARTICLE 3.

*Entries to be made in log book in regard to stowage.*

When the stowage of the hold shall be completed, an entry must



be made in the log book, specifying particularly the quantity and arrangement of the ballast, the number, size, and disposition of the tanks and casks, and of the quantity and stowage of provisions and other stores.

## ARTICLE 4.

*Plans of the stowage of the hold to be made.*

Accurate plans must be made of the stowage of the hold, showing the disposition of all the articles, which must be inserted in the first page of the log book; and if any material change should afterwards be made in the stowage, the change must be noted, and new plans be inserted in the log book.

## ARTICLE 5.

*Plans of stowage to be furnished commander of vessel.*

If the stowage of the hold is made under the direction of the commandant of the yard, the commander of the vessel is to be furnished with the plans and descriptions.

## ARTICLE 6.

*Plans of stowage to be furnished commandant of yard.*

If made at a navy yard, but under the direction of the commanding officer of the vessel, he will furnish the commanding officer of the yard with them, that they may be inserted in the diary of the yard.

## ARTICLE 7.

*He will visit hold and cable tiers frequently.*

The master is to visit the hold daily, and cable tiers and chain lockers very frequently, and see that they are kept in as good order as circumstances will admit.



## ARTICLE 8.

*He shall have charge of hold and spirit room keys.*

He is to have charge of the keys of the hold and spirit room, and shall only deliver them to a commission or warrant officer.

## ARTICLE 9.

*He will see that the cables are secured and protected from injury.*

He is, under the direction of the commanding or executive officer, to see that the cables are at all times properly secured and protected from injuries; that the tiers are kept clear; and that all necessary arrangements are made for anchoring, mooring, unmooring, or getting under way with the greatest facility and dispatch.

## ARTICLE 10.

*He will examine chain cables, &c.*

He will, when directed, examine the chain cables, and particularly the shackles and shackle-pins, to see that they can be readily removed, in case it should be necessary to ship the cable, or shift parts from one cable to another.

## ARTICLE 11.

*He will see that the rigging, &c., is in good order.*

He is, in the same manner, to see that the standing and running rigging and the sails of the vessel are at all times in good order, protected from injury, and ready for service, and to report all such as may require alteration or repairs; and he will always attend in person to setting up the rigging.

## ARTICLE 12.

*He will prevent waste of fuel and water, and report expenditure of each.*

He is to be particularly careful to prevent any waste or improper expenditure of fuel and water; and he is to report daily, when at sea, to the captain the quantity of each, except the fuel in charge



of the engineer, expended in the last twenty-four hours, and the quantity remaining on hand.

## ARTICLE 13.

*His duty when approaching land or shoals.*

When the vessel shall be approaching any land or shoals, or entering any port or harbor, he shall be very attentive to the soundings; and he shall at all times inform the commander of any danger to which he may think the vessel exposed, whether under the charge of a pilot or not.

## ARTICLE 14.

*He will examine charts and note errors.*

He shall examine the charts of all coasts which the vessel may visit, and note upon them any errors which he may discover, and inform the commanding officer of the same, who shall transmit them to the Navy Department.

## ARTICLE 15.

*He will examine compasses, time glasses, &c.*

He shall frequently examine the compasses, time glasses, log and lead lines, and keep them in proper order for service.

## ARTICLE 16.

*He will report ship's place at meridian, and bearing of nearest headland.*

He shall ascertain, and report daily to the commanding officer, the ship's place at meridian, and at any other time which the commanding officer may direct the variation of the compass, and the bearing and distance of the nearest headland, or of any danger that may be near.



## ARTICLE 17.

*He will have charge of all nautical books, charts, flags, &c.*

He is to have charge of, and must account for, all nautical books, instruments, charts, national flags and signals.

## ARTICLE 18.

*He will have charge of the keeping of the log-book; his duties in reference to the same.*

He shall have charge of keeping the ship's log-book, and shall see that all particulars are duly entered in it, according to such forms as are or may be prescribed; and he shall, immediately after such entries, send it to the watch officers, that they may sign their names at the end of the remarks in their respective watches, while the circumstances are fresh in their memories; and he shall take it to the commanding officer for his inspection immediately after noon of each day.

## ARTICLE 19.

*Log-book. Entries to be made therein.*

There shall be entered on the log-slate and log-book, with minute exactness, the following particulars:

1. The name and rank or rating of all persons who may join or be discharged from the vessel, the names of all passengers, with times of coming on board and leaving, the direction of the wind, state of the weather, courses steered, and distances sailed; the time when any particular evolution, exercise, or other service was performed; the signal number of all signals made; the time when, by what vessel, and to what vessel they were made; nature and extent of public punishments inflicted, with the name and crime of the offender; the result of all observations made to find the ship's place, and all dangers discovered in navigation.

2. The groundings of the ship, and the loss of or serious injury to boats, spars, sails, rigging, and stores of any kind, with the circum-



stances under which they happened, and the extent of the injury received.

3. A particular account of all packages of stores received, with their marks, contents, or quantities, and the department for which they were received.

4. A particular account of all stores condemned by survey, or converted to any other purpose than that for which they were originally intended.

5. A particular account of all stores lent or otherwise sent out of the vessel, and by what authority it was done.

6. All the marks and numbers of every cask or bale which, on being opened, is found to contain less than is specified by the invoice or than it ought to contain, with the deficiency found.

7. Every alteration made in the allowance of provisions, and by whose order.

8. The employment of any hired vessel, her dimensions in tonnage, the name of the master or owner, the number of her crew, how or for what purpose employed, by whose order, and the reasons for her employment.

9. The draught of water of the vessel, when light, as furnished from the navy yard, and always before going to sea, and upon arriving in port, fore and aft; and the height of the forward part of the forward port-sills, after part of after port-sills, and of the midship port-sills from the water; and the rake of the respective masts in every ten feet, with reference to the water-line at the time.

#### ARTICLE 20.

*After the log is signed, no alteration is to be made, except.*

After the log has been signed by the officers of the watches, no alteration shall be made therein except to correct some error or supply some omission, and then only with the approbation of the commanding officer, and the recollection of the officer who had charge of the watch in which the alteration or addition is proposed, who will sign the same, if satisfied of its correctness.



## ARTICLE 21.

*A fair copy of the log-book will be transmitted to the Navy Department.*

The master shall deliver to the commanding officer of the vessel, signed by himself, and, after careful comparison, certified to be correct, a fair copy of the log-book, every six months, to be transmitted by the first safe opportunity to the Navy Department.

## ARTICLE 22.

*Log-book, how disposed of.*

The original log-book shall be kept by the vessel until she is paid off, when it shall be placed in charge of the commanding officer of the yard, and by him transmitted to the Navy Department.

## ARTICLE 23.

*Remark-book.—Particulars relating to navigation, which he will note.—Latitude.—Longitude.—Variation of compass.—High water.—Tides.—Winds.—Wet and dry seasons.—Hurricane seasons.—Temperature of chronometer room.—Latitude and longitude of places.—To obtain lunar distances.—He will note the variation of the compass.—Local attraction to be determined.—He will ascertain particulars respecting currents and tides.—He will describe appearance of foreign coasts and landmarks.—He will sound and survey, and project the results.—To note inaccuracies in charts.—Captain to examine remark-book.—A copy thereof and of all charts, plans, and views, to be forwarded to the department.*

Besides the log-book, he is to keep a remark-book, in which all the hydrographical information he can obtain is to be carefully inserted, as well as a description of the instruments he may employ in any of the observations hereafter mentioned.

He is to determine as accurately as he can the various particulars relating to navigation of every place which the vessel may visit, entering the results in his remark-book, under the following heads:



1. Latitude.
2. Longitude.
3. Variation of the compass.
4. Time of high water, immediately following new and full moon.
5. Rise and fall of the tides at springs and neaps.
6. Prevailing winds.
7. Periods of the year at which the wet and dry seasons prevail, if any.
8. Seasons at which hurricanes prevail.
9. The temperature of the chronometer room at the time observations are taken.

The particular spot at the place visited, to which the latitude and longitude refer, is to be carefully noted; also the number and nature of the observations, and the means by which they were made, whether the artificial or sea horizon was used; and with reference to the longitude, if obtained with chronometers by means of meridian distances from another place, he is to state the number employed, their general character, the age of the rates used, or the interval since which they were last rated, with the longitude he has assumed of the place measured from.

He is not to lose any opportunity of obtaining lunar distances, both with the view of determining the longitude the ship may be in at sea, as well as serving as a salutary comparison with his chronometers, either at sea or in harbor.

He is to observe the variation of the compass by amplitudes or azimuths, at least once every day, whether at sea or in port, excepting only when refitting in harbor. The azimuth compass is to be always placed, when practicable, in the same precise situation amidships, marking the point where each of the tripod legs stands; and he is to take care that the direction of the ship's head at the time of observation shall be recorded as well as the difference between the standard or azimuth and the steering compasses, by which precaution alone can the real course of the ship be regulated. These variations are to be daily inserted in columns at the end of his remark-book, along with the ship's place and the direction of her head at the time of observation.



The local attraction is to be determined before the ship leaves the Confederate States as well as after any material change of latitude, and is then to be tabulated by him for every point of the compass, so that the corrections on each course may be readily applied in working the ship's reckoning.

In all places he is to ascertain the direction and velocity of the currents, the set and strength of the tides, with the limits of their rise and fall, and the time of high water of the tide which immediately follows the periods of the new and full moons. He is to describe as particularly as he can the appearances of foreign coasts, pointing out the remarkable objects by which they may be distinguished, so as to render a stranger certain of recognizing his land fall.

He is to apply to the captain, whenever the service will admit of it, for boats to sound and survey any shoals or harbors which have not been correctly laid down in the charts, and the results are to be projected on a large and intelligible scale.

In his remark-book he is carefully to note all inaccuracies in any of the charts supplied to the ship.

He is frequently to present this remark-book to the captain for examination; and on the first of January, in every year, he is to deliver to him a correct copy of it, accompanied by all the charts, plans, and views of the coasts and head lands, which he has made during the past year; all which the captain will transmit by the first safe opportunity to his commander-in-chief to be forwarded to the department.

#### ARTICLE 24.

*He will not keep watch, unless.*

He shall not be required to keep watch, except in cases of necessity, and then only by order of the commander of the vessel.

#### ARTICLE 25.

*All vessels to be furnished with a skeleton chart.*

Every vessel before sailing shall be furnished with a skeleton chart embracing her probable cruising ground, on which shall be



laid down her track and daily run during the whole time of her absence; which chart shall be transmitted to the Navy Department at the end of the cruise.

## ARTICLE 26.

*In case of removal or suspension he will deliver log-book to his successor.*

Should the master be removed or suspended, he shall sign the log-book and deliver it to his successor, taking his receipt for the same, and for all other articles under his charge, and shall deliver to his commander a fair copy of the remark-book, made up to the day of his removal or suspension.

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## CHAPTER XIII.

### PASSED MIDSHIPMEN.

## ARTICLE 1.

*Attention, zeal, and diligence, enjoined.*

Passed midshipmen will be attentive and zealous in the discharge of their various duties, and diligently carry into effect the several orders they may receive from their superiors.

## ARTICLE 2.

*To require punctuality in those under them.*

They are to require all subordinate officers and those under them to perform their duties with punctuality.

## ARTICLE 3.

*Journal.*

They shall keep journals in which shall be inserted important



occurrences on board and all observations made by them, their remarks relative to ports or anchorages, and everything worthy of record, or that may be useful to navigators, and are to show this journal to the commander whenever he may require them to do so.

## ARTICLE 4.

*They are to be preferred for more responsible duties.*

They are to be preferred to midshipmen who have not passed their examination for the more responsible duties; but they are nevertheless to perform whatever duties pertaining to that class of officers may be assigned to them.

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## CHAPTER XIV.

## MIDSHIPMEN.

## ARTICLE 1.

*They shall keep themselves provided with uniforms and instruments.*

Midshipmen shall keep themselves provided with complete full and undress uniforms, with all equipments, a sextant or octant, Bowditch's or some other approved treatise upon navigation, some approved treatise on marine surveying, and blank journals.

## ARTICLE 2.

*They will ascertain daily the position of the ship.*

They are daily to ascertain the position of the ship when at sea, by observations, when practicable, and send the same to their commanding officer.



## ARTICLE 3.

*They will keep journals.*

They are to keep journals in such form as may be prescribed, which they will present to the commanding officer for inspection on the first day of every month; and they will at all times embrace every opportunity of acquiring useful information which may be applicable to their profession as seamen and officers.

## ARTICLE 4.

*They are not to absent themselves from the ship, except.*

They are not to have permission to absent themselves from the ship unless their journals are kept up, and they have copies of the watch, quarter, and station bills, and of the separate quarter bills for their divisions made out for use, and shall give proper attention to their duties.

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## CHAPTER XV.

BOATSWAIN, GUNNER, CARPENTER, AND SAILMAKER.

## SECTION 1.

## ARTICLE 1.

*They and the yeomen will examine all articles and stores for their departments and report.*

They must, with the yeoman, carefully examine all the articles belonging to, and all stores received for, their respective departments, and see that they are of good quality, that they agree in quantity with the invoice or bill sent with them, and that they are



in good order; and must make immediate report to the commanding or executive officer, or officer of the watch, of any defect or deficiency which they may discover.

## ARTICLE 2.

*Their responsibility in regard to articles not in actual use.*

They are to be responsible for all articles not in actual use *in their respective departments* which are not in the immediate charge of the yeoman, and are to carefully examine all articles which are in use, and report if any additional means are required for their proper preservation.

## ARTICLE 3.

*They shall conform to dimensions of articles as prescribed.*

They shall conform strictly to the length, dimensions, or quantity of articles which may be prescribed by general regulations, in all their expenditures, unless expressly ordered to vary from them, which order they must preserve as a voucher.

## ARTICLE 4.

*Surveys upon stores injured, &c.*

They shall request a survey upon all stores which may be injured, or become unfit for service, in their respective departments; and such as the surveying officers condemn shall be expended, preserving a copy of the survey as a voucher; but if the survey shall direct articles to be converted to some other use, they shall be charged accordingly, and expended in the same manner as any other stores.

## ARTICLE 5.

*They will be watchful and report neglect or misconduct in the yeoman.*

They shall be particularly watchful, and make immediate report to the commanding or executive officer of any neglect or miscon-



duct which they may discover in the yeoman or person having charge of their stores.

## ARTICLE 6.

*Their duties when a ship is about to be dismantled.*

When a ship is about to be dismantled, they are to be careful that all the articles belonging to their respective departments are properly secured and tallied, with their name and quantity, whether "serviceable," "requiring repairs," or "unserviceable," and that all precautions are taken to prevent their being in any manner injured. They will only receive credit according to the receipt given for them by the navy storekeeper or other person into whose charge they may be delivered, or according to the report of the surveying officers, duly appointed; and they will attend the survey which may be made to ascertain the quantity of stores so returned by them, and will be called upon to account for any deficiency that may be found to exist.

## ARTICLE 7.

*Reports to executive officer.*

The boatswain, gunner, carpenter, and sailmaker are to report daily at 8, a. m., and at 8, p. m., to the executive officer the state of all things in their respective departments.

## SECTION 2.

## BOATSWAIN.

## ARTICLE 1.

*Attendance upon deck.*

He is to be frequently upon deck in the day, and at all times, both by day and night, when any duty shall require all hands being employed. He is, with his mates, to see that the men go quickly



upon deck when called, and that when there they perform their duty with alacrity.

## ARTICLE 2.

*To examine rigging.*

He is, every day, before 8, a. m., and as much oftener as may be desirable, according to the service the ship is employed on, to examine the state of the rigging, to ascertain whether any part be chafed or likely to give way, and to report to the officer of the watch the state in which he finds it. He is, at all times, to be careful that the anchors, booms, and boats be properly secured; and he is to be very attentive to have ready at all times a sufficient number of mats, plats, nippers, points, and gaskets, that no delay or inconvenience may be experienced when they are wanted.

## ARTICLE 3.

*Preparation for battle.*

When the ship is preparing for battle, he is to be very particular in seeing that everything necessary for repairing the rigging is in its proper place, that the men stationed to that service may know where to find immediately whatever may be wanted.

## SECTION 3.

## GUNNER.

## ARTICLE 1.

*Charge of anchor and life buoys.*

Besides the duties assigned to the gunner in the "Ordnance Regulations, he is to have charge of the anchor buoys and life buoys, to see that they are at all times in good order, and the latter ready to be dropped into the water at a moment's warning.



## ARTICLE 2.

*Charge of lower rigging and main yard rigging.*

He will have charge of the main lower rigging and the rigging on the main yard, and will report their condition at the prescribed hours to the executive officer.

## ARTICLE 3.

*Charge of small arms.*

He is to see that the muskets and other small arms are kept clean, in good order, and proper repair.

## ARTICLE 4.

*Report of expenditure of powder, &c.*

He is to report to the master, for entry in the log-book, after an action, or after an exercise in which powder and shot, or either, is used, the quantity of each expended, and is to sign the entry in attestation of its correctness.

## SECTION 4.

## CARPENTER.

## ARTICLE 1.

*Masts and yards to be examined daily.*

When the vessel is at sea, he is every day, before 8, a. m., and as much oftener as may be desirable, according to the service the ship is employed on, to examine into the state of the masts and yards, and to report to the officer of the watch when he discovers any of them to be sprung, or in any way defective



## ARTICLE 2.

*Pumps to be kept in good order.*

He is to be particularly careful in keeping the pumps in good order, always having at hand whatever may be necessary to repair them.

## ARTICLE 3.

*Boats, ladders, and gratings.*

He is to keep the boats, ladders, and gratings in as good condition as possible, always repairing every damage they may sustain as soon as he discovers it.

## ARTICLE 4.

*Shot plugs for stopping shot holes.*

He is to keep always ready, for immediate use, shot plugs and every other article necessary for stopping shot holes and repairing other damage in battle.

## ARTICLE 5.

*List of defects to be prepared on going into port.*

When the ship is going into port, he is to prepare as correct an account as possible, of the defects of the hull, masts, and yards of the ship, and the repairs she may stand in need of.

## ARTICLE 6.

*Caulking of ship's sides and decks.*

He is to have a caulker's gang, and see that the sides and decks of the ship are frequently examined, and, if necessary, caulked, particularly in those parts where the seams are most likely to be opened by the working of the ship.



## SECTION 5.

## SAILMAKER.

## ARTICLE 1.

*To examine sails when received on board.*

He is to examine the sails carefully when they are received on board, and to report to the executive officer if he discovers any defect in them.

## ARTICLE 2.

*To see that sails are dry.*

He is to examine very carefully whether they be perfectly dry when they are put into the sail room.

## ARTICLE 3.

*To keep sails tallied and stowed away.*

He is to keep all the sails correctly tallied, and so stowed in the sail room as to enable him to find easily any that may be wanted.

## ARTICLE 4.

*To inspect the sails.*

He is to inspect frequently the sails in the sail room, to see that they are not injured by leaks or vermin.

## ARTICLE 5.

*When sails are landed.*

When sails are landed he is to see that they are dry, properly made up, and tallied.



## CHAPTER XVI.

## CHIEF ENGINEER.

## ARTICLE 1.

*He will make himself acquainted with engines and appurtenances, and see that they are in proper order.*

The chief engineer, on being appointed to a ship, will make himself acquainted with all the parts of the machinery, boilers, coal bunkers, and store rooms; he will examine carefully to see that all parts of the machinery and everything appertaining to it is in proper order, and report to the commanding officer anything that is defective.

## ARTICLE 2.

*He will cause the assistant engineers to acquaint themselves with all parts of the engine.*

He will cause the assistant engineers, on their joining the vessel, to become familiar with all the cocks, valves, pipes, and the different parts of the machinery and boilers, more particularly those which come immediately under their supervision.

## ARTICLE 3.

*He will see that his stores are sufficient and well stored away.*

He will see that he has the requisite amount of stores, of good quality, on board, and that they are stored away in good condition.

## ARTICLE 4.

*He will make out station bills for the engineer department.*

He will make out the watch, station, quarter, fire, and cleaning bills for the engineer department, assigning to each person his proper station and duty, and submit the same to the captain of the



vessel for his approval and signature; which bills shall then be hung up in some conspicuous place, where all persons in the department may refer to them.

## ARTICLE 5.

*Reports that he will make.*

He will report to the captain any accident or defect that may occur to the machinery, boilers, or their dependencies, and at meridian of each day report the quantity of coals consumed, the revolutions made by the engines, and the average revolutions per minute for the last twenty-four hours; also, the quantity of coal remaining on hand, and if at any time in his judgment the machinery is driven too hard, or undue strain put upon any of its parts by stress of weather, motion, or position of the vessel, he will report the same to the captain, noting such report and the causes for it in the steam-log.

## ARTICLE 6.

*Account of expenditure of coals, stores, &c.*

He will keep a strict account of and be responsible for the expenditure of the coals, stores, duplicate pieces, and all articles in the engineer department which come under his control. He will examine each day's log and expenditure, and approve them by his signature.

## ARTICLE 7.

*He will have the control of the men in his department.*

He will have the general control of the men in his department, subject to the order of the commander and the internal regulations of the vessel.

## ARTICLE 8.

*He will control their going on shore.*

He will regulate, under the control of the commander, the permission of the men belonging to his department to go on shore.



## ARTICLE 9.

*He will inspect his department daily, and see that all persons in it do their duty.*

He will inspect in person, at least once in twenty-four hours, all parts of his department so far as can be done, and will see that all persons attend to their duties properly that the water in the boilers is carried to the proper density, and that the coals and other stores are used to the best possible advantage.

## ARTICLE 10.

*He will encourage the assistant engineers to improve themselves.*

He shall offer every facility and encourage in every possible way his assistant engineers to improve themselves in their profession; and at the end of a cruise, or on their leaving the ship, will give each a letter, stating his department and character, and his qualifications as an engineer.

## ARTICLE 11.

*Examination of the quantity of coal in bunkers.*

He will examine the bunkers each time the ship arrives in port, or oftener, to see if the amount of coals corresponds with the log, and if any discrepancy appears, he will report the same immediately to the captain, and note it in the log.

## ARTICLE 12.

*He will commence cleaning and repairing on discontinuance of steaming.*

On the arrival of the ship in port, or on the discontinuance of steaming at sea, he will at once commence cleaning and repairing, with the assistant engineers, firemen, and coalheavers.

## ARTICLE 13.

*Engineer watches.*

He will cause an engineer watch to be kept constantly in the



engine room when the ship is in commission, and not less than two watches of engineers, when there are more than two engineers, must at all times be on board.

## ARTICLE 14.

*Duty in reference to steam-log.*

The engineer of the watch will be careful to note hourly, on the steam-log, all the information which the columns in it require, and to place in the column of "remarks" full information of the state of the weather and sea, and all accidents to, or defects in, the engines or their dependencies, the quantity of the coal, or other circumstances which may be useful for determining the powers and qualities of the vessel and the engines, under the various circumstances to which they may be exposed. He will carefully note in it the draught of water of the vessel, and immersion of the bucket-boards, just before going to sea and on arriving in port, and frequently when receiving coal and other stores.

## ARTICLE 15.

*One engineer to be always on duty in engine room.*

The chief engineer and two assistants next in rank to him are never to be out of the ship at the same time, and one engineer is at all times to be on duty in the engine-room.

## ARTICLE 16.

*Firemen are to be instructed.*

The firemen are to be instructed, as far as it may be practicable, to qualify them for managing the engines and dependencies with safety, in case accident or other causes should prevent the attendance of the engineer.



## CHAPTER XVII.

## FLEET SURGEON.

## ARTICLE 1.

*Duties of a fleet surgeon.*

The fleet surgeon is to have a general supervision over all medical officers of the squadron to which he may be attached, and he will report to the commander-in-chief any neglect of duty that may come under his notice. He is charged with receiving and forwarding (through the prescribed channel) all communications and reports from medical officers for the Bureau of Medicine and Surgery, and with the examination and approval of all requisitions and bills for the medical department, and procuring supplies from the depots or naval storekeepers abroad, and with purchasing them when the required supplies cannot be otherwise obtained.

## ARTICLE 2.

*To co-operate with the Chief of the Bureau of Medicine and Surgery.*

The fleet surgeon is expected to co-operate with the Chief of the Bureau of Medicine and Surgery, by close attention to the duties of his own office and to those placed under his supervision, and to secure proper economy and promptness and punctuality in making and forwarding reports and returns.

## ARTICLE 3.

*Prevention of disease.*

He will suggest to the commander-in-chief, for his consideration, proper measures for preventing or checking disease, or for promoting the comfort of the sick or wounded.



## ARTICLE 4.

*He will specify vessels whose crews are least fit for active service.*

He will, when required by the commander-in-chief, specify those vessels which may appear, from the state of the health of the crews, least fit for active service, or requiring change of climate or diet.

## ARTICLE 5.

*Persons unfit for the cruise, and deteriorated articles to be reported.*

He will report to the commanding officer such officers and persons of inferior ratings as he may deem unfit for the cruise, with a view to a survey on them; and when out of the Confederate States, such articles as in his opinion have deteriorated, and with the approval of the commanding officer he will detail the medical officers for surveys.

## ARTICLE 6.

*Journal of daily practice.*

He will keep a journal of daily practice, according to such form as may be prescribed by the Bureau of Medicine and Surgery; inspect the like journals of the other surgeons of the fleet, and make such suggestions to the surgeon in charge as he may deem proper.

## ARTICLE 7.

*Note-book.*

He will keep a *note-book* in addition to his journal, in such form as the Chief of the Bureau of Medicine and Surgery may prescribe, in which he will record such matters of interest as may come under his notice in relation to climate, diseases, medical statistics, and any other professional matter.

## ARTICLE 8.

*Disposition of journal and note-book.*

His journal and note-book, with those of the other surgeons, will



be transmitted to the department at such periods as the Secretary of the Navy may direct through the prescribed channels.

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## CHAPTER XVIII.

### SURGEON.

#### ARTICLE 1.

*He will take charge of all medicines, &c.*

A surgeon will, on joining a vessel, navy yard, or hospital, for duty, take charge of and receipt for all medicines, surgical instruments, and hospital stores.

#### ARTICLE 2.

*He will conform to regulations and allowances of medicines.*

He will conform to the regulations, and to such allowances of medicines, instruments, and stores as may be established by the Bureau of Medicine and Surgery, when making requisitions, unless there should be some special cause for varying from them, when such cause must be stated upon the requisition.

#### ARTICLE 3.

*Account of receipts and expenditures.*

He will keep a regular account of receipts and expenditures in his department, according to such forms as may be prescribed by the Bureau of Medicine and Surgery, and when on sea duty will make quarterly reports of hospital stores expended and on hand to his commanding officer.

#### ARTICLE 4.

*He will be allowed a store-room.*

He will be allowed, to his exclusive use, a convenient store-room for the preservation of articles in his charge.



## ARTICLE 5.

*He will be attentive to cleanliness and supply of medicines.*

He will be attentive to the cleanliness of the sick, their bedding and the sick bay, and will take special care that the sick are supplied at proper times with the medicine and food their condition may require.

## ARTICLE 6.

*Daily report to commanding officer.*

He will report to the commanding officer, daily, the names and condition of the sick, according to such forms as may be prescribed; and will, at the same time, suggest any measures he may deem important for the health of the crew.

## ARTICLE 7.

*Binnacle list.*

He will cause to be deposited daily, in the binnacle, a list of the officers and other persons whose condition requires that they should be excused from duty, or whose allowance of spirits is temporarily stopped.

## ARTICLE 8.

*Infectious diseases.*

He will take all possible precautions to prevent the introduction or progress of any infectious disease, and make immediate report to the commander of any probable danger from, or the appearance of, any such disease.

## ARTICLE 9.

*Examination of the men when they join the vessel.*

He is carefully to examine the crew as soon as practicable after joining the ship, for the purpose of reporting to the commanding officer any necessity that may exist for vaccination, which, if possible, is to be performed before the sailing of the vessel.



## ARTICLE 10.

*Persons to assist in preparing food for the sick.*

He will, upon application to the commanding officer, be allowed proper persons to assist in the preparation of articles for the nourishment of the sick, and to perform other services for their comfort.

## ARTICLE 11.

*To be prepared to relieve wounded.*

He is at all times to have in readiness everything necessary for the relief of the wounded.

## ARTICLE 12.

*Tourniquets to be distributed prior to an engagement.*

On the probability of an engagement, he will cause a sufficient number of tourniquets to be distributed to the officers, in different parts of the ship, and see that all persons stationed with him, and such others as may be designated, are instructed in the proper mode of using them.

## ARTICLE 13.

*Sick sent to hospital.*

When practicable, sick persons who may be sent to a hospital, or hospital vessel, are to be accompanied by a medical officer, and the surgeon will send with them a statement of their diseases or injuries, with a synopsis of treatment, according to such forms as may be prescribed by the Bureau of Medicine and Surgery.

## ARTICLE 14.

*Examination of articles in bumboats.*

He will cause the boats attending the ship with articles of food for sale, to be examined, and if any contain articles the use of which



would, in his opinion, be injurious to the crew, he will represent the same to the commanding officer.

## ARTICLE 15.

*Journal of daily practice.*

He will keep a journal of his daily practice according to such form as may be prescribed by the Bureau of Medicine and Surgery. The journal to be subject, if required, to the inspection of the surgeon of the fleet, and to be forwarded, as directed for correspondence and other reports, for deposit with the chief of the Bureau of Medicine and Surgery, through the proper channels.

## ARTICLE 16.

*Note Book.*

He shall, in addition to a journal of daily practice, keep a note book similar to that prescribed in article 7 of chapter XVII., and forward it as provided for in article 8 of the same chapter.

## ARTICLE 17.

*Return of the articles in his charge when the ship is placed in ordinary.*

When the ship is placed in ordinary he will return into the proper store all articles remaining in his charge, and will be held strictly accountable for any deficiency or injury that may not be satisfactorily accounted for.

## ARTICLE 18.

*Reports and surveys on persons who receive wounds that may entitle them to pensions.*

Whenever any person on board shall receive any wound or injury which may probably entitle him to make application for a pension, the surgeon shall report the same to the commander, in wri-



ting, before the person be removed or discharged from the vessel, that a proper survey may be held, and certificate issued, according to such form as may be prescribed by the Pension Office.

## ARTICLE 19.

*Persons left in hospital.*

When petty officers or persons of inferior rating are left in a hospital after the sailing of the vessel from which they were sent, the surgeon of the hospital must report to the commander of the station whenever any of them are in a situation to justify their removal, that they may be sent to some other vessel or discharged.

## ARTICLE 20.

*Reports on persons in hospital who are convalescent.*

If any petty officer or person of inferior rating shall not have so far recovered as to justify his removal from the hospital when his time of service shall have expired, or if the injuries or disease of any person sent to the hospital will, in the opinion of the surgeon, prove incurable or produce long-continued inability to perform duty, the surgeon must immediately report such cases to the commander of the station, making a particular statement of all the facts and circumstances connected with each case within his knowledge, that they may be transmitted to the Secretary of the Navy for his decision.



## CHAPTER XIX.

## PASSED AND OTHER ASSISTANT SURGEONS.

## ARTICLE 1.

*They shall see that medicines are properly prepared.*

Assistant surgeons, whether passed or otherwise, and when no assistant surgeon, the surgeon shall attend personally to see that medicines are properly prepared and labelled for distribution to the sick.

## ARTICLE 2.

*They shall perform the duties assigned to them, and conform to orders.*

They shall perform all the professional duties which may be required from them, and conform to the instructions which may be given by the surgeon of the vessel, navy yard, or hospital, to which they may be attached; and will be unremitting in their attentions to the comfort and cleanliness of the sick, and exact from those under their direction a rigid performance of their duties.

## ARTICLE 3.

*The oldest past or other assistant surgeon will perform the duties of surgeon.*

In the absence of the surgeon, the passed or other assistant surgeon oldest in commission, is to perform all the duties of the surgeon.



## CHAPTER XX.

## PAYMASTER.

## ARTICLE 1.

*He will make requisitions.*

The paymaster will make requisitions for money, and for such articles of provisions, clothing, and small stores as may be needed; but such requisitions are at all times to be subject to the approval of the commanding officer of the vessel, and the revision and approval of the senior officer present in command.

## ARTICLE 2.

*Approval of requisitions.*

Where a paymaster shall present a requisition for money for the approval of his commanding officer, or such commanding officer shall direct a paymaster to prepare a requisition for his approval, the paymaster shall present a statement of the amount of public money then in his possession; and the commanding officer shall not direct or approve a requisition for a larger sum than may appear to be necessary for the public interests, in addition to such unexpended balance as may then be reported in the hands of the paymaster.

## ARTICLE 3.

*He will furnish the approving officer with a written statement of amount in his hands.*

If the requisition of a paymaster shall require the approval of any officer superior to his immediate commanding officer, it is hereby made the duty of such superior officer to require of the commanding officer of the vessel or navy yard to which the paymaster belongs, to furnish such superior officer with a written statement of the amount of money reported to be in the hands of the



paymaster, and to specify the particular objects for which the money then required may be intended or wanted, and the amount under each head of appropriation.

## ARTICLE 4.

*When he has received or paid over public moneys without previous sanction.*

In all cases where a paymaster shall have received, or shall have been duly authorized or directed to pay over any public money without the previous knowledge or sanction of his immediate commanding officer, it shall be the duty of such paymaster to report forthwith to his commanding officer the amount of such receipt or payment, and the authority under which it was received or paid.

## ARTICLE 5.

*No money in his charge is to be paid away without authority therefor.*

No money which may be placed in charge of a paymaster by order of, or authority from, his commanding or other superior officer, or of the Treasury or Navy Department, is to be used or paid away by him without the sanction or approval of his immediate commanding officer, or the commander of the squadron or station to which he belongs, or of the Auditor, or Comptroller of the Treasury, or of the Secretary of the Navy.

## ARTICLE 6.

*Suitable store-rooms to be prepared for his stores.*

Suitable and sufficient store-rooms shall be prepared for the safe-keeping of the clothing and small stores in the paymaster's department before they are received on board; and said rooms shall not be diverted to any other use or purpose, nor shall any other articles than those in charge of and receipted for by the paymaster, be put in them, except by the written order of the commanding officer, which shall state the reasons. The keys of such rooms will be kept by the paymaster, or under his responsibility.



## ARTICLE 7.

*No paymaster's stores to be sent from the vessel without an order.*

Provisions, or any other articles, for which the paymaster is responsible, are not to be sent out of the vessel without an order in writing to him from the commanding officer, that proper account and receipts may be taken.

## ARTICLE 8.

*No articles stowed in spirit room or hold to be stowed elsewhere, unless.*

No articles in the paymaster's department which may be stowed in the spirit room or hold, are to be removed for stowage in other places without the knowledge of the paymaster and the order of the commanding officer.

## ARTICLE 9.

*He shall report articles of improper quality.*

The paymaster shall report to the commanding officer any articles which may be received in his department that he may think of improper quality, deficient in quantity, or requiring additional means for their preservation.

## ARTICLE 10.

*When an officer joins his ship, he will furnish the paymaster with a copy of his orders.*

Every officer, on joining a ship, navy yard, or station, shall furnish the paymaster with a copy of his orders, with a certificate attached stating the day he left his domicile to obey the order, and the day he reported for duty, that he may be properly entered on the muster and pay roll, the paymaster being required to produce such orders, or copies thereof, and certificates, on the settlement of his accounts at the Treasury Department.



## ARTICLE 11.

*He shall be informed of all resignations, dismissals, &c.*

The paymaster shall be duly informed by his commanding officer of the resignation, dismissal, discharge, transfer, desertion, death, or change in the rating or pay of any person who is or may be borne upon the muster-roll of the ship.

## ARTICLE 12.

*The paymaster is to be notified when any person is to be discharged, &c.*

When a person is to be discharged, or transferred from one ship or station to another, due notice is to be given to the paymaster, so that time may be had for the settlement and approval of such person's account.

## ARTICLE 13.

*He will be furnished with a list of the names and the number of the messes of the men.*

When men are received on board, the paymaster shall be furnished by the executive officer with a list of the names and the number of the messes among which they may be distributed. Messes will not be reconstructed oftener than once a month, and the paymaster is to be furnished with a list of any changes in time to enable him to regulate the distribution of provision.

## ARTICLE 14.

*Accounts of men transferred.*

The accounts of men transferred will be made out, in conformity to the regulations of the Treasury Department, on pay-rolls, in duplicate, if numerous, or in transfer accounts in triplicate, if few, as may be most convenient; and the said pay-rolls or transfer accounts must accompany the men. These rolls or accounts, duly approved, are to be sent by the paymaster making the transfer directly to the paymaster of the vessel, navy yard, or station, to which the transfer



is made; and the paymaster who receives them, after comparing the rolls and transfer accounts so sent to him, will receipt one copy and return it to the paymaster who made the transfer, as a voucher for the settlement of his accounts.

## ARTICLE 15.

*He may nominate ship's steward.*

The paymaster may nominate the ship's steward, subject to the approbation of his commanding officer.

## ARTICLE 16.

*Iron chests, &c., shall be furnished him.*

Iron chests and other conveniences shall be furnished for the safe-keeping of the public money, books, and papers of account.

## ARTICLE 17.

*Bills or accounts.*

One copy of all bills or accounts is to be left with the officer who approves the same, to be transmitted to the department; but duplicates or triplicates of all such bills or accounts, after their approval by the proper officers and payment by the paymaster, are to be left in the possession of the paymaster making the payment, as they are necessary vouchers for the settlement of his accounts and for the safety of his sureties.

## ARTICLE 18.

*Issues of money, clothing, and small stores.*

The paymaster will only issue clothing small stores and money to petty officers and persons of inferior ratings in such quantities and at such times as shall be directed in writing, by the commanding officer; and all issues which shall be made shall be *received* for or certified to at the time, in the presence of a commission or warrant officer, and the receipts be witnessed or certified by him.



Monthly issues of clothing, will be made upon clothes or division lists, made out in a neat and careful manner by the officers of the different divisions, and of small stores on mess bills, made out by the different messes, which are to be approved by the commanding officer.

## ARTICLE 19.

*When he purchases clothing on a foreign station.*

Whenever it shall be absolutely necessary upon foreign stations to purchase clothing, the articles shall be as nearly as possible of the same kind and quality as those furnished by the Confederate States; and no more shall be purchased than shall be sufficient to meet the existing exigency.

## ARTICLE 20.

*When articles shall be packed in bales, packages, or casks, they shall be opened in the presence of an officer.*

When articles shall be furnished packed in bales, packages, or casks, for preservation, which cannot be opened without injury, they need not be opened to ascertain their contents, but the paymaster will receipt for them according to their marks. And whenever they shall be opened, it shall be in the presence of an officer, and their contents then compared with the invoice, and, if found to vary from it, a survey shall be held to authenticate the facts.

## ARTICLE 21.

*Articles condemned by survey.*

Articles of clothing which shall be found damaged by regular survey, may be valued by the surveying officers, and issued in the same manner as other clothing, at the reduced prices fixed by the surveying officers. Clothing which shall be condemned by survey as unfit for use, shall not be thrown overboard without a written order from the senior officer in command of the place, but must be turned into some public store.



## ARTICLE 22.

*No change to be made in allowance of provisions, except.*

There shall be no change in the daily allowance of provisions, except by the written order of the commanding officer.

## ARTICLE 23.

*No one to draw more than his allowance of ration.*

No person shall be allowed to draw more than the established allowance of any particular part of the ration, nor to have any preference in the distribution of the rations.

## ARTICLE 24.

*Persons may relinquish spirit part of ration, provided.*

Every person entitled to a ration may relinquish the spirit part of it for a period of not less than three months, unless sooner detached. And persons not having three months to serve, may relinquish it for the unexpired portion of their time. And the commander of a squadron or of a single ship, acting independently, may direct the paymaster to pay the established value of the same in money to the men at such times as the law directs.

## ARTICLE 25.

*Rations that messes may relinquish.*

The messes of the ship's company may, with the approbation of the commanding officer, relinquish one complete ration in any mess of eight, and two in messes of more than eight and not less than fourteen persons, for not less than three months, unless sooner detached, or unless their terms of service should expire in less than three months; and they may receive the established value in money from the paymaster when in port, at such times (not oftener than once a month) as the commander of the squadron, or the commander of a vessel, acting independently, may direct.



## ARTICLE 26.

*Persons in debt to be paid no money, except.*

No money shall be paid to any person in debt to the Confederate States, except for stopped spirits or rations.

## ARTICLE 27.

*He shall not pay to administrators, unless.*

No paymaster shall pay over to any administrator or executor any balance of wages which may be due to any person deceased without orders from the proper accounting officers of the treasury.

## ARTICLE 28.

*Reports of expenditures.*

The Paymaster shall make monthly reports to his commanding officer of all expenditure of provisions, and quarterly reports of the expenditures of money, clothing, and small stores in his department, and of the quantity of each kind remaining on board, and the length of time for which there is a supply.

## ARTICLE 29.

*Bills of exchange.*

Bills of exchange must be drawn and negotiated in conformity with such instructions as the Secretary of the Navy may give upon the subject.

## ARTICLE 30.

*Quarterly reports of expiration of men's service.*

He shall report quarterly, or oftener if required, to the commanding officer of the vessel, the expiration of service of the men which will occur in each subsequent month in each rating, giving the number only in each rating.—(See form No. 13.)



## ARTICLE 31.

*He shall take charge of dead men's effects.*

He shall take charge of the clothes and effects of all deceased persons belonging to the vessel, and of all persons who may desert or be reported as absent without leave. When directed by the commanding officer of the vessel, he shall sell at public auction the clothes and effects of persons marked "R" on the ship's books, or who shall have died indebted to the Confederate States. He shall sell, in like manner, the clothes and effects of those who may die not indebted to the Confederate States, or preserve them for their legal representatives, as the commanding officer may direct, having due regard to the interests and circumstances of the parties.

## ARTICLE 32.

*His books and accounts to be kept as directed.*

He shall keep his books and accounts, and make reports and returns in relation to them to the Auditor of the Treasury, and to the Chief of the office of Provisions and Clothing, as they may respectively direct or require.

## ARTICLE 33.

*Officers may draw portion of rations under certain circumstances.*

On foreign service, when the stores on hand will admit of it being done without an undue reduction of any article, officer's messes may be permitted to draw from the public stores, at contract prices, such articles as bear exorbitant prices in the market where they may be, provided such article is for their own use on board ship.



## CHAPTER XXI.

## CHAPLAIN.

## ARTICLE 1.

*Respect to the chaplain.*

All officers are required to treat the chaplain with the respect due to his holy office, and to afford him every proper facility for the discharge of his sacred duties.

## ARTICLE 2.

*He will be attentive to the performance of his duties.*

He is to be attentive to perform with due solemnity the duties of the Lord's Day, that the ship's company may be impressed with devotion, and he will carefully adapt his discourses to the capacity of the majority of his hearers, that his instructions may be intelligible and beneficial to them.

## ARTICLE 3.

*To perform divine service when required.*

He will perform divine and funeral service when required to do so by his commanding officer.

## ARTICLE 4.

*He will be attentive to the requests of persons requiring his attendance.*

He shall be very attentive to the requests of all sick persons who may desire his attendance, and shall, although not requested, visit all such as may be dangerously ill, and offer such consolations as they may require.

## ARTICLE 5.

*Religious instruction of boys, &c.*

He is to instruct in the principles of the Christian religion the boys and such other persons as the captain may put under his care.



## ARTICLE 6.

*Instruction of the boys in the elementary branches of education.*

He will apply to the captain to direct some intelligent and well-disposed person of the crew to instruct, under his directions, the boys of the ship in reading, writing, and the first rules of arithmetic, and will examine the boys often, and will report to the captain those whom he may find diligent and well disposed, that they may be rewarded.

## ARTICLE 7.

*Chaplain's reports.*

He will make the commander of the ship a report on the first of January, April, July and October, of the duties performed by him in the previous three months, and a condensed report at the end of the cruise.

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 CHAPTER XXII.

## MASTER-AT-ARMS.

## ARTICLE 1.

*He will see orders about lights, &c., enforced, and report improprieties.*

The master-at-arms is to see the orders respecting lights and fires duly executed, and report improprieties committed by the men below.

## ARTICLE 2.

*He will examine all craft alongside.*

He or the ship's corporal, is to examine all lighters, craft, and boats that come to the vessel, and see that no improper articles are



brought on board or taken from the ship, and that none of the crew leave in them without proper authority.

## ARTICLE 3.

*He will report prisoners.*

He shall report daily, in writing, to the commanding officer, the name and offence of every person confined, by whose order, and the number of days he has been confined.

## ARTICLE 4.

*Charge of clothing.*

He shall take charge of the clothing and effects of deserters, dead men, and liberty men, and proper means and facilities will be afforded him for the taking care of them.

## ARTICLE 5.

*Ship's corporal to be subordinate to him.*

The ship's corporal is to be subordinate to, and to assist the master-at-arms; and when there is no master-at-arms, he is to perform the duties of master-at-arms.

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## CHAPTER XXIII.

## YEOMAN.

## ARTICLE 1.

*He will receipt and be responsible for stores.*

The yeomen shall receipt and be responsible for all *stores* in the boatswain's, carpenter's, and sail-maker's departments, and for all



stores in the gunner's department, ammunition and armament excepted.

## ARTICLE 2.

*He will take precautions against fire, &c.*

He shall see that all the regulations respecting lights in the store-room are strictly observed, and that every precaution is taken to guard against fire or other accidents; and must never suffer any wines, spirituous liquors, or private stores of any kind to be kept in the store-room without written orders to that effect from the commander.

## ARTICLE 3.

*The accounts he shall keep shall be according to forms prescribed.*

He shall keep regular accounts, according to the forms which are or may be prescribed, of all receipts, expenditures, conversions, or transfers of stores in the respective departments, specifying the time and place, and the person from whom the articles were received, and to whom and for what purpose they were delivered, and, if converted to other purposes than those for which they were received, by whose order.

## ARTICLE 4.

*His accounts shall be presented weekly to the executive officer.*

He shall present his accounts of receipts and expenditures weekly to the executive officer of the vessel for his examination, who shall, if he finds them correct, certify the same, and hand them to the commander; then enter complete, except in his expense books.

## ARTICLE 5.

*His abstract expense books shall be presented to commanding officer.*

He shall exhibit his abstract expense books to the commanding officer within the first week of each month, that he may cause the



same to be compared with his own, and if found correct, the commander shall approve the same, as a voucher for the yeoman's accounts.

## ARTICLE 6.

*His duties when a vessel is paid off or placed in ordinary.*

He shall, when a ship is to be paid off or placed in ordinary, present to the commander his expense books, to be returned into the navy store, and an abstract statement of the total quantities of the respective articles which may have been received and expended in each year during the cruise, and which may then remain on hand, or have been returned into store, as shown by his expense books; and the commander shall forward the same to the proper bureaus of the Navy Department, and shall state whether the quantities reported by the yeoman's expense books correspond with the quantities actually on hand or returned into store, as ascertained by survey; and if there should be any difference, he will note the same, and, if in his power, will state the probable cause of such difference.

## ARTICLE 7.

*One-quarter of his salary to be retained, except.*

Unless ordered by the Secretary of the Navy, the yeoman shall not receive more than three-fourths of his pay until the stores in his charge shall have been examined and found correct.



## CHAPTER XXIV.

## PETTY OFFICERS AND PERSONS OF INFERIOR RATINGS.

## ARTICLE 1.

*Badge to be worn for honorable discharges.*

Every petty officer or person of inferior rating who shall receive an "honorable discharge," will wear upon the left sleeve of the jacket or frock, above the elbow, a foul anchor, two and a half inches in length, to be white if worn on blue, or blue if worn on white, to be called the "honorable discharge badge;" and for every additional honorable discharge, a star half an inch in diameter will be added to the badge.

## ARTICLE 2.

*Boys in messes to be berthed by themselves.*

The boys will be distributed amongst the messes, but shall be berthed by themselves, under the charge of the schoolmaster or one of the petty officers.

## ARTICLE 3.

*Education of boys.*

Boys shall receive every encouragement to learn the duties of seamen and to improve themselves in the elementary branches of education.



## CHAPTER XXV.

## MARINES.

## MARINES WHEN IN VESSELS.

## ARTICLE 1.

*When a vessel is put in commission a guard-to be sent on board.*

When a vessel is to be put in commission the Secretary of the Navy will give the necessary instructions to the commandant of the marines to have the proper number of officers and marines prepared to go on board.

## ARTICLE 2.

*Commanding marine officer to be notified when the vessel is ready for their reception.*

When a vessel is ready for the reception of the marines, the commanding officer of the station will notify the commanding marine officer, whose duty it shall be to have sent to the designated place of embarkation the detachment which may have been previously ordered for such vessel.

## ARTICLE 3.

*They are to be entered separately on the ship's books.*

When marines are received on board a vessel they are to be entered separately on her books as part of the complement, or as supernumeraries, as the case may require, and are to be, in all respects, upon the same footing as the seamen with regard to provisions and short allowances.

## ARTICLE 4.

*Senior marine officer will report daily in writing.*

The senior marine officer shall report daily, in writing, to the commander of the vessel the state of the guard.



## ARTICLE 5.

*Locker for uniforms, &c.*

A convenient locker shall be built, with shelves and pins arranged as a fixture on the berth deck, for the marines, where they may keep their uniform caps, pompons, belts, &c.

## ARTICLE 6.

*Not to be diverted from appropriate duties, except.*

They are not to be diverted from their appropriate duties, or called upon to coal ship or work as mechanics, except in case of emergency.

## ARTICLE 7.

*A musket-rack to be constructed.*

A musket-rack shall be constructed against the cabin bulk-head, or other appropriate place, with a canvas screen to protect the muskets from the salt air and spray while at sea, where the arms will be in the most suitable place in case of any emergency.

## ARTICLE 8.

*They may be furnished with slop clothing.*

They may be furnished by the paymaster with slop clothing and small stores when the commanding marine officer shall certify that they require them, and the commander of the vessel approves the issue.

## ARTICLE 9.

*Commanding marine officer to have charge of arms.*

The commanding marine officer is to have charge of, and he will be accountable for, the arms, accoutrements, and clothing belonging to the marines, and he will be careful to have the whole preserved in the best possible manner. He will report any injury that may result to them from the neglect or misconduct of any person that the amount may be recovered from him.



## ARTICLE 10.

*Officer to be allowed a store-room.*

The marine officer will be allowed the exclusive use of a store-room, for the preservation of the clothing, accoutrements, and other articles belonging to the marines.

## ARTICLE 11.

*Detachments will be accompanied by one commissioned officer.*

A detachment of marines, on joining a vessel-of-war for sea service, will always be accompanied by at least one of the commissioned officers who are attached to it.

## ARTICLE 12.

*They are to be frequently exercised.*

They are to be frequently exercised by their own officers. A suitable place on deck will be assigned for that purpose, upon the application of the senior marine officer, when the other duties of the ship and the weather will, in the opinion of the commanding officer, permit.

## ARTICLE 13.

*Marines serving at great guns.*

As occasions may arise when it may become necessary to employ marines at the great guns, they shall be instructed as full gun's crews by their own officers, and may also be assigned as parts of ordinary gun's crews under other officers of divisions. But the commanding officer will be careful not so to assign marines, except in cases of necessity.

## ARTICLE 14.

*When not on guard they are subject to orders of sea officers.*

When not on guard, or on duty as sentinels, they are to be subject to the orders of the sea officers, in the same manner as the seamen.



## ARTICLE 15.

*General and special orders.*

All "general orders" to sentinels shall pass through the marine officer. The sentinels on the spar-deck may receive "special orders" from the officer of the deck when an emergency may require it.

## ARTICLE 16.

*Reports of misbehavior to whom made.*

Any misbehavior of the marines on guard duty, or on duty as sentinels, is to be reported to the officer of the deck, and by him reported to the senior marine officer on board, who will report the same to the commanding officer of the vessel for his decision.

## ARTICLE 17.

*No officer of inferior relative rank shall give orders to a marine officer.*

No officer of the navy of inferior relative rank shall give orders to a marine officer unless such navy officer be at the time in command of the ship.

## ARTICLE 18.

*Detachments of marines and sailors, who shall command.*

When detachments of sailors and marines are landed from a squadron or ship, the senior officer in rank shall command.

## ARTICLE 19.

*Precedence at courts martial, &c.*

At courts martial, courts of inquiry, boards of officers, and upon all occasions of ceremony, the relative lineal rank between the officers of the navy and the marine corps shall be the same as now is, or may hereafter be established between the army and navy.

## ARTICLE 20.

*Commanding marine officer to attend to the comfort, &c., of his men.*

The commanding marine officer will be particularly attentive to



the comfort and cleanliness of his men, as well as their soldier-like appearance and efficiency. He will inspect the clothing at least once a month, and report to the commanding officer of the ship in case of any loss or abuse.

#### ARTICLE 21.

*He will have charge of arm chest.*

The commanding marine officer shall have charge of the arm chest intended for the use of the detachment.

#### ARTICLE 22.

*Repairs of arms and accoutrements.*

If repairs of the arms and accoutrements become necessary, the marine officer will apply to the commanding or executive officer of the ship for such assistance as can be afforded.

#### ARTICLE 23.

*Non-commissioned officers may be reduced and promoted.*

The marine officer, with the approval of the commander of the ship, may reduce non-commissioned officers and make promotions to supply vacancies.

#### ARTICLE 24.

*Accounts that senior marine officer shall keep, and disposal thereof.*

Such accounts are to be kept by the senior marine officer as may be directed or required by the commandant of the marine corps; and such reports and returns as he may require are to be forwarded through the senior marine officer, as directed in chapter on "Correspondence and Reports."

#### ARTICLE 25.

*One officer shall be on board at all times, except.*

When there shall be more than one marine officer attached to a



vessel, one shall at all times be on board for duty, unless upon very particular occasions, to be judged of by the commanding officer of the vessel.

## ARTICLE 26.

*They shall remain on board until the vessel is turned over to officers of the yard.*

On the return of a vessel from a foreign station, the marine officer, with the guard, shall remain on board until all the officers, seamen, &c., are detached, and the ship regularly turned over to the officers of the navy yard where they may arrive.

## ARTICLE 27.

*Liberty on shore.*

He will regulate, under the control of the commander of the vessel, the permission of the marines to go on shore.

## ARTICLE 28.

*A citizen receiving an appointment, &c.*

A citizen receiving an appointment in the marine corps, will be required to appear before a board of officers instituted by the Secretary of the Navy, for examination into his physical ability, moral character, attainments, and general fitness for the service, and he will only be deemed eligible for a commission upon the favorable report of the board.

## ARTICLE 29.

*No person from civil life shall be, &c.*

No person from civil life shall be appointed a 2nd lieutenant of marines, who may be over twenty-five years of age.



## CHAPTER XXVI.

## OFFICER OF ORDERS AND DETAIL.

## ARTICLE 1.

*He will keep a register of the service of officers.*

The officer in charge of orders and detail will prepare and keep up a register of all officers of the navy, showing the time that each officer has served, and in what grades, the time in each grade, the station on which the service was performed, the class of vessel, and the nature of the service.

## ARTICLE 2.

*He will submit to Secretary of the Navy a list of officers for a vessel preparing for sea.*

When a vessel is ordered to be prepared for service, the detail officer shall submit to the Secretary of the Navy a list of officers for her, according to the complement table.

## ARTICLE 3.

*He will equalize the service of officers.*

He will be careful in making his detail to equalize, as much as may be consistent with the requirements of the public interests, the service officers on different stations and in the several classes of vessels.

## ARTICLE 4.

*Record that he shall keep—Applications—Declining service—Returning before completion of service—Charges or complaints—Leaving a service before its completion—Facts or information useful to the Department.*

He will keep an exact record of the services of each officer of the navy, showing :



1st. His applications for service.

2nd. If at any time he shall have declined service, his assigned reasons for doing so.

3rd. If he shall have returned from foreign service before the completion of a cruise, his reasons therefor.

4th. If charges have been preferred, or complaints at any time made against him, the disposition made of such charges or complaints, and the results.

5th. If, having commenced any service, either in the Confederate States or abroad, he shall leave said service before its completion, the manner of and reasons for his so doing.

6th. Any other facts which will aid the department in forming a correct opinion of the availability of the officer.

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## CHAPTER XXVII.

### GENERAL MUSTER-BOOK.

#### ARTICLE 1.

##### *Muster-book.*

Every person on board any Confederate States vessel-of-war, who receives either wages or provisions, must be entered in the general muster-book by name and grade.

#### ARTICLE 2.

##### *Marks opposite names in the muster-book.*

The single letter "D" is to be placed against the name of every person who has been detached or transferred by order, or who has been discharged from the service; the two letters "D D" are to be placed against the name of every person who may die whilst at-



tached to or borne on the muster-book of the vessel; and the letter "R" when any person shall have been convicted of desertion, or when it shall have been decided by other competent authority that he has run or deserted from the vessel.

## ARTICLE 3.

*How entries are to be made.*

The entry in each list of the muster-book must be distinguished by a number in the first column, to be exclusively appropriated to it, and which must never be applied to any other entry in the same list; but to each new entry a new number must be given.

## ARTICLE 4.

*Navy Department will prescribe form of muster-book.*

The muster-book shall be kept in such form as the Navy Department shall prescribe.

## ARTICLE 5.

*Desertion.*

Any person belonging to the naval service who shall be arrested or seized in the act of attempting to leave without permission, the ship, navy yard, or boat to which he may be attached, shall be considered a deserter and so noted.

## ARTICLE 6.

*Desertion.*

Any person belonging to the naval service who shall leave the ship, navy yard, or boat, to which he may be attached, without permission to do so, and shall not return within twenty-four hours, and shall fail to give reasons satisfactory to the commanding officer for such absence, may be deemed a deserter and so noted.



## ARTICLE 7.

*Desertion.*

Any person belonging to the naval service, who shall have leave to be absent from the ship, or navy yard to which he may be attached for a specified time, and shall not return on or before the expiration of that time, and shall fail to give reason satisfactory to the commanding officer for such failure, may be deemed a deserter.

## CHAPTER XXVIII.

## PAY AND ALLOWANCES.

## ARTICLE 1.

*Travelling expenses.*

Travelling expenses, when incurred by an officer in obedience to any order, or in conformity with any rule or regulation of the navy, will be paid at the rate of ten cents a mile upon the mail route, or, when there is no mail route, then by the shortest route usually travelled, except when the officer proceeds in a public vessel or conveyance, or they are incurred to make an exchange of situation at the request of the officer. The amount which would be due when an order shall be obeyed will be advanced by the navy agent or paymaster upon a foreign station upon the order of the commanding officer of the station.

## ARTICLE 2.

*Passage of an officer with recruits on board a vessel.*

When an officer shall be ordered to proceed with recruits from



one station to another in a vessel, his passage on board the vessel shall be agreed for and paid by the navy agent.

## ARTICLE 3.

*Passage money of an officer ordered to join a vessel on a foreign station.*

The usual and necessary passage money actually paid by officers when proceeding, by order, to join vessels upon a foreign station, or when returning from foreign service under orders, or upon sick ticket granted in conformity with these regulations, when they cannot return in a public vessel, may, if they have not been previously advanced, be paid by the paymaster of the vessel to which the officer may be attached on his joining the station, or by the navy agent at the port at which he may arrive when returning from a foreign station, upon the production of bills and receipts for passage money by sea, and bills for payments made for ordinary land travel in foreign countries, certified by him upon his honor, and approved by the commander of the station or squadron where the payment is to be made.

## ARTICLE 4.

*Duty pay of commission and warrant officers.*

The duty pay of commission or warrant officers shall commence when he reports for duty under an order, and will terminate when the officer shall have ceased to perform duty under that order.

## ARTICLE 5.

*An officer sick on duty at a place where there is no medical officer of the navy.*

If any officer of the navy shall be sick while on duty at any place where there is no medical officer of the navy, and shall find it necessary to call in a physician, the bill for medical attendance and medicine shall be paid, provided said bill shall not exceed the usual charges for similar services at said place.



## ARTICLE 6.

*Officers returning from a foreign station as passengers, under orders, or sick.*

Officers returning from foreign service as *passengers, under orders, or on sick leave*, in conformity with the regulations, shall receive sea duty pay until their arrival within the Confederate States.

## ARTICLE 7.

*Officers who claim pay under an order or acting appointment.*

Officers claiming pay under any order or acting appointment, must furnish to the disbursing officer from whom the payment is claimed the original order, or a copy of such order, or appointment, certified by himself to be correct; and must state on such order, or copy, the time when he acknowledged the receipt of such order or appointment, and when he obeyed the order or entered upon his duties under the appointment.

## ARTICLE 8.

*When the pay of secretaries and clerks shall commence.*

Secretaries and clerks will only be paid from the actual commencement and during the actual continuance of their service, without regard to any previous date of appointment or acceptance of orders; and the actual commencement and termination of the service of secretaries and clerks must be certified by the officers to whom they may be allowed, as a voucher, to enable them to be entered on the muster-books and to receive the final payment of their accounts.

## ARTICLE 9.

*When an officer not attached to a vessel or station claims pay of a paymaster.*

When an officer not attached to any vessel or station presents a claim for pay to a paymaster, he must certify his rank, and, if em-



ployed, the nature of the service, and, if not employed, whether waiting orders, on leave of absence, or on furlough; and such application is to be made to the paymaster of the station nearest his residence.

## ARTICLE 10.

*Officers applying for pay to the Auditor, who are not regularly paid by him.*

Officers applying to the Auditor for their pay, who are not regularly paid by that officer, must produce statements of their accounts, signed by the paymaster who last paid them, whenever it shall be practicable, or their own certificate, stating by whom and to what date they were last paid.

## ARTICLE 11.

*Officers in debt to the Confederate States may receive one ration or its value.*

Although officers indebted to the Confederate States can receive no part of their pay, they may, when employed on sea duty, receive one ration, or its value.

## ARTICLE 12.

*A library may be allowed to vessels in commission and navy yards.*

There may be allowed to vessels in commission and to navy yards, to constitute a library for the use of the officers, such books as are, or may hereafter be, specially designated by the Secretary of the Navy; and the Secretary of the Navy may make an allowance, at his discretion, for books for the use of the petty officers and persons of inferior ratings on board of vessels going on long or distant cruises.

## ARTICLE 13.

*Funeral expenses of persons dying in actual service.*

The necessary and proper funeral expenses of all persons who



shall die while in actual service in the Confederate States will be paid, when sanctioned by the Navy Department, or by the commander-in-chief of the squadron when on foreign service.

## ARTICLE 14.

*The pay of persons who are examined and promoted shall commence with that of others of their date.*

When an officer, on his return from foreign service, shall be examined and found qualified, and receive promotion, he shall receive the pay of his new commission or warrant from the time at which it would have commenced if he had been examined with others of his date.

## ARTICLE 15.

*Allotment of pay.*

No person shall be permitted to allot a greater part of his pay than will leave for his own use at least six dollars a month, and in no case for an amount exceeding one-half his pay, except by special authority of the Secretary of the Navy, and no allotment is to be authorized excepting to a parent, wife, near relative, or a guardian.

## ARTICLE 16.

*When allotments shall commence, and how long they may continue.*

An allotment must not be made to commence until the time when the person making it will probably be out of debt to the Confederate States. When made by a person performing duty in the Confederate States, it must not be made for a longer time than one year. When made by a person upon, or ordered to a foreign station, it may be made for not exceeding the term the person is bound to serve, if less than three years. Should the person be employed on foreign service for a longer period, the allotment may be renewed.



## ARTICLE 17.

*Allotments to be made in duplicate, to be approved, &c.*

All allotments must be made in duplicate, be approved by the commander of the vessel or station, be witnessed and registered by the paymaster and forwarded to the Auditor of the Treasury, through the proper channel, except in the case of officers, to whom one copy will be delivered.

## ARTICLE 18.

*No allotment or power to receive pay to be irrevocable.*

No allotment, or power of attorney, to receive any part of the pay of a person belonging to the navy, is to be made irrevocable, as the whole pay of such person may become essential to his support.

## ARTICLE 19.

*No allotment to be made by an officer unless on duty and absent from his family.*

No allotment or pay is ever to be made or continued by an officer, except when he is on duty and absent from his family.

## ARTICLE 20.

*Travelling allowance not allowed to an officer who is relieved from orders at his own request.*

When an officer shall be ordered to a vessel preparing for foreign service, and shall have reported for duty in such vessel, if he shall be relieved from such orders at his own request or for his own mere convenience, he shall not be allowed travelling expenses under said order, and if the allowance for said travel has been paid, it shall be checked from his pay, or otherwise refunded to the Confederate States.



## CHAPTER XXIX,

## FURLOUGHS AND LEAVES OF ABSENCE.

## ARTICLE 1.

*No officer to leave the Confederate States unless with permission of the Secretary of the Navy.*

Permission to leave the Confederate States can only be granted by the Secretary of the Navy; and no officer is ever to leave the Confederate States under any leave of absence, unless such leave shall expressly authorize it.

## ARTICLE 2.

*Within the Confederate States the Secretary of the Navy alone can grant leave for more than a week, except.*

Within the Confederate States, leave of absence for a longer time than one week will only be granted by the Secretary of the Navy, except in cases of great emergency, which must be immediately reported to him.

## ARTICLE 3.

*Commanding officers within the Confederate States can grant leave of absence of not over a week, provided.*

Commanding officers acting under the immediate orders of the Secretary of the Navy may, within the Confederate States, grant leave of absence to persons under their command for not exceeding one week: provided it can be done without delaying the equipment of the vessel to which they may belong, or producing other injury to the public service; and that no leave is granted to any officer belonging to a vessel under sailing orders.



## ARTICLE 4.

*Commander-in-chief or of navy yards or stations not to leave their commands for more than a week, except.*

Commanders-in-chief of squadrons and commanders of navy yards or stations in the Confederate States shall not leave the limits of their command for a longer period than one week in any successive two months, without the permission of the Secretary of the Navy.

## ARTICLE 5.

*Commanders of fleets or squadrons abroad may grant leave to return to the Confederate States.*

Commanders-in-chief of fleets or squadrons abroad may, grant permission for officers to leave the squadron for the purpose of returning to the Confederate States, when it shall be duly certified that it is absolutely necessary on account of their health; but in no other case, unless previously authorized by the Secretary of the Navy.

## ARTICLE 6.

*Furlough.*

Officers can only be placed on furlough by the Secretary of the Navy, or by sentence of a court martial.



## CHAPTER XXX.

## RECRUITING SERVICE.

## ARTICLE 1.

*Junior officers to act as assistants and not as substitutes, except.*

The junior officers who may be ordered upon this duty are intended as assistants to the commanding officer, and not to act as his substitutes, except in cases where he is unable to attend by reason of sickness, or when absent on leave with the sanction of the department. Under all other circumstances he will be expected to attend daily at the rendezvous, and to personally question the persons offering to enlist, examine into their qualifications, and determine himself whether they may enter or not, and in what capacity or rating.

## ARTICLE 2.

*Age, stature, and qualifications of recruits.*

Recruiting officers shall enter no boy under fourteen years of age, nor unless he be at least four feet eight inches in height; nor any person whatever under twenty-one years of age, without the consent of his parent or guardian, if any such may be found; nor any landsman over twenty-five years of age, unless he shall have a knowledge of some mechanical trade which will be useful on board a vessel; nor any landsman having such mechanical trade, unless he is under thirty-five years of age. No person is to be entered as ordinary seaman unless he shall have served one year afloat; nor as a seaman unless he shall have served two years afloat, and passed satisfactory examinations.

## ARTICLE 3.

*Persons not to be entered as petty officers, except.*

Recruiting officers are not to enter persons as petty officers, unless specially authorized.



## ARTICLE 4.

*Free colored persons not to be entered without permission.*

Free blacks or free colored persons are not to be entered, except with the approbation of the commander of the station, or by special order from the department.

## ARTICLE 5.

*Officer in command of rendezvous and medical officer shall concur in opinion.*

No person shall be entered for service in the navy, unless the officer in command of the rendezvous and the medical officer in attendance, shall concur in opinion as to his fitness for the service.

## ARTICLE 6.

*If a recruit receive an injury after enlistment and before he appears on board the receiving ship.*

If, between the time of a person's being entered at the rendezvous, and his appearance on board the receiving or other ship, he shall receive an injury, which in the opinion of the inspecting and medical officer of the receiving or other ship, unfits him for the service, he shall not be received.

## ARTICLE 7.

*When persons are entered for particular ratings with complaints or injuries.*

If persons should be entered for particular ratings as petty officers with complaints or injuries which, in the opinion of the medical officer and the commander of the station, may not interfere with the proper performance of their duties in those ratings, their condition must be fully described and carefully noted on all the descriptive lists containing their names, that no improper claims for pensions may be subsequently allowed.



## ARTICLE 8.

*The law regulating enlistments to be printed on shipping articles and both to be read to recruit.*

The law for the time being which authorizes and regulates the enlistment of persons for the navy, must be printed at the head or on the back of the shipping articles, and recruiting officers shall cause the articles and the law authorizing enlistment to be read to every person before such person signs them.

## ARTICLE 9.

*No intoxicated person to sign shipping articles. No felon to be enlisted.*

Recruiting officers shall not allow any one to sign the shipping articles when intoxicated; nor shall they enter any person known to have been convicted of a felony.

## ARTICLE 10.

*Advances of pay and bounty.*

Recruiting officers shall make no advance of pay nor give any bounty, except by express orders from the Secretary of the Navy, or of the officer under whose orders they may be placed; and in all cases of making advances, the amount advanced to petty officers, if any such enlistment should be authorized, shall not exceed the amount authorized for seamen, and good security is to be taken for the same until the person receiving it shall have been duly received and mustered on board the receiving vessel, or some other vessel of the Confederate States.

## ARTICLE 11.

*Advance money, when it may be paid.*

Recruiting officers shall not pay over any advance money or bounty, except to the person entitled to receive the same, nor until he shall be examined and found fit for service; and they are, if possible, to induce the men to repair on board with their effects, or



to receive the amount of their advance in clothing or other necessities from the vessel; in which case the recruiting officer is to give the necessary information to the commanding officer of the vessel, and will be excused from taking security when an advance is so made.

## ARTICLE 12.

*Persons who receive advance shall supply themselves with clothing.*

The recruiting officer shall take care that each person who receives advance or bounty, furnishes himself with suitable clothing of the navy pattern to the amount of two-thirds his advance, and that the articles are sent on board with him.

## ARTICLE 13.

*Recruits brought on board receiving ship, shall not be received if so intoxicated as to require constraint.*

When persons who have entered at the rendezvous, are brought on board the receiving vessel, care shall be taken that they are in a proper state, and if any person when brought on board shall be so much intoxicated as to require restraint, he shall not be received until he becomes sober.

## ARTICLE 14.

*Receipts that the recruiting officers must produce.*

Recruiting officers must produce receipts for the amounts advanced from the persons to whom they make advances or pay bounty; a receipt for each individual from the commanding officer of the vessel on board which he may be sent, and a certificate from the paymaster of such vessel that he has received lists showing their rating, the date of entry, the time of service and the amounts advanced to the individuals respectively, before they can receive credit for the advances made.



## ARTICLE 15.

*Amount to which recruiting officers are restricted.*

Recruiting officers shall not receive, without the sanction of the commanding officer of the station, more than one thousand dollars at any one time, which they may obtain by requisitions upon the navy agent, when duly approved by the senior officer in command of the station, who shall not approve such requisition, however, until satisfied that the amount asked is required for the public service.

## ARTICLE 16.

*Recruiting officers shall report weekly.*

The recruiting officer must report weekly to the Secretary of the Navy and the commander of the station the number of persons he may have enlisted, and the amount of money remaining in his hands, in such form as may be prescribed. (See form prescribed.)

## ARTICLE 17.

*Vessels of the navy to have shipping articles; cases in which persons may repair on board without passing through the rendezvous.*

Each vessel of the navy shall be furnished with a set of shipping articles, and in cases where persons are desirous to repair on board without passing through the rendezvous, they may, by order of the commanding officer of the station, be so entered, who may order an advance not exceeding two months' pay; but such persons shall be subject to the same examination by the commander of the ship and one of the medical officers as would be made at the rendezvous, and shall be subject to transfer for general service.

## ARTICLE 18.

*In case of doubt as to age, oath to be taken.*

In all cases of doubt as to the full age of persons offering them-



selves for enlistment, it will be the duty of the recruiting officer to require them to make oath before a justice of the peace, or some other person lawfully authorized to administer oaths, that they are of the full age of twenty-one years, and note the same in the descriptive lists.

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## CHAPTER XXXI.

### HONORABLE DISCHARGES.

#### ARTICLE 1.

*Honorable discharges as testimonials of fidelity and obedience to be granted.*

It shall be the duty of the commanding officer of any vessel in the navy, on returning from a cruise, to grant an honorable discharge to such of the seamen, ordinary seamen, landsmen, boys, firemen and coal-heavers who enlisted for three years, as in his opinion are, on being discharged, entitled to it, as a testimonial of fidelity and obedience, and to forward, immediately on his arrival in port, to the Secretary of the Navy a list of their names. To aid him in this duty he may associate with him two lieutenants, one of which shall be the senior lieutenant of the ship.

#### ARTICLE 2.

*Commander will report names of crew entitled to honorable discharges.*

The commander will, immediately on his arrival in port, at the termination of a cruise, forward to the Secretary of the Navy the names of those of the crew of the vessel under his command who have been found, as provided for in article 1, to be entitled to honorable discharges.



## ARTICLE 3.

*A person who receives an honorable discharge will be allowed three months' pay on re-enlistment.*

When any seamen, ordinary seaman, landsman, boy, fireman or coal-heaver, who, having received an honorable discharge from the navy, (the form of which will be prescribed by the Navy Department,) shall within three months from the date thereof present said honorable discharge at any naval rendezvous, or account in a satisfactory manner for its loss, answer the description of such discharge and be physically qualified, he shall be re-enlisted for three years, and, upon his transfer to a receiving ship, will be entitled to receive three months' pay, equal to that to which he would have been entitled if he had been employed in actual service in the rate specified in the honorable discharge. (See form prescribed.)

## ARTICLE 4.

*The three months' pay under an honorable discharge to be considered "Honorable Discharge Money."*

The three months' pay to which a seaman, ordinary seaman, landsman, boy, fireman or coal-heaver, is entitled who shall enlist for three years, within three months after his honorable discharge, shall be considered "Honorable Discharge Money," and so denominated. It will not, however, be paid in one sum at the time of re-enlistment, but shall be reserved for payment during the term of the re-enlistment, at such times and in such sums as the Secretary of the Navy may direct.

## ARTICLE 5.

*Loss of honorable discharge.*

If the honorable discharge should have been lost, reference can be made to the files of the department for corroboration that the person presenting himself did receive an honorable discharge, and for a descriptive list of his person.



## ARTICLE 6.

*Endorsement on honorable discharge on re-enlistment.*

The recruiting officer will write on the face of the honorable discharge, over his official signature, the date of re-enlistment. After the reception on board the receiving ship of the person re-enlisted, the commanding officer also will write on the face of the honorable discharge, over his official signature, that the three months' pay has been credited or paid in part to him, with the date of such credit or payment, and the amount thereof.

## ARTICLE 7.

*Advance of pay.*

To those re-enlisting under an honorable discharge, the authorized advance of pay will also be made.

## ARTICLE 8.

*Person holding an honorable discharge physically disqualified.*

Should the person holding an honourable discharge prove physically disqualified, it will be so written by the recruiting officer on the face of the discharge, and such discharge will not entitle the holder to be received under it.

## ARTICLE 9.

*Reference to be made to re-enlistments under honorable discharges on returns of enlistments.*

On the returns made to the Navy Department of enlisted men from rendezvous and receiving ships, special reference will be made to those men who have re-enlisted under an honorable discharge, and from what vessel they received their discharge.

## ARTICLE 10.

*Discharge of a yeoman.*

A yeoman is not to be discharged until his accounts have been examined and found correct, as required in article 7, chapter XXV!



If found correct, the commandant of the yard will then grant the honorable discharge, if the yeoman is entitled to it in the opinion of the commanding officer of the vessel to which he belonged.

## ARTICLE 11.

*Honorable discharges to invalids sent to the Confederate States from a foreign station.*

When invalids are sent to the Confederate States from a foreign station, the commanding officer of the vessel to which they belonged will transmit a list of their names to the department, stating the general character of each, and designating such as, in his opinion, are entitled to the honorable discharge, in order that the commandant of the station at which they may arrive in the Confederate States may be directed to grant the said discharge to those deserving it. A duplicate of the list is to be sent also to the commandant of the station where they are to arrive.

## ARTICLE 12.

*Men discharged at their own request not entitled to honorable discharge.*

When any seaman, ordinary seaman, landsman, or boy shall be discharged at his own request, or for his own convenience, before the expiration of his term of enlistment, he shall not be entitled to the honorable discharge.

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## CHAPTER XXXII.

### RECEIVING VESSELS.

## ARTICLE 1.

*Commander of receiving vessel shall take charge of recruits.—The paymaster to receipt for them.—If considered unfit for service, they are to be re-examined and report made to the Secretary of the Navy.*

The commander of a vessel which may be used for the recep-



tion of recruits, until they shall be transferred to some sea going vessel, shall take charge of all such recruits as may be sent to the vessel; and if, upon their examination, they shall be considered fit for service, he shall direct the paymaster to receipt for them, and to certify that he has charged to them, respectively, the amounts which, by the accounts sent by the recruiting officer, may have been advanced to them; or, if received from another vessel or station, by the paymaster of such vessel or station. If any of the recruits should be considered unfit for service, the fact must be reported to the commander of the station, who will order a survey by three commissioned officers, of which at least one must be a medical officer, and, if practicable, senior to the medical officer of the rendezvous where the recruit was shipped; and in case they should find him unfit for service, they will particularly specify the causes of his disability in their report, a copy of which must be transmitted by the commander of the station to the Secretary of the Navy for his decision. (See form prescribed.)

## ARTICLE 2.

*Descriptive list to be made out.*

When the men shall have been received on board and have passed the required examination, a particular description of each shall be taken, in which shall be specified the rendezvous where entered, when entered, expiration of service, their age, place of birth, complexion, height, color, rating, trade, and particular marks; and if they should have any marks of wounds or injuries which might form a ground for application for pensions, they must be particularly noted, as a check against fraudulent applications. These descriptive lists must be entered in a book to be kept in the vessel; a copy must be transmitted to the Secretary of the Navy semi-annually—first July and first January.

## ARTICLE 3.

*Transfer of recruits.*

Whenever recruits are transferred to any other vessel, their trans-



fer and the vessel to which they are transferred must be noted in the descriptive list, as well as in the muster books, and complete descriptive lists must be sent with them, accompanied by a statement of their apparent qualifications, and, if it can be ascertained, whether any, and who, have been petty officers in the service. All these books and lists must be signed by the paymaster, and approved by the commanding officer of the receiving vessel in proof of their accuracy.

## ARTICLE 4.

*Clothing to be examined, marked, and a list made out.*

The commander will take care that the clothing and bedding of all recruits are carefully examined and marked, and that lists of the same are taken when they are first received on board, and all other measures taken for their preservation and safe keeping.

## ARTICLE 5.

*Recruits shall receive no advance of clothing, stores, or money, except.*

While men are on board the receiving vessel, they shall receive no supplies of clothing or small stores so long as they are indebted to the Confederate States, except upon the written order of the commanding officer; and the paymaster who may be directed to furnish such articles must preserve such order as a voucher, in case the person to whom they are made should die or desert before he is out of debt to the Confederate States.

## ARTICLE 6.

*Recruits to be exercised and instructed.*

Receiving vessels shall be sufficiently equipped to furnish the means of exercising the recruits who may be on board, and the commanding officer will, under the direction of the commanding officer of the station, have them exercised with the men forming the permanent crew of the vessel as frequently as their other duties will permit, at the cannon and small arms, reefing and furling



sails, pulling in boats, and in all such other duties as may best prepare them for service on board vessels-of-war at sea or in port. Particular attention is to be paid to the instruction of the boys and the young landsmen and ordinary seamen, so as to give them all the opportunities of improvement which circumstances will permit.

## ARTICLE 7.

*Desertions to be prevented.*

The commander of the receiving vessel is to adopt all proper precautions to prevent desertions, and is not to allow any recruit to go on shore on liberty without the consent of the commanding officer of the station.

## ARTICLE 8.

*Recruits not to be rated as petty officers.*

No recruit is to be rated a petty officer whilst he is on board a receiving vessel, as that authority is to be exercised by the commanding officer of the sea going vessel to which he may be transferred.

## ARTICLE 9.

*Recruits not to be employed on other duties than those connected with the equipment of vessels.*

The recruits on board a receiving vessel are not to be employed upon duties unconnected with that vessel, except by the order or sanction of the commander of the station; and when employed in aid of the force in navy yards for rigging or equipping vessels, or for any other service, he will see that they are placed under the direction of proper navy officers. Unless for some special service, he will not authorize the employment of the recruits in a navy yard upon other duties than such as are immediately connected with the equipment of vessels, or the preparation of their outfits and stores



## ARTICLE 10.

*When transfers are made to a sea going vessel, a due proportion of each class of recruits to be selected.*

When the commanding officer of a receiving vessel is directed to transfer men to a sea going vessel, if there be more than a sufficient number of any class on board to comply with the order, he is to make an impartial selection, preferring those who have been longest shipped, and sending a fair proportion of such as may be supposed qualified for petty officers, of useful mechanics, and persons of foreign birth, and blacks and colored persons; but not more than one-twentieth of a vessel's complement shall consist of blacks or persons of color, unless by written order of the commander of the station. (See form prescribed.)

## ARTICLE 11.

*In case of complaint of commander of a sea going vessel, a survey of the men transferred to be made.*

In case of complaint or dissatisfaction as to the character or condition of the draft on the part of the commander of the vessel to which men are transferred from a receiving vessel, it shall be the duty of the commander of the station to order a survey, on which he will decide the case as soon as practicable; but no men are to be returned and exchanged except for good causes and by his written order, in which the reasons for the same will be expressed.

## ARTICLE 12.

*Commander of the receiving vessel to select draft for sea going vessel.*

When men are to be drafted from the receiving vessel to a sea going vessel, the selection shall be made by the commander of the receiving vessel, and no officer, whatever may be his rank, shall be permitted to visit the receiving vessel and make selections for the vessel which he is to command.



## ARTICLE 13.

*Transportation of recruits from one station to another.*

The senior officer in command of the station will give the necessary instructions to the navy agent to procure proper transportation for such men as he may be directed to send to any other place, when he has no public vessel at his disposal for that purpose, and will send proper officers to take charge of them, informing the Secretary of the Navy of every draught so sent, and their number, the rate and amount of passage money, and the names of the officers under whose charge they were placed.

## ARTICLE 14.

*Officers attached to a receiving vessel to live on board and conform to general regulations for other vessels in commission, except.*

The commander and other officers attached to the vessel designated to receive recruits are to conform to the general regulations for other vessels in commission in all matters not specially provided for in this chapter, and are to live on board, unless specially exempted by the Secretary of the Navy, in the same manner as though under orders for sea service, and they will be considered as entitled to sea pay; but employment in these vessels will not be considered as "sea service" in regulating the promotion or appointment of the officer.

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## CHAPTER XXXIII.

## SURVEYS.

## ARTICLE 1.

*The person whom it shall be proper to employ to inspect or survey.*

When an inspection or survey of articles is to be held to deter-



mine whether they ought to be received under any contract or purchase, great care is to be taken that such officers or other persons are selected as will best secure the government against imposition or loss. Although the master workmen of the different classes of mechanics ought always to be among the officers for inspecting materials intended to be used under their directions, and their own reports may, in ordinary cases, be deemed sufficient, yet, when they are themselves in doubt, or their decision is questioned, or the commanding officer should from any cause consider it expedient, he will have the inspection made by a greater number of persons, and by such as he may deem most competent.

## ARTICLE 2.

*Applications for surveys to be made in writing, by whom and how made.*

All applications for surveys-upon articles supposed to be defective or unfit for use, or deficient in quantity, must be made in writing by the person having charge of the same to his immediate commanding officer, and if he deems such survey necessary, he will, if serving in a fleet, approve and transmit the same to the commanding officer of the division or squadron to which he belongs, who is to order such survey to be taken, unless the commander-in-chief shall have otherwise directed. But when officers are not in company with the commander of a division or squadron, the applications are to be transmitted to the senior officer present.

## ARTICLE 3.

*Two commission officers will be selected to survey articles reported defective.*

Officers who may order surveys upon articles reported as defective, or requiring repairs, will, when practicable, select at least two commission officers for that duty, and of a rank proportioned to the importance of the survey to be held, so that the Confederate States may not be exposed to loss from the inexperience of the surveying officers; and, when it can be done, the officers shall be selected from other vessels than those to which the articles may belong.



## ARTICLE 4.

*Surveying officers may call for information upon the subject under investigation.*

Surveying officers may call upon the person having charge of the articles to be surveyed, or upon any other person, for information which may assist them in making correct statements upon the subject they may have been directed to investigate; and if any person shall endeavor to deceive the surveying officers by knowingly giving false statements, or if the surveying officers shall discover, or find reason to suspect any fraud, they shall notice it particularly in their report.

## ARTICLE 5.

*How the report of surveying officers shall be made.*

The report of officers directed to survey articles represented to be unfit for service, must specify by whose order the survey was held, each particular article surveyed, the state in which found, and the most proper disposition to be made of it; and if the articles are found to be damaged or of improper quality, their report must further state, if possible, by whom they were furnished, and whether the damage or injury was or was not owing to the misconduct or neglect of any particular person or persons.

## ARTICLE 6.

*When surveying officers receive information in relation to articles under survey from the person who has charge of them.*

When officers are ordered to ascertain the quality of articles, they are not to take the account of them from the officer who has charge of them, unless it shall be impracticable to make a personal examination, or they shall be directed to take the account from him by the person ordering the examination; and when the quality of articles shall be so taken, it must be particularly noted in their report, with the reasons why it was so taken, and they shall state if any, and what, articles are found to be defective.



## ARTICLE 7.

*Survey to ascertain the quantity of articles.*

When a survey is held to ascertain the quantity of articles, and they are found deficient, one report of the survey, duly signed, and made upon the back of or attached to the order, is to be furnished to the officer who requested the survey; another to the commander of the vessel; and a third transmitted to the proper bureau of the Navy Department.

## ARTICLE 8.

*Stores or provisions are not to be thrown overboard, unless.*

No stores or provisions are to be thrown overboard, unless they are entirely useless, and except the surveying officers shall, in their report, represent them as being, in their own opinion and that of the surgeon, prejudicial to the health of the ship's company, in which case the commander of the vessel shall cause them to be thrown overboard as soon as the report of survey is duly approved or confirmed, and the certificate of one of the surveying officers to that effect is to be attached, but all other articles are to be converted to some other use, or turned into store.

## ARTICLE 9.

*Survey and report to be made when an officer in charge of money or articles shall die, &c.*

If any officer of the navy having charge of money, provisions, or other stores belonging to the Confederate States shall die, be suspended, removed, or otherwise separated from his vessel or station, so as to render it necessary to appoint another person to perform his duties, it shall be immediately reported by his commander to the senior officer present in command, who shall order in writing a survey to be held by proper officers, and, when practicable, in presence of the officer who is to succeed to the charge of the articles aforesaid; and the surveying officers shall make out a statement in writing of the amount, quantity, or number, state, and con-



dition of such articles, in quadruplicate, and sign the same, and transmit them in a report to the officer ordering the survey, one copy to be retained by him, and three sent to the officer appointed to take charge of the money and stores, two of which he will receipt and hand over to the officer relieved or to the representative of the officer if deceased, one to be retained by him and the other to be forwarded to the Navy Department.

## ARTICLE 10.

*Survey on an officer whose health requires that he shall leave a station.*

Whenever it shall be represented that the ill health of an officer requires that he should leave any foreign station, the commander-in-chief, before acting in his case, shall direct a survey to be held upon him by three medical officers, if so many can be obtained, but if so many are not available, then the commanding officer shall be authorized to take such action as the senior medical officer may certify to be necessary, as well for the public interests as for the recovery of the officer or other disposition of the case.

## ARTICLE 11.

*Officer ordered on a survey to use attention, fidelity, and impartiality.*

All officers ordered upon surveys are strictly required to perform that duty with the utmost attention and fidelity, and to make their reports with the strictest impartiality, so that, should they be called upon, they may be able conscientiously to make oath of their correctness.

## ARTICLE 12.

*Copies of surveys, how forwarded.*

Copies of all surveys which may have been held upon officers or others, with an abstract of the same, shall be forwarded by the commanding officers of fleets, squadrons, or navy yards, to the Secretary of the Navy, and of all other surveys to the proper bureaus of the Navy Department quarterly.



## ARTICLE 13.

*Quantities to be stated at length, and not in figures.*

The quantities of articles must be written, and not in figures, in all reports of survey.

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**CHAPTER XXXIV.****CORRESPONDENCE AND REPORTS.**

## ARTICLE 1.

*Communications that are to be addressed to the Secretary of the Navy.*

All letters which relate to the appointment, promotion, or conduct of officers, the construction, equipment, repair, employment of vessels, and the execution of duties under immediate orders from the Secretary of the Navy, are to be addressed "to the Secretary of the Navy."

## ARTICLE 2.

*Communications to be addressed to the different bureaus of the Navy Department.*

Communications relating to armaments, ordnance, and ordnance stores, nautical instruments, charts, and books, are to be addressed to the "Bureau of Ordnance and Hydrography;" those relating to docks, wharves, and buildings in navy yards, or at other naval establishments on shore, or the employment and pay of mechanics, are to be made to the "Bureau of Yards and Docks;" those relating to provisions, clothing, and small stores, to the "Bureau of Provisions and Clothing;" and those relating to medical supplies and subjects, or to the treatment of the sick and wounded, are to be made to the "Bureau of Medicine and Surgery."



## ARTICLE 3.

*When the same communication is made to the Secretary of the Navy and to a bureau, the writer shall so state.*

Should the same communication be made to the Secretary of the Navy and any Bureau, the person forwarding such duplicates shall state the same in his communication.

## ARTICLE 4.

*In cases of doubt communications will be addressed to the Secretary of the Navy.*

When doubts exist as to the proper address of communications, they are to be directed "to the Secretary of the Navy."

## ARTICLE 5.

*How communications, reports, or requests are to be made and transmitted.*

All communications, reports, or requests connected with the public service, which shall be made by officers and others belonging to the navy, when acting under the orders of other officers, shall (unless otherwise specially directed in these regulations or by the Secretary of the Navy) be sent open, under cover, to their immediate commanding officer; and, if they are intended for or require transmission to his superior officer or the Navy Department, such commanding officer shall forward the same, accompanied by such remarks as he may deem proper, to his immediate commanding officer, if any there be, to be acted on by him or transmitted to the Navy Department, as the case may require, unless the public interests would be hazarded by the delay of transmission in this manner, in which case the communications may be direct. But duplicates must be forwarded to the proper commanding officer, and information given to him of the deviation from this regulation by the earliest opportunity.



## ARTICLE 6.

*Official rank must be annexed to signature.*

Officers, in signing reports, certificates, returns, official letters, or documents of any kind, must annex to their names their official rank.

## ARTICLE 7.

*The operations of the vessel, &c., not to be commented upon in private correspondence.*

Officers are prohibited from commenting, in their private correspondence, upon the operations of the vessel or squadron to which they may be attached, or from giving, in time of war, any information of their destination or intended operations, lest such communications may be published to the injury of the public service.

## ARTICLE 8.

*Copies of letters to be kept and official documents filed*

Officers must enter, in proper books, copies of all the official letters they may write, and carefully file and preserve all other official documents.

## ARTICLE 9.

*Receipt of orders, &c., to be acknowledged.*

The receipt of all orders or instructions must be immediately acknowledged.

## ARTICLE 10.

*Official communications not to be published.*

Official instructions and official communications must not be published without the permission of the Secretary of the Navy.



## ARTICLE 11.

*Size of the paper on which official communications are to be made.*

All official communications must be written on paper of the size lodged at the different navy yards as samples for "official paper," and have a margin of at least one and a half inch wide, so that they may be bound up. And all such communications to the department must be enclosed in blank envelopes; every letter must be endorsed with its date and number, and the number of enclosures it contains; and each enclosure must be marked with the date and number of the letter to which it belongs; and the paragraphs of letters must be numbered.

## ARTICLE 12.

*Letter books, &c., to be kept at navy yards and stations.*

Letter books, containing copies of all orders given, or official letters written, and the originals of all letters received on public service, at the different navy yards and at other shore stations, by the commanding officer thereof, must be left at those yards and stations and carefully preserved as records. The commanding officers may, if they think proper, take copies, for their own use, of all orders or letters which they may receive or write.

## ARTICLE 13.

*Reports in relation to official conduct of officers to be communicated to them, unless.*

Commanding officers shall observe great care in forwarding representations to the department in relation to the official conduct of those under their command, and shall in all cases, when it will not be clearly injurious to the public service, inform the officer complained of or reported of the nature of the representations in relation to him.



## CHAPTER XXXV.

## APPROVAL OF REQUISITIONS AND ACCOUNTS.

## ARTICLE 1.

*Definition of the approval of a requisition, and such approval will have the force of an order.*

The approval of a requisition for money or other articles is to be considered as a certificate on the part of the approving officer that, in his opinion, the articles named in the requisition are necessary for the public service; and the approval of such requisition by the officer whose approval will authorize the procurement or delivery of such articles, according to these regulations, or instructions from the Navy Department, is to have the force and responsibility of an order.

## ARTICLE 2.

*Purchases by an agent of the Navy Department.*

Purchases made for the navy by any agent of the Navy Department, upon requisitions or orders addressed to him, are to be made after due inquiry and comparison by such agent on the most favorable terms for the government, and upon prices agreed upon before the purchase is made; and, if required, he shall certify the same upon the bills rendered for the articles.

## ARTICLE 3.

*Duties of the officer who shall receipt for articles purchased by an agent.*

Where articles are delivered by or under the direction of an agent who purchased the same, the officer who is to take charge of and receipt for them, shall examine the bills rendered; and if, in his opinion, any of the articles are charged above the fair market price, he shall report the same to the officer under whose approval



they were required before receipting for them, that such approving officer may institute inquiries and take such other measures as the case may require.

## ARTICLE 4.

*No receipt to be given until inspecting officers have approved the articles.*

Where inspections are required to determine the quality of articles, or their conformity with contracts or agreements, no receipts are to be given for them until the inspecting officers shall have certified their satisfaction with the articles delivered.

## ARTICLE 5.

*The approval of a commanding officer to a muster-book is a certificate of its correctness.*

The approval or signature of a commanding officer of a vessel to a muster-book or muster-roll is to be considered as his certificate of the correctness of all the entries made therein, in relation to the date of enlistment, ratings, terms, and expiration of service; and he will be particularly careful to examine all such books or rolls, that full confidence may be placed in such as are thus signed or approved.

## ARTICLE 6.

*Approval of a commanding officer is a certificate of correctness of certain parts of a roll or account.*

The approval of a commanding officer to a "quarterly muster and pay-roll," or to a "transfer roll," or "account" given to or sent with men transferred, is to be considered as his certificate of the correctness of those parts which are a transcript from the general muster-book, relating to the dates of enlistment, ratings, terms and expiration of service, but not to the correctness of those parts relating to their accounts, which are upon the responsibility of the paymaster, and to be certified by his signature to the said transfer rolls or accounts.



## ARTICLE 7.

*The approval of an officer to a bill for articles purchased or services rendered.*

The approval of an officer to a bill for articles purchased, or services rendered, is to be received as a certificate that the purchase or service was duly authorized; that the articles have been received by a responsible officer of the government, or that the service has been performed; that they conform to the contract, or are otherwise satisfactory as regards the performance of the duty and the quality and price of the articles; but not for the correctness of the calculations determining the amounts charged.

## ARTICLE 8.

*Approval of an officer that will authorize the payment of money.*

The approval of an officer, whose approval, by the instructions of the Treasury or Navy Department, will authorize the payment of money, is to have the force and to be given under the responsibility of an order for such payment, and is always to be accompanied by the rank of the officer and the date of the approval.

## ARTICLE 9.

*An officer relinquishing a command will see that all bills are settled, &c.*

On a change of command on a foreign station, the officer who relinquishes the command will take care that all bills for articles, the requisitions for which have been approved by him, are settled before he relinquishes the command; but if from any circumstances this can not be done, the officer who approved the requisitions will be responsible for the correctness of the purchases, though the bills may be authorized to be paid by his successor.

## ARTICLE 10.

*Commanders of fleets or single ships to approve bills before leaving port.*

The commander of a fleet or a single ship, when acting alone,



shall, before leaving a port at which he may have received supplies, notify the persons who may have furnished the same to attend at some specified time and place with their accounts, so that none may be left without receiving his inspection and approval, should they be correct.

## ARTICLE 11.

*Accounts to bear date of approval.*

All accounts must bear the date of approval; and the sum for which the account is approved must be written in words at length.

## CHAPTER XXXVI.

## OFFICERS' APARTMENTS, SLEEPING BERTHS, AND MESSES.

## ARTICLE 1.

*Choice of cabins.*

The commanding officer of a squadron, when embarked in any vessel carrying his flag or pendant, shall be entitled to a choice of cabins when there are more than one. When there shall be no commanding officer of a squadron on board a vessel with a poop-cabin, the latter shall be occupied by the commander of the vessel, and the ward-room, and steerage officers, in such case, shall be respectively entitled to occupy as mess-rooms the cabins of the next superior class, which may be vacated by such change.

## ARTICLE 2.

*Apartments of the commander of a squadron and a captain on board a frigate without a poop.*

The captain of a frigate having no poop cabin shall be entitled



to the port state room and to one-third of the forward cabin, divided by a fore and-aft bulkhead. And if a commander of a squadron shall be embarked in such vessel, he shall be entitled to the other parts of the cabin, if the division shall be desired by him; but no such commander of a squadron shall be so embarked, then the captain shall have the use of the whole of such cabin, except there shall be a commander on board for duty, in which case the commander shall be entitled to the port state room for a sleeping room unless otherwise provided for in these regulations.

## ARTICLE 3.

*Any difficulty in arranging apartments will be referred to the Secretary of the Navy.*

In frigates having a poop cabin, where no commander of a squadron is embarked therein, and in other vessels where no decision shall have been previously made by competent authority, if an difficulty should occur in arranging the apartments for the commanding officers of such vessels, it shall be finally determined by the Secretary of the Navy when in the Confederate States, and by the commander-in-chief of a squadron, if on foreign service.

## ARTICLE 4.

*Sleeping apartments of ward room, steerage, and other warrant officers—Lieutenant embarked as aid to commander of a squadron—Choice of rooms between lieutenants of marines NOT in command of guard, and assistant surgeons.*

The sleeping apartments for the ward room, steerage and warrant officers, will be regulated by the approval of the Secretary of the Navy, and the occupation of these by the respective officers shall be arranged as follows: The lieutenants shall occupy the state rooms in the ward room on the starboard side, according to rank, the senior lieutenant taking the forward room. The rooms on the port side, and such on the starboard side as may not be required for the lieutenants, shall be occupied in the following order: mas



ters, paymasters, surgeons, captains of marines, chaplains, first lieutenants of marines, passed assistant surgeons, second lieutenants of marines, assistant surgeons, secretaries to commanders of squadrons, and professors of mathematics; provided, that when a lieutenant is embarked as aid to the commander of a squadron, he shall be arranged with other lieutenants of the navy, according to his rank, unless other special arrangements have been made for his accommodation; provided further, that when a first or second lieutenant of marines shall not be in command of the guard, choice of rooms between the first lieutenant of marines and passed assistant surgeon, and the second lieutenant of marines and the assistant surgeon, shall be according to date of commission.

## ARTICLE 5.

*Room for chief engineer.*

A room shall be provided for the chief engineer in the most appropriate place for the execution of his duties.

## ARTICLE 6.

*Choice of apartments of s'eerage officers.*

Officers or persons forming the steerage mess shall have priority of choice, according to the order in which they have precedence, and in case of disagreement, the commanding officer shall decide; but any changes may be made by mutual agreement between them.

## ARTICLE 7.

*Apartments of supernumerary officers.*

No officer who is ordered to a ship as a supernumerary shall displace any officer of the regular complement from his accommodations.



## ARTICLE 8.

*Officers will mess in the apartments assigned them.*

Officers are required to mess in their proper apartments as assigned by the department.

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## CHAPTER XXXVII.

### THE COMMANDING OFFICER OF A STATION.

## ARTICLE 1.

*Geographical limits of command to be prescribed.*

Whenever an officer shall be appointed to the command of a station in the Confederate States, the geographical limits of the command will be defined by the Secretary of the Navy.

## ARTICLE 2.

*All reports and requisitions to be made to him.*

All vessels of the Confederate States in commission, which shall arrive or be stationed within the limits of his command, shall make their reports and submit all requisitions to him for examination and approval, and shall obey his orders, unless they shall be commanded by superior officers, or shall be under the orders and in the presence of his superior officer.

## ARTICLE 3.

*He will conform to the regulations prescribed for commanders of fleets for procuring supplies, &c.*

The commanding officer of a station will conform to all the regulations prescribed for commanders-in-chief of fleets or squadrons.



respecting the procuring and disbursement of stores and the discipline of the service, unless otherwise specially directed.

## ARTICLE 4.

*He will exercise no authority over navy yards, except.*

The commanding officer of a station in the Confederate States shall exercise no authority or control over the commanding officer of a navy yard or other shore establishment, or over the vessels and persons which may have been placed in charge of such commanding officer of a navy yard, or under his orders, without the express permission or order of the Secretary of the Navy, except in cases of great emergency, where there is not time to refer to the department for orders; and in such cases he will make immediate report of his doings to the department.

## ARTICLE 5.

*He will inspect vessels not commanded by his seniors.*

It shall be his duty carefully to inspect, with the commander of the vessel, (and the inspector of ordnance, when one shall be so directed,) all vessels in commission at the port where he may be, and which are not commanded by his superior or senior officer, a short time before they proceed to sea, or when about to be paid off, and report to the Secretary of the Navy the state of their preparation for battle, of their discipline, and their general condition and efficiency for service, in such form as may be prescribed by the Navy Department.

## ARTICLE 6.

*When the vessel to be inspected is under the orders of a superior, how to proceed.*

Whenever the vessel to be inspected shall be under the orders and in the presence of a superior or senior officer, such superior or senior officer shall, with the commanding officer of the station, (and the inspector of ordnance, when so directed,) make and report such inspection.



## ARTICLE 7.

*Inspecting officer of ship to ascertain if any alterations have been made.*

The inspecting officers shall, when vessels have just returned from sea, ascertain and report if any alterations have been made in the vessel, her armament, equipment, or arrangement, during the cruise; and if so, the extent, and by whose orders, or by what authority.

## ARTICLE 8.

*Receiving vessel and recruiting service under his command.*

The receiving vessel and the recruiting service will be under the command of the commanding officer of the station.

## ARTICLE 9.

*Commanding officer of a navy yard and of a station when temporarily absent.*

When the commanding officer of a navy yard is also commanding officer of a station, and shall be temporarily absent, either on leave or on duty, the commander of the receiving ship or of the recruiting service, if superior or senior to the second in command of the yard, will be considered as commander of the station during such absence, and will be governed by the regulations for the commanding officer of a station; and all letters and communications having reference to the duties of the station that may be received by the officer in temporary command of the yard will be transferred to said temporary commander of the station, and he will himself act upon all relating to the duties of the yard without reference to said temporary commander of the station.



## CHAPTER XXXVIII.

## NAVY YARDS.

## COMMANDING OFFICER.

## ARTICLE 1.

*He will exercise entire control and be responsible for public property.*

The commanding officer shall, under the direction of the Secretary of the Navy and heads of bureaus, exercise entire control over every department in the navy yard, and will be considered responsible for the due preservation of all buildings and stores contained therein, and of all vessels in ordinary or repairing, and for the judicious application of all labor.

## ARTICLE 2.

*His duties in regard to the employment of mechanics.*

He will cause the mechanics and others employed in the yard to be mustered conformably to the instructions which have been or may be given on the subject. He will be particularly careful that none but effective men are employed, and no more than are requisite, and that they are obtained on the most favorable terms to the Confederate States which may be consistent with the instructions he may receive from the Navy Department.

## ARTICLE 3.

*Working hours; rates of wages.*

The hours for commencing and discontinuing work in the navy yards, and the rates of wages to mechanics and laborers, shall be regulated by the Navy Department, and made to conform, as much as may be consistent with the public interests, to the hours and rates in the private establishments in the immediate vicinity.



## ARTICLE 4.

*Approval of rolls and bills.*

He is to approve all pay-rolls for labor, and bills for supplies furnished, upon being satisfied of their correctness and with the prices charged.

## ARTICLE 5.

*He shall see that all perform their duties and that reports are duly made.*

He shall see that all officers, and other persons employed in the yard, perform their duties in a proper manner, and that all reports and returns are made within the time and in the manner which may be directed by the Navy Department.

## ARTICLE 6.

*Lights and fires to be extinguished.*

He will cause all lights and fires on board vessels under his control to be extinguished as early in the evening as is directed to be done on board vessels in commission; and he will establish proper regulations to guard against accident from fire in the vessels under his charge and in the dwellings and other buildings within the yard.

## ARTICLE 7.

*Fire engines to be kept in order. Organization of a fire department.*

He will see that the fire engines are at all times in good order, and will organize a fire department in the yard, and appoint proper fire companies, including hook and ladder, from the navy officers and the master and other workmen, excepting those who belong to or are members of fire companies without and in the vicinity of the yard; and once in every month, before the time of breaking off work in the afternoon, the fire companies shall exercise one hour, or until the time to break off work arrives.



## ARTICLE 8.

*Refusal of a workman to perform duty in a fire company good cause for removal.*

The refusal of any master or other workman in the yard to perform duty in the fire companies of the yard shall, unless he belongs to a fire company without and in the immediate vicinity of the yard, be considered good cause for his immediate dismissal from the government employ; or when, on any alarm of fire in the yard, any such person does not appear at his post, unless he can give satisfactory reason for his absence, he shall be considered equally liable to dismissal. All absentees at the exercise of the fire companies are to be reported to the commandant.

## ARTICLE 9.

*Frequent examination of engines and apparatus. A person to be placed in charge.*

The person appointed to direct the fire department will frequently examine the engines and all apparatus for subduing fires, and report at once any deficiencies, and once a month, at least, in writing, their actual condition. The chief engineer of the yard, or other proper person, will be appointed by the commandant to take charge of and keep in order the engines, hose, and fire buckets, and will report to the officer in command of the fire department any deficiencies, that they may be immediately remedied.

## ARTICLE 10.

*Fire alarm.*

An alarm of fire in yard will be given by the ringing of the yard and ship's bells, and the firing of a gun if it can be readily done; and the same alarm may be given for fires adjacent to or near the yard which may expose it to danger.

## ARTICLE 11.

*Fire apparatus to be used to extinguish fire near the yard.*

When he shall deem it prudent and advisable, he will direct the



fire engines and other apparatus to be sent to extinguish fires near to the yard; but they are to be kept under the control of their own officers, and must return to the yard immediately, if so directed by the commanding officer.

## ARTICLE 12.

*Reports to be approved by commanding officer.*

All reports or returns made to the Navy Department by officers attached to the yard, or to vessels in ordinary, must be approved by the commanding officer, as an evidence of his having satisfied himself of their correctness.

## ARTICLE 13.

*No alterations in the arrangements of the yard to be made, except.*

He is not to authorize or allow any alteration in the prescribed arrangements or plans of the yard, nor the purchase of any surplus stores, nor the sale of any article, unless specially directed or authorized by the Navy Department.

## ARTICLE 14.

*Slaves not to be employed, except.*

No slaves are to be employed in navy yards without the previous sanction of the Navy Department.

## ARTICLE 15.

*Password and countersign.*

The password for the night, and the countersign, when he shall deem proper, may be issued by the commanding officer of the yard to such persons only as he may direct to be intrusted with them.

## ARTICLE 16.

*Police regulations.*

He shall draw up regulations for the police of the yard, and transmit them to the Navy Department for alteration or approval.



## ARTICLE 17.

*Journal.*

A regular journal shall be kept by the master, under the direction of the commanding officer, in which shall be entered the time when any vessel is received for repairs or put in commission, the number of mechanics and others employed, the arrival and departure of all vessels-of-war and of vessels with stores of any kind for the yard, the time when any vessel is taken into or removed from the dock, the state of the wind, the weather as well as the barometer and thermometer, and the other principle transactions of the yard.

## ARTICLE 18.

*He shall exercise no authority over vessels in commission, except.*

He shall exercise no authority over, nor in any manner interfere with, vessels in commission, when they are not placed under his direction, unless in cases of urgent necessity; and should such cases occur he shall give immediate information to the Secretary of the Navy.

## ARTICLE 19.

*When a vessel is placed in ordinary.*

When a vessel is directed to be placed in ordinary, or given into his charge for repair, he will cause her to be properly moored or otherwise secured, in which he is to be assisted by the officers and crew of the vessel, unless otherwise directed by the department or the senior officer in command upon the station.

## ARTICLE 20.

*Commander of vessel to point out deficiencies.*

Although the control of the commander of a vessel is to cease when the vessel is placed in charge of the commanding officer of a yard for repairs or equipment, it is hereby made the duty of such commander to point out to the commandant of the yard any defects or deficiencies which he may have discovered.



## ARTICLE 21.

*Officers and others of a vessel undergoing repairs shall assist in equipping her.*

Whenever the commander or other officers belonging to a vessel under repairs at a navy yard shall be directed to report to the commanding officer of the yard, such officers, and any other person belonging to the vessel, may be employed, in stowing or equipping her, or in preparing her equipments, whenever it can be done to advantage.

## ARTICLE 22.

*Crew of a vessel undergoing repairs to be removed to some other vessel or quarters.*

When a vessel in commission shall be placed in a proper situation to receive any repairs that may have been ordered, her officers and crew may, if it is deemed necessary, be removed to some other vessel or quarters until her repairs shall be completed; and strict care must be taken that such vessel or quarters, and all articles belonging to them, are at all times kept perfectly clean and in good order by the persons using them for the time being.

## ARTICLE 23.

*Vessels in commission not to be repaired without permission, except.*

No vessel in commission shall be repaired at a navy yard without the previous sanction of the Navy Department, except in cases of emergency; and in all such urgent cases surveying officers shall be duly appointed, and a copy of the report of survey shall be forwarded to the Navy Department without delay.

## ARTICLE 24.

*He will report to Bureau of Construction.*

He shall report to the Bureau of Construction the time when he receives a vessel for repair, when the repairs are commenced, and



the time when she is returned into the charge of the commander, or when her repairs are completed.

## ARTICLE 25.

*Equipment of a vessel for service to be under his direction.*

When a vessel in ordinary is to be equipped for service, the equipments shall be made under the directions of the commanding officer of the yard, conformably to general regulations, or to such orders as he may receive from the proper bureau, or the Secretary of the Navy.

## ARTICLE 26.

*He will see that the commander of the vessel has plans of stowage.*

When a vessel shall be stowed and equipped under his direction, he shall take care that the officer who is appointed to take command shall be furnished with plans showing the stowage of the ballast, water, and provisions, and with lists of all the stores and provisions which may have been put on board of her in the respective departments, and their cost, with the draught of water when the vessel is light and at other times.

## ARTICLE 27.

*Account to be opened against a vessel ordered to be built, repaired, or equipped.*

When he shall be directed to build, repair, or equip any vessel, or to construct any building, or to make any improvement in the navy yard, he will direct an account to be opened against such vessel, building, or improvement, debiting it with the number of days' work, and the cost of labor performed by each class of mechanics and laborers, and the quantity and cost of the different materials used; detailed reports of which are to be forwarded to the proper bureau when the objects are completed.



## ARTICLE 28.

*Requisitions.*

When requisitions duly approved are made upon the storekeeper for articles which are not in store, he will direct the storekeeper to make requisitions for such as he may deem necessary upon the navy agent, and will approve and forward them, that the articles may be promptly furnished.

## ARTICLE 29.

*He shall keep a bill book.*

He will keep a bill book, in which shall be copied all bills for articles which may be delivered for any special object in the yard, and be approved by him, keeping each appropriation and object distinct from every other. He shall keep marginal duplicates of all requisitions upon the storekeeper which he may approve. He shall cause his clerks to examine the entries in the storekeeper's returns, and compare them with the bill books and marginal duplicate requisitions, and certify that they are correctly entered, before he approves the store-keeper's returns of receipts and expenditures.

## ARTICLE 30.

*Navy officers to have charge of rigging, arming and equippnig, dismantling, &c., all vessels at the yard.*

The officers of the navy employed in navy yards are to have the charge of masting, rigging, stowing, arming, equipping, dismasting and mooring all vessels at the yard; and all persons employed for those purposes are to be under their general superintendence and direction, as may be ordered by the commandant of the yard.

## ARTICLE 31.

*Distribution of workmen employed in the yard.*

He will direct the constructor to furnish the clerk of the yard daily with lists of the distribution of the workmen employed under



his superintendence; the chief and civil engineers, the same in reference to those employed under their direction; and the master workmen not under the constructor, chief or civil engineer, will report in the same manner as to those employed under them.

## ARTICLE 32.

*Scrutiny of articles passing in and out of the yard.*

A prudent scrutiny must be exercised over all articles and packages passing in or out of the yard; and when articles or packages shall be suspected as improper to be passed, they are to be stopped and examined, and if found to be of improper character, to be detained and reported to the commanding officer.

## ARTICLE 33.

*Mechanics and others to conform to regulations.*

Mechanics and all others will consider it as one condition of their employment that they conform to the established regulations of the yard.

## ARTICLE 34.

*No smoking allowed in the yard, except.*

No smoking will be allowed in the yard, except in the officers' quarters and their enclosures, and the quarters of the ordinary men.

## ARTICLE 35.

*Entering gates to be closed at sunset.*

The entering gates of all yards will be closed at sunset, and no visitors allowed after that time, unless to the officers attached to the yard, or persons on board the vessels alongside the yard.

## ARTICLE 36.

*No alterations to be made in the equipment of a vessel, except.*

No alterations must be made in the arrangements of the hull, the



dimensions or arrangements of the masts, spars, boats, or other equipments of any vessel which may be ordered for repair or equipment, without the previous sanction of the department; but if, in the opinion of the commanding officer of the yard, any changes can be made to improve the qualities of a vessel, or increase the accommodation of her crew, he will make timely reports of the same to the proper bureau, with the reasons for recommending the alterations, and an estimate of the probable increase of expense which such alterations would occasion.

## ARTICLE 37.

*Reference to article 2, section 4, chapter IX, in regard to ship's stores.*

When a ship is transferred to the command of the commandant of a yard, at the termination of a cruise, he will be governed in regard to her stores by the provisions of article 2, section 4, chapter IX.

## ARTICLE 38.

*Two senior officers to be at all times in the yard.*

When the commandant, commander, and two lieutenants reside within a navy yard, the yard is never to be left without the presence of two of said officers.

## ARTICLE 39.

*One officer to be at all times in the yard.*

If there are fewer than four of said officers, and not less than two of them residing in the yard, one shall at all times be in the yard.



## CHAPTER XXXIX.

## NAVY YARDS.

## SECOND IN COMMAND.

## ARTICLE 1.

*He will perform the duties assigned to him by his commanding officer. During absence of commandant he will take command. Not to alter regulations.*

The officer who shall be attached to a navy yard as second in command, shall be considered as the executive officer of the yard, and perform such duties as may be assigned to him by the officer appointed to command the yard. During the absence of such commanding officer, by order or upon leave, or whenever unable to perform his duties, the officer next in command shall perform all the duties assigned to the commanding officer of the yard; but he shall not alter any of the regulations established for the yard.

## ARTICLE 2.

*He will regulate the police and correct abuses.*

He shall, under the direction of the commandant, regulate the police of the yard, correct all abuses, and report to him such as are important.



## CHAPTER XL.

## NAVY YARDS.

## LIEUTENANTS.

## ARTICLE 1.

*Responsibility of senior lieutenant.*

The senior lieutenant, being responsible in a degree for the good order and discipline of the yard, is to observe a general superintendence over the same; he will correct, as far as in his power, all irregularities that may come under his notice, and report such as may require further notice to the executive officer.

## ARTICLE 2.

*Muster of the mechanics and laborers.*

He is to be present at the muster of the mechanics and laborers, to see that they answer properly to their names, and repair without noise or delay to their respective places of employment.

## ARTICLE 3.

*Absence of senior lieutenant.*

In the absence of the senior lieutenant, the lieutenant next in rank will attend to the duties prescribed for him.

## ARTICLE 4.

*Junior lieutenant to do duty of master.*

If there should be no master to a navy yard, the junior lieutenant will keep the journal of the yard in the prescribed form.



## CHAPTER XLI.

## NAVY YARDS.

## NAVAL CONSTRUCTOR.

## ARTICLE 1.

*Duties of the constructor.*

The naval constructor will, under the direction of the commandant of the yard, have the general superintendence of building and repairing vessels, and the direction of all master and other workmen employed, as well as the materials used on the hull, masts, spars, boats and gun-carriages of ships; and he will submit to the commandant, in writing, the number of persons he may desire to have employed on those objects for his approval; and he shall be present at the muster of the mechanics at least twice in each month.

## ARTICLE 2.

*He will conform to instructions.*

He will conform rigidly to such instructions as he may receive from the commandant of the yard for the building and repairs of ships, and communicate in writing to him any modifications which will be likely to diminish the expense or increase the utility of such works, and any suggestions in the line of his profession or duty which he may consider to be to the interest of the service.

## ARTICLE 3.

*Discharge of workmen.*

He will inform the commandant when there are more persons employed in any department under his superintendence than are required, who will order such discharges as he may deem proper.



## ARTICLE 4.

*He will prevent waste of timber ; returns to be made.*

He will take care that proper measures are adopted to prevent any waste in the use of timber or other materials, or the use or conversion of any timber or wood materials or metals, until such account is taken of them as shall secure a correct expenditure; and that daily returns be made to the inspector and measurer of timber of the particular timber or wood materials which may have been used or converted, and to what particular object applied, so that the inspector may at all times be able to furnish the information necessary to make requisitions to cover the expenditure, and to know the particular species or quantity remaining on hand.

## ARTICLE 5.

*When defects are discovered not previously known.*

If, in the course of the repairs of any vessel, defects should be discovered which were not previously known, and which will be likely to materially increase the expense beyond that which had been originally estimated, or delay the work, it shall be his duty to make immediate report of the same to the commanding officer of the yard for further instructions.

## ARTICLE 6.

*Examination of vessels upon the stocks and in ordinary.*

He will carefully and thoroughly examine, at least once a month, all the vessels which may be upon the stocks or in ordinary, to see that they stand securely and true, and that they are as effectually guarded against any change of form, or decay, as circumstances will admit, and make written report to the commandant of the yard upon the subject.

## ARTICLE 7.

*Defective timber to be considered "refuse timber."*

Such timber as from latent defects shall be found unfit for naval



purposes shall be considered "refuse timber," and so entered in the storekeeper's books; and such, as under similar circumstances, shall be found unfit for any use as navy timber shall be designated "condemned timber;" and both shall be placed in situations appropriated for the reception of each kind, respectively. All "condemned timber" shall be expended as such, and shall be included in the semi-monthly requisitions accordingly, as if expended in any other manner.

## ARTICLE 8.

*Requisitions.*

He shall direct proper requisitions to be made upon the navy store, on the middle and last days of each month, to cover the expenditure of all timber and wood materials which may have been condemned or used during the preceding half month by the different master workmen.

## ARTICLE 9.

*Returns.*

He will see that his clerk furnishes to the commanding officer of the yard, on the first and sixteenth of each month, a return showing the total number of days' work performed during the preceding half month by each class of mechanics and laborers under his superintendence, with a general statement of the labor performed upon each object, according to such form as may be prescribed, that the pay-rolls may be correctly made out by the clerk of the yard.

## ARTICLE 10.

*Docking a vessel.*

In docking a ship he will, under the direction of the commandant, lay the ways and make all needful preparation for receiving the ship, and shall superintend the placing her on the ways, in which he will receive all necessary assistance from the executive and other officers of the yard; but the moving and hauling of the ship shall be under the direction of the executive officer of the yard.



## ARTICLE 11.

*Undocking a ship.*

When the ship leaves the dock, she shall be under the charge of the executive officer of the yard; and if the work on the hull is not finished, the constructor will have superintendence of it until finished.

## CHAPTER XLII.

## NAVY YARDS.

## CHIEF ENGINEER.

## ARTICLE 1.

*One shall be attached to each navy yard.*

When it can be done with due regard to the other interests of the service, there shall be a chief engineer of the navy attached to each of the navy yards, who shall, under the direction of the commandant, have the superintendence of the construction and repairs of the steam and other machinery.

## ARTICLE 2.

*Superintendence of workmen in work-shops, foundries, &c.*

He shall have the supervision, under the commandant, of the master workmen and men employed in the machine and boiler shops and foundries, and of all the material used in his department, and be responsible for its preservation and proper use.

## ARTICLE 3.

*Statement of number of persons required in his department.*

He will state in writing to the commandant the number of per-



sons required in the various departments under his charge, and when the services of any are no longer necessary, he will inform the commandant of the number that may be dispensed with.

## ARTICLE 4.

*He will offer suggestions to the commandant.*

He will make such suggestions to the commandant of the yard in relation to orders received, or otherwise in the line of his profession or duty, as he may consider advantageous to the interest of the service.

## ARTICLE 5.

*Selection of materials.*

The inspection and measurement of all materials and of all works under his charge will be under his supervision and control.

## ARTICLE 6.

*Certification of bills, reports, &c.*

He will examine and certify to the correctness of all bills for materials and supplies for works under his charge; will examine as to the correctness of the pay-roll for labor and sign monthly and semi-monthly reports, in his department, that are required to be made by the commandant of the yard to the Bureau of Yards and Doeks.

## ARTICLE 7.

*Requisition for materials.*

All requisitions for materials or articles in his department are to be made by the master workmen employed under his direction, countersigned by him, and sent for approval to the commandant of the yard, who will allow such as he may deem necessary. No articles or materials are to be purchased without previous requisitions, nor any to be used till they are duly inspected, approved, and received for.



## ARTICLE 8.

*Reports of master workmen.*

Master workmen under him will report, at the middle and end of each month, the expenditure of materials and labor upon the several objects under their immediate superintendence.

## ARTICLE 9.

*Responsibility for waste, &c.*

He will be responsible for all waste or improper use of materials by those under his general superintendence.

## ARTICLE 10.

*Mechanics, &c., on temporary duty in his department.*

He will have the direction of such mechanics and laborers in the yard as may be ordered for temporary duty in his department, charging their service for the particular work for which it was required; and will report any irregularity or misconduct of persons under his direction.

## ARTICLE 11.

*Account of expenditure on each object.*

He will keep an exact account of all materials and labor expended upon each object, and report to the commandant, semi-monthly, the operations on the same, distinguishing the number and classes of the men employed, and the kind and quantities of materials used on each.

## ARTICLE 12.

*Appropriations not to be exceeded.*

He will be careful that the sums expended and the liabilities incurred shall not exceed the appropriation for any work, to which end he will be furnished by the commandant with copies of appropriations and contracts made, and of orders issued in relation to



any of the works under his control; and he will be held responsible for the execution of the works confided to him, according to the plans approved by the bureau, and within the time and amount estimated by him. On failing to do so, he will be required to account satisfactorily therefor.

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## CHAPTER XLIII.

### NAVY YARDS.

#### MASTER WORKMEN.

##### ARTICLE 1.

###### *Inspection of stores.*

The master workmen shall, either alone or with others who may be employed in the navy yard, when they may be directed, inspect stores that may be received into the yard in their respective departments, and certify as to their quality.

##### ARTICLE 2.

###### *Account of labor performed.*

They shall be in the yard at the times of commencing work, and keep in due form an account of the labor performed by each individual in their respective departments, upon different objects, and hand copies of the same, daily, to the clerk of the commanding officer and to the naval constructor, chief engineer, or civil engineer under whom they may be employed, and, if not under their direction, to the clerk of the yard.



## ARTICLE 3.

*Control of those under them.*

They shall have the immediate control of and be vigilant to insure constant diligence from all those who may be employed under their special direction.

## ARTICLE 4.

*Surveys and conversions of materials.*

They shall attend all surveys and conversions of materials in their respective departments, and, if necessary, they may suggest measures for their better preservation.

## ARTICLE 5.

*Selection and employment of operatives.*

They will be allowed the selection of the operatives to be employed in their respective branches of labor, subject to the approval of the chiefs of departments and the sanction of the commandant, and will be held accountable for the proper execution of the work under their charge, and that none but efficient and competent men be employed.

## ARTICLE 6.

*Account of materials used.*

They will hand to the clerk of the naval constructor, chief engineer, daily, an account of all the timber and timber materials which may have been taken for use the preceding day by them, or by their direction.

## ARTICLE 7.

*No article to be used without their knowledge.*

No article whatever to be taken or used without the knowledge of the proper master workman.



## ARTICLE 8.

*Personal attendance.*

The master workmen must give their regular personal attendance, and are only to be paid, like all other persons who receive daily, pay, for the time they actually attend to their duty in the yard except when special exemptions shall be granted by the approbation of the Navy Department.

## ARTICLE 9.

*Not to leave the yard without permission.*

No master workman, or other person employed in a navy yard, shall leave the yard during working hours, without the permission of the commandant or executive officer.

## ARTICLE 10.

*No person dismissed at one yard to be employed at another, except.*

If any mechanic or other person employed in a navy yard, shall be dismissed for misconduct by proper authority, such person shall not again be employed in any navy-yard, except by direction of the Secretary of the Navy.



## CHAPTER XLIV.

## NAVY YARDS.—PAYMASTER.

## ARTICLE 1.

*He shall have charge of paying and victualling enlisted persons.*

The paymaster of a navy yard shall have charge of paying and victualling all enlisted persons belonging to the navy attached to the yard and to vessels in ordinary at the yard, and, if so ordered, of those belonging to receiving vessels, and of such officers as may have their accounts transferred to him.

## ARTICLE 2.

*He will pay mechanics and laborers.*

He shall pay all mechanics and laborers who may be employed under the direction of the commandant, upon pay-rolls, (which shall have been properly made out, certified and approved,) after he shall have satisfied himself of the correctness of the calculations.

## ARTICLE 3.

*Payments to be made in specie or in funds of equal value.*

He will make all payments in specie or in funds which shall be of fully equal value with those which he may receive from the government for public use.

## ARTICLE 4.

*Requisitions.*

He shall make requisitions monthly, under the direction and with the approval of the commanding officer, for such amount of money as may be deemed necessary for the public service in his department.



## ARTICLE 5.

*Manner in which his accounts shall be kept.*

He shall keep distinct accounts of moneys received and expended under the different appropriations, and never apply them to any other objects than those for which they were drawn, except by special written authority from the Secretary of the Navy.

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## CHAPTER XLV.

### NAVY YARDS.—NAVY STOREKEEPER.

## ARTICLE 1.

*He shall have charge of all stores and materials.*

The navy storekeeper shall take charge of all stores and materials which may be received into the yard for the public service, and be held responsible for the expenditure of the same, conformably to the general instructions of the service or to the special orders of the Navy Department.

## ARTICLE 2.

*He shall have charge of the keys of all store-rooms, &c.*

He will, under the direction of the commanding officer of the yard, have charge of the keys of all store houses and buildings containing articles for which he is responsible.

## ARTICLE 3.

*Requisitions.*

Whenever he may be directed by the commanding officer, he shall make requisitions upon navy agents or contractors for all articles



which may be wanted, and present the same to him for his approval. Such requisitions must always specify the appropriation, and, when practicable, the particular object for which the articles are required; and separate requisitions must be made under each appropriation for which articles may be wanted.

## ARTICLE 4.

*He shall not receipt for articles until invoices are furnished.*

He shall not give a receipt for any articles delivered in the yard, whether purchased by navy agents or delivered by contractors, until he shall have been furnished with an invoice or bill stating the particular articles, their cost and the object or appropriation for which they were purchased, nor until they shall have been certified to be of proper quality by the inspecting officers, unless directed by written order of the commanding officer.

## ARTICLE 5.

*Articles received in the yard shall be entered in his books.*

All articles which may be received into the yard for public service, or which may be placed in the storekeeper's charge by the orders of the commanding officer, shall be immediately entered by the storekeeper in his books under the respective appropriations to which they belong.

## ARTICLE 6.

*No article to be delivered for any other object than that for which it was received, except.*

He shall not deliver articles for any other object or appropriation than that for which they were originally received, except by a written order of, or upon a requisition approved by the commanding officer of the yard, which order or requisition he must produce as the authority for such transfer or loan.



## ARTICLE 7.

*He will issue articles only on written orders or requisitions, except.*

He will issue no articles (timber, timber materials and coal excepted) but by the previous written order of, or upon requisitions duly approved by the commanding officer of the yard. These requisitions or orders must specify the appropriation and the object for which the articles are wanted; and when they are to be drawn from an appropriation different from that for which they are wanted it must be distinctly stated on the face of the requisition. Requisitions for timber and coal must be made semi-monthly, to cover the quantities which may have been used, condemned, or transferred during the preceding half-month.

## ARTICLE 8.

*Articles to vessels in commission to be delivered upon requisitions.*

He will deliver articles to vessels in commission, upon requisitions when signed by the commanding officer of the vessel, approved by the senior officer present in command of such vessels, and by the commanding officer of the yard, taking receipts, as directed in the next following article.

## ARTICLE 9.

*He will take receipts.*

He will take receipts for all articles delivered, upon the requisitions themselves, and preserve them as vouchers for his expenditures; and also upon invoices prepared in triplicate, one of which he will leave for the use and government of the officer receipting for the same. He shall give credit to the proper objects, and charge himself on his books with all surplus stores that may have been required for any object and returned to him again as not having been wanted.



## ARTICLE 10.

*Examination of accounts rendered.*

He shall examine all accounts rendered for supplies furnished which shall have been duly certified to have passed inspection, and, on being satisfied of their accuracy and the reasonableness of the prices charged, shall receipt the same and send them immediately to the commanding officer for approval; but if he shall believe any article to be overcharged, or shall discover any defect or deficiency, he shall call the attention of the commanding officer to such charge, defect, or deficiency before receipting for the same.

## ARTICLE 11.

*After survey upon articles from a ship, shall receive them.*

After survey shall have been held upon stores returned from a ship, he shall receive them on store account, excepting such as shall have been condemned. When articles recommended for repairs are repaired he will credit the vessel with their original value, less the cost of repairs. The articles so received may be issued to other vessels by order of the commandant of the yard, when it can be advantageously done, and these second-handed articles must be entered and expended on separate lines from other articles.

## ARTICLE 12.

*He will notify commanding officer when stores are nearly expended.*

He will notify the commanding officer whenever any article of stores may be so nearly expended as to require replenishing, and when any additional measures may be necessary for the proper preservation of articles in his charge.

## ARTICLE 13.

*Articles may be used when not of the dimensions, form, or quality specified in requisition, except.*

When there are any articles in store which may be used without



impairing efficiency, though not of the precise dimensions, form, or quality named in a requisition upon the navy storekeeper, they are to be supplied in place of those required, to prevent the necessity of open purchases, unless otherwise specially directed by the commandant of the yard.

## ARTICLE 14.

*He shall have charge of transportation of stores.*

He shall be responsible for the shipment of all stores under his charge from the yard at which he is stationed to other places, by such conveyances as may be furnished by the navy agent, and conformably to such orders as he may receive upon the subject. Particular attention must be paid by him to have all the articles thus to be transported delivered by the bills of lading at the *precise place* to which they may have been ordered, and that they are in good shipping order. The price, rate, or amount of freight to be paid must be specifically inserted in all bills of lading, and not left to the phrase, "according to usage."

## ARTICLE 15.

*Articles sent from the yard.*

All articles sent from the navy yard must be accompanied by a bill or invoice, stating the particular contents of each package, the cost of the separate articles, and the appropriation to which they belong.

## ARTICLE 16.

*His books, &c., to be kept as directed by the Navy Department.*

He shall keep his books and make his returns in such manner and at such times as may be prescribed by the Navy Department.



## CHAPTER XLVI.

## NAVY YARDS.—CLERK OF THE YARD.

## ARTICLE 1.

*His duties.*

The clerk of the yard will receive his orders from the commandant or commanding officer in regard to the times and manner of mustering the workmen. He must be present, prepared, and commence the musters precisely at the times prescribed. He will make out semi-monthly pay-rolls, upon which workmen are to be paid, and certify to their correctness, showing the names, classes, number of days, amount of work performed by each, the rate of pay as established by the commandant of the yard, amount due to each, and the whole amount chargeable to each appropriation, with remarks in the margin noting any extra work.

## ARTICLE 2.

*Copy of semi-monthly pay-roll to be prepared.*

A monthly copy or transcript of the semi-monthly pay-roll is to be made by him, and when approved is to be forwarded by the commandant to the Navy Department.

## ARTICLE 3.

*An officer will keep a duplicate muster-roll.*

An officer or other person will be appointed and be present and keep a duplicate check muster-roll when the men are mustered, and compare it with the clerk's list; and if they should not agree, an examination must be immediately made to ascertain the cause and correct the error.



## CHAPTER XLVII.

## NAVY YARDS.

## MARINES IN NAVY YARDS.

## ARTICLE 1.

*Detachment subject to orders of commandant of yard.*

The marine detachment serving within a navy yard is to be subject to the orders of the commandant of the yard; but no part of the detachment shall be relieved or withdrawn therefrom except by order of the commandant of the marine corps, approved by the Secretary of the Navy. All such orders shall pass through the commandant of the yard.

## ARTICLE 2.

*Officer relieving the commanding marine officer to report to commandant of yard.*

When a marine officer is ordered to relieve another officer commanding the marines within a navy yard, he shall on his arrival report himself to the commandant of the yard. Marine officers joining a navy yard will report to the commandant and commanding marine officer.

## ARTICLE 3.

*Commanding officer to post sentinels and report disposition of the force.*

The commanding marine officer within a navy yard will cause to be posted such sentinels for the protection of the yard and vessels in ordinary as may be directed by the commandant of the yard. He will make to the commandant of the yard a daily report of the amount and disposition of the force under his command, specifying by name officers who may have joined in the previous twenty-four hours.



## ARTICLE 4.

*Countersign.*

He will, unless the commandant shall think proper to issue it himself, transmit every morning, in writing, and under seal, to the commandant of the yard, and to such other officers and such only as he may designate, the countersign for the ensuing night.

## ARTICLE 5.

*During the absence of the commandant of the yard.*

In the absence of the commandant of the yard, no navy officer temporarily in command shall give orders to a marine officer of superior relative lineal rank; but such navy officer may give to the marine officer of the day any orders in relation to the duties of the guard.

## ARTICLE 6.

*Police and internal government of the marine barracks.*

The police and internal government of the marine barracks and the instruction of the marines within a navy yard shall be under the direction of the commanding marine officer, but must not conflict with the general police regulations of the commandant of the yard.

## ARTICLE 7.

*Non-commissioned officers may be reduced by commanding marine officer.*

Non-commissioned officers serving within a navy yard or garrison, may be reduced by the commanding marine officer, he reporting the particulars of the case to the commandant of the corps; and he may promote to fill vacancies, with the sanction of the commandant of the corps.

## ARTICLE 8.

*Leaves of absence.*

Marine officers belonging to a navy yard desiring leave of ab-



sence will conform to the general rules of the navy on that subject. The customary liberty to non-commissioned officers, music, and privates may be granted at the discretion of the commanding marine officer.

## ARTICLE 9.

*Official communications.*

All official communications to and from officers and enlisted men of the marine corps serving at navy yards shall be forwarded through their immediate commanding officer; but if such communications affect the commandant of the yard, or relate to any duties of the yard, they shall be forwarded by the commanding marine officer through the commandant of the yard.

## ARTICLE 10.

*Deficiencies in the complements of marines in vessels may be supplied.*

Deficiencies in the complements of marines in vessels on the eve of sailing may, by order of the commandant of the yard, be supplied by the commanding marine officer, and the circumstances of the case reported without delay to the commandant of the corps by the commanding officer of marines, and by the commandant of the navy yard to the Navy Department.

## ARTICLE 11.

*Offences by marines on post.*

All offences or neglects which may be committed by marines as sentinels, or in violation of orders given by the commandant of the yard, must be reported to him. Other offences which may be committed by marines, either in barrack enclosures or elsewhere, may be punished by the commanding marine officer, as by law allowed, or be reported to the commandant of the marine corps.

## ARTICLE 12.

*They will conform to regulations.*

Marines, when stationed at or employed within a navy yard, are



to conform to all regulations which may be issued by the commandant thereof for its government and security.

## ARTICLE 13.

*Interior police and government of marines in barracks.*

The interior police and government of marines when in barracks within or without a navy yard, and their military instruction, shall be under the immediate direction of the commanding marine officer.

## ARTICLE 14.

*Reviews and exercises.*

The exercises and formation of marines at parades, reviews, inspections, escorts, guard mountings and funerals, challenges of persons, police and regulations for camp and garrison duties, and salutes, will be the same as those established, or which hereafter may be established for the army.

## ARTICLE 15.

*Transfer of marines from one station to another.*

Where marines are transferred from one station to another, it shall be the duty of the officer transferring them to forward their returns forthwith to the officer to whom they are transferred.

## ARTICLE 16.

*Officers to assist in preparing rolls.*

It is the duty of officers serving with detachments to assist their commander in making out rolls, reports, and returns; keeping the books of the detachment, attending to issues, and to everything connected with the welfare of the command. And the commander will see that their assistance is rendered.



## ARTICLE 17.

*Officer of the day. Inspection of meals.*

The officer of the day will inspect the provisions daily issued to the troops, and if not of good quality, will report the same to the commanding officer. He will also inspect the different meals, to see that the rations are properly cooked and served.

## ARTICLE 18.

*Marines in garrison to wear prescribed uniform.*

Officers and soldiers in garrison will wear the prescribed uniform of the corps.

## ARTICLE 19.

*Apprehension of a deserter.*

When a deserter is apprehended, or surrenders himself, the officer in whose charge he is will immediately report the same to the headquarters of the corps, and to the commanding officer of the station or detachment from whence he deserted.

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## CHAPTER XLVIII.

## CONVOYS.

## ARTICLE 1.

*Written directions and signals to be prepared.*

The commanding officer of a vessel who shall be appointed to convoy the trade of the Confederate States, shall give the necessary



printed or written directions and signals to the master of each vessel which is to sail under his protection.

## ARTICLE 2.

*List of vessels under convoy.*

He shall take a list of the vessels under his convoy, specifying their names and descriptions, the places where bound and to which they belong, the names of their masters, their owners or supercargoes, if any, and transmit a copy of the same to the Secretary of the Navy, with the date of their joining the convoy.

## ARTICLE 3.

*Contraband articles.*

Before he shall take under his convoy any vessel bound to a belligerent port, he shall require satisfactory proof that there are no articles on board such vessel of a contraband nature; and without such satisfactory evidence he shall not be bound to take such vessel under his convoy, or to give her any protection against the other belligerent nation, unless specially directed.

## ARTICLE 4.

*Vigilance in defending from attack or surprise.*

Every officer charged with a convoy must be very vigilant in defending it from attack or surprise, and must never weaken the convoying force by detaching a part in chase beyond signal distance, nor must he separate from the convoy, unless such separation shall be the best means of preserving a convoy from an enemy.

## ARTICLE 5.

*Separation to be prevented.*

He shall adopt all possible measures to prevent the separation of the convoy, and may direct such vessels to repeat his signals as he may deem proper.



## ARTICLE 6.

*Different convoys sailing at the same time.*

When different convoys shall sail at the same time, or shall meet at sea, they shall sail together so long as their course shall be in the same direction; but the different convoys shall be kept as distinct from each other as circumstances will allow.

## ARTICLE 7.

*Delinquent vessels to be reported.*

He will make report to the Secretary of the Navy of the name of any vessel, and of the master, who shall disobey the instructions or signals for the convoy, or leave the convoy without permission, or otherwise misbehave, stating the particulars of his misconduct, so that insurance offices may be informed of the same.

## ARTICLE 8.

*Masters disobeying orders to be refused further protection.*

Whenever the master of any vessel under convoy shall wilfully or repeatedly neglect or refuse to conform to the instructions or signals of the commanding officer of the convoying force, the said commanding officer may refuse him any further protection, and be released from any further responsibility for the safety of the vessel.

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**CHAPTER XLIX.****PRIZES AND PRIZE MONEY.**

## ARTICLE 1.

*Captor to preserve all papers, books, &c., relating to prize, and transmit them to the judge of the district court where such prize may arrive.*

The commanding officer of every ship or vessel of the Confede-



rate States, who shall capture or seize upon any vessel, or any goods, wares, or merchandize, as prize, shall carefully preserve all the papers, books, and other writings found with the same, or which may come into his possession, relating to the same, and transmit the whole (signals and signification of signals excepted) unmutilated, undefaced, or otherwise changed by him, to the judge of the district court in which such captured vessel or other prize property may arrive, on pain of suffering such punishment as a general court martial may adjudge.

## ARTICLE 2.

*List of officers and crew of a vessel making a prize to be transmitted to Navy Department.*

The commanding officer of every ship or vessel of the Confederate States making a capture of any kind whatever, shall transmit, as early as practicable, to the Navy Department, and to the person appointed to receive and pay the prize money, complete lists of the officers and crew and others on board their vessel at the time entitled to a share of the capture, setting forth the rank, quality, and rating of each person at the time of the capture, and the class in which they are entitled to receive prize money, certified by himself and the paymaster of the vessel, on pain of being punished at the discretion of a general court martial.

## ARTICLE 3.

*Nothing to be taken out of a prize, but everything in her is to be brought in.*

No person in the navy shall take out of a prize, or vessel seized as prize, any money, plate, goods, or any part of her cargo or rigging, unless it be for the better preservation thereof, or necessary for the use of any of the vessels of the Confederate States, or under instructions from the Navy Department, before the same shall be adjudged lawful prize by a competent court; but the whole, without fraud, concealment, or embezzlement, shall be brought in and judgment passed thereon, upon pain of every person offending herein



forfeiting his share of the capture, and of suffering such further punishment as a general court martial shall impose.

## ARTICLE 4.

*Ill treatment of prisoners of war forbidden.*

No person in the navy shall strip of their clothes, or pillage, or in any manner treat with cruelty or unnecessary severity any person or persons found on board a prize or captured vessel, on pain of dismissal from the service, or such other punishment as a general court martial shall adjudge.







# APPENDIX.

## No. 3.—CHAPTER IX, ARTICLE 10.

*Report of the sailing and other qualities of the Confederate States  
 \_\_\_\_\_ ascertained under various circumstances, and from  
 observations between the \_\_\_\_\_ day of \_\_\_\_\_, 18—, and the —  
 day of \_\_\_\_\_, 18—.*

	Feet.	Inches.
Her light draught of water was stated to be—		
Forward.....		
Aft.....		
The draught of water which was estimated by the constructor to be her best trim—		
Forward.. ..		
Aft.....		
The draught of water found on trial to be her best sailing trim, with three months' stores and provisions on board—		
Forward.....		
Aft.....		
The rake of her masts in 10 feet—		Inches.
Foremast.....		
Mainmast.....		
Mizzenmast .....		
The necessary quantity of iron ballast for her..		Tons.
The quantity of water she stows in her main holds—		Gallons.
In iron tanks.....		
In casks.....		



No. 3.—CHAPTER IX, ARTICLE 10—Continued.

	Feet.	Inches.
With three months' provisions and stores on board—		
Draught of water... { Forward.....		
{ Aft.....		
Height of port-sills. { Foremost midship...		
{ Aftermost.....		
With as much provision and stores as she can conveniently stow—		
Draught of water... { Forward.....		
{ Aft.....		
Height of portsills.. { Foremost midship...		
{ Aft.....		
How many days of the following articles can she conveniently stow for her complement of men?—		
Salted provisions.....		
Bread.....		
Spirits.....		
Water.....		
Fuel.....		
Does she ride easy at her anchors?.....		
<i>Character of the ship after a trial of            months.</i>		
Inclination of the ship—	Degrees.	
Under close-reefed topsails and courses....		
Under treble-reefed topsails and courses...		
Under double-reefed topsails, top-gallant sails, and courses.....		
Under all sail, except royals.....		
Under all sail, when just able to carry royals.....		
	Feet.	Inches.
How does she carry her lee ports from water, (when deep)?		
When carrying a press of sail by the wind, (when light)?.....		
Does she roll easy or uneasy in the trough of the sea?.....		
Does she pitch easy?.....		
Is she, generally speaking, an easy or uneasy ship?.....		



No. 3.—CHAPTER IX, ARTICLE 10—Continued.

<i>Character of the ship after a trial of</i> —Continued.	<i>months</i>	Feet.	Inches.
How does she in general carry her helm by the wind—			
With all sails set?.....			
With treble-reefed topsails and courses?			
How does she steer off the wind?.....			
How does she stay?.....			
How does she wear?.....			
Is she weatherly or leewardly, compared with other ships, in moderate weather?.....			
Is she weatherly or leewardly, compared with other ships, in a gale?.....			
She has run, per hour, by the log, with as much wind as she could safely carry this sail to—			
Close-hauled, with smooth water..	}	Under whole or single topsails and top-gallant sails.....	
		Under double-reefed topsails.....	
Close-hauled, with a head sea.....	}	Under double-reefed top-sails and top-gallant sails.....	
		Under close-reefed top-sails and courses....	
		Under close-reefed top-sails and courses....	
Wind on the beam	}	Under treble-reefed topsails.....	
		Under double-reefed topsails and top-gallant sails.....	
		In moderate weather unable to carry royals..	
		In moderate weather, with all sail set.....	
Wind on the quarter.....	}	In a gale.....	
		Under double-reefed top-sails, top-gallant sails, and studding sails.....	



No. 3.—CHAPTER IX, ARTICLE 10—Continued.

<i>Character of the ship after a trial of</i> —Continued.	<i>months</i>	Feet.	Inches.
Before the wind..	{ In moderate weather, with royals and stud- ding sails..... { In a gale..... { In moderate weather, with all sail set.....		
Has the ship been ashore, or has she struck the ground at any time during the period of this report?.....			
If she has, mention the time and place, and the date of the report of the circumstance, and to whom made.....			
Have any particular circumstances occurred likely to affect the copper, such as getting ashore; and on what stations has the ship been employed since last coppered?.....			
What changes, if any, are recommended in her stowage, masts and spars, or armament, to increase her efficiency for general service?....			
Dated the        day of        , 18 .			
_____ , <i>Captain.</i>			

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## No. 4.—CHAP. IX, SEC. 1, ARTS. 15 AND 28.

*Quarterly returns of punishments on board the Confederate States*  
 \_\_\_\_\_ up to \_\_\_\_\_, 18—.

Names.	Rating.	Offence.	Punishment.	Remarks.

NOTE.—Lists of punishments must be sent in triplicate.

A. B., *Captain.*

## No. 5.—CHAP. 9, SEC. 1, ART. 19.

*Monthly return of enlistments on board the Confederate States*  
 \_\_\_\_\_ up to the \_\_\_\_\_ day of \_\_\_\_\_, 18—.

Names.	Ratings.	When.	Where.	Where born.	Age.

NOTE.—The names should be alphabetically arranged with surname to the left. The report should be, in all respects full and accurate. Persons of the same name should be distinguished by information respecting their age, &c. (This note refers to all monthly returns.)

C. D., *Paymaster.*

A. B., *Captain.*



## No. 6. CHAP. IX, SEC. 1, ART. 19.

*Return of deserters who have given themselves up, or have been apprehended, up to ——— ———, 18—.*

Names.	Rating.	When.	Date of enlistment.	Age.

A. B., *Captain,*

(Place and date.)

C. D., *Paymaster.*

NOTE.—To be made *weekly* from *receiving* vessels and *monthly* from other vessels.

## No. 7. CHAP. IX, SEC. I, ART. 19.

*Monthly returns of transfers from the Confederate States ———  
——— up to ——— ———, 18—.*

Names.	Rating.	Where to.	Date of enlistment.	Amount due from Confederate States.

A. B., *Captain.*C. D., *Paymaster.*



## No. 8. CHAP. IX, SEC. 1, ART. 19.

*Return of discharges from the Confederate States ——— up to  
———, 18——.*

Names.	Rating.	When.	Where.	Date of enlistment.	Cause.

(Place and date.)

C. D., *Captain.*

A. B., *Paymaster.*

NOTE.—This return to be made *weekly* from receiving vessels, and *monthly* from other vessels.



## No. 9. CHAP. IX, SEC. 1, ART. 19.

*Return of desertions from the Confederate States* ——— up ———  
 ———, 18—.

Names.	Rating.	When.	Where.	Date of enlistment.	Amount due from or to the Confederate States.

(Place and date.)

A. B., *Captain.*

C. D., *Paymaster.*

NOTE.—To be made *weekly* from receiving vessels, and *monthly* from other vessels.



## No. 10. CHAP. IX, SEC. 1, ART. 19.

*Return of deaths on board the Confederate States — up —  
to — 18—.*

Names.	Rating.	Cause of.	When.	Date of en- listment.	Amount due to or from the Confederate States.

(Date.)

A. B., *Captain.*C. D., *Paymaster.*

NOTE.—To be made *weekly* by receiving vessels, and *monthly* from other vessels.



























