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Regulations
for
Enlistments, Discharges, &c.

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TREASURY DEPARTMENT,
DOCUMENT NO. 2112.
COAST AND GEODETIC SURVEY.

REGULATIONS FOR ENLISTMENTS, DISCHARGES, ETC.

TREASURY DEPARTMENT,
OFFICE OF THE SUPERINTENDENT OF THE
COAST AND GEODETIC SURVEY.

The attention of commanders of Coast Survey vessels, and of all others interested, is called to the following information relative to changes in the Navy Regulations made necessary by recent legislation, so far as this legislation has affected the status of the enlisted men of the Navy.

It is to be specially noted that no "special-service" men are hereafter to be enlisted, and that men enlisting on Coast Survey vessels are enlisted in the same terms, and are subject to the same service, and will share in the same benefits which are open to all other enlisted men of the Navy. In view of the advantages which accrue under the new regulations, subsistence heretofore allowed to enlisted men of the Navy as special-service men on Coast Survey vessels will not be paid after July 1, 1899, except in cases of petty officers or men serving in extraordinary or unusual duty, or where subsistence was guaranteed as part of the monthly pay at the time of enlistment. Commanding officers are directed to make a special report on all cases that will require a continuance of the subsistence, stating the reason therefor in each case.

ENLISTMENTS.

1. The enlisted force of the Coast and Geodetic Survey is provided from the quota allowed the United States Navy. All enlistments must be for a term of four years, and each man must take the oath of allegiance at the time of enlistment, the oath to be attached to the first sheet of the enlistment record.

2. The oath to be taken at the time of enlistment must be administered by a notary or some other person authorized to administer oaths, as it is only on "vessels of the Navy" that commanding officers have this authority. When a charge has to be paid for administering the oath a receipt should be taken and rendered with the accounts for party expenses.

3. Any man who is at present in the service under an enlistment "for the cruise" can be discharged, upon application to the Bureau of Navigation by or through his commanding officer, in accordance with the terms of the shipping articles, which provide that he is to serve for the period set forth in said articles "unless sooner discharged by proper authority," but no man enlisted "for the cruise," and discharged in accordance with such agreement, can be allowed the benefits of honorable discharge or continuous service upon reenlistment within four months from date of such discharge, under the provisions of the Revised Statutes of the United States and the U. S. Navy Regulations, as the act of March 2, 1855, the act of June 7, 1864, and the amendment thereto of March 2, 1865, distinctly specify the term of *three* years, and the amendment of March 3, 1899, the term of *four* years; and the Navy Regulations are made to conform thereto.

4. Any man enlisted "for the cruise," at present in the service, who has not served four years of his enlistment and is a desirable man to retain in the service, may, upon his written request, have his term of enlistment changed from "cruise" to "four years," and at the expiration of his term he will be entitled to honorable discharge if recommended by his commanding officer, and if he shall reenlist for four years within four months from date of said discharge will be entitled to the benefits of honorable discharge and continuous service, as provided by section 1573, Revised Statutes, and paragraph 1, article 1174, and article 1175, U. S. Navy Regulations; but the law will not permit men who have served longer than four years under an enlistment "for the cruise not to exceed five years" to change their enlistments from "cruise" to "four years."

5. Men enlisted prior to March 3, 1899, who fail to request a change of the terms of their enlistment under the provisions of paragraph 4, will be discharged in accordance with their enlistments and the regulations prevailing prior to that date.

6. Any man honorably discharged from a vessel of the Coast and Geodetic Survey, and presenting himself for reenlistment within four months after his discharge, may be reenlisted for service on board of any vessel of the Coast and Geodetic Survey, provided there is a vacancy, but if the complements of the vessels are full, the man must reenlist in the naval service within the prescribed time, in order to receive the benefits of honorable discharge and continuous service.

7. (*a*) Original enlistment and the rating of petty officers must conform with articles 797 and 798 of the Navy Regulations.

(*b*) A person to fill the position of yeoman must be enlisted as landsman, and the fact that he is to serve as yeoman must be stated on the enlistment record thus: Landsman for yeoman, 3d, 2d, or 1st class, or chief yeoman. If to be made

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Seaman gunner
Seaman
Ordinary seaman
Apprentice
Landsman

master at arms immediately on enlistment, similar indorsement should be made for that rating.

(*c*) Commanding officers can promote men in the branch in which they enlisted when vacancies occur in that branch in the ship's complement.

(*d*) Transfers from one branch to another require the authority of the Department.

(*e*) Machinists must hold the following licenses from the U. S. Inspectors of Steam Vessels to be eligible for enlistment, viz:

For duty as chief engineer.—License as chief engineer, ocean, for not less than 1,000 tons gross tonnage.

For duty as the senior chief machinist or senior machinist, first class.—License as first assistant engineer, ocean, of not less than 1,000 tons gross tonnage.

For all other machinists in the engine room.—License as second assistant engineer, ocean, of not less than 1,000 tons gross tonnage.

For duty on launches.—Special engineer licenses.

The above rules will not apply to machinists now in the service who have demonstrated their proficiency. In special cases exceptions may be made with the approval of the Superintendent.

(*f*) The following table shows the ratings for original enlistments and the promotions that may follow:

Ratings.	Original enlistments.
SEAMAN BRANCH.	
Chief Master at arms	Landsman or seaman.
Master at arms, first class	Do.
Master at arms, second class	Do.
Master at arms, third class	Do.
Boatswains' mate, first class	Seaman.
Boatswains mate, second class	Do.
Coxswain	Do.
Chief gun captain	Do.
Gun captain, first class	Do.
Gun captain, second class	Do.
Chief gunners' mate	Do.
Gunners' mate, first class	Do.
Gunners' mate, second class	Do.
Gunners' mate, third class	Do.
Chief quartermaster	Do.
Quartermaster, first class	Do.
Quartermaster, second class	Do.
Quartermaster, third class	Do.
Seaman gunner	Do.
Seaman	In the rating.
Ordinary seaman	Do.
Apprentice	Do.
Landsman	Do.

Ratings.	Original enlistments.
ARTIFICER BRANCH.	
Electrician, first class	In the rating.
Electrician, second class	Do.
Chief carpenter's mate	Shipwright.
Carpenters' mate, first class	Do.
Carpenters' mate, second class	Do.
Carpenters' mate, third class	Do.
Shipwright	In the rating.
Blacksmith	Do.
Plumber and fitter	Do.
Sailmakers' mate	Sailmaker.
Painter	In the rating.
Sailmaker	Do.
Engine-room force:	
Chief machinist	Machinist, first class.
Machinist, first class	Machinist, second class.
Machinist, second class	In the rating.
Blacksmith	Do.
Boilermaker	Do.
Coppersmith	Do.
Water tender	Fireman, first class.
Oiler	Do.
Fireman, first class	Fireman, second class.
Fireman, second class	In the rating.
Coal passer	Do.
SPECIAL BRANCH.	
Hospital steward	In the rating.
Hospital apprentice, first class	Do.
Hospital apprentice	Do.
Chief yeoman:	
Equipment	Landsman for yeoman.
Pay	Do.
Engineer's	Do.
Yeoman, first class	Do.
Yeoman, second class	Do.
Yeoman, third class	Do.
MESSMAN BRANCH.	
Cabin steward	In the rating.
Cabin cook	Do.
Wardroom steward	Do.
Wardroom cook	Do.
Mess attendant	Do.
Ship's cook, first class	Ship's cook, fourth class.
Ship's cook, second class	Do.
Ship's cook, third class	Do.
Ship's cook, fourth class	In the rating.

(*g*) Care must be observed in all *original or first enlistments* not to exceed the age limits prescribed in paragraph 4, article 797, U. S. Navy Regulations, viz: Landsmen, twenty-five years; mess attendants and ordinary seamen, thirty years; seamen, mechanics, engineer's force, and landsmen with trades, thirty-five years.

DISCHARGES.

1. (*a*) Men enlisted prior to March 3, 1899, and continuing service without change in the terms of their enlistments, as permitted in paragraph 4 of "Enlistments," may be discharged as heretofore when their services are no longer required.

(*b*) Enlisted men may be discharged for cause upon application to the Bureau of Navigation by their commanding officers, stating the reason why the discharge is requested. Incompetency or incorrigibility, arising from ignorance, inaptitude, a deficiency of mental balance, vicious habits, or other like reasons that incapacitate a man for efficient service, will be sufficient cause.

(*c*) Enlisted men discharged for physical disability must be surveyed by a board of medical survey, in accordance with the Navy Regulations, and reported on the form prescribed by the Bureau of Medicine and Surgery, Navy Department.

(*d*) A dishonorable discharge can only be given in accordance with the sentence of a general court-martial.

(*e*) A bad conduct discharge can only be given by a sentence of a general or summary court-martial.

(*f*) No person enlisted in the United States shall be discharged outside of the limits thereof, unless by order of the Navy Department or in accordance with the sentence of a general court-martial, except upon written application, in which transportation to the United States, and United States consular aid, are waived.

(*g*) When a dishonorable or bad-conduct discharge is given, an ordinary discharge form shall be used, and the words "dishonorably discharged" or "discharged for bad conduct by sentence of general (or summary) court-martial" shall be written across the face and signed by the commanding officer. The cause of discharge must be stated in a letter to the Superintendent, and transmitted with the enlistment record.

(*h*) When a trial by court-martial is necessary, application must be made to the Bureau of Navigation in order that the case may be referred to the Secretary of the Navy and the court properly organized under Navy Regulations.

2. Men can purchase discharge as described in the General Order governing such purchase.

3. In exceptional cases, discharges will be made by order of the Navy Department on the recommendation of the Superintendent.

4. When a vessel of the Coast and Geodetic Survey is put out of commission, enlisted men must be transferred to other vessels of that service as far as practicable, but the men in excess who are transferred to receiving ships shall be held as available for draft, if necessary, to vessels of the Navy.

5. Paragraph 3, article 804, U. S. Navy Regulations, requiring indorsements on discharges and enlistment records, must be strictly observed in all cases.

BENEFITS.

1. Men serving in the Coast and Geodetic Survey enlisted for four years will hereafter be entitled to honorable discharge, continuous-service certificates, good-conduct medals, and the privileges derived from holding them, as provided by the U. S. Navy Regulations, to wit:

Article 801. (1) "Any person in the Navy, enlisted for four years, who is recommended by his captain for a testimonial for fidelity, obedience, and ability, during his term of service, and who is a desirable person to retain, shall, upon the expiration of his enlistment, receive an honorable discharge."

(2) "When deciding upon the claim of an enlisted man to an honorable discharge, the captain must give due weight to the recommendations of all other captains under whom the man may have served during his current enlistment, as shown by his enlistment record."

Article 813. (1) "Any person who, upon the expiration of a four years' enlistment, receives an honorable discharge, or a recommendation for reenlistment indorsed upon an ordinary discharge, shall, upon reenlistment for four years within four months from the date of his discharge, receive in exchange for said discharge a continuous-service certificate."

(2) "When said discharge is surrendered for exchange, the date of reenlistment shall be indorsed in red ink across its face, over the signature of the commander of the ship or rendezvous where the man reenlisted, and also the amount of the gratuity credited to his account, over the signature of the pay officer. The discharge shall then be forwarded to the Bureau of Navigation."

Article 900. (1) "Any man serving under a continuous-service certificate shall, at the expiration of his second term of enlistment, upon the recommendation of his captain, receive a good-conduct medal."

(2) "Captains shall recommend for good-conduct medals those only who are distinguished for obedience, sobriety, industry, courage, neatness, and proficiency."

(3) "A person who has received one medal will, if subsequently recommended, be given a clasp, with the name of the ship in which he last served engraved thereon."

(4) "Medals and clasps will be supplied by the Bureau of Navigation."

(5) "Clasps shall be worn above the medal on the same ribbon."

(6) "Good-conduct medals are given in recognition of good behavior and faithful service, and no person shall be deprived of them or of the advantages attached to them, except by a sentence of a general court-martial. The captain may, however, forbid the wearing of medals by any person undergoing punishment or restriction of privileges."

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Article 1174. (1) "Any person who, after having enlisted in the Navy for a term of four years and received an honorable discharge or a recommendation for reenlistment upon the expiration of his term of service, reenlists for four years within four months from date of his discharge, shall receive an increase of one dollar and thirty-six cents per month, to the pay prescribed for the rating in which he serves, for each consecutive reenlistment."

Article 1175. (1) "Any person holding an honorable discharge, who reenlists for four years within four months from the date of its issue, shall be entitled to a gratuity equal to four months' pay, reckoned at the same rate he was being paid when last discharged."

(2) Enlisted men of the Navy, in the case of injury or disability in the line of duty, are entitled to the benefits of the general pension laws; in case of death, their dependent relatives are the beneficiaries.

Article 1243. (1) "Any disabled enlisted man who has not been discharged for misconduct shall, after ten years' service in the Navy, be entitled to a pension, if a board of survey appointed by the Secretary of the Navy shall recommend it." (See sec. 4757, R. S.)

Article 1243. (2) "After twenty years' service, any enlisted man disabled from sea service by reason of age or infirmity, who has not been discharged for misconduct, shall be entitled to a pension equal to one-half the pay of his rating when last discharged." (See sec. 4756, R. S.)

Act of March 3, 1899, section 17. "That when an enlisted man or appointed petty officer has served as such thirty years in the United States Navy, either as an enlisted man or petty officer, or both, he shall, by making application to the President, be placed on the retired list hereby created, with rank held by him at the date of retirement; and he shall thereafter receive seventy-five per centum of the pay and allowances of the rank or rating upon which he was retired: *Provided*, That if said enlisted man or appointed petty officer had active service in the Navy or in the Army or Marine Corps, either as volunteer or regular, during the civil or Spanish-American war, such war service shall be computed as double time in computing the thirty years necessary to entitle him to be retired: *And provided further*, That applicants for retirement under this section shall, unless physically disqualified for service, be at least fifty years of age."

All communications to the Navy Department must be forwarded through this office.

HENRY S. PRITCHETT,
Superintendent.

U. S. COAST AND GEODETIC SURVEY OFFICE,
WASHINGTON, D. C., *May 5, 1899.*