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DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE



REGULATIONS
FOR THE
UNITED STATES
LIGHTHOUSE SERVICE

1918



WASHINGTON
GOVERNMENT PRINTING OFFICE
1918

**DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE**

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LETTER OF TRANSMITTAL.

DEPARTMENT OF COMMERCE,
BUREAU OF LIGHTHOUSES,
Washington, June 13, 1918.

SIR: In accordance with the act approved June 17, 1910, I submit herewith for your approval Regulations for the United States Lighthouse Service.

For purposes of convenience there are included the substance of principal laws, decisions of the Comptroller, etc., which affect the Lighthouse Service.

These regulations supersede those approved by the Assistant Secretary of Commerce on October 1, 1914.

Respectfully,

G. R. PUTNAM,
Commissioner.

The SECRETARY OF COMMERCE.

Approved, to take effect June 13, 1918.

WILLIAM C. REDFIELD,
Secretary of Commerce.

AUTHORITIES AND ABBREVIATIONS.

Decisions of the Comptroller of the Treasury.....	Comp. Dec.
Department of Commerce circular.....	Dept. Cir.
Executive order.....	Ex. Ord.
Supplement to United States Revised Statutes.....	Suppl. R. S.
Treasury Department circular.....	Treas. Dept. Cir.
United States Revised Statutes.....	R. S.
United States Statutes at Large.....	Stat.

REGULATIONS FOR THE UNITED STATES LIGHTHOUSE SERVICE, 1918.

CHAPTER I.

ORGANIZATION.

1. **Law providing for a Bureau of Lighthouses.**¹—Hereafter there shall be in the Department of Commerce a Bureau of Lighthouses and a Commissioner of Lighthouses, who shall be the head of said Bureau, to be appointed by the President, * * *. There shall also be in the Bureau a Deputy Commissioner, to be appointed by the President, * * *, and a chief clerk, who shall perform the duties of chief clerk and such other duties as may be assigned to him by the Secretary of Commerce or by the Commissioner. There shall also be in the Bureau such inspectors, clerical assistants, and other employees as may from time to time be authorized by Congress, and there shall also be employed one chief constructing engineer * * * and one superintendent of naval construction * * *, both to be appointed by the President. The Commissioner of Lighthouses shall make an annual report to the Secretary of Commerce, who shall transmit the same to Congress at the beginning of each regular session thereof. (Act June 17, 1910, sec. 4, effective July 1, 1910, 36 Stat., 537.)

2. **Duties of Commissioner.**—All duties performed and all power and authority now possessed or exercised by the Lighthouse Board, under any provision of law not hereby repealed, are hereby transferred to and imposed and conferred upon and vested in the Commissioner of Lighthouses, under the direction and control of the Secretary of Commerce. (Sec. 6, act June 17, 1910; 36 Stat., 538.)

The Commissioner of Lighthouses shall, under the direction and control of the Secretary of Commerce, have charge and control of

¹ Act approved Aug. 7, 1789 (1 Stat., 53), provided: "That all expenses which shall accrue from and after the fifteenth day of August, one thousand seven hundred and eighty-nine, in the necessary support, maintenance and repairs of all lighthouses, beacons, buoys and public piers erected, placed, or sunk before the passing of this act, at the entrance of, or within any bay, inlet, harbor, or port of the United States, for rendering the navigation thereof easy and safe, shall be defrayed out of the Treasury of the United States."

The Lighthouse Service was placed under the Secretary of the Treasury, and the superintendence of lights devolved for a time upon the Commissioner of Revenue, and in 1820 upon the Fifth Auditor of the Treasury.

Act approved Aug. 31, 1852 (10 Stat., 119), created the Lighthouse Board under the Secretary of the Treasury. This board was terminated July 1, 1910, by the act providing for a Bureau of Lighthouses.

By act approved February 14, 1903 (32 Stat., 825), the Lighthouse Board and Lighthouse Service were transferred to the Department of Commerce and Labor on July 1, 1903.

By Department Circular No. 1 all regulations, instructions, and decisions in force Jan. 30, 1903, applicable to the Lighthouse Service, were continued until further ordered.

the construction, maintenance, repair, illumination, inspection, and superintendence of lighthouse depots, supply stations, light and signal stations, lighthouses, light vessels, lighthouse tenders, fog signals, submarine signals, beacons, buoys, daymarks, post-lantern lights, and seamarks and their appendages, and generally of the Lighthouse Service; and the charge and custody of all the archives, books, documents, drawings, models, returns, apparatus, and other things appertaining to the Lighthouse Service. (Sec. 7, same act.)

The Commissioner of Lighthouses is authorized to employ temporarily draftsmen for the preparation of plans for tenders and light vessels which may be authorized by Congress, to be paid from the respective appropriations therefor. (Sec. 9, same act.)

The Commissioner of Lighthouses, under the direction and control of the Secretary of Commerce, shall, from time to time, prescribe and distribute such regulations as he may deem proper for securing an efficient, uniform, and economic administration of the Lighthouse Service. (Sec. 10, same act.)

3. Acting Commissioner.—The Deputy Commissioner is authorized to act as Commissioner in the absence of the Commissioner. (Sec. 178, R. S.)

In case of the absence of the Commissioner and Deputy Commissioner of the Bureau of Lighthouses, the Secretary of Commerce may designate some officer of said Bureau to perform the duties of the Commissioner during such absence. (Act July 27, 1912, 37 Stat., 239.)

4. Lighthouse inspectors.—A lighthouse inspector shall be assigned in charge of each district. * * * *Provided*, That in the districts which include the Mississippi River and its tributaries the President may designate Army engineers to perform the duties of and act as inspectors.

The President may detail officers of the Engineer Corps of the United States Army for consultation or to superintend the construction or repair of any aid to navigation authorized by Congress. (Act June 17, 1910, sec. 11, 36 Stat., 538.)

5. Duties of inspector.—The inspector is charged with the supervision of all the work of the district in which he is assigned to duty, and he is responsible under the Commissioner for its efficient and economical administration.

He is responsible for the proper management of the light stations, fog-signal stations, light vessels, relief light vessels, lighthouse tenders, and depots; for keeping upon their stations in proper condition all floating aids to navigation; for the maintenance, repair, and operation of all lighthouse craft permanently or temporarily in the district; for the construction of new aids or additions to aids; for the repair, cleanliness, and efficient condition of all aids to navi-

gation and other property in the district; for keeping ready for service at the shortest notice all spare or relief moorings, buoys, buoy appendages, and relief light vessels; for the distribution of supplies; for the efficiency of the personnel; for the approval of vouchers and accounts covering the disbursement of funds as may be authorized on account of the Lighthouse Service; and for such other duties as are involved in the proper conduct of the district or as may be from time to time assigned to him.

In carrying out these duties the inspector is to exercise a constant and watchful supervision over all district affairs, as well as over the officers and men in the service, so as to maintain the district in a high state of efficiency. He shall keep advised of the needs of navigation as respects aids to navigation in his district.

If from any cause an inspector is prevented from performing his duties, he shall report the fact to the Commissioner by telegraph without delay.

6. Absence of inspector.—In the absence of the inspector the superintendent, chief clerk, or assistant superintendent, in the order named, shall act for him in all matters pertaining to the district.

All letters and reports sent out during the inspector's absence shall have over the signature this statement, "For and in the absence of the inspector." The inspector is authorized to direct the classes of correspondence, reports, etc., that may be signed during his absence from the office. No person shall sign any letter or other paper in the inspector's absence that is known to be contrary to the inspector's views on the subject.

When there is no incumbent of the office of inspector of a district, the officer in charge of the office shall sign communications in his own capacity.

7. Duties of superintendent.—Subject to the directions of the inspector, and such changes in these duties as may be prescribed by him, the superintendent shall be responsible for the correctness of all drawings, plans, specifications, and estimates for material and labor; for the data giving description and location of all new aids to navigation; for the preservation and proper filing of all drawings, maps, and field notes of value to the Service. He shall have immediate supervision and control over the engineering and field repair and construction force, and perform such other duties as may be assigned him by the inspector. When practicable both the superintendent and assistant superintendents should be given opportunity to familiarize themselves with the marine work of their districts, such as repairs to vessels, floating aids, etc., in addition to the shore work on fixed aids and their appurtenances.

8. Duties of chief clerk.—Subject to the directions of the inspector, and such changes in these duties as may be prescribed by him, the

chief clerk shall have immediate control and supervision over all clerks, stenographers, and messengers, and shall see that office work pertaining to these employees is equitably distributed; he shall be charged with the proper use of all forms, and shall be responsible for the preparation and proper handling of pay rolls, vouchers, reports to the Bureau, correspondence, etc., as required by the regulations; he shall have all accounts properly kept, and shall be charged with the proper filing of all letters and papers not included in the duties of the superintendent, and with the keeping of all records of Government property; he shall arrange for the proper handling of all civil-service matters, and be charged with the preparation of notices to mariners, and shall perform such other duties as may be assigned him by the inspector. When the chief clerk acts as disbursing officer he must, on his own responsibility, see that disbursements are made in accordance with law.

9. The jurisdiction of the Lighthouse Service has been extended to noncontiguous territory, as follows:

Hawaiian Islands.....	Executive order, December 28, 1903.
Midway Islands.....	Executive order, December 8, 1904.
Island of Guam.....	Executive order, May 13, 1905.
American Samoan Islands.....	Executive order, July 3, 1905.
Porto Rico and adjacent American waters.....	Act April 12, 1900 (31 Stat., 80).
Guantanamo, Cuba.....	Executive order, December 29, 1903.
American Virgin Islands.....	Executive order, July 20, 1917.

10.—Jurisdiction over rivers “for the establishment of such beacon lights, day beacons, and buoys as may be necessary for the use of vessels navigating those streams” has been conferred, for various rivers, as follows:

Alaskan waters.....	Act June 30, 1906 (34 Stat., 716).
Apalachicola River and Chipola cut-off.....	Act March 3, 1915 (38 Stat., 927).
Atchafalaya River, La.....	Act June 17, 1910 (36 Stat., 534).
Barataria Bayou, La.....	Do.
Black Warrior River, Ala.....	Act August 28, 1916 (39 Stat., 538).
Cape Fear River, N. C.....	Act March 3, 1885 (23 Stat., 487).
Columbia River, Oreg.....	Act August 4, 1886 (24 Stat., 228).
Connecticut River, Conn.....	Act October 2, 1888 (25 Stat., 512).
Crescent Lake, Fla.....	Act June 17, 1910 (36 Stat., 534).
Delaware River, between Philadelphia, Pa., and Bordentown, N. J.....	Act March 3, 1899 (30 Stat., 1080).
Delaware River, between Philadelphia, Pa., and Trenton, N. J.....	Act June 25, 1910 (36 Stat., 754).
Dunn Creek, Fla.....	Act June 17, 1910 (36 Stat., 534).
East River, N. Y.....	Act March 3, 1887 (24 Stat., 516).
Elk River, Md.....	Do.
Fox River, Lake Winnebago, and connecting lakes and channels, Wis.....	Act May 27, 1908 (35 Stat., 334).
Grand Lake, including Chicot Pass, La.....	Act March 3, 1887 (24 Stat., 516).
Hawaiian waters.....	Act June 30, 1906 (34 Stat., 713).

Hudson River, N. Y.....	Act March 3, 1885 (23 Stat., 487).
Illinois River, Ill.....	Act October 2, 1888 (25 Stat., 512).
Indian River, Fla.....	Act March 2, 1889 (25 Stat., 946).
James River, Va.....	Act March 3, 1899 (30 Stat., 1080).
Kanawha River, W. Va.....	Act March 3, 1887 (24 Stat., 516).
La Fourche Bayou, La.....	Act June 17, 1910 (36 Stat., 534).
Lake des Allemands, La.....	Do.
Lake of the Woods, including Rainy River, Minn.....	Act March 4, 1907 (34 Stat., 1320).
Lake of the Woods, including Rainy River and Warroad Harbor, Minn.....	Act June 17, 1910 (36 Stat., 534).
Lake Salvador, La.....	Do.
Lake Tahoe, Cal. and Nev.....	Act August 28, 1916 (39 Stat., 538).
Lake Traverse, Minn. and S. Dak.....	Act June 17, 1910 (36 Stat., 534).
Lakes Okechobee and Hicpochee and connect- ing waterways across the State of Florida....	Act March 3, 1915 (38 Stat., 927).
Little Lake, La.....	Act June 17, 1910 (36 Stat., 534).
Missouri River.....	Act June 23, 1874 (18 Stat., 220).
Mississippi River.....	Do.
Mobile River, Ala.....	Act August 28, 1916 (39 Stat., 538).
Monongahela River, W. Va. and Pa.....	Act June 30, 1906 (34 Stat., 713).
Ohio River.....	Act June 23, 1874 (18 Stat., 220).
Perot Bayou, La.....	Act June 17, 1910 (36 Stat., 534).
Puget Sound, Wash.....	Act March 3, 1887 (24 Stat., 516).
Raritan River, N. J.....	Act March 2, 1889 (25 Stat., 946).
Red River, La.....	Act March 3, 1881 (21 Stat., 439).
Sacramento River, Cal.....	Act October 2, 1888 (25 Stat., 512).
San Joaquin River, Cal.....	Do.
Savannah River, Ga.....	Act March 3, 1885 (23 Stat., 487).
Segnette Bayou, La.....	Act June 17, 1910 (36 Stat., 534).
St. Croix River, including Lake St. Croix, Wis. and Minn.....	Act July 27, 1912 (37 Stat., 239).
St. Johns River, Fla.....	Act March 3, 1885 (23 Stat., 487).
St. Louis and Superior Bays, Lake Superior, channels of.....	Act August 5, 1892 (27 Stat., 353).
Tennessee River, Ky., Tenn., and Ala.....	Act March 3, 1887 (24 Stat., 516).
Thames River, Conn.....	Act March 3, 1891 (26 Stat., 956).
Tombigbee River, Ala.....	Act August 28, 1916 (39 Stat., 538).
Villars Bayou, La.....	Act June 17, 1910 (36 Stat., 534).
Warrior River, Ala.....	Act August 28, 1916 (39 Stat., 538).
Washington Sound and adjacent waters, Wash.....	Act March 2, 1889 (25 Stat., 946).
Willamette River, Oreg.....	Act August 4, 1886 (24 Stat., 228).
York River, Va.....	Act August 18, 1894 (28 Stat., 377).

11. Arrangement into districts.—The Commissioner of Lighthouses, subject to the approval of the Secretary of Commerce, as soon as practicable, shall rearrange the ocean, gulf, and lake coasts and the rivers of the United States, Porto Rico, and the naval station in Cuba into not exceeding 19 lighthouse districts. (Act June 17, 1910, sec. 11, 36 Stat., 538.)

12. Limits of districts.—*First district.*—From the head of navigation on the St. Croix River, Me., the northeastern boundary of the United States, to and including Hampton Harbor, N. H. It em-

braces all aids to navigation on the seacoast of Maine and New Hampshire and on all tidal waters between the limits named.

Second district.—From Hampton Harbor, N. H., to Elisha Ledge off Warren Point, R. I., but not including either the harbor or the ledge. It embraces all aids to navigation on the seacoast and tidal waters of Massachusetts, except on the Taunton River and that part of Mount Hope Bay lying within the State boundary.

Third district.—From Elisha Ledge, off Warren Point, R. I., to Cape May on the coast of New Jersey, excepting Cape May Lighthouse, and to a point on the coast opposite Rehoboth, Del., excepting Cape Henlopen Lighthouse and Hen and Chickens Shoal. It embraces all aids to navigation on the coasts of Rhode Island, Connecticut, New York, and New Jersey northward of Cape May, including Northeast End, Five-Fathom Bank, and Overfalls Light Vessels, and McCries Shoal, and on all tidal waters tributary to the sea or Long Island Sound between the limits named, together with the aids on Whitehall Narrows and on the United States waters of Lakes Champlain and Memphremagog.

Fourth district.—From Cape May, including Cape May Lighthouse on the coast of New Jersey, to and including Fenwick Island Light Station on the coast of Delaware. It embraces all aids to navigation on the seacoasts of New Jersey and Delaware between the points named, the Delaware River and waters tributary thereto, the Delaware Bay and entrance to Delaware Bay, excepting McCries Shoal, Overfalls Light Vessel, and seaward shoals.

Fifth district.—From but not including Fenwick Island Light Station on the coast of Delaware to and including New River Inlet, N. C. It embraces all aids to navigation on the seacoasts of Delaware, Maryland, Virginia, and North Carolina between the limits named, all of Chesapeake Bay, the sounds of North Carolina, and tributary waters.

Sixth district.—From but does not include New River Inlet, N. C., to and including Hillsboro Inlet Light Station, Fla. It embraces all aids to navigation on the seacoasts, bays, sounds, harbors, rivers, and other tidal waters of North Carolina, South Carolina, Georgia, and Florida between the limits named.

Seventh district.—From a point just south of Hillsboro Inlet Light Station to and including Cedar Keys, Fla. It embraces all aids to navigation on the sea and Gulf coasts of Florida, Florida Keys, and on other waters tributary to the sea and Gulf between the limits named.

Eighth district.—From but not including Cedar Keys, Fla., to the southern boundary of Texas. It embraces all aids to navigation on the Gulf coast of the United States and tidal waters tributary to the Gulf between the limits named, together with those on the Missis-

issippi River below and including New Orleans, and on Grand Lake and Lake Chicot.

Ninth district.—The island of Porto Rico and the adjacent islands, the American Virgin Islands, and other islands and stations ceded to the United States in the West Indies.

Tenth district.—From the mouth of the St. Regis River, St. Lawrence River, N. Y., to the mouth of the Detroit River. It embraces all aids to navigation on the United States shores and waters of Lakes Ontario and Erie and the upper part of the St. Lawrence River and the Niagara River, excepting aids to navigation at the mouth of the Detroit River.

Eleventh district.—From and including all aids to navigation at the mouth of the Detroit River, Mich., to the western end of Lake Superior. It embraces all aids to navigation on the United States shores and waters of Lakes St. Clair, Huron, and Superior, and Lake of the Woods, the Detroit River, including the mouth, the St. Clair, St. Marys, and Rainy Rivers, and that part of the Straits of Mackinac lying to the eastward of a line drawn across the straits just to the eastward of Old Mackinac Point Light Station, Mich.

Twelfth district.—Includes all aids to navigation on Lake Michigan, Green Bay, and tributary waters lying west of a line drawn across the Straits of Mackinac just east of Old Mackinac Point Light Station, Mich.

Thirteenth district.—The Mississippi River from the head of navigation to the mouth of the Missouri River; Lake Traverse, Minn., and S. Dak., the Minnesota, Illinois, Osage, Gasconade, and Missouri Rivers, each from the head of navigation to its mouth; and includes all aids to navigation within these limits and navigable rivers tributary thereto.

Fourteenth district.—The Ohio River from Pittsburgh, Pa., to Cairo, Ill.; the Tennessee and Kanawha Rivers, each from the head of navigation to its mouth; and embraces all aids to navigation within these limits and navigable rivers tributary thereto.

Fifteenth district.—The Mississippi River from and including the mouth of the Missouri River to New Orleans, La.; the Red River from the head of navigation to its mouth, and includes all aids to navigation within these limits and navigable rivers tributary thereto.

Sixteenth district.—From the boundary between Alaska and the Dominion of Canada to the boundary between Alaska and Siberia. It embraces all aids to navigation on the seacoast, bays, rivers, and other tidal waters of Alaska.

Seventeenth district.—From the boundary between California and Oregon to the northern boundary of the United States. It embraces all aids to navigation on the seacoast of Oregon and Washington, on the United States waters of the Juan de Fuca Strait, Washington

Sound, and the Georgia Strait, and on the tidal waters tributary to the sea, straits, and sounds between the limits named.

Eighteenth district.—From the boundary between California and Mexico to the boundary between California and Oregon. It embraces all aids to navigation on the seacoast, bays, rivers, and other tidal waters of California.

Nineteenth district.—Embraces the Hawaiian Islands, the Midway Islands, the Island of Guam, and the American Samoan Islands, and includes all aids to navigation in the waters thereof.

CHAPTER II.

CORRESPONDENCE, REPORTS, AND RECORDS.

13. Communications to the Bureau shall be addressed "Commissioner of Lighthouses, Washington, D. C.," for letters; "Lighthouse Commissioner, Washington," for telegrams; and "USLHE, Washington (D. C.)," for cablegrams.

14. Preparation of reports and letters.—Official reports shall be as brief as consistent with the subject involved. When it will increase clearness such reports shall be arranged with underscored subheadings and numbered paragraphs. When tables, diagrams, and sketches are used they shall be clearly arranged and described.

Endeavor shall be made to observe simplicity, conciseness, and logical arrangement in official correspondence, confining letters to the subject in hand without omitting essential details. Official correspondence must be courteous in tone and free from any expressions of a personal nature or allusions of any sort not necessary to the business in hand.

Letters shall be prepared to be filed flat, and shall not be briefed on the back.

Carbon copies will be used for correspondence and other papers in the files of offices.

Each important matter shall be made the subject of a separate communication.

All papers shall be dated, using the name of the month, number of day, and year. Typewritten letters to the Commissioner shall be double spaced, except in cases where the use of additional sheets may be avoided with single spacing, and shall show in the upper left-hand corner the initials of the persons preparing and typewriting the letter, as "ABC-EFG."

Brief communications of all kinds, except routine business submitted in duplicate, shall be written on half-sheet letterheads.

Indorsements shall be written in order, either under the original letter, when space permits, or on a separate letter-size sheet.

In service correspondence the salutation and complimentary close shall be omitted; titles and signatures may be abridged when practicable. In correspondence outside the service the customary forms of salutation, superscription, and signature shall be adhered to.

The "special" stamp may be placed on such correspondence as requires immediate action.

15. Receipt stamps.—The official receipt stamp shall be neatly impressed in the upper right corner of incoming papers; subsequent impressions shall be placed in regular order along the right-hand margin and across the bottom of the page when necessary from right to left. When, owing to the small size of a letterhead or on account of other stamp impressions covering all available space, it is impracticable to place receipt-stamp impressions on the face of letters, the reverse side of such letters shall be used for this purpose.

Original copies of appointment or communications of any character addressed by the Department to employees of the Lighthouse Service shall be stamped on the reverse and not on the face.

16. Letters to inspectors.—So far as practicable, all communications to district offices should be addressed, using the official title of inspectors, as "Lighthouse Inspector, Portland, Me.," without the name of an individual.

When district offices receive mail sent from the Bureau and not intended for them, the papers inclosed shall be remailed to the proper address, and the original envelope or wrapper shall be returned to the Bureau with a memorandum of the circumstances.

17. District circular letters shall be numbered consecutively. No circular letter shall be issued by inspectors without prior authority of the Commissioner, except in directly carrying out the orders of the Bureau or in cases of emergency. In all cases a copy of every district circular shall be forwarded to the Commissioner for his information and files. Such letters sent to stations or vessels should be read and initialed by each of the appointed employees to whom the letter applies.

18. No acknowledgment of routine reports from inspectors, or of letters which are of a nature not requiring an answer, will be made by the Commissioner.

19. Follow-up letters.—When a reply is not received from the Commissioner within a reasonable time on papers submitted by the inspector and requiring action, a suitable follow-up letter should be forwarded in duplicate, inviting attention to the fact and containing sufficient information to identify the subject matter.

20. Transmission of communications.—All correspondence on business of the Lighthouse Service, whether addressed to persons within the service or persons, firms, or organizations outside the service, shall be forwarded through the immediate official superior of the writer. Whenever such correspondence by reason of absence from headquarters or other emergency can not be handled through the Commissioner's or inspectors' offices, copies must be furnished promptly for official files.

Communications addressed to superior officers from subordinates, if expressed in respectful language, shall be promptly forwarded by

indorsement, with such comment or recommendation as the circumstances warrant.

21. Conduct of business.—Subordinates must conduct official business through their immediate superiors; any official act or correspondence relating to the Lighthouse Service, or the use of any papers connected therewith, otherwise than with the knowledge of such superiors, is strictly prohibited.

22. Telegraphic address.—Inspectors or other officers when away from their headquarters must keep the district office advised of their telegraphic address.

23. Use of telegraph.—The telegraph should be used as a means of official communication in cases of emergency only or under special instruction. In preparing telegrams unnecessary words, punctuation marks, initials, and figures in the address, body, and signature should be omitted.

Cablegrams should be coded so far as practicable when it is advantageous to the Government to do so.

Telegrams between the several departments of the Government and their officers and agents, in their transmission over the lines of any telegraph company to which has been given the right of way, timber, or station lands from the public domain shall have priority over all other business at such rates¹ as the Postmaster General shall annually fix, and no part of any appropriation for the several departments of the Government shall be paid to any company which neglects or refuses to transmit such telegrams in accordance with the provisions of this section. (Sec. 5266, R. S.)

All accounts of the telegraph companies for service rendered will be settled by the disbursing clerk of the Department of Commerce at Washington on bills approved by the Commissioner and supported by the original telegrams.

All telegrams or cablegrams sent on official business of the Lighthouse Service should be written on the special telegraph blank printed for this purpose. Copies of this blank should be furnished, so far as practicable, to employees throughout the service. When an employee sending an official message has no copy of this blank, he should indorse at the bottom of the blank used, "Paid, Government rate, charge Bureau of Lighthouses, Washington, D. C." Charges for messages written on the special blank or indorsed as herein specified should not be prepaid, nor should telegraph accounts be paid in district offices, but bills therefor should be rendered to the Bureau at Washington through the general auditor of the telegraph company.

¹ A copy of the circular of the Postmaster General giving the rates on Government telegrams may be obtained upon application to the Commissioner.

Signatures to telegrams addressed to officers and employees of the service should contain only the surname of the sender, but beneath a horizontal line drawn under the message and signature should be an attest showing the full written signature of the sender and his official title. Words below the line will not be included in the message sent by the operator or be charged for.

The telegraph blank of the Lighthouse Service should not be used for messages not on lighthouse business.

Expenses for telegrams relating to leave of absence, payment of salary, and expense vouchers, or any other matter of a personal nature, and replies thereto, must be paid by the sender, and such telegrams must not be sent to the Commissioner or district office "collect" or as "official business."

Telegrams sent to the Bureau after 1 o'clock p. m. Pacific time, 3 p. m. central time, and 4 p. m. eastern time are not received in Washington until after office hours, and, except in cases requiring immediate attention, are not delivered until the following morning. Telegrams filed for transmission to the Bureau after such hours, and those filed at any other time of day, shall, if not requiring attention until the following morning, be sent at Government night rates.

Inspectors shall make arrangement for the delivery of telegrams and special-delivery letters received outside of office hours.

24. Official radiograms on business of the Lighthouse Service may be transmitted from one naval radio station to another without expense, under conditions prescribed by the Navy Department. (Navy Dept. letter, Apr. 1, 1914.)

25. Registered mail.—Important original documents, drawings, or other articles of which copies are not available, shall be forwarded by registered mail, and registry receipt requested.

Letters from an inspector preferring charges against an employee shall be sent to the employee by registered mail. (See art. 413.)

26. Penalty envelopes and labels must not be used except for official purposes. They may be inclosed with return address to private persons from or through whom official information is desired, but shall not be furnished to transmit in the mails free of postage matter other than "Official information," that is, written or printed correspondence only, nor shall they be furnished to private persons for the forwarding of parcel-post packages.

27. Recommendations requiring specific action by the Commissioner shall always be submitted in separate communications. When also included or mentioned in general reports, reference should be made to the separate letter containing the recommendation.

Letters submitting definite routine propositions for the Commissioner's approval or when reply is ordinarily expected shall be transmitted in duplicate signed copies and on full-size sheets.

28. Useless papers.—Inspectors shall submit on or before October 1 of each year a list of any useless papers which should be destroyed under the act of March 2, 1895 (28 Stat., 933).

29. Periodical reports and returns shall be forwarded to the Commissioner at such times as he may prescribe. In case of unavoidable delay in forwarding such reports, explanation shall be made by letter, and the reports should follow as promptly as practicable. Except in unusual cases involving detailed explanations, no letter of transmittal is required with any of the report forms.

Inspectors shall make annual reports of operations in their respective districts at the time and in the form prescribed by the Commissioner.

30. Examination of keepers' returns.—Inspectors shall examine all returns of light keepers. If incorrect, they shall return them to the light keepers, calling their attention to the errors and require their correction, or take such other action as may be desirable.

31. Standard time.—In all records of the Lighthouse Service only standard time is to be used, except in off-lying regions where such time system is not in use.

At 2 o'clock a. m. of the last Sunday in March of each year, standard time of the territory of continental United States, including Alaska, shall be advanced one hour, and at 2 o'clock a. m. of the last Sunday in October of each year standard time shall, by the retarding of one hour, be returned to the regular standard time in effect before the advancement of the one hour. This provision does not apply to the ninth and nineteenth lighthouse districts. (From act of Mar. 19, 1918, sec. 3, Public No. 106, 65th Cong.)

32. Issuance of copies of accounts and records.—Applications for copies of documents, accounts, records, or files should be made to the Secretary of Commerce through the Commissioner of Lighthouses and should be accompanied by an affidavit, duly attested by a notary public, setting forth the interest of the applicant and showing the reason why, and the purpose for which, the copies are desired, and that the information requested will not be used for any purpose inimical to the interests of the Government. When requests of this character are received by inspectors, the applicant should be advised of the foregoing and the Commissioner notified. If the inspector deems the case urgent and meritorious, he may take steps to procure the necessary information, and forward it, with his certificate of correctness, to the Commissioner with recommendation for action on receipt of affidavit.

No account, letter, record, or other document or paper in the custody of the Lighthouse Service shall on any occasion be taken or withdrawn by any agent, attorney, or other person not officially connected with the Department; and copies of such documents, records,

or files shall not be furnished to any person except with the written consent of the Secretary of Commerce. Such written consent will be granted only to such persons as may have a personal material interest in the subject matter of the papers, or at their request.

Except where requests are made by the Attorney General, under section 188 of the Revised Statutes, for evidence touching the claims of persons suing the United States in the Court of Claims, or by persons making the application and affidavit provided for in the act of August 13, 1894, as amended by the act of February 24, 1905 (33 Stat., 812), copies of accounts, letters, documents, records, or other papers desired by or on behalf of parties to causes pending in any court shall be furnished only to the court on an order or a rule of the court requesting the Secretary of Commerce to furnish the same, and then only when the production of such copies will not, in the judgment of the Secretary, be prejudicial to the Government or the public interest. (See sec. 1076, R. S., p. 198.)

No exceptions to the above regulations will be made without the written consent of the Secretary of Commerce.

This does not apply to cases where the inspection or publication of records or other papers or the furnishing of copies thereof is authorized or directed by law.

33. Failure to make returns or reports required to be made at stated times by act of Congress, other than accounts, within the time prescribed by such act is punishable by a fine of not more than \$1,000. (From act Mar. 4, 1909, sec. 101, 35 Stat., 1107.)

34. Misuse of public records.—Willful and unlawful concealment, removal, mutilation, obliteration, destruction, or falsification of any official record, proceeding, map, book, paper, document, or other thing is punishable by a fine of not more than \$2,000, or imprisonment of not more than three years, or both, and forfeiture of office and disqualification from holding any office under the Government of the United States. (From secs. 128 and 129, act Mar. 4, 1909, 35 Stat., 1111.)

35. Unlawful use of papers in order to procure the payment of money from or by the Government is punishable by a fine of not more than \$5,000 or imprisonment of not more than 10 years, or both. (From act Mar. 4, 1909, sec. 40, 35 Stat., 1096.)

36. False accounts and reports.—Whoever, being an officer, clerk, agent, or other person holding any office or employment under the Government of the United States and, being charged with the duty of keeping accounts or records of any kind, shall, with intent to deceive, mislead, injure, or defraud the United States or any person, make in any such account or record any false or fictitious entry or record of any matter relating to or connected with his duties, or whoever with like intent shall aid or abet any such officer, clerk,

agent, or other person in so doing; or whoever, being an officer, clerk, agent, or other person holding any office or employment under the Government of the United States, and, being charged with the duty of receiving, holding, or paying over moneys or securities to, for, or on behalf of the United States, or of receiving or holding in trust for any person any moneys or securities, shall, with like intent, make a false report of such moneys or securities, or whoever with like intent shall aid or abet any such officer, clerk, agent, or other person in so doing, shall be fined not more than \$5,000, or imprisoned not more than 10 years, or both. (Act Mar. 4, 1911, 36 Stat., 1355.)

No person connected with the Lighthouse Service shall make or sign a false or misleading report, even though he believe he is ordered to do so by a superior.

37. False certificates.—Whoever, being a public officer or other person authorized by any law of the United States to make or give a certificate or other writing, shall knowingly make and deliver as true such a certificate or writing, containing any statement which he knows to be false, in a case where the punishment thereof is not elsewhere expressly provided by law, shall be fined not more than \$5,000, or imprisoned not more than one year, or both. (Act Mar. 4, 1909, sec. 106, 35 Stat., 1107.)

CHAPTER III.

AIDS TO NAVIGATION.

38. The efficient maintenance of aids to navigation is the primary purpose of the Lighthouse Service, and inspectors shall see that all the resources of the service are utilized to this end in the most effective manner. All persons in the service shall be vigilant in observing and promptly reporting defects in aids to navigation and in correcting such defects so far as within their power. Masters of tenders shall be held responsible for noting the correctness as to position and characteristics of all aids to navigation passed and for promptly correcting defects as to position or functioning, particularly of floating aids, unless other duty is more urgent. Inspectors shall require from keepers of light stations and masters of light vessels prompt report of defects in aids within sight of such stations or vessels and shall encourage the systematic reporting of such defects by navigators and others.

39. The order or class and distinctive characteristic of all aids to navigation shall be fixed by the Commissioner of Lighthouses, and no change in them shall be made without his authority. Public notice shall be given of all authorized changes.

40. Changes in aids.—Inspectors shall promptly submit recommendations as to aids to navigation which should be established, discontinued, or changed in position or characteristic, in order to meet the needs of navigation, or as may be required because of changes or improvements in channels, or other cause.

41. Increase in aids to navigation.—Except to mark wrecks, newly discovered and dangerous obstructions or sudden changes in the channel, which must receive immediate attention, the authority of the Commissioner must be obtained before increasing the buoyage or other aids to navigation in the district; if immediate action is necessary, the fact must be reported at once to the Commissioner.

42. Report of aids which may be discontinued.—The Secretary of Commerce shall annually cause the Commissioner of Lighthouses to make report to him, for transmission to Congress, of all aids to navigation in service which may be discontinued without distinct injury to the interests of navigation. (Act May 14, 1908, sec. 7, 35 Stat., 162.)

43. Discontinuance and reestablishment of lights.—The Secretary of Commerce may, upon the recommendation of the Commissioner of Lighthouses, discontinue from time to time such lights as may

from any cause become useless or unnecessary. And he may, upon like recommendation, from time to time reestablish any lights which have been thus discontinued whenever he believes such reestablishment to be required by public convenience or the necessities of trade or commerce. (Sec. 4674, R. S.)

Whenever an aid to navigation or lighthouse structure has been discontinued, abandoned, or destroyed, if such aid or structure, or any part thereof, from its location is considered to be an obstruction or menace to navigation, steps should be promptly taken to remove the obstruction unless it is proposed to use the same in rebuilding the structure; and until the obstruction is removed or the structure rebuilt, it should be properly marked in order to safeguard navigation.

44. Postlights.—The term "postlight" shall be used exclusively to distinguish minor lights situated on rivers or other waters on which the establishment and maintenance of such lights has been specifically authorized by Congress.

45. Application for aids.—The inspector shall consider all applications submitted to him by maritime interests for lights, fog signals, light vessels, or other aids to navigation, and make report to the Commissioner, with recommendations.

46. Recommendations for new aids.—Recommendations from inspectors for new aids to navigation, or changes in existing aids, shall be accompanied by a section of a recent chart (largest scale) showing the proposed positions, etc., which shall be stamped in a proper manner for identification with the corresponding papers. In all cases in which the chart does not show the actual conditions forming the basis of recommendations, necessary corrections shall be made thereon when practicable, or the recommendations shall include an explanatory statement of conditions as they are, together with the origin and date of the report on which the statement is based. Where advisable maritime interests concerned should be consulted and their opinions communicated to the Bureau. Give maximum draft of vessels using the channel in the vicinity.

In making recommendations for new aids, inspectors shall give due consideration not only to the initial cost but also to the annual expense of maintenance and repair, taking care to see that all expenses can be met from available funds, with proper regard to the efficient maintenance and repair of aids already in service.

47. Information as to defects in aids.—Inspectors should take measures to obtain from all persons who may be able to supply such information, reports of the displacement of, or defects in, buoys, beacons, or other aids to navigation.

48. Restoration of damaged aid.—In case of casualty to any aid the inspector shall take prompt measures for the restoration of the aid to service condition.

49. Damage to aids.—When information is received by an inspector that an aid to navigation has been injured or destroyed by a passing vessel, or otherwise, he shall immediately inform the Commissioner of the facts by letter, or, in the more important cases, by telegraph.

He shall promptly communicate with the owner or agent of the responsible vessel, with a view to arranging to have the damage repaired at the expense of the owner of the vessel, and shall report to the Commissioner the date on which the cost of repairs was paid, or the work was completed by the responsible party. (See art. 275.)

Should the owner or agent of the responsible vessel decline or neglect to take favorable action promptly, the inspector shall at once inform the Commissioner, by telegraph, if necessary, stating the whereabouts of the vessel, and the name and address of the owner of the vessel, in order that measures may be taken through the Department of Justice to file a libel suit against the vessel before it gets out of jurisdiction of the Federal courts, or take such other legal action as may be necessary. Should the responsible vessel not be available for libel, the inspector should report, if practicable, the name and whereabouts of another vessel of the same owners which may be proceeded against.

Should it be necessary to file a libel suit the inspector shall, upon the request of the United States attorney, render all possible assistance to him in the prosecution of the suit.

50. Report to Steamboat-Inspection Service.—In addition to the foregoing report of collision the inspector, unless the owners of the colliding craft promptly state that they will repair or pay for damages to same, shall communicate with the nearest United States local inspectors of the Steamboat-Inspection Service, stating briefly the amount of damage and giving the names of the master of the offending vessel and all other responsible parties, for such action as may be deemed proper. If the damage is done by an unknown vessel, that fact should be stated. A copy of such report shall be forwarded to the Commissioner.¹ Sailing vessels of 700 tons burden, or less, are not subject to the jurisdiction of the Steamboat-Inspection Service, and no report to that service should be made in such cases.

51. Laws for the protection of aids.—Whoever holds out or shows any false light, or extinguishes any true light, with intent to bring any vessel sailing upon the sea into danger, or distress, or shipwreck, shall be imprisoned not less than 10 years and may be imprisoned for life. (Act Mar. 4, 1909, sec. 297, 35 Stat., 1146.)

¹ The rules of the Steamboat-Inspection Service require that whenever collisions with lightships, buoys, or other aids to navigation occur a prompt report be made by the licensed officer in command to the nearest board of local inspectors of steamboats.

Officers of the Steamboat-Inspection Service have been instructed, when reports are received from lighthouse inspectors relative to damage to aids to navigation by passing vessels, to take such action as may be necessary to fix the responsibility for the collision, and to enforce the discipline of the Steamboat-Inspection Service, advising the lighthouse inspector who reported the case of the action taken by them. (Circular of Oct. 10, 1914, Steamboat-Inspection Service.)

It shall be unlawful for any person to obstruct or interfere with any aid to navigation established or maintained in the Lighthouse Service, or to anchor any vessel in any of the navigable waters of the United States so as to obstruct or interfere with range lights maintained therein, and any person violating the provisions of this section shall be deemed guilty of a misdemeanor and be subject to a fine not exceeding the sum of \$500 for each offense, and each day during which such violation shall continue shall be considered as a new offense. (Act May 14, 1908, sec. 6, 35 Stat., 162.)

It is not lawful for any person or persons to take possession of or make use of for any purpose, or build upon, alter, deface, destroy, move, injure, obstruct by fastening vessels thereto or otherwise, or in any manner whatever impair the usefulness of * * * buoys, or other established marks, nor remove for ballast or other purposes any stone or other material composing such works. (From act of March 3, 1899, sec. 14, 30 Stat., 1152.) Section 16 of the act mentioned prescribes the penalties for violations of section 14.

Hereafter the penalties provided in section 6 of the act of May 14, 1908 (35 Stat., 162), for obstruction to or interference with any aid to navigation maintained by the Lighthouse Service shall apply with equal force and effect to any private aid to navigation lawfully maintained under the authority granted the Secretary of Commerce and the Commissioner of Lighthouses by section 3 (6) of the act of June 20, 1906 (34 Stat., 324). (Act Mar. 3, 1915, sec. 8, 38 Stat., 928.) Pursuant to the foregoing act private aids lawfully maintained under the regulations governing private aids to navigation (art. 59) are entitled to the same protection against interference or obstruction as is afforded by the act of May 14, 1908, section 6, to Government aids. If such interference or obstruction occur, a prompt report containing all the evidence available should be made to the Commissioner through the lighthouse inspector of the district in which the aids are situated. (From Dept. Cir. 213, 2d edition, Mar. 25, 1915.)

Bridge lights maintained in accordance with the "Regulations for Lighting Bridges" are held to be protected against interference or obstruction by the provisions of section 6 of the act of May 14, 1908, and any obstruction of or interference therewith should be reported in the manner provided for private aids.

Various States and Porto Rico have passed laws providing penalties to be paid by persons interfering in any manner with aids to navigation established and maintained by the United States, as follows:

Maine.....	Revised Statutes 1883, chapter 127.
New Hampshire.....	Act March 10, 1905.
Massachusetts.....	Act March 5, 1860.
Rhode Island.....	Public Laws of Rhode Island, 1844.
Connecticut.....	General Statutes, Revision of 1888, section 3250.

New York.....	Laws of 1858, chapter 226, and act April 4, 1871.
New Jersey.....	Act April 3, 1873.
Pennsylvania.....	Act May 13, 1879.
Delaware.....	Act March 26, 1879.
Maryland.....	Act March 3, 1882.
Virginia.....	Act May 21, 1887.
North Carolina.....	Act February 22, 1883.
South Carolina.....	Act February 18, 1905.
Florida.....	Revised Statutes of Florida, 1892.
Alabama.....	See List of Lights, etc., Atlantic and Gulf Coasts.
Texas.....	Do.
Porto Rico.....	Penal Code, 1902.
Ohio.....	See List of Lights, etc., Northern Lakes and Rivers.
Michigan.....	Act January 30, 1869.
Minnesota.....	Revised Laws of Minnesota, 1905, secs. 5127-5129.
Wisconsin.....	Sec. 4446, Revised Statutes of Wisconsin, 1913.
California.....	Act March 26, 1874.
Oregon.....	Act October 16, 1874.
Washington.....	Act November 5, 1875.

52. Notices to mariners.—In cases of casualty or the restoration thereafter of an aid to navigation to service condition, or changes affecting minor aids, the inspector shall, in the name of the Commissioner, issue a local notice to mariners. One copy thereof shall be transmitted to the Commissioner without letter. The inspector shall furnish copies of such notices only to such addresses within his district or its immediate vicinity as may in his opinion best subserve the interests of navigation, as, for instance, maritime organizations, the local branch Hydrographic Office, the collector of customs, and important newspapers which print without charge items of interest to mariners. The Naval Radio Service broadcasts important information when requested. Local notices need not be issued in cases of casualty followed by prompt restoration and publication would manifestly be of no value to mariners.

In cases of authorized changes in aids to navigation or the establishment of new aids, the data for the publication of a notice to mariners shall be sent to the Commissioner on the prescribed form in time to insure its publication and the distribution of the notice in the district affected by means of the Bureau's published notices.

So far as practicable, notices shall be issued in advance of changes, as follows:

(a) For important changes in seacoast lights and light vessels used by vessels in foreign trade, at least three months in advance, unless urgent; when practicable, six months in advance.

(b) For all other changes, one month in advance, unless urgent; and for changes in lighted aids or fog signals, two months in advance, if practicable.

(c) These periods shall be modified so far as may be necessary in the lake districts.

(d) For important changes repeat the publication in the weekly notice in the first issue of each month until the change is carried into effect, and thereafter issue the customary confirming notice.

(e) In addition to the notice in the present weekly publication, each important notice will be issued in the form of a poster, which should be prominently displayed in places frequented by mariners and others interested.

53. Printing of notices to mariners, etc.—The Secretary of Commerce may authorize the printing of the notices to mariners, bulletins, and other special publications of the Lighthouse Service. (From act Jan. 12, 1895, sec. 89; 28 Stat., 623.)

54. Distribution of publications.—All regular distribution of publications of the Lighthouse Service will be made by the Division of Publications of the Department of Commerce at Washington. District officers will ask for only such number of copies of publications as they may require for immediate official use and for handing out in response to direct personal requests. All regular mailing lists will be taken care of by the Division of Publications; these mailing lists will also include the names of such persons in the Lighthouse Service in the respective districts as can be better supplied by mail from the main office in Washington.

55. Corrected copies of light lists and buoy lists for his district must be kept up to date in the office of each inspector.

56. Plotting of aids.—Positions of aids to navigation shall be carefully plotted on the largest scale "standard chart" available, from angles or bearings (preferably sextant angles) actually observed, and from the position thus determined there should be taken three bearings, intersecting at not less than 30 degrees when practicable, on fixed objects which may be readily identified on charts; the distance in yards or miles (nautical on the sea and gulf coasts, statute on the northern lakes and rivers) should be given to the most convenient one of these objects.

Bearings taken from charts should not be stated closer than it is practicable to read them from the graduations engraved on the charts, i. e., not closer than $\frac{1}{2}^{\circ}$ or $\frac{1}{2}$ point. In taking off bearings from compasses on charts, the full diameter of the compass should be used, rather than the radius.

"Standard charts" from engraved plates are printed on paper treated to avoid distortion. They are not readily obtainable, and should therefore be preserved with care, and used only for plotting aids. Lithographed charts are practically without distortion, and any copy may be used as a standard.

57. All bearings shall be stated in degrees true, beginning with 0° at north and reading clockwise to 360° , followed in parentheses by the equivalent magnetic bearing in points in each case.

Bearings relating to the visibility of a light shall be given as taken from seaward, passing clockwise around the light. Magnetic bearing should be corrected for annual variation to date of notice.

58. Names of aids.—An appropriate name shall be included in every recommendation from an inspector for the establishment of a new aid to navigation, and in every recommendation for a change in location which would make the existing name of the aid inappropriate or misleading.

In case of such change in location, the recommendation shall be for the discontinuance of the existing aid and the establishment of the aid under a new name.

In the case of an aid which should display conspicuously, as a distinguishing mark, a number or letter, or both, the mark shall be included in the name recommended, and when both number and letter are recommended the number shall, in all cases, precede the letter. To insure maximum legibility the marks of an aid must be limited to those which are prescribed by law or which are necessary to insure the identification of the aid. Unnecessary marks must therefore be avoided and recommendations for names must not include numbers or letters unless these are to be conspicuously displayed on the aid as a characteristic.

The name recommended for an aid shall, when practicable, (a) include the name of the locality to be marked, and in that case should be taken from the most recent charts of the United States Coast and Geodetic Survey or Lake Survey, unless the chart name shall have been changed by a decision of the United States Geographic Board, in which case the decision of that board must govern; (b) if the point to be marked by the aid is not named on the charts, the name recommended shall conform to the best local usage; (c) if a locality name is inappropriate, the name recommended shall indicate the function of the aid; (d) names of aids to mark wrecks of vessels shall in all cases begin with the name of the wreck.

The duplication of names in a district shall be avoided in all cases where practicable.

Double or alternative names, and parentheses in names, such as "Outer (or Sea) Buoy," shall be avoided.

Numerical names, such as "Second Buoy," "Third Buoy," etc., shall be avoided. For a system of channel buoys with perpendicular stripes, letters may be used where desirable to indicate the order.

A geographic name shall begin with the name of the locality, such as "Smith Island NW End Buoy, 3," but never with the relation of the point marked to the locality, such as "Northwest (or NW) end of Smith Island Buoy, 3."

Names shall in all cases be as brief as possible, but shall contain no abbreviations other than for compass points, as in the preceding paragraph, or the abbreviation "No." for number.

Names of light stations no longer in service shall be designated "unused," as "Humboldt Unused Light Station," instead of "Humboldt (discontinued) Light Station" or "Bodkin Point (old tower)."

The numbers of lights, beacons, or buoys which bear a number are a part of their official designation, and shall be in all cases included in their official names.

In all correspondence established aids to navigation shall be referred to by their official names only, with State, as printed in the latest of the Bureau's lists of buoys and other aids to navigation, or by the recommended name in the case of an aid not yet established.

59. Private aids.—Inspectors shall see that private aids to navigation are established, maintained, changed, or discontinued in accordance with the following requirements:

Section 3 of the act of Congress, approved June 20, 1906 (34 Stat., 324), reads as follows:

SEC. 3. That after the first day of January, nineteen hundred and seven, it shall be unlawful for any person, company, corporation, or municipality not under the control of the Commissioner of Lighthouses, to establish, erect, or maintain in the navigable waters of the United States any light as an aid to navigation, or any other aid to navigation similar to any of those maintained by the United States under the control and direction of the Commissioner of Lighthouses, without first obtaining permission so to do from the Commissioner of Lighthouses, in accordance with rules and regulations to be established by the Secretary of Commerce; and any person violating the provisions of this section or any of the rules and regulations established by the Secretary of Commerce in accordance herewith, shall be deemed guilty of a misdemeanor and be subject to a fine not exceeding the sum of one hundred dollars for each offense, and each day during which such violation shall continue shall be considered as a new offense.

In conformity with the foregoing statute, the following rules and regulations in regard to private aids to navigation similar to those maintained by the United States under the control and direction of the Commissioner of Lighthouses are hereby promulgated:

1. Any person, corporation, or municipality desiring to establish a private aid to navigation similar to those maintained by the Commissioner of Lighthouses, or to continue such private aid already established, shall apply to the Commissioner of Lighthouses, through the lighthouse inspector of the district in which such aid is situated, for authority to do so.

2. The application for such authority to establish or maintain a private aid shall be made, in triplicate, upon a blank form which will be furnished by the lighthouse inspector of the district in which such aid is situated, or by the Commissioner of Lighthouses.

3. Upon the receipt of an application to establish or maintain a private aid to navigation the lighthouse inspector will make a report to the Commissioner of Lighthouses, with a recommendation.

4. Applicants for authority to establish or maintain private aids to navigation will be required to give the following information:

For lights.—Kind of lantern, illuminant, and where shown; height above water; color (red or white); visibility in miles; position of light, by angles or bearings, distances, etc., and, if practicable, by a portion of a chart showing graphically the location; name and post-office address of person or corporation at whose expense the light is to be maintained; name and post-office address of the person who will have charge of the light; time and dates during which it is proposed to display the light; number and character of vessels for whose benefit the light is to be maintained.

For fog signals.—The nature of signal (bell, horn, whistle, etc.); where to be maintained; position of fog signal by angles or bearings, distances, etc., and, if practicable, by a portion of a chart showing graphically the location; name and post-office address of person or corporation desiring to establish or maintain the fog signal; name and post-office address of the person who will have charge of the fog signal; time and dates the fog signal will be operated; number and character of vessels for whose benefit the fog signal is to be maintained.

For buoys, beacons, etc.—The nature of aid; color, etc.; where to be established; position of buoy or beacon by angles or bearings, distances, etc., and, if practicable, by a portion of a chart showing graphically the location; depth of water, etc.; name and post-office address of person or corporation desiring to establish or maintain the aid; number and character of vessels for whose benefit the aid is to be established or maintained.

5. All persons and corporations authorized to maintain private aids shall make annually, on January 1, a report to the Commissioner of Lighthouses, through the lighthouse inspector of the district in which the aids are situated, as to the condition of such aids.

6. When a private aid has been authorized it shall not be discontinued, moved, or changed in any manner without authority from the Commissioner of Lighthouses, and the request for such authority should be made through the lighthouse inspector of the district in which the aid is situated in sufficient time to enable the commissioner to issue the customary Notice to Mariners 30 days in advance of the proposed change.

7. No private aids shall be maintained in any channel or navigable water of the United States which shall have been marked by and in a manner satisfactory to the Commissioner of Lighthouses, and any private aids that may have been authorized by the Commissioner of Lighthouses shall be removed without expense to the United States by the person or corporation establishing or maintaining such aids when requested so to do by the commissioner.

8. Nothing in these regulations will be construed to interfere with requirements of existing laws as to lighting bridges over navigable streams, nor with the laws requiring owners of wrecks in navigable channels, etc., to mark them with a buoy or beacon in the daytime and a light at night, etc.

9. Light and fog signals on ferry slips and on piers, used only by certain vessels, and stakes, bushes, and barrel buoys marking shallow and little-used channels, will not be affected by these regulations. (Dept. Cir. 213, 2d edition, Mar. 25, 1915. See also art. 51.)

Private aids shall be inspected at such times as may be convenient in connection with other work in the vicinity. Masters of tenders and other employees shall report any failures in efficiency, etc. In case of failures of such aids the maintainers shall be notified immediately in order that the proper remedy may be applied promptly. A report for publication in the Notice to Mariners shall be made in the same manner as for a regular service aid.

60. Aids to navigation maintained by district engineers.—The office of the Chief of Engineers has issued a circular to the following effect (Engr. Dept. Cir. 10, 1911) on the subject:

The Commissioner of Lighthouses has requested that information regarding aids to navigation installed or maintained by district engineer officers in connection with the works of harbor or channel improvement under their direction, similar to that necessary in case of private aids, be furnished his Bureau, in order that such information may be published in its Notice to Mariners, and be shown, where desirable, on the charts of the waters concerned.

It is therefore directed that district engineers notify the Bureau of Lighthouses in every case where aids to navigation for the purpose of marking works of harbor or channel improvement are established or discontinued under their direction, using for this purpose special blank form (Lighthouse Service 117c) to be furnished by the Bureau of Lighthouses for Engineer Department use. Notice should be given of such aids as may be of use or interest to general navigation, but need not be given as to such buoys, lights, or fog signals as are of temporary or unimportant character, or of importance only to the Engineer Department, nor as to lights or fog signals on ferry slips and on piers, used only by certain vessels, nor as to stakes, bushes, and barrel buoys marking shallow and little-used channels. (See par. 9, Dept. Cir. 213, 2d edition, dated Mar. 25, 1915, which is printed on back of form, Lighthouse Service 117c.)

In placing aids to navigation in connection with harbor or channel improvement works district engineers should see that they do not in characteristic or otherwise conflict with other aids to navigation in the vicinity, and should when desirable confer with the lighthouse inspector on this subject.

On receipt of this circular and of the necessary blank forms, district engineers will forward information regarding all aids to navigation heretofore established which are now maintained by them of the character referred to in this circular.

The necessary blank forms (Lighthouse Service 117c) will be furnished by the Bureau of Lighthouses through the lighthouse inspector, and request should be made to the proper inspector therefor.

The purpose of these instructions is to secure the publication of information in reference to such marks as may be established by the Engineer Department for

new improvements purely as temporary aids to navigation in advance of the permanent aids, and to such other marks as may be established in connection with the operations of the Engineer Department which may incidentally serve as important aids to navigation. They are not intended, however, to interfere with the establishment of such marks as may be necessary in connection with dredging or other operations in improving navigable channels, although it is expected that care will be exercised to see that all such marks established are not misleading to general navigation and do not interfere with aids to navigation established by the Department of Commerce.

61. Lighting of wharves, piers, etc.—The War Department (United States Engineers) in granting permits under the rivers and harbors act of March 3, 1899, to persons or corporations, etc., for building structures and work in navigable waters, including dredging, boring, and other submarine operations, has prescribed the condition in such permits relative to the establishment and maintenance of lights and signals on such works, as follows:

That if the display of lights and signals on any work hereby authorized is not otherwise provided for by law, such lights and signals as may be prescribed by the Bureau of Lighthouses, Department of Commerce, shall be installed and maintained by and at the expense of the grantee.

If application is made to lighthouse inspectors by parties carrying on operations as indicated, under permit from the War Department, to prescribe lights and signals for such works, inspectors should first determine whether the jurisdiction over such lights and signals comes under the Lighthouse Service, and if not under the Lighthouse Service, inspectors should refer the applicant to the proper Government official having jurisdiction. For instance, it is stated that the duty of prescribing lights and signals in connection with dredging and submarine operations by private parties etc., rests with the Steamboat-Inspection Service (act of May 25, 1917; 38 Stat., 381).

The United States Engineer Department will prescribe and supervise the lights placed upon bridges, locks and dams, and other structures in navigable waters while they are under construction and after consultation with the proper lighthouse inspector, and upon the completion of bridges or other permanent private structures will turn over the entire question of lighting to the Lighthouse Service, and in the case of locks and dams, upon completion to place and maintain the necessary lights after consultation with the lighthouse inspector, in order that the light so placed and maintained may harmonize with the aids established by the Lighthouse Service.

Inspectors shall take measures for the proper marking, under the private aids regulations, of all such structures erected in navigable waters of their districts under War Department permits restricted as above.

62. Obstructions to navigation.—Section 10 of the act of March 3, 1899 (30 Stat., 1151), provides that certain works within navigable

waters may be constructed only upon the approval of the Secretary of War. Whenever lighthouse inspectors desire to do any work which may be construed to be an obstruction to navigation within the meaning of the above act, such as laying a cable, building a wharf, pier, etc., as distinct from the establishment of an aid to navigation, plans therefor, in duplicate, shall be submitted by the inspector to the Commissioner for approval; when approved, the inspector shall submit the plans to the local district engineer of the United States Engineer Department, with the view of securing the approval of the Chief of Engineers and the authority of the Secretary of War as provided in the act.

Before private aids to navigation, involving the placing in navigable waters of fixed structures of the kind embraced by the above law, are established, the approval of the War Department, as well as Commissioner, shall be obtained therefor.

63. Information from district engineers.—The office of the Chief of Engineers has issued a circular to the following effect (Engr. Dept. Cir. 4, 1911, etc.) on the subject:

In accordance with request received from the Department of Commerce, all district engineers of the Engineer Department at Large in charge of engineer districts will furnish direct to the inspectors of the various lighthouse districts, for the immediate information of such inspectors, any facts which may come to their attention, in connection with their duties, which will be of benefit to the Lighthouse Service in maintaining its system of aids to navigation, including statements as to the displacement of or defects in any such aids to navigation, and as to any lack of compliance with the laws for the proper lighting of bridges.

District engineers will also furnish direct to the lighthouse inspectors information as to channel and harbor improvements which may require new aids to navigation or affect existing aids. This information should, if practicable, be furnished sufficiently in advance to permit of due provision being made for such aids and should include blue prints of such harbor works if requested by the lighthouse inspectors and if such blue prints can conveniently be supplied.

In case the progress of harbor or channel improvements directly affects any existing aid to navigation or disturbs any structure of the Lighthouse Service in connection therewith, district engineers will give notice to the lighthouse inspector sufficiently in advance, when practicable, to permit of the taking of such steps as may be deemed necessary by the Lighthouse Service. They will also, when specifically so requested by the lighthouse inspectors, replace the structures so disturbed, but in such cases, before undertaking the work, they will inform the lighthouse inspector of the estimated cost thereof and obtain the authority of the Chief of Engineers to proceed therewith. In such cases an account of the expense incurred in replacing lighthouse structures should be promptly furnished by the district engineer to the lighthouse inspector on completion of the work for settlement.

An extract copy, with appendix, of annual reports of the Chief of Engineers, United States Army, will be furnished each district office. Inspectors shall familiarize themselves with so much of the subject matter of these reports as affects the lighthouse work in their charge, and shall consult the local district engineers from time to time as

to what new aids to navigation or changes in existing aids may be needed, and shall submit to the Commissioner at the proper time recommendations respecting such aids, in order that all necessary aids to navigation shall be in readiness immediately on the completion of harbor or channel improvements.

Where channels and harbors are actively under improvement, inspectors shall periodically ask for information from the officers in charge of such improvement as to the probable need of aids to navigation or changes in existing aids.

64. Cooperation with other services.—The following circular has been issued by the Hydrographer, Navy Department:

In order that there may be hearty cooperation between the branch hydrographic offices and the offices of the lighthouse districts, it is directed that whenever any branch hydrographic office receives any information that will affect any of the aids to navigation under the cognizance of the Bureau of Lighthouses it shall report at once direct to the inspector of the lighthouse district affected and forward to the Hydrographic Office a duplicate of the report so made. To further aid in such cooperation, it is directed that branch hydrographic offices make such suggestions and recommendations as they may deem pertinent and advisable affecting aids to navigation under the cognizance of the Bureau of Lighthouses direct to the inspector of the lighthouse district affected and forward to the Hydrographic Office a duplicate of every such suggestion and recommendation. (H. O. Cir., Feb. 18, 1911.)

When an original report affecting an aid to navigation is important the branch hydrographic office receiving it will telephone or telegraph it to the inspector in whose district the aid is located.

NOTE.—By original report is meant one which had not already been made public in the press by a maritime exchange or similar body or had not been broadcasted by radio. (H. O. Cir., Apr. 6, 1916.)

Inspectors shall furnish to the branch hydrographic offices nearest to their headquarters any information that may be of interest to such offices as affecting navigation in the waters within the limits of their districts.

The Navy Department has issued the following instruction:

When reporting a temporary deficiency in aids to navigation, they (commandants and commanding officers) shall send a copy of the report direct to the nearest lighthouse inspector concerned. (Naval Instructions, I 5355, 1913.)

The regulations of the Coast Guard provide:

If he (the commanding officer) finds a buoy or other aid to navigation out of position or out of order, he shall at once report the fact, by letter or telegram, to the inspector of the lighthouse district in which he is and inform the Department by letter of his action.

The Navy Department and the Coast Guard will also assist in the location and recovery of valuable buoys reported adrift by merchant vessels, transmitting the information by radio when practicable.

Keepers of Coast Guard stations have been directed to keep a lookout through the beach patrol for stray buoys washed ashore

along the coasts under their jurisdiction, and to secure such buoys when it can be done without interfering with their regular duties, and report their discovery or action to the nearest representative of the Lighthouse Service. (From Treasury Dept. letter of Mar. 25, 1911.)

Employees of the Lighthouse Service shall immediately notify the nearest station of the Coast Guard of vessels in distress or persons in danger.

Officers of vessels operated by the Bureau of Navigation, Department of Commerce, have been instructed by that Bureau to report any information affecting aids to navigation directly to the lighthouse inspector of the proper district. This information will be communicated by radio when possible.

All inspectors of the Steamboat-Inspection Service are directed to transmit immediately to the lighthouse inspector of the district in which a collision occurred reports received by them of the occurrence of collisions of vessels with lightships, buoys, and other aids to navigation. (Dept. Cir. No. 70, Apr. 27, 1905.)

When such reports are received by inspectors, they should be given prompt attention and, when necessary, the Commissioner advised.

Hereafter the annual appropriations of the Lighthouse Service shall be available for defraying the expenses of cooperation between the Lighthouse Service and the Forest Service in the management of forest land on lighthouse reservations. (Act Mar. 3, 1915, sec. 6, 38 Stat., 928.)

65. Transfer of vessels, etc., to Navy or Army in emergencies.—The President is hereby authorized, whenever in his judgment a national emergency exists, to transfer to the service and jurisdiction of the Navy Department, or of the War Department, such vessels, equipment, stations, and personnel of the Lighthouse Service as he may deem to the best interest of the country, and after such transfer all expenses connected therewith shall be defrayed out of the appropriations for the Department to which such transfer is made:¹ *Provided*, That such vessels, equipment, stations, and personnel shall be returned to the Lighthouse Service when such national emergency ceases in the opinion of the President, and nothing in this act shall be construed as transferring the Lighthouse Service or any of its functions from the Department of Commerce except in time of national emergency and to the extent herein provided: *Provided further*, That any of the personnel of the Lighthouse Service who may be transferred as herein provided shall, while under the jurisdiction of the Navy Department, or War Department, be subject to the laws, regulations, and orders for the government of the Navy

¹ Modified by act of June 15, 1917, as respects naval appropriations in that act, providing for use of Lighthouse Service appropriations so far as sufficient.

or Army, as the case may be, in so far as the same may be applicable to persons whose retention permanently in the military service of the United States is not contemplated by law.

The Secretary of the Navy, the Secretary of War, and the Secretary of Commerce shall jointly prescribe regulations governing the duties to be performed by the Lighthouse Service in time of war, and for the cooperation of that Service with the Navy and War Departments in time of peace in preparation for its duties in war, and this may include arrangements for a direct line of communication between the officers or Bureaus of the Navy and War Departments and the Bureau of Lighthouses to provide for immediate action on all communications from these departments. (Act of Aug. 29, 1916, 39 Stat., 602.)

66. Regulations governing the duties to be performed by the Lighthouse Service in time of war, and for the cooperation of that Service with the Navy and War Departments in time of peace in preparation for its duties in war:

1. When so authorized by the President, such vessels, equipment, stations, and personnel of the Lighthouse Service as may be designated by the President shall be transferred to the service and jurisdiction of the Navy Department or of the War Department.

2. The War Department and Navy Department shall furnish the Commissioner of Lighthouses with the address of the officer to whom officers of the Lighthouse Service are to report, and the assignment of the stations, light vessels, and tenders to the various coast defenses and naval districts.

3. The Commissioner of Lighthouses shall inform the inspectors of the names of stations, light vessels, and tenders that are to be transferred. He shall direct the inspectors to order the keepers and commanding officers to report to the commanding officer of the coast defenses or to the commandant of the naval district under whom they are to serve. These reports shall be made by telegraph, telephone, in person, or by letter, according to the quickest method of getting in touch with the Army or Navy authority.

4. The representatives of the Navy or War Departments shall inform the inspector of the lighthouse district by letter that keepers of stations and commanding officers of vessels have reported to them, and that they have taken over control of such stations and vessels.

5. The date from which the War or Navy Departments assume responsibility will be the date of the President's proclamation.

6. The authority and responsibility of the Department of Commerce over the stations and vessels, their equipment and personnel, ceases on the date of the President's proclamation.

7. The inspectors, superintendents, and chief clerks shall be ordered to report for duty to the Navy or Army authorities at the same time as the keepers and commanding officers.

8. The duties of the inspector, superintendent, and chief clerk shall be the same as before reporting, their connection with the Navy or Army being for the purpose of internal administration of that part of the Service transferred, under the authority of the Navy or Army representative.

9. The inspector shall keep the Navy and Army authorities informed of the necessary field work to be done by the tenders.

10. The Navy or Army commander shall direct the tenders under his command to perform the work specified if not incompatible with the military interests of the United States, of which he shall be the judge.

11. The inspector or superintendent shall inspect the stations and light vessels and report to the Navy or Army commander the results of such inspections. He shall render a report to the Commissioner as now provided by the Regulations for the Lighthouse Service.

12. The laws relative to appointments, promotions, reductions, transfers, removals, demotions, and dismissals of the personnel that do not conflict with the laws, regulations, and orders for the government of the Navy or Army shall be carried out by the Navy or Army authorities as provided in the Regulations of the Lighthouse Service, through the inspectors, as at present.

13. In case an employee is a member of the United States Naval Reserve Force or of the Army Reserve, he becomes subject to the laws and regulations for such reserve upon transfer.

14. The method of payment for services, supplies, and repairs shall not be changed upon transfer. The cost of these items, however, shall be charged to the proper appropriation of the Navy or War Department during the time that the personnel, stations, light vessels, and tenders shall be under the cognizance of each such Department. The chief clerks of the districts shall keep the accounts of the personnel, cost of supplies and repairs of stations, light vessels, and tenders transferred separately from other accounts. They shall render statements to the Commissioner for transmittal to the proper pay officers of the Navy and Army for reimbursement.

15. The keepers and other employees of stations and light vessels shall continue to perform all the duties required of them by Lighthouse Service Regulations, and in addition such other duty as may be required by the Navy or Army authorities.

16. There shall be direct communication and cooperation between the lighthouse inspectors in charge of the various lighthouse districts and the officers of the Navy and Army in charge of the respective coast districts in matters not covered specifically by the foregoing.

17. There shall be direct communication between the Office of Naval Operations, the Office of the Chief of Coast Artillery, and the Bureau of Lighthouses on all matters affecting the details of carrying out the provisions of the act of August 29, 1916, and the foregoing regulations, in so far as the Lighthouse Service is concerned.

The act of October 6, 1917 (Public No. 78, 65th Cong.), provides that, when actively serving under the Navy Department in time of war or during the existence of an emergency, pursuant to law, as a part of the naval forces of the United States, commissioned officers of the * * * Lighthouse Service * * * are hereby empowered to serve on naval courts-martial and deck courts under such regulations necessary for the proper administration of justice and in the interests of the service involved, as may be prescribed by the Secretary of the Navy * * *.

67. **Officers of the Coast and Geodetic Survey**, with instruments, may be permitted to occupy lighthouses when engaged on official business, with the understanding that no interference with or expense to the Lighthouse Service will be created thereby.

68. **Data affecting charts**.—Masters of tenders and other persons in the Lighthouse Service shall report to the inspector information affecting the charts and sailing directions, including notes as to prominent landmarks, dangers, or important improvements not shown, or erroneous information on the charts. When desirable to use pieces of charts in forwarding this information, the copies so used will be replaced. The inspector shall promptly forward such reports to the Commissioner, for transmittal to the office publishing the chart, together with any similar information that he may observe on his inspection trips and that will be of benefit in correcting or improving charts or sailing directions for use in navigation.

Additions, corrections, or other information affecting coast pilots, sailing directions, or other publications for the benefit of mariners shall be promptly forwarded to the inspector, and by him to the Commissioner.

69. **Signal stations at lighthouses**.—The Secretary of War or the Chief of the Weather Bureau is authorized to establish signal stations at lighthouses and to connect the same with such points as may be necessary for the proper discharge of the signal service by means of a suitable telegraph line in cases where no lines are in operation. (Sec. 223, R. S.; act of Oct. 1, 1890, secs. 1 and 2, 26 Stat., 653.)

70. **Coast Guard stations at lighthouses**.—The Secretary of the Treasury may also establish such Coast Guard stations at such lighthouses as, in his judgment, he shall deem best, and the keepers of such lights shall take charge of such boats and apparatus as may be put in their charge, respectively, as a part of their official duties. (Sec. 4245, R. S.)

71. Officers of the Lighthouse Service may be allowed in the pilot house or upon the navigator's bridge of steamers (except ferry steamers) carrying passengers, while under way, upon the responsibility of the officer in charge. (From sec. 17, Rule V, of Steamboat-Inspection Service, January, 1914.)

72. Inspection of aids, light stations, vessels, etc.—Each light station and depot shall be inspected at least twice a year; each tender and light vessel at least three times a year; at such times, distributed through the year, as will secure the most efficient service, and not at regular intervals that may be anticipated. Additional inspections shall be made whenever rendered necessary by unusual conditions.

The inspector shall make at least one of the inspections of stations, depots, light vessels, and tenders. The superintendent or assistant superintendent may make the remaining inspections of stations, depots, or vessels.

Inspection of nonattended lights, buoys, and unlighted beacons may be delegated by the inspector to superintendents, assistant superintendents, masters of tenders, foremen, or mechanics, and shall be made at least once a year.

In the river districts a representative of the inspector may be authorized to inspect aids, but the inspection of tenders shall be made by the inspector.

At each inspection, inspecting officers shall personally inspect all hoisting apparatus on lighthouse tenders in their respective districts, especially ascertaining the condition of the masts, booms, irons, gears, etc., with a view to detecting any defect impairing their safety for handling cargo and buoys.

At the time of making an inspection of a light vessel, tender, depot, light station, fog-signal station, or beacon light, the officer making the inspection shall fill out the form provided for the purpose and file the same in the district office for ready reference. In case it shall appear from the inspection that a depot, station, or beacon light is in a bad state of repair or otherwise unsatisfactory condition, the inspector shall transmit to the Commissioner a type-written copy of the report. At the end of each December a report of inspections not made during the calendar year shall be submitted with the monthly report of operations, giving reasons.

73. Inspection of station with clockwork.—Whenever an inspection is made of any light station having in its equipment a clockwork or other device or contrivance for revolving a lens, or operating occulting shutters, or other occulting device, or for timing the blasts of a fog signal, or for striking a bell at prescribed intervals, the inspecting officer shall determine, in every case at the time of making the inspection, whether the apparatus operates to produce the

authorized characteristic of the aid as stated in the Bureau's lists of aids, or as modified by subsequent Notice to Mariners.

The inspecting officer shall determine by actual tests, at the time of making the inspection, the capability of each keeper present to make such adjustments as are necessary to cause the apparatus to function at the intervals prescribed. When a keeper is found incapable of making the necessary adjustments the inspecting officer shall see that he is properly instructed.

When a piece of apparatus is found out of adjustment every effort shall be made to put it in proper working order before the inspecting officer leaves the station, and if this is found impracticable by reason of a structural defect, the officer shall promptly report the irregularity of the aid to the Commissioner in form for publication in the Notice to Mariners. He shall then take measures for the necessary repairs.

74. Inspection of steam plant at light stations.—Inspectors are required to have the boilers, engines, and the whole steam plant of all fog-signal stations thoroughly examined and inspected at least once a year, at which time a water-pressure test must be applied to the boilers. The examination will be made by a competent employee assigned for this purpose. The results will be promptly reported to the inspector, who will forward a copy to the Commissioner after each inspection is made.

75. Details for making inspections of aids, etc.—In making inspections of depots, light and fog-signal stations, beacon and post lights, buoys, and unlighted beacons the following must be observed:

- (a) Repairs needed.
- (b) The renovations and improvements needed.
- (c) The condition of the grounds and inclosures.
- (d) The condition and cleanliness of the lantern, inside and outside.
- (e) The condition of the illuminating apparatus, its cleanliness, adjustment, and state of preservation.
- (f) The condition of the revolving apparatus, and the intervals of flashes and eclipses and their duration, as compared with the intervals required; characteristic of light, fog signal, and description of station; and in case they differ, the inspector shall make them conform to the prescribed requirements.
- (g) The condition of the lamps, burners, supplies, and implements.
- (h) The system, order, and cleanliness in the storerooms, oil rooms, the steps and floors of the towers, and in the dwelling houses.
- (i) The condition of the spare lamps, burners, and other parts of machinery or apparatus.
- (j) The condition of the fog signal and the machinery for operating it.

(k) The condition, arrangement, and care of supplies, with special reference to quantity and quality on hand, as well as of everything else about the station.

(l) The state of the journal, of the watch book, and of the records relating to the receipt and expenditure of supplies and other property and of the service in general; and the officer making the inspection will sign his name, with title and date of inspection, in said books after stating the result of the inspection and entering any observation or orders that may appear desirable.

(m) Absence of keepers from stations and prevention of the abuse thereof.

(n) The attention of keepers to their duties and their ability to perform them well.

76. Instructions to employees in charge of stations or vessels.—Inspecting officers are required to explain to employees in charge of stations or vessels the manner of attending to the illuminating and fog-signal apparatus, as well as to all other equipment at the station or on the vessel, and the manner of keeping the necessary official records and of making proper reports and returns. When necessary, they shall also instruct such employees in the use of the tools and implements and in the daily and nightly routine duties of the service. Employees in charge shall give their assistants the proper instructions and attention in the work of the station or vessel.

77. Repairs of apparatus.—Engineers and machinists of tenders shall make minor repairs to the fog-signal or lighting apparatus at light stations, if such repairs are needed at the time of inspection and when they can be made without interference with more important work of the tender.

78. Repairs to aids to navigation.—In cases of serious danger to aids to navigation, the inspector shall see that the necessary temporary repairs are made without delay; but in all other important cases a detailed estimate of the probable cost of the repairs with recommendation shall be submitted on the proper forms to the Commissioner for consideration if the estimated expenditure will exceed \$500, or during the period of the war if the estimated expenditure will exceed \$1,000.

79. Types, etc., of illuminating apparatus.—All parts and fittings of illuminating apparatus shall conform to the standard types and sizes approved for the Lighthouse Service.

80. Distinguishing marks for fixed aids.—All lighthouse structures shall be distinguished by shape, arrangement, and color, according to the peculiarity of the respective localities, the background against which they are projected, and the characteristic features of adjacent structures.

Beacons on the sides of channels, when practicable, shall be colored to conform to the coloring prescribed for buoys, subject to the above condition as to background.

When new towers and buildings are erected, the old towers shall be removed unless otherwise directed, so as to preserve the general appearance of the site from seaward. Buildings shall not be erected, nor the color changed, nor any other change made in the general appearance of a light station without authority of the Commissioner.

Trees or limbs may be cut down only where necessary to prevent obscuration of the light, either on lighthouse grounds or on other land where permission has been secured. Where such cutting materially affects the general appearance of a light station, the Commissioner's authority must be obtained in advance.

81. **Range lights** shall be separated by not less than one-tenth of the distance of the front light from the farther end of the useful part of the range line.

They shall be of nearly equal intensity, the feebler to be the front light.

The characteristic of at least one light shall preferably be fixed. If the other is intermittent its eclipses should not exceed one second in duration. If both lights are intermittent, the characteristics must be such that the lights will show together at least once in each two seconds.

The relative heights shall be such that from the most unfavorable point of observation on the range line the lights will subtend a vertical angle of not less than $0^{\circ} 3'$, unless otherwise authorized by the Commissioner. Too large an angle reduces the sensitiveness of the range. The heights above water shall be determined, when practicable, by the size of the vessels for the use of which the range is intended, so that a vessel on the range line will not blanket the lights to a following vessel.

The sensitiveness of the range is increased by locating the front light as close as practicable to the useful part of the range line and by increasing the distance on the line between the lights. This is especially important in ranges for narrow channels. Locating the lights as near as practicable to their line of usefulness has the further advantage of minimizing their obscuration by fog, haze, smoke, etc.

If the front light is higher than the rear light, as in case of the utilization of an existing light, two lights, of equal height, intensity, and like characteristic (synchronized if occulting or flashing), shall be used for the rear, these to be on a line at right angles to and bisected by the range line, and to be separated a distance slightly greater than the maximum diameter of the structure supporting the front light.

82. Lights on bridges and dams across navigable waters.—Inspectors shall be responsible for bridges and dams being lighted in accordance with the instructions given in the "Regulations for Lighting Bridges." (Based on acts of Aug. 7, 1882, Mar. 23, 1906, May 14, 1908, and June 23, 1910.)

Inspectors will, at convenient intervals, have inspections made to see that these regulations as to lighting are complied with, and promptly notify owners of any delinquencies.

83. Marking of wrecks.—Whenever a vessel, raft, or other craft is wrecked and sunk in a navigable channel, accidentally or otherwise, it shall be the duty of the owner of such sunken craft to immediately mark it with a buoy or beacon during the day and a lighted lantern at night, and to maintain such marks until the sunken craft is removed or abandoned, and the neglect or failure of the said owner so to do shall be unlawful. (Sec. 15, act of Mar. 3, 1899; 30 Stat., 1152.)

Every person and every corporation that shall violate, or that shall knowingly aid, abet, authorize, or instigate a violation of the provisions of section * * * 15 of this act shall be guilty of a misdemeanor, and on conviction thereof shall be punished by a fine not exceeding \$2,500 nor less than \$500, or by imprisonment (in the case of a natural person) for not less than 30 days nor more than one year, or by both such fine and imprisonment, in the discretion of the court, one-half of said fine to be paid to the person or persons giving information which shall lead to conviction. (Sec. 16, same act.)

The Commissioner of Lighthouses may, when he deems it necessary, place a light vessel, or other suitable warning of danger, on or over any wreck or temporary obstruction to the entrance of any harbor, or in the channel or fairway of any bay or sound. (Sec. 4676, R. S.)

Inspectors shall, upon the request of district engineers of the Engineer Department at Large, maintain suitable warnings on abandoned wrecks until the wrecks are removed by the Engineer Department.

Whenever an unmarked wreck constituting a menace to navigation is found, measures should immediately be taken by the lighthouse inspector for its proper marking, unless it is known that it will be marked promptly by the owner. The nearest district engineer of the Engineer Department at Large should be advised promptly of the wreck and of the provisions taken to mark the same. The marks placed thereon by the Lighthouse Service should be maintained until the wreck is removed or is marked by the owner. In case there is sufficient expense incurred by the Lighthouse Service in marking wrecks under jurisdiction of the Engineer Department to justify reimbursement therefor, inspectors will advise the district

engineers of the amount, with a view to settlement as provided by law. (See art. 271.) A wreck may be marked at the owner's request for a period not to exceed 30 days, unless authority is obtained from the Commissioner to extend this time, and a reasonable charge should be made therefor.

In case the owner seeks to claim, or refuses to abandon, a wreck which has been marked by the Lighthouse Service, and fails to keep it lighted as required by these regulations, he may be required to pay a fair price for lighting services rendered by the Lighthouse Service up to the time when the vessel is either removed or formally abandoned by him, and if necessary, his attention should be invited to the law as herein set forth. (Concurred in by Cir., Office of the Chief of Engrs., Oct. 17, 1912.)

In the case of an intervening period between the date of abandonment of a wreck by the owner and the date of assuming responsibility by the Engineer Department at Large, and for which it is impracticable to charge either party, the Lighthouse Service will assume the expense incurred for such period.

Charges for marking wrecks, including supplies and the time of tenders, also buoys, etc., and depreciation of same, will be based on schedules prescribed by the Commissioner of Lighthouses.

84. Removal of wrecks, etc.—The following is quoted in effect from Treasury Department circular of April 2, 1913, to commanding officers of the Coast Guard:

3. Under the provisions of sections 19 and 20 of the act of March 3, 1899, the duty of removing wrecks which may endanger navigation has been assigned to the district engineers of the Engineer Department at Large, and the responsibility for such work rests upon them as agents of the Secretary of War. This order contemplates that the Coast Guard shall cooperate with and assist the engineer officers in the execution of that duty to the extent herein specified. This order also provides that in some emergencies when the district officer can not be reached, the commanding officers of Coast Guard cutters shall, on their own responsibility as additional agents of the Secretary of War, take the immediate action necessary to clear the channel. If doubt arises concerning the proper action in particular cases, the general principle should be borne in mind that the existence of a wreck within navigable waters of the United States, so situated that it endangers, or is likely to endanger, navigation, should be brought to the attention of the district engineer of the Engineer Department in charge of the district as speedily as possible, and that his action concerning disposition of the wreck should be awaited, if the emergencies of the case will reasonably permit of the delay. For the purpose of the cooperation contemplated by this order, the jurisdiction of the Secretary of War over navigable waters of the United States is to be regarded not as strictly limited to the waters within the usual marine league, but as including, according to the present practice, all the coast waters in which aids to navigation or other structures are established by United States Lighthouse or War Department authority.

4. The following instructions will be observed by the commanding officers of all Coast Guard cutters in the matter of derelicts, wrecks, etc.:

5. *Floating dangers.*—(a) Derelicts and other floating dangers to navigation wherever found will be taken to the most convenient port, whenever it is practicable to do so.

(b) Whenever it is not practicable to take a derelict or other floating danger into port, it should be destroyed or beached, extreme care being exercised in each case that such destruction does not leave sunken or floating wreckage of such size or character as to constitute a menace to passing ships. If the derelict or other floating danger is to be destroyed within the navigable waters of the United States and the emergencies of the case will permit, the engineer in charge of the district should be communicated with by telegraph or otherwise consulted before final action is taken.

(c) Whenever circumstances make it necessary for a Coast Guard cutter to destroy a derelict, or other floating danger to navigation within the navigable waters of the United States, the commanding officer will at once notify the United States Engineer office of that district.

6. *Sunken obstructions.*—Whenever the commanding officer of a Coast Guard cutter has knowledge of any obstruction to navigation of the character described in section 19 or 20 of the act of March 3, 1899, in any river, lake, harbor, or canal, or inside a line connecting the headlands of any sound or bay, he will at once notify the district engineer and take no further action except on request of that officer.

7. When the commanding officer of a Coast Guard cutter has knowledge of any obstruction to navigation of the character described in section 19 or 20 of the act of March 3, 1899, within the navigable waters of the United States (not being in any river, lake, harbor, or canal, or not inside a line connecting the headlands of any sound or bay) he should proceed as follows:

(a) If the obstruction does not stop, seriously interfere with, or specially endanger navigation, and immediate removal is not necessary, the commanding officer will notify the district engineer and take no further action except upon the request of that officer.

(b) If the obstruction does stop, seriously interfere with, or specially endanger navigation, and there is not time to communicate with the district engineer, the commanding officer is authorized to remove or destroy such obstruction so far as to clear the channel, using his best judgment to prevent any unnecessary injury in the premises. He will notify the district engineer of his action as soon as practicable.

(c) In either of the two above cases the commanding officer will see that the wreck is properly buoyed or lighted before he leaves it, the details and cost of the same to be reported to the district engineer.

8. Sunken obstructions outside the navigable waters of the United States will be removed or destroyed by the Coast Guard.

9. *Assistance to district engineers.*—(a) A division commander is authorized, upon request from a district engineer, to direct any vessel of his division to give the latter officer such assistance in the removal of wrecks as may be practicable and mutually agreed upon.

(b) Commanding officers of Coast Guard cutters, not attached to a division, are authorized, upon request from a district engineer, to give the latter such assistance in the removal of wrecks as may be practicable and mutually agreed upon.

(c) Division commanders and commanding officers are authorized to correspond directly with the district engineers on matters concerning the removal of wrecks.

In connection with paragraph 7 (c) of the foregoing the Treasury Department further states in effect:

Commanding officers of the Coast Guard will be instructed to promptly notify the nearest lighthouse inspector whenever wrecks are buoyed or lighted by vessels of the Coast Guard, giving full information as to the character of the buoy or light established, and forwarding, if practicable, a section of chart showing its position, in order that such information may be published in the weekly Notice to Mariners.

Inspectors will give such information, when received by them, such other publicity as may be deemed advisable in the usual way.

85. Lighting of fish pounds.—Unless special authority is obtained, the following will be included in the permits that may be granted by the War Department for the erection of fishing structures and appliances in navigable waters of the United States:

Fishing structures and appliances in navigable waters of the United States shall be lighted for the safety of navigation as follows:

The lights shall be displayed between sunset and sunrise. They shall be placed at each end of the structure, excepting where the inner end terminates in such situation that there is no practicable navigation between it and the high-water line of the adjacent coast, in which case no inner light shall be displayed. The outer light shall be white and the inner light shall be red. The size, capacity, and manner of maintenance of the lights shall be such as may be specified in the War Department permit authorizing the erection of the structure or appliance.

When several structures or appliances are placed on one line with no navigable passage between them, they will be considered for lighting purposes as one structure.

The characteristics of these lights should be such as will not conflict with any adjacent aids to navigation.

86. Marking pierheads.—The Commissioner of Lighthouses shall properly mark all pierheads belonging to the United States situated on the northern and northwestern lakes, whenever he is duly notified by the department charged with the construction or repair of pierheads that the construction or repair of any such pierheads has been completed. (Sec. 4677, R. S.)

87. Sounding of fog signals.—Inspectors must be certain that the fog signal at stations or on vessels is kept sounding when required, and must ascertain by trial from seaward at convenient opportunities that the signal makes an efficient sound.

Unless otherwise authorized by the Commissioner, fog signals must be sounded when a given object can not be seen a distance of 5 miles, and submarine signals when fog appears on the horizon. Fog signals must also be sounded when the fog signal of a passing vessel is heard.

Fog-signal reports must be examined in district offices and all other precautions necessary taken by inspectors to insure that the fog signals are being sounded as here required; a full explanation must be required from the keeper or master of any delay or failure to sound fog signal when it should be sounded. A report shall be submitted to the Bureau as soon as practicable after July 1 and not later than September 1 of each year, showing the total number of hours' duration of fog at each fog signal during the preceding fiscal year.

88. Care of beacons.—Inspectors shall have the beacons in their districts cleaned and painted or tarred, according to color, at least once a year.

89. Placing of light vessels.—Light vessels shall be placed on their stations under the personal supervision of the inspector, or under his special instructions by a competent and reliable representative.

90. Removing light vessels to new stations.—The provision in the act entitled "An act making appropriations for sundry civil expenses of the Government for the fiscal year ending June 30, 1909, and for other purposes," approved May 27, 1908, reading as follows: "Hereafter no light-ship shall be removed from the place designated for its station in the act authorizing its construction and be stationed elsewhere except upon express authority of Congress," is hereby repealed. (Act June 17, 1910, sec. 3, 36 Stat., 537.)

91. Relief of light vessel.—If for any reason it becomes necessary to take a light vessel off station, it must be relieved by a relief vessel unless otherwise ordered by the Commissioner. Under no circumstances shall a light vessel be allowed to leave her station until properly relieved, except in cases of the greatest emergency.

When a light vessel leaves her station for any cause, and is not in a condition to be returned thereto, the inspector shall transfer the master and crew to the relief vessel, if one be available, and send her to the abandoned station without delay.

A light vessel off station to an extent that may be misleading to navigation shall not exhibit her characteristic lights or sound her fog signal.

In cases of special emergency a tender may be placed temporarily in the position of a light vessel to warn navigation of its absence. A suitable buoy may be placed on the station if a tender is not available.

Relief of light vessels shall not be delayed awaiting interval after issue of Notice to Mariners, except in case of radical change.

92. Name of relieving light vessel.—When it becomes necessary to place a light vessel of one station on the station of another vessel the name on the relieving vessel shall first be painted out and the marking name of the station painted thereon if practicable.

93. A light vessel under way, or off her station, shall display the international code signal letters "QE" (lightship is not at anchor on her station.)

94. Characteristics of light vessels.—Light vessels shall be painted of such color and be otherwise distinguished as may be prescribed by the Commissioner, and no change of color or other characteristics will be made without his authority. The interior parts of light vessels shall be painted as far as practicable in the manner prescribed for the painting of tenders. (Art. 179.)

Light vessels shall be distinguished at night by the number, characteristics, and position of the light or lights, and during the day by color, rig, daymarks, etc., with the marking name of the station

painted on each side. The marking name shall be as short as practicable to retain the proper identification of the station and shall be painted in the largest size letters practicable to insure the greatest clearness.

No numbers shall be shown on the outside of the hull, but the number shall be cut in the main hatch deck beam.

Light vessels should be referred to in correspondence by their full names and numbers, and should be so carried in office records.

95. Signal flags on light vessels.—All coast light vessels, especially relief vessels, shall display the international code signal of the station whenever a vessel is approaching or in the vicinity and there are any indications that such vessel is in strange waters or fails to recognize the station, or whenever a vessel asks for the information. Sets of such flags may be obtained by requisition on the general depot.

96. Relief light vessels, characteristics.—The lights, fog signal, and submarine bell of each relief light vessel shall, so far as practicable, be made adjustable, so that they may give the characteristic of each station ship in the district to be relieved. The stacks, umbrellas, umbrella casings, and all whistle and escape pipes of all relief light vessels shall be painted black.

97. Light vessel or buoy out of position.—Inspectors, superintendents, and officers in charge of tenders must take immediate action to replace any buoy or light vessel which is out of position, or to restore the prescribed characteristic of any aid found or reported defective.

98. Lost buoys, moorings, etc.—In the event of moorings, buoys, or appendages being lost, every effort shall be made by the inspector to recover them.

District offices shall keep a systematic record of light-vessel moorings, buoys, buoy appendages, apparatus and equipment of unwatched lights, and other property lost and recovered, such record to be posted each month from Form 44.

99. Numbers and colors of buoys.—All buoys along the coast or in bays, harbors, sounds, or channels shall be colored and numbered so that passing up the coast or sound or entering the bay, harbor, or channel red buoys with even numbers shall be passed on the starboard hand, black buoys with uneven numbers on the port hand, and buoys with red and black stripes on either hand. Buoys in channel-ways shall be colored with alternate white and black perpendicular stripes. (Sec. 4678, R. S.)

In conformity with the foregoing, all buoys shall be colored and numbered as follows: Entering the estuary or harbor from the sea, red buoys, with even numbers (2, 4, 6, 8, 10, etc.), shall be placed on the starboard side of channels. Black buoys, with odd numbers (1, 3, 5, 7, 9, etc.), shall be placed on the port side of channels. Buoys

painted with red and black horizontal stripes, without numbers, shall be placed on rocks, shoals, or other obstructions, with channels on either side of them. Such buoys shall be painted from water line to top in four stripes of equal width, with red on top. Buoys painted with black and white vertical stripes, without numbers, shall be placed in mid-channel, and may be passed close-to. Such buoys shall be painted in four cuts continuously from water line to top, including any cage work, excepting lanterns, bells, or whistles. Buoys to mark abrupt turning points in channels, or obstructions requiring a specific and prominent mark, may be fitted with staves surmounted by balls, cages, triangles, and other distinctive marks. Yellow buoys, without numbers, shall be used to mark any anchorage at a quarantine station.

In no case shall 0 or fractional numbers be assigned to an aid as a part of the name. To preserve the sequence of a system, a letter shall be used in addition to the number when it is necessary to interpolate. The numbering of a system of aids shall not be changed excepting when there is an extensive rearrangement.

Buoys marking light-vessel stations shall be placed in close proximity to the light vessel, colored in a similar manner, and bear the letters LV and also the initials of the station they mark, thus $\frac{LV}{FI}$.

The numbers or other marks on buoys must not be changed without authority from the Commissioner.

100. In buoying channels with nuns and cans, nun buoys, properly colored and numbered, shall be placed on the starboard side going in and can buoys on the port side. In such cases, for buoys with horizontal stripes use nuns preferably, and for buoys with perpendicular stripes use cans preferably, except where proximity to other buoys makes distinction necessary.

101. Size and type of buoys.—The importance of the channel-way, the depth of water, or other governing conditions will determine the size and type of buoys to be used.

102. Placing and numbering buoys.—Buoys shall be placed in the best positions to mark obstructions or define channels, and be made to float as high and as nearly upright as possible during the strongest winds and tides. White characters shall be painted on two opposite sides of black buoys, and black characters on red buoys, and the other distinguishing marks made to show as prominently and at as great a distance as possible. In the case of two or more characters on a buoy of small diameter these shall be arranged to read vertically downward, in order that the entire number, or mark, may be visible at one time. All figures are to be vertical. Use standard stencils and make solid characters in all cases, except by special authority of the Commissioner, of the following sizes:

14-inch on first-class spars, first and second class cans and nuns, bell and whistling buoys, and gas buoys of all kinds, except very small types.

10-inch on second and third class spars, third-class cans and nuns, and very small gas buoys.

6-inch on fourth-class spars and cone buoys.

103. Special buoys, such as spherical (except those used on the moorings of light vessels) and cask buoys, may be used for special localities, but they must be colored and numbered in conformity to law.

104. Anchorage grounds.—The act of March 4, 1915 (38 Stat., 1053), provides that the Secretary of War shall define and establish anchorage grounds for vessels, and adopt suitable rules and regulations in relation thereto; and that such rules and regulations shall be enforced by the Coast Guard, or by the Chief of Engineers, War Department. The act also provides penalties for violation of said rules and regulations.

105. Anchorage buoys.—It is hereby made the duty of the Commissioner of Lighthouses to care for and maintain the anchorage buoys in New York Harbor and Philadelphia Harbor heretofore placed there by the United States. (Act May 14, 1908, sec. 4, 35 Stat., 162.)

The Lighthouse Service is not authorized to maintain anchorage buoys except on anchorage grounds authorized by Congress. (Comp. Dec. Apr. 30, 1902.) All anchorage buoys shall be painted white.

106. Buoys and appendages shall be constructed in conformity to the models, drawings, and specifications approved by the Commissioner.

107. Buoy appendages.—The ballast balls used for keeping buoys in an upright position must be attached by a swivel or shackle, and the chain shackled to the eye in the lower part of them, except bell buoys, which are to be moored by a bridle. The length of chain must depend upon the depth of water. Sinkers shall be made of iron, concrete, or stone, according to circumstances.

Large gas buoys located in waters where there is a large rise and fall of the tide should be fitted with swivels to prevent fouling of the mooring chains.

Iron and concrete sinkers shall be cast, stone sinkers fitted, and shackles, swivels, straps, pins, screws, nuts, and other ironwork on the buoys made and fitted according to the drawings, specifications, and instructions approved by the Commissioner.

All buoy moorings should be raised and examined at least once every year to prevent their loss by breaking adrift.

Inspectors shall see that old light-vessel chains are utilized for mooring buoys when practicable.

108. Contracts for maintaining buoys shall not be made except by authority of the Commissioner for specified localities.

Whenever buoyage is let by contract it is the duty of the inspector, by sufficient visits, to see that the terms of the contract are strictly complied with.

109. Removal of buoys in winter.—Except in cases of harbors, channels, etc., of special importance, approved by the Commissioner, gas, nun, can, bell, whistling, or other buoys liable to be damaged or swept away by floating ice shall be removed on the approach of freezing weather, and winter buoys correspondingly colored and marked put in their places. In the spring as soon as ice conditions permit the former buoys shall be replaced.

110. Gas buoy record.—A record should be kept in the district office of the date gas buoys are likely to become extinguished due to total consumption of the charge, in order that they may be recharged before they become so extinguished.

111. Relieving of buoys.—All buoys on the ocean and gulf coasts shall be relieved at least once each year. All buoys on the Great Lakes and their adjacent waters shall be kept in their respective positions as long as possible in the fall without running the risk of their loss by being caught in the ice, and they shall be promptly replaced in the spring as soon as ice conditions permit. Buoys taken up shall be cleaned, repaired, dried, painted, properly numbered, and kept in a dry place on skids in readiness for use.

A statement showing the total number, the general locality, and the classes of buoys not relieved in each district during the calendar year, with a full explanation of the reasons why the work was not performed, must be furnished with the monthly report for December of each year.

112. Paints and oils for buoys.—The best quality and description of paints and oils must be used for coloring and numbering buoys. Shackles, swivels, chains, iron sinkers, and ballast balls shall be kept properly covered with coal tar applied at a temperature of 180° F.

113. Spare buoys.—Inspectors shall make requisition for sufficient duplicate and spare buoys for the general needs of the service and to guard against casualties.

114. Test of oil gas buoys and oil tanks.—Inspectors must have tested once every three years, by water pressure in accordance with instructions, all gas buoys and gas tanks to a pressure equal to 50 per cent more than the greatest pressure used in the buoy or tank, and a record must be kept of such tests.

Buoys or tanks which may have been subjected to accidents, rough usage in transportation, or about which there may from any cause be a doubt as to their safety in service shall be tested as above before further use.

When a gas buoy is transferred from one district to another the district making the shipment shall furnish the district to which the buoy is consigned information as to the date when the buoy was last tested, the pressure used, and the name of the employee who tested it.

115. Test of gas connections.—The greatest care must be taken in testing connections and joints of gas tanks in buoys and beacons, and this work must be done by a competent officer or employee. Masters of tenders shall note on the report of work done on gas buoys and beacons the name of the officer who performed this duty.

116. Gas buoys and gas beacons.—The instructions for the handling and care of each type of gas apparatus must be carefully observed and all precautions taken to avoid accident.

CHAPTER IV.

ENGINEERING CONSTRUCTION.

117. Preliminary surveys.—In all cases in which preliminary surveys are necessary to determine the site of any proposed lighthouse or beacon, or to ascertain more fully what the public exigency demands, that fact shall be reported to the Commissioner by the inspector of the district, with recommendation and detailed estimate of cost of making such survey.

118. Sites on public lands.—In all cases in which lighthouse structures are authorized to be erected upon lands belonging to the United States it shall be the duty of the inspector to transmit to the Commissioner all necessary information relating to the locality and extent of site, etc., with the metes and bounds, and a plat of the same, and await instructions before commencing the structures or expending any money thereon.

119. Survey and map of site.—All surveys shall be made with especial care. The bearings shall be given from the true meridian, making observations on Polaris or other circumpolar star for azimuth where the true meridian is not known. The distances shall be carefully checked over and the latitudes and departures worked out, so that the closure of the survey may be accurately made. The limit of error shall not exceed 1 in 500. The initial point of each survey shall be carefully referenced to at least three permanent objects. Each corner on land shall be permanently preserved by means of a stone or concrete monument, which shall be set in the ground so as not to be disturbed by frost or flood conditions. At the conclusion of the survey a map shall be prepared, in accordance with the standard sample map and instructions, neatly drawn to a well-selected scale, and showing the corners, courses, bearings, area, and other information obtained from the survey. Adjacent property lines shall be clearly shown, and the location of all improvements and the principal topographical features of the site shall be shown. The map shall be dated and certified to by the surveyor and by the inspector.

120. Notebooks.—Survey and other field notes shall be kept in suitable books used for that purpose. The title-page of each book shall be properly marked, showing the dates covered, and an index shall be shown on the first page of the book, indicating the names of the various surveys contained. Each page of the book beginning

a day's work shall be dated and headed with the name of the particular survey covered by the notes, and the succeeding pages covering the same day's work shall be dated and marked "Continued." If the work is not continuous, a note shall be made at each break, stating where the notes relating to the preceding or succeeding work are to be found. In case of revision, old notes shall not be erased, but crossed out, and a reference made to the page where the revised notes may be found.

121. Report on site and character for new aid.—When title is perfected the inspector or other officer charged with the work shall make a careful examination of the site and submit to the Commissioner a report recommending the position, order, and characteristic of the light and fog signal, the arc of the horizon to be illuminated, the intensity and range of the light to meet the requirements of navigation, the bearing of the aid from the sea and neighboring channels, its relation to them and the neighboring lights, and expressing his views in full upon the subject, accompanied by a section of chart illustrating the above, and also by a sketch showing the position of the proposed buildings. The report shall also give the rise and fall of the tide, the height of the site above mean high water if near tidal waters, or above the mean level of nontidal waters, the character of the foundation soil, and preliminary plans, specifications, and estimate of cost of the entire work.

122. Requisitions for illuminating apparatus.—Inspectors shall send in their requisitions for illuminating apparatus and outfit for any given station as soon as practicable after authority has been granted to proceed with its construction.

123. Borings.—Borings or test pits shall be made to determine the depth to bedrock and the character of the foundation at the site of proposed important structures. Careful records shall be kept of the material encountered, and samples shall be preserved. The location of the borings shall be definitely shown on the map of the site with reference to corner monuments, accompanied by a diagram showing the various materials encountered at different depths. In all cases samples shall be marked with the corresponding depths in which they have been obtained, as well as with the number or other designation of the boring.

124. Computations.—In connection with each important new structure, care shall be taken to keep a complete record of the engineering elements, such as estimated cost, computations, and stress analyses. Information concerning the nature, dimensions, loadings, and stresses of the various parts of the structure shall be collected in systematic form under appropriate headings so that it may be intelligently followed and reviewed. All computations shall be so full, clear, and legible that they can be readily interpreted by any

competent person unfamiliar with the particular work. All computations shall be made on sheets of regular letter size, so that all those pertaining to each structure may be collected and bound into a single volume. In case of revision of computations, do not destroy the old sheets, but mark them superseded and give reference to the revised computations. When practicable, use computing paper of regular letter size, which may be obtained by requisition on the proper form for printed stationery.

125. Architectural design.—Care shall be taken in the design of all lighthouses, keepers' dwellings, fog-signal buildings, and all structures on lighthouse and depot reservations to use simple, dignified, and substantial architectural designs appropriate to the purpose of the structure and in harmony with the location and surroundings. Unnecessary or elaborate ornamentation shall be avoided.

126. Drawings and plans.—Preliminary plans and estimates must be approved before going ahead with detailed plans. These plans shall show the general type of construction proposed, and shall provide in all cases for a design within the limit of funds available for the purpose.

Plans for new construction work submitted for approval shall be definite and consistent. They shall show in general the forms of structures, their dimensions, materials with which they are to be constructed, and so far as practicable the character of the foundations on which they are to rest. Minute details of unimportant matters shall not be shown on the drawings, but all details shall be described in the specifications.

So far as practicable the over-all sizes of sheets for an original drawing can be determined in advance by selecting a scale that will make dimensions of the sheet multiples of 8 inches by $10\frac{1}{2}$ inches in size. The most convenient sizes will be found as follows: 8 by $10\frac{1}{2}$, 16 by $10\frac{1}{2}$, 21 by 16, 24 by 21, and 32 by 21. The border lines shall be a suitable distance inside the over-all dimensions selected. Smaller sheet sizes are preferred when practicable; scales of one-fourth inch or under have preference over larger scales in the preparation of general drawings.

The title of every map or drawing shall contain the following information in the prescribed form in the lower right-hand corner:

(a) Lighthouse district, (b) specific title, (c) scale, (d) date of approval, (e) signatures of superintendent and inspector, (f) drawn by, traced by, and checked by (initials will suffice), (g) when several sheets are included in one set this shall be indicated by the notation sheet No. — (order number) of — (total number), and (h) drawing No. — according to district files.

The superintendent shall exercise careful supervision over the preparation of drawings, giving all drawings a final check, and

before issuing proposals shall complete the design in every particular where there may be interferences with other construction. Shop detailing of steel and iron structures may be left to the contractor, who shall be furnished with general drawings on which shall appear the essentials of the design with all necessary general dimensions in such a manner as to make clear the general requirements and to avoid interference with proposed installations. The contractor shall then be required to submit detail drawings for the approval of the Lighthouse Service before proceeding with the work.

127. Specifications.—The standard forms of advertisement, proposal, instructions to bidders, and general conditions shall be used throughout the service. The schedules for each particular piece of work shall be prepared with great care, the work or material being so classified as to place work distinctive in character and cost under separate items, and so as to include all work or material described in the specifications or as shown in the plans, payment for which is not otherwise provided for in the specifications. So far as practicable, alternative bidding shall be avoided, but when for sufficient reason such proposals are requested, a definite basis of comparison for determining the lowest bid shall be stated. The quantity of each item of work or material contained in the schedule shall be as accurately determined as practicable prior to issuing the specifications, so that the amounts for certified check, bonds, and liquidated damages may be computed according to the rules set forth elsewhere in these regulations. In the preparation of detailed specifications accompanying schedules great care shall be taken to make them logical, complete, clear, definite, consistent, and concise.

In preparing specifications for machinery the following safety provisions should be given consideration:

All gears to be completely inclosed with substantial cast iron or sheet steel covers so designed as to make the parts they protect readily accessible for oiling and repair. All couplings, set screws, keys, bolts, etc., in revolving parts to be countersunk or covered in such manner as to eliminate all possible danger of accident. Unused portions of keyways on shafts to be filled so that they present a smooth surface. And, in general, all moving parts and projections liable to cause an accident to the operator of the machine or to surrounding workmen to be protected.

128. Standard plans and specifications.—The Commissioner will issue from time to time standard plans and specifications covering materials, articles, structures, etc., for use throughout the service, and the same are to be employed as a guide to designing wherever local conditions render them practicable and economical.

Portland cement shall conform in all respects to the "United States Government Specification for Portland Cement," published

by the Bureau of Standards, Washington, D. C., effective January 1, 1917, Circular No. 33.

Standard concrete piles are recommended for use where permanent beacons are desired. They should not, however, be used close to channels, where possibilities of collision are frequent, nor in length over 50 feet, except in special cases.

Standard skeleton or pipe towers are recommended, when practicable, for small lights, particularly where quickness of erection and probability of removal or shifting about may be factors. In cases where permanence of location is fixed, and available funds permit, consideration should always be given to more substantial construction, such as concrete or masonry.

Uniform Specifications for Plumbing Fixtures, adopted by the Treasury, War, and Navy Departments in June, 1910, are recommended so far as may be practicable and economical.

129. Construction records.—A record book shall be kept for carefully recording all construction data of important works, and shall contain in one portion all transit and level notes covering alignment, reference points, permanent and temporary bench marks, etc. Another portion shall contain all notes pertaining to the building of the structure, taking special care to note the character of the materials in the foundation and to describe the progress of the work with dates from time to time and cost thereof.

130. Statement of actual cost.—When a new light station or major aid to navigation, lighthouse vessel, or lighthouse depot has been completed under any general or special appropriation, it shall be the duty of the inspector or officer charged with the work to forward to the Commissioner a complete statement of the actual cost of the work, itemized as required, in accordance with the cost-keeping system.

131. Construction work of permanent character.—Permanent materials and fireproof construction, so far as reasonably practicable, shall be used on all construction work of a permanent character.

132. Supervision of works under repair or construction.—Inspectors or other officers of the Lighthouse Service charged with the supervision of works under repair or construction shall visit them for the purpose of inspection and supervision as often as the interests of the service require, in order to see that the work is economically performed according to the plans and specifications.

133. Inspection of work.—In inspecting the work of contractors the inspector should assign superintendents or efficient foremen to look after the work. These persons shall oversee the work while it is in progress, and require all materials supplied, the work done, and the methods of work used by the contractor, to be in full conformity with the provisions of the specifications and plans. These employees shall study the specifications and plans until they are thoroughly

familiar with the requirements, and before making a complaint shall be certain that it is justified, and after making a complaint it shall be promptly followed up to see that the error involved is corrected. If the defective work or error is not remedied within a reasonable time, the inspecting employee shall immediately report full particulars of the case to the inspector.

No work of any description shall be accepted or marked with any stamp of acceptance until fully completed in accordance with the plans and specifications.

In making reports to superiors, inspecting employees shall be careful to see that such reports are clear and concise. Defects of all kinds, whether constituting a cause for rejection or not, and any departure from the requirements of the plans or specifications shall be clearly set forth.

134. Inspection records and reports.—All persons in the Lighthouse Service charged with the inspection of materials or supplies under purchase, or construction or repair work under way, shall keep a careful record of such duty. This can be best done in the form of a diary, which shall contain especially the dates of beginning and completion of the work, and the time and cause of all delays, and all important matters relating to the work. If performed by contract, such record shall contain memoranda of instructions given the contractor or conversations with the contractor which may have a bearing on matters affecting the service.

He shall submit a weekly report to the inspector or Commissioner, if so directed, which shall be a copy of his diary for the week past, with any additional remarks which may appear desirable. It must also contain a statement covering the percentage of completion.

135. Inspectors shall cooperate with each other when practicable, in the inspection of supplies or material under purchase, and of repairs of vessels, etc., when such inspection can be more conveniently handled by a district office nearer the location of the contractor's shop or plant. Requests of this character shall be forwarded through the Commissioner and shall in all cases be accompanied by a complete copy of the plans and specifications for the use of the inspecting employee and all other necessary information.

136. Authority to do repair work.—Inspectors shall be careful to use prudence and good judgment in the exercise of authority to accomplish repair work in sums not in excess of \$500, or during the period of the war in sums not in excess of \$1,000, without previous authority of the Commissioner, and especially to see that the work is accomplished in a substantial and permanent manner, eliminating, so far as possible, the use of timber and other perishable materials in permanent structures. The advice of the Commissioner shall be obtained in all cases where uncertainty exists as to the necessity for

any work or the adequacy of plans proposed. The monthly report shall clearly but briefly describe work performed, so that the kind of construction adopted may be intelligently reviewed.

137. Orders to field men to make repairs.—Written work orders on the proper form shall be given by inspectors to field men when directing them to make repairs at light stations, which orders shall briefly show the work to be performed and the amount of the expenditure authorized. If additional expenditure is required to complete the work, a second authority must be secured by such field men whenever practicable.

When issuing minor orders at stations, depots, or on vessels, in connection with field work, etc., use standard pocket memorandum books so that a copy of the same may be kept.

In submitting estimates for Bureau approval every precaution shall be taken to have same correct, with due regard to economy, and should it appear after the work has been started that the amount authorized will be exceeded owing to emergencies or unforeseen conditions, a report to the Commissioner shall be made at once, explaining the circumstances and requesting authority for the additional sum needed.

138. Repairs by keepers.—All painting and application of washes to structures at light stations and minor repairs and improvements required in the ordinary preservation and maintenance of the buildings and station shall be done, so far as practicable, by the keepers of the station, under the direction of the inspector; but in the case of extensive repairs, or when from any reasonable cause it is impracticable for the keepers to do the work required, it shall be done under the direction of the inspector by competent workmen.

No additions, alterations, or other changes to telephones installed at light stations by the Coast Guard shall be made except upon proper authority of that service.

139. Painting of structures.—The following colors shall be used in painting lighthouse structures:

Outside colors, unless otherwise authorized heretofore or hereafter by the Commissioner:

- | | |
|---|--|
| (a) Wooden structures..... | Dark red, metallic brown,
or white, with red or lead-
colored trimmings. |
| (b) Towers..... | White. |
| (c) Lanterns and gallery rails..... | Black. |
| (d) Iron structures (other than towers)..... | Brown metallic. |
| (e) Shutters..... | Red, green, or brown. |
| (f) Iron walks, rails, and steps..... | Brown metallic. |
| (g) Wooden walks, rails, and steps..... | Lead color. |
| (h) Stone and brick work (when authorized) and
rough board work..... | Whitewash. |

Inside colors:

- (a) Interior of lanterns, and generally for all interior woodwork except hardwood.....White (with the exception of blank panes, which should be dull black).
- (b) Wooden floors, staircases, rails, and walls, when authorized to be painted. (Hard pine floors and hardwoods generally are not to be painted)...Grained or lead color.
- (c) Iron floors, staircases, and railings, and interior iron-work in general, pedestals and service tables...Brown metallic.
- (d) Walls, cellars, and outhouses, when painting has not been authorized.....Whitewash.
- (e) Plastered walls and ceilings.....Where practicable the interior walls and ceilings of houses, instead of being papered, shall be painted regulation tints as follows: Light sea green, drab, or cream-colored transparent oil paint, or reliable cold-water paints of the same tints.

All surfaces used for collecting water supplies shall be painted with nonpoisonous paints.

140. Oil and carbide houses and paint lockers.—Inspectors shall see that all oil houses, carbide houses, and paint lockers for the storage of such material are constructed in accordance with drawings and specifications approved by the Commissioner and that they are kept clean and used only for the purpose intended.

141. Lightning conductors.—Inspectors shall see that all towers, oil houses, and keepers' dwellings are provided with properly fitted lightning rods, and that they are suitable for the purpose and kept in good condition. In special cases the Commissioner's authority to dispense with lightning conductors may be obtained.

142. Record of alterations.—Sketches and drawings shall be furnished by the inspectors, showing the location of all additions to and changes in sites and structures at light stations and depots, so as to permit the records and plans of stations and depots being kept up to date in the files of the Bureau.

143. Photographs.—Inspectors shall furnish good, clear photographs, where such do not already exist, of every light station, light-house depot, light vessel, tender, or other object of interest to the service in each district, from 5 by 7 inches to 8 by 10 inches in size. The negatives should be preserved and stored at each district office.

Care shall be taken to hold camera level and plate plumb at moment of making exposure. Prints shall be trimmed so that top and bottom edges will be parallel with sea horizon.

All photographs sent to the Commissioner shall be mounted on a plain, white card, 10 by 14 inches. Print neatly in black ink, on each mount, (a) in upper left-hand corner, the number of the district; (b) in upper right-hand corner, the name of the station; (c) directly below the view, give a descriptive title and the distance and direction of camera station; (d) lower right-hand corner, the date on which photograph was taken, and the name of the person taking photograph.

In the case of photographs which have the long side of the view vertical, turn top of the view to the left to determine the upper edge for printing the above data, with the exception of (c).

In case the views are small, and pertain to the same station or project, two or more may be mounted on the same card, and the title and location of camera station given for each view.

Inspectors or other officers charged with the supervision and inspection of lighthouse works, in the shop and at the site, shall take progress photographs from time to time to show the development of such work, and shall forward copies to the Commissioner.

Where practicable, it is desirable for general purposes to get additional photographs of stations from the water side, taken as near as safety permits and from a direction useful to navigation.

144. Descriptions of light stations.—Accurate descriptions of buildings, premises, equipment, etc., at each light station must be prepared on the proper form, and a copy forwarded to the Commissioner at the earliest date practicable after the completion of new works or changes at any light station. The information required in the form in answer to the questions, if not already at hand, must be collected at the station during regular inspections.

CHAPTER V.

VESSELS.

145. All vessels shall be maintained in a condition of thorough efficiency and cleanliness and of preparedness for their regular duty.

146. Inspections of light vessels and tenders shall be made as provided in article 72.

147. Inspection of steam plant on vessels.—Inspectors or other officers having charge of steam plant on vessels are required to have the engines and boilers and the whole steam plant of the vessels carefully examined by a representative of the Steamboat-Inspection Service at least once a year. The result of each inspection shall be promptly reported to the Commissioner, and when the inspection is made by a representative of the Steamboat-Inspection Service, the result shall be reported on the proper Steamboat-Inspection Service form.

148. Vessels shall be constructed in conformity with the plans and specifications approved by the Commissioner.

149. No alterations to vessels or changes in vessels or equipment, shall be made without authority of the Commissioner. Inspectors shall submit to him for approval sketches and drawings showing the location of all proposed additions and changes to vessels.

In designing new vessels and in recommending modifications particular attention should be given to adequate ventilation and sanitary arrangements of quarters and working spaces of officers and crews.

150. Notice of repairs.—Inspectors shall ascertain and report to the Commissioner all needful repairs to vessels in time to make proper arrangements for their relief and to have the work done at the best season of the year.

Inspectors of the districts comprising the Great Lakes and of the river districts where navigation is restricted or closed in winter shall submit to the Commissioner, at the earliest practicable date near the close of navigation in the fall, specifications and estimates for such repairs as may be necessary to lighthouse vessels under their direction, in order that the repairs may be completed prior to the opening of navigation in the spring.

151. Repairs to vessels.—Inspectors will be held responsible for the expeditious conduct of all repairs to vessels in their districts and

must use every effort to have such repairs completed in the shortest possible time. When recommendations and specifications for repairs have been submitted to the Bureau and no action received within a reasonable time, or discrepancies are found in drawings or specifications already approved, which may delay the work, inspectors shall invite the Bureau's attention to the delay and promptly request instructions as to discrepancies. When the matter is urgent, or the delay is continued, inspectors are directed to use the telegraph.

When during the progress of repairs to vessels questions arise between the inspector and contractors regarding the interpretation of the contract or specifications, or repairs are found to be necessary, involving expenditures beyond the amount authorized, the inspector shall take no action toward determining the questions involved, but immediately report all the facts to the Commissioner with recommendation and request for instructions in the matter.

When a vessel assigned to one district is repaired in another district, cooperation must be arranged with the inspector of the district in which the repairs are made whenever advantageous.

152. Specifications for repairs.—Except in cases of emergency, detailed specifications, also plans if any are required, shall be prepared in advance for proposed repairs to vessels the estimated cost of which will exceed \$500, or during the period of the war, which will exceed \$1,000. Such specifications, also plans if they are required, shall be forwarded to the Commissioner for approval before bids are invited for the work.

All specifications shall state that all unused materials taken from the vessels shall remain the property of the Government.

The requirements of article 211, "Prior authority," apply also to vessels.

Inspectors shall cause to be made from time to time such minor repairs as may be needed to maintain all vessels in an efficient condition, and must not delay their execution until such time as the vessel is withdrawn for extensive overhauling.

153. Proposals for docking tenders and light vessels, for the purpose of making repairs to underwater bodies, shall be obtained upon the proper form provided.

Inspectors must prepare the specifications so as to avoid the necessity for the award of extra work to contractors without competitive bids, with special reference to additional repairs to be made below water while the vessels are in the dock.

Bids for overhauling and rebushing stern tubes, removing propellers, withdrawing propeller shafts for examination, lifting rudder and repairs to rudder pintles, etc., shall not be included in the specifications, except as optional items or at times when it is considered that the work must be done.

154. Docking of vessels.—In all districts (except as hereafter noted) all iron and steel vessels shall be docked and painted every 12 months. In the first, second, third, sixth, seventh, eighth, ninth, and nineteenth districts all iron and steel tenders shall be docked and painted every 6 months. In the tenth, eleventh, and twelfth districts all iron and steel light vessels shall be docked and painted every two years.

Wooden vessels shall be docked and the sheathing renewed, as necessary, every two years in districts situated on the coasts and in the thirteenth, fourteenth, and fifteenth districts, and every three years in the tenth, eleventh, and twelfth districts, except in cases where ice conditions or repairs to the shafting, propellers, etc., of self-propelled vessels make docking every year advisable.

Inspectors will be held responsible for the docking of vessels in general accordance with the foregoing instructions, and a docking schedule, providing for the proper relief of vessels, should be prepared for a period of at least 6 months in advance, at periods to prevent undue interruptions in the work of the district. Docking, when needed, should not be deferred with the idea of being accomplished when extensive repairs are made, but general repairs should be executed at the time of periodic docking.

The failure to dock a vessel within the prescribed period shall be made the subject of a special statement on the front page of the monthly reports of operations following the lapse of the period, and the date of the last docking, and the reasons for the failure shall be given therein.

As soon as practicable after a vessel has been undocked the inspector shall, in cases where the conditions found indicate that serious or important items of work will be necessary at the next docking, prepare and forward to the Commissioner a report on the prescribed form, in duplicate, of the condition of the underwater body at the time of the docking, together with a brief summary of repairs accomplished, the brand of paint and number of coats applied when in dock, etc., and also recommendations relative to future repairs. The form shall not be prepared if the work to be done at the next docking is only of the ordinary or usual kind.

When vessels are placed in dock the inspector will be responsible for the careful examination of all underwater body and parts, and for the preparation of the proper record, in order that needed repairs at the next docking may be anticipated in specifications and invitations for bids.

The painting of underwater surfaces of all vessels shall be in accordance with instructions issued by the Commissioner.

155. Repairs or purchases at navy yards.—When a vessel is under repair at a United States navy yard the inspector shall promptly

forward to the Commissioner one copy of each weekly report of such repairs furnished by the authorities of the Navy Department.

Repairs or purchases at navy yards or naval stations in sums exceeding \$1,000 require prior Department approval, and those involving sums exceeding \$500 require the prior approval of the Commissioner in the same manner as other purchases and repairs. During the period of the war these sums shall be \$5,000 and \$1,000, respectively.

Prior authority for the docking of vessels of the Lighthouse Service should be obtained from the Secretary of the Navy in order that the schedule of the Navy Department for the docking of its own vessels may not be interfered with.

The following Department regulations, dated January 20, 1914, govern repairs to vessels and obtaining of marine stores at navy yards and naval stations:

1. In obtaining competition for repairs to vessels belonging to this Department it is hereby directed that whenever it is practicable to do so estimates for such work should be secured from the Navy Department, in addition to proposals usually solicited from private firms, which estimates should be based upon the same specifications that are submitted to such private concerns. For this purpose the vessel should be sent to the navy yard for estimates, if practicable, to remain there a sufficient length of time for thorough examination by the yard estimators, accompanied by the representatives of the vessel. If impracticable to send the vessel to a navy yard for this purpose, request should be made upon the commandant of the nearest navy yard to send estimators to the vessel. This request should be accompanied by a list of the work required, with specifications therefor, the same as are sent to private firms in soliciting bids. "Lump-sum" bids shall not be requested, but all necessary work shall be covered by separate items on which separate bids shall be submitted, and this shall be likewise required of private firms bidding on the work, in order that a proper comparison, item by item, can be made between the bids. As a result of all bids, if it is concluded that the work can be performed as economically and to as good advantage by the Navy Department, the repairs shall be made at a navy yard or naval station.

2. If the vessel is to have a general overhauling it is particularly desirable that all items that can be reasonably foreseen be estimated on at the same time, in order that the navy-yard force may lay out the work intelligently and economically.

3. In any case where an exigency exists requiring the immediate performance of the work desired, or where it is impracticable or useless to advertise, proposals need not be solicited from private concerns, and in such cases the repairs shall be made at the navy yards or naval stations if practicable.

4. No repair work of any kind shall be requested from any navy yard or naval station until after the same has been authorized in accordance with the rules of the Department and the regulations of the particular service or Bureau to which the vessels are attached. Whenever authority is requested to have work done at navy yards or stations, the recommendation in each instance should be accompanied with a statement fully setting forth the reasons supporting such recommendation, and the advantages to be derived from such a course.

5. When any item of repairs has been duly authorized to be made at a navy yard or naval station, no other work or work of any different nature will be done under

that item except that which would ordinarily be necessary to accomplish that particular item. For any additional work, further authority should be obtained.

6. Supplies, equipment, and other articles needed for vessels of the Department shall be obtained from any of the navy yards or naval stations whenever it is considered advantageous and in the interest of economy to do so; that is, where the prices at which they are furnished are not higher than what they could be obtained for from private concerns. In such cases authority should be requested the same as for repairs, as stated in paragraph 4.

7. The Navy Department has authorized the following navy yards and naval stations to undertake repair work in connection with the vessels of this Department, and to furnish such supplies, equipment, and stores, upon the request of the commanding officer or master of any vessel or the station superintendent or other accredited Department representative, after the same has been duly authorized under the rules of the Department and the particular service or Bureau concerned:

Navy yards—Boston, Portsmouth (N. H.), New York, Philadelphia, Norfolk, Charleston (S. C.), Washington (D. C.), Mare Island, Puget Sound; naval stations—New Orleans, Key West, Guantanamo, Honolulu, Guam, Olongapo, Tutuila; naval torpedo station—Newport (R. I.).

Requests on the Navy Department for materials or supplies should show the lighthouse appropriation chargeable with the cost of the articles furnished.

The foregoing provisions shall also govern, where applicable, cases of repairs or purchases at other Government establishments outside of the Lighthouse Service.

156. Inspection on completion of repairs.—Inspectors are required to inspect light vessels and tenders on completion of repairs or overhauling, to ascertain whether the work is in all respects complete and the vessel ready for service, and to submit report.

157. Lightning conductors.—Inspectors will see that all vessels are provided with properly fitted lightning conductors, and that they are in good condition and suitable for and serve the purpose intended.

A vessel having wooden masts shall be fitted with a lightning conductor, made, unless otherwise directed, of copper-wire rope of proper size, leading from the lower end of the spindle at the truck on the tallest mast, down the rigging through properly spaced lizards, clear of all metallic bands, eyebolts, etc., and led into the water. It shall be of sufficient length to reach below the surface of the water in the heaviest rolling of the vessel. The spindle point should be made of copper, or other suitable composition, tapering from the lower end. The lower end shall be securely attached to a suitable lead weight. Conductors on vessels fitted with steel masts and wooden topmasts shall not be extended to the water, but shall terminate at, be secured to, and in good contact with the steel mast-head. Vessels with all steel masts shall have only the spindle, mounted and secured on the steel truck. Commanding officers are required to give their particular attention to the good condition of the lightning conductors, and to see that, where required, they are led properly into the water.

158. Official flags.—All vessels when under way shall display the national ensign at the flagstaff during daylight, except when at sea with no land or vessels in sight. When lying at depots, or at anchor near the same, no colors shall be shown, except as mentioned below. On Sundays and national holidays colors shall always be shown, unless the weather be such as to prevent. Both the national ensign and the jack shall be displayed on such occasions. On appropriate occasions of public mourning, colors shall be shown at half-mast. When shown, colors shall be hoisted at 8 a. m. and hauled down at sunset. At such times all persons in the Lighthouse Service who may be present shall salute the colors. Light vessels shall display colors to all passing vessels of war and vessels of the Lighthouse Service and all other Government vessels.

The Department of Commerce has adopted the following flags for the use of department officials:

The flag of the Secretary of Commerce is a full-rigged ship in blue, over a lighthouse in blue, in a white shield on a blue field, with a five-pointed white star in each corner of the flag.

The flag of the Assistant Secretary of Commerce is the same as that of the Secretary of Commerce, except that the colors are reversed.

The flag of the Commissioner of Lighthouses is blue, with a white triangle bearing a blue lighthouse. The service flag of the Lighthouse Service is triangular in shape, white, with a red border, bearing a blue lighthouse. The flag of lighthouse inspectors is white, with a narrow blue border, and bearing a blue lighthouse in the center. It will not be used by other officers of the service acting as inspector.

The flag of the Commissioner of Fisheries is blue, with a white fish in the center with its head toward the hoist. The service flag of the Bureau of Fisheries is blue, with a white fish on a red diamond.

The flag of the Superintendent of the Coast and Geodetic Survey is a white triangle, base toward the hoist, on a blue field. The service flag of the Coast and Geodetic Survey is a red triangle, base down, in a white circle on a blue field.

The flag of the Commissioner of Navigation is blue, with a full-rigged ship in white in the center. The service flag of the Bureau of Navigation is a full-rigged ship, white, in a red circle on a blue field.

All of the flags above mentioned are rectangular in shape except the service flag of the Lighthouse Service.

The use of the inspector's flag is discretionary with the inspector.

Whenever an official having a flag is on board of a tender, his flag shall be displayed at the main, except that when more than one officer is aboard the flag of the superior only is to be shown.

The Lighthouse Service flag shall be hoisted at the foremast head and shall be displayed at all times when the national ensign is shown. At no time shall the service flag be shown without the national ensign.

Flags of officials, except inspectors, will be furnished through the Commissioner when required, except where flags have been specially authorized to be kept by the district office.

National ensigns, lighthouse inspector's, Lighthouse Service flags, and international signal-code flags may be obtained in standard sizes by requisition on the General Depot.

Lighthouse tenders when working on buoys in channels or other frequented waters may display a red flag (international signal-code letter B) and a black ball at the fore, as a warning to other vessels to slow down while passing.

No other flags shall be shown by vessels of the Lighthouse Service except for the purpose of dressing ship on national holidays and upon other proper occasions.

159. Claims for damages by collision.—The Commissioner, subject to the approval of the Secretary of Commerce, is hereby authorized to consider, ascertain, adjust, and determine all claims for damages, where the amount of the claim does not exceed the sum of \$500, hereafter occasioned by collisions, for which collisions vessels of the Lighthouse Service shall be found to be responsible, and report the amounts so ascertained and determined to be due the claimants to Congress at each session thereof through the Treasury Department for payment as legal claims out of appropriations that may be made by Congress therefor. (Act June 17, 1910, sec. 4, 36 Stat., 537.)

In the event of a collision between a vessel of the Lighthouse Service and a merchant vessel, likely to involve damages against the Government, the officer in charge of the lighthouse vessel shall order a board of three officers to ascertain all the attendant circumstances, injuries received by the merchant vessel, probable amount of damages, and which of the ships is responsible for the accident; and the master of the merchant vessel concerned shall be notified of the time and place of meeting of the board and informed that the officers and men of his vessel will be given a hearing by the board, if such hearing is desired. The report shall be prepared in triplicate; one copy shall be forwarded without delay to the inspector, one retained by the commanding officer of the lighthouse vessel, and the remaining copy given to the master of the merchant vessel, provided that the officers and crew thereof who were witnesses to the collision shall have testified before the board.

If the inspector is present the facts shall be immediately reported to him and he shall order the board.

The inspector shall promptly submit duplicate copies of the board's report to the Bureau, and shall see that it contains all details neces-

sary for a full understanding of the matter; and he shall make recommendation as to payment of damages accompanied by itemized certified bill in duplicate.

The foregoing provisions of this article shall apply, so far as practicable, in all cases of collision by a vessel of the Lighthouse Service with a wharf, float, or other object.

160. Damage by collision.—The same instructions shall be followed for the repair of lighthouse vessels damaged by collision with other vessels as are given for the repair of aids to navigation damaged by collision. (See arts. 49 and 50.)

161. Passengers on vessels.—Inspectors may authorize persons belonging to the following classes to take passage on vessels of the Lighthouse Service, when they can be accommodated, and when their presence does not interfere with or retard the proper movement of the vessel, or its efficient employment on duty of the Service: (a) Official passengers—officers and employees of the Lighthouse Service on official duty, persons interested in aids to navigation on official business for the specific purpose of furnishing information or assistance to the Lighthouse Service; (b) unofficial passengers—officers and employees of other branches of the Government service on official duty with proper official request (if such passengers come aboard on business of the Lighthouse Service, they are to be considered as official), persons rescued from vessels in distress, persons seriously injured and requiring immediate attention where other means of transportation are not available, persons employed on works under contract for the Lighthouse Service, properly accredited persons under a general invitation to obtain data for submitting bids on works for the Lighthouse Service, regularly authorized pilots, while engaged in their proper duties, members of the family of a light keeper transferred, and when being moved from one station to another, and members of families of light keepers at isolated stations, where ordinary means of transportation are not available.

No persons not included within the above classes shall be permitted to take passage on a vessel of the Lighthouse Service except by the written authority of the Commissioner.

In general, requests will not be favorably considered for the transportation of members of the family of a commanding officer on the vessel under his command.

162. Record of passengers.—The names of all passengers carried on tenders shall be entered in the ship's deck log and reported to the Commissioner on the proper form.

163. Residence on vessels.—No persons, except the regular officers and crews of such vessels, shall be permitted to reside continuously on any tender or other vessel of the Lighthouse Service except by the written authority of the Commissioner. Lighthouse inspectors or superintendents shall not reside on tenders except for

such periods as are essential for them to take passage and to perform their proper duties.

164. Responsibility for safety of vessel.—The officer in command of a vessel of the Lighthouse Service is responsible for its safety and proper navigation, and no other officer or employee of the Lighthouse Service shall interfere with the officer in command in such manner as to affect his responsibility for the safety of the vessel while he remains in command thereof.

The officer in command shall at all times maintain his vessel in a seaworthy condition, so far as lies within his power, and shall promptly report to the inspector all defects that may exist, also all deficiencies in fuel, oil, or other needed supplies, so far as these affect or are necessary for the safety and preservation of the vessel.

The largest scale chart shall be used in approaching land, and the greatest care shall be used in navigating and in anchoring in dangerous localities, particularly in unsurveyed areas, making due allowance for the range of tide and uncharted dangers.

165. Police powers.—Masters of lighthouse tenders shall have police powers in matters pertaining to Government property and smuggling. (Act June 16, 1880, 21 Stat., 263.)

166. Authority of inspector over officers of tenders.—An inspector may direct the officers of tenders to perform any duty which in his judgment may be necessary for the protection and security of Government interests, but in case such duty is unusual he must at once report the facts to the Commissioner.

167. Duties of tenders.—Except by authority of the Commissioner, the tenders are not to be used for any other purpose than that relating to the Lighthouse Service; and when they are not specially employed in attending light vessels or stations, or on inspection duty, they must be kept looking after the buoys, examining their positions, raising and replacing them, or putting the spare buoys in order for use.

168. Tenders beyond limits of district.—Tenders shall not leave the districts to which they are assigned, except by authority of the Commissioner, or by reason of stress of weather or other emergency, in which case the fact shall be immediately reported to the Commissioner.

169. Movements of vessels.—In the transfer of all vessels of the Lighthouse Service, either temporary or permanent, from one district to another, the proper inspector shall advise the Bureau by telegraph of the day and hour of departure from starting point, arrival at destination, and arrival at and departure from all ports en route.

170. Tenders on mine-planting work.—When a tender is detailed to do mine-planting work for the War Department, no charge will be made for such duty unless the service rendered exceeds two days.

In all cases where such service exceeds two days, inspectors will submit itemized statements of the full cost of the entire work done, so that the appropriations of the Lighthouse Service may be reimbursed by transfer of funds.

Tenders equipped with mine-planting gear shall, upon transfer from one district to another, transport such equipment to their new stations.

171. The work of all tenders shall be systematically planned in advance, so that they may be used in the most effective and economical manner for carrying on all of the various classes of work of the Service in the districts. Orders for tenders should be prepared so that they will be received by masters not later than the evening preceding the day on which they are to be carried out.

172. Records, reports, and instructions on vessels.—Inspectors shall see that the commanding officers of tenders and light vessels are provided with log books, and all other necessary books and forms or returns, according to the regulations, and that the records and reports are made in conformity thereto; also with copies of all instructions for their guidance in the performance of their duties. The printed regulations and instructions shall be kept on board light vessels and tenders, and be accessible to all officers of the vessels.

173. Log books.—Log books shall be kept on board of each vessel and shall be examined by the inspectors on their visits, and any failure on the part of commanding officers to keep their log books correctly shall be reported to the Commissioner. Deck logs shall be kept on all vessels, and steam logs on vessels with propelling machinery.

174. Miles steamed.—The determination of miles steamed for each tender shall be based upon the number of revolutions of its propeller or propellers per mile, this number to be determined from the total number of revolutions required to run a known distance between two points at the average speed of the tender. In the absence of such a basis the miles steamed shall be ascertained from the revolutions of its propeller or propellers and its pitch, making a proper allowance for slip.

175. Force to remain on board vessels.—On all vessels when at anchor or at a wharf there must be on board at all times one deck officer, one engineer officer, and one-half of the force of each department on tenders, and on light vessels two-thirds of the total complement. If deemed necessary by the inspector, the part of the force to remain on board may be increased in order to provide for the proper care of the vessel in case of fire or other emergencies.

On all vessels having but one deck officer and one engineer officer, one of these must be on board at all times, and on light vessels

without an engineer force one deck officer must be on board at all times.

Commanding officers and engineers will be responsible for the official actions of junior officers of their respective departments who are left temporarily in charge on vessel.

176. Drills on vessels.—Fire drills shall be required on vessels at least once a month and each drill shall be noted in the log book. Members of the crews of such vessels shall have regularly assigned stations to be occupied at such drills and in case of fire, which shall be posted on each vessel.

Abandon-ship drills on vessels shall be required once a month.

All doors through water-tight bulkheads on vessels must be tested and closed once a week, and their condition noted in the steam log book.

177. Charts and nautical publications.—All vessels shall be supplied with the latest charts, light and buoy lists, coast pilots, tide tables, and other nautical publications, sufficient for the duty on which the vessel is engaged. When vessels are inspected it should be seen that the supply of such equipment is sufficient and up to date, and that the charts are kept properly corrected.

178. Names of tenders.—New tenders shall be given simple botanical names derived from some members of the flora of the district to which they will be assigned. The name of the tender shall be placed in brass block letters on the stern.

179. Painting of tenders.—Unless otherwise authorized by the Commissioner, tenders shall be painted in the following colors:

Black.—Outside of hull between upper line of boot topping and highest sheer line; ventilators above weather deck and outside of cowls; foremasts from hounds to truck, and mainmasts in wake of smoke discharge from funnel; hoisting engine, windlass, capstan, steering engine, davits (except where outlined against white houses), rudder quadrant (see also under "Red lead"), and similar deck machinery; vessel's name and letters U. S. L. H. S. on ring life buoys; steam cylinders of auxiliary machinery in engine room where not lagged; ironwork of wooden booms and masts; booms from head to 3 feet below center of relief purchase guide sheave; all fittings, piping, etc., within these areas.

Black nonblistering funnel paint.—Funnel, with casing and umbrella, escape and whistle pipes.

White.—Topsides above highest sheer line; all deck houses above coaming plates or sills of main deck; all deck houses on superstructure deck above sills and coamings; quarters in general where not natural finished; light boxes, exclusive of characteristic color; inside of light and ventilator trunks; sides and ceilings of upper and lower boiler and engine rooms from 42 inches above deck or floors; ring life buoys, hand rails, grab rails (if not brass), rail and awning stanchions, rigging turnbuckles, sheer poles, and similar fittings; main engines and auxiliary machinery, except steam cylinders; galley sides and ceiling from 42 inches above floor or deck; all fittings, piping, etc., within these areas. Light lead or straw color may also be used for sides and ceilings of upper and lower boiler and engine rooms.

Metallic brown.—Working surfaces of buoy and main decks, and all fittings; lower engine and lower boiler rooms to 42 inches above lower floor; all fittings, piping, etc., within these areas, except that the oil-tight bulkheads of vessels using oil for fuel are to be painted white throughout.

Light lead.—Canvas decks, tops of deck and pilot houses; coamings; holds, including ceilings, storerooms, lockers; upper boiler or drum room to 42 inches above floor or grating; boiler and uptake lagging and clothing; all fittings, piping, etc., within these areas. Inboard side of bulwarks, from deck to height of main rail, bulwark stanchions, waterways, and sills of all deck houses; also sides and ceilings of upper and lower boiler and engine rooms, if desired.

Light straw.—Steel foremasts from weather deck to hounds, steel mainmasts from weather deck to height of wake of smoke discharge from funnel; upper engine room and galley to 42 inches above floor; steel booms; all fittings, piping, etc., within these areas; also sides and ceilings of upper and lower boiler and engine rooms, if desired.

Vermilion.—Inside ventilator cowls.

Red lead.—Inside ironwork of all framing, floors, etc., in bilges, also foundations for engines, boilers, and auxiliaries in way of, and to the upper turn of bilges, all fittings, piping, except copper and brass, within these areas. Rudder quadrants when in such locations as to be subject to excessive corrosion.

Natural finish (varnished).—Wooden foremast from weather deck to hounds; wooden mainmast from weather deck to height of wake of smoke discharge from funnel; wooden booms; flagpoles.

Cement wash.—Inside of trimming and fresh-water tanks, including all fittings, piping, etc.

Polished metal work.—The painting of polished brass, such as valve bonnets, air ports, etc., or other bright metal work, is forbidden.

180. Brass miniature lighthouses bedded on tar felt and red lead shall be fitted and secured upon each side of the bow above the fender on tenders.

181. Moorings.—The description and weights of anchors, the sizes and lengths of cables, and the manner of mooring light vessels at the different stations shall be prescribed by the Commissioner. All shackles, swivels, and pins shall be made according to approved drawings and specifications.

182. Injury to moorings.—In case any person attached to any vessel of the Lighthouse Service unnecessarily slips, attempts to slip, injures, or destroys any cable or mooring, or willfully or carelessly, allows such vessel to get from her station, such action shall be considered cause for dismissal.

183. Examination of moorings and equipment.—All precautions must be taken by inspectors to prevent light vessels from going adrift, and to that end they will carefully examine all anchors, cables, shackles, swivels, and other equipment. Special attention must be given to the examination of moorings for all vessels. Worn or injured shots to be hove inboard, and replaced.

184. Relief light vessels prepared for service.—All relief light vessels shall be furnished with the necessary equipment and supplies, and kept always ready for service.

185. The machinery of a relief light vessel must be kept in good condition, and brought into action at least once a month, and conditions noted in the log.

186. Compass adjustment of light vessel.—Before a light vessel is placed on station, after repairs or overhauling, the inspector must see that the compass is in adjustment, the binnacle and magnets have been placed in their proper positions, and a deviation card furnished.

187. Names and numbers of light vessels.—New light vessels shall receive the name of the locality to be marked and shall be assigned a serial number. The marking name of the vessel shall be painted on each side, and the number permanently marked on the main hatch deck beam.

188. Light vessels on other service.—Whenever emergency demands that a light vessel be used for carrying supplies or for any service at sea other than in the capacity of a regular light vessel, her characteristic marks shall be painted out, her daymarks removed, and every means taken to make her as unlike a regular light vessel as possible.

189. Serviceability of boats.—Inspectors will see that all boats for lighthouses and vessels are well built, kept in good condition and repair, and suitable for service at the places where they are to be employed.

190. Painting of boats.—All boats, except those on tenders and light vessels, shall be painted lead color inside and out, with their official number painted on each bow under the letters U. S. L. H. S. The numbers and letters on such boats shall be in black, of suitable proportions, 3 inches high.

Power boats and dinghys carried on tenders shall be painted white outside and lead color inside with the exception of the decks, transom, sheer strake, rubbing fender, covering board, king plank, washboard seats, bulkheads, quarter rounds, etc., which shall be of natural finish.

Cargo boats shall be painted white outside and lead color inside with the exception of the rubbing fender, which shall be of natural finish where the material and construction will permit. All boats of tenders shall have the first letter of the name of the tender placed on each bow in brass letters of block type of suitable proportions 6 inches high, and the letters U. S. L. H. S., the full name of the tender, and the serial number of boat shall be branded on the inside of the stern.

Boats of light vessels shall be painted the color of the vessel's hull, with the name of the vessel painted on the bows, in the same color as the name of the vessel itself, and with the number of the light vessel cut into the stem. The letters U. S. L. H. S., and the serial boat number shall be branded on the inside of the stern.

CHAPTER VI.

CONTRACTS AND OTHER METHODS OF PURCHASE.

191. Procuring of materials and services by contract.—All materials for construction, maintenance, repair, and operation shall be procured by public contracts, under such regulations as may from time to time be prescribed by the Commissioner, subject to the approval of the Secretary of Commerce, and no contract shall be made except after public advertisement for proposals in such form and manner as to secure general notice thereof, and the same shall only be made with the lowest and best bidder therefor, upon security deemed sufficient in the judgment of the Commissioner of Lighthouses, but all bids may at any time be rejected by the Commissioner: *Provided, however,* That the Commissioner of Lighthouses may purchase illuminating oil, wicks, and chimneys for lights, and ground tackle for light vessels and buoys, and to an amount not exceeding \$500 at any one time, other materials and supplies when immediate delivery is required by an exigency, by private contract or in the open market, if he deems it for the best interests of the service so to do; but such purchases shall be set forth in the annual report of the Commissioner, with the reasons for purchasing other than upon bids after public advertisement. (Act June 17, 1910, sec. 8, 36 Stat., 538.)

It shall be the duty of the Commissioner of Lighthouses to apply the money appropriated, other than for surveys, as far as can be, without detriment to the interests of the Government, by contract. (Act July 7, 1884, 23 Stat., 198.)

All purchases and contracts for supplies or services in any of the departments of the Government, except for personal services, shall be made by advertising a sufficient time previously for proposals respecting the same, when the public exigencies do not require the immediate delivery of the articles or performance of the service. When immediate delivery or performance is required by the public exigency, the articles or service required may be procured by open purchase or contract, at the places and in the manner in which such articles are usually bought and sold or such service engaged, between individuals. (Sec. 3709, R. S.)

In issuing proposals, when the purchase of a greater or less number or quantity of articles or supplies is anticipated, the following clause shall be used:

The right is reserved by the Government to order, and the contractor agrees to furnish, as may be required, from time to time during the fiscal year ending June 30, 19—, a greater or less amount, not to exceed — per cent of the quantity or quantities specified in any item of the schedule or schedules forming a part of this contract.

192. Competition in making purchases.—Inspectors shall make every effort to obtain competition, by both poster and circular letter or by newspaper advertisement, in all cases involving the expenditure of public funds, even though it is apparent that there will be no competition, unless any of such cases are excepted under section 3709, Revised Statutes, or under the provisions of the latter part of section 8 of the act of June 17, 1910 (36 Stat., 538), reorganizing the Lighthouse Service, etc. Written proposals shall be invited from all persons and firms who may be competent and willing to submit bids and to furnish the material or render the services required. When it is impracticable to obtain more than one bid, a statement to that effect shall be made to the Commissioner, with the recommendation of the inspector, if Bureau or Department authority is required for acceptance. When dealers to whom circular letters have been sent do not care to bid, they shall be asked to state the fact in writing, with their reasons for declining, and such statements will be forwarded with the bids.

Bids should be secured for water, coal, ice, etc., at various convenient points in the district, to be delivered as needed during any part of each fiscal year.

193. Proprietary or trade names should be omitted from specifications whenever practicable, and the specifications prepared sufficiently in detail to render the employment of such names unnecessary.

In the preparation of specifications for materials and supplies and in making requisitions on the Department, foreign-made goods should not be specified wherever American-made goods will meet the needs of the Service.

194. Purchases without bids.—Only such purchases shall be made without bids, as provided for in section 3709, Revised Statutes, or in section 8 of the act of June 17, 1910 (36 Stat., 538), as are absolutely necessary. Where the cost of preparing bids and posting public notices is not warranted by the small amount of expenditure involved, purchases without bids are permitted in an exigency. Care should be taken in all cases to anticipate requirements, so far as practicable, without delaying the work, in order that this action may not be necessary except in urgent cases.

A statement shall be made on the proper form at the end of each quarter of all purchases of materials and supplies made by inspectors without bids and advertising, irrespective of the amount of the purchases.

195. There must be an offer and an acceptance, either written or oral, before any article can legally be purchased for the Government. The proposal and acceptance shall be made in writing whenever practicable.

196. Method of advertising.—Advertisements inviting proposals for supplies, material, and services shall be issued in the following manner:

Where the estimated amount exceeds \$1,000, advertisement in one or more suitable newspapers, technical or trade journals shall be made, in addition to posters and circulars, except in the case of patented articles. Such advertising with selection of newspapers will be done in every case through the Commissioner by the Division of Publications in the Secretary's Office, although in forwarding copy inspectors may suggest the names of papers to be used, and shall state the estimated expenditure under the proposed work or purchase. Copy shall be forwarded in triplicate on the form provided. Inspectors will be duly informed in each case of the action taken.

Purchases and repairs should be foreseen wherever possible and due provision made for undertaking work. At least seven days should elapse between last publication of advertisement and opening of bids.

In cases of emergency, when time will not permit, recommendations may be made by inspectors, using the telegraph if necessary, for waiver of newspaper advertising.

Amounts estimated as not exceeding \$1,000 shall be advertised by posters and circulars.

The widest practicable publicity shall be given all calls for bids, and notice thereof should not be confined to the delivery city when there is a probability that persons in other cities may desire to submit bids. Where suitable publications publish Government advertising as news items, measures should be taken to supply them with the necessary information.

197. Date in advertisements.—All advertisements for proposals for supplies, materials, or other articles, or for service by contract, shall be dated, and shall state the hour of the day and the day of the month the bids will be publicly opened.

198. Uniformity in obtaining proposals.—When calling for proposals inspectors shall follow these regulations and the directions on the forms provided for this purpose, and any unusual features shall be brought to the attention of the Commissioner in order that the advice of the Department may be obtained if necessary.

199. Proposals for repair of vessels.—Hereafter any and all proposals for bids for any new machinery or other new equipment necessary in the repair of any vessel in the Lighthouse Service shall be on specifications prepared and submitted that will secure competition in the bids for furnishing such machinery or equipment. (Act of Mar. 4, 1909, sec. 1, 35 Stat., 973.)

The attention of intending bidders should be invited to Treasury Decision 34150, dated February 5, 1914, and amendments thereof which the Treasury Department may issue from time to time, regarding subsections 5 and 6, paragraph J, section 4, tariff act of October 3, 1913, with reference to the free entry of materials for construction of vessels and their machinery and the free entry of articles for their outfit and for repairs of certain vessels.

The Commissioner's authority must be obtained for the expenditure of funds covering repairs under all additional items on work for which Bureau authority has been obtained, and no obligations shall be incurred beyond the amount specifically authorized. Estimates of costs of probable work under unit prices shall be submitted on the proper form when practicable.

In submitting proposals for action by the Department or by the Bureau, in which optional items are to be considered, the total amount of such optional items in the bid recommended for acceptance and the total of the same items submitted by the other bidders shall be stated in the abstract of bids, for the purpose of comparison.

200. Self-addressed envelopes.—In forwarding vouchers and requests for proposals to contractors inspectors shall inclose self-addressed envelopes for their return. If the return envelope contains a frank, it must be blocked out, as there is no authority of law for the use of a frank for this purpose. This shall apply also in forwarding vouchers for signature by contractors or dealers.

In the case of requests for proposals the envelopes shall be properly marked before being sent from the district office, with the kind of proposals and the date of opening, in order that they may not be opened prior to the time set.

201. Opening of bids.—Whenever proposals for supplies have been solicited, the parties responding to such solicitations shall be duly notified of the time and place of opening the bids and be permitted to be present either in person or by attorney, and a record of each bid shall then and there be made. (Sec. 3710, R. S.)

All the bids shall be publicly opened at the time and place specified in the advertisement. Each one shall be read aloud as it is opened, and the name of the bidder and the terms noted in the regular order in which they are read. No proposal shall be opened before the hour stated in the advertisement, and no proposal will be considered if received after the proposals have been opened, unless received under circumstances precluding all possibility of unfairness to other bidders, as, for example, where the proposal was mailed prior to the date of opening of bids as evidenced by the postmark thereon (21 Op. At. Gen., 546). No proposal received after the opening of bids should be accepted, however, without prior authority from the Commissioner. In case of tie proposals, all other

things being equal, the award will be decided by lot. A copy of bid recommended for acceptance shall be furnished for the Commissioner's files, except in the case of contracts with bonds.

202. Submission of bids.—Inspectors shall submit requests for authority to accept bids for the purchase of supplies or materials, or for the performance of services, whenever practicable, on the printed form provided, and include thereon all necessary information that may be required by law or by the regulations or requirements of the Commissioner; the application of the purchase to particular stations or vessels should be shown on the form: *Provided*, That in all cases where the lowest best bid exceeds \$500, or during the period of the war \$1,000, the bids shall be submitted to the Commissioner with recommendation: *Provided, further*, That for projects previously submitted to and approved by the Commissioner on the proper form, bids not exceeding \$1,000, or during the period of the war \$5,000, may be accepted or rejected by the inspector without further authority from the Commissioner. Inspectors shall report on the proper form from month to month in cases where the amount thus authorized by the Commissioner for a particular project may be exceeded or diminished, the estimated cost, if in the progress of the work the amount is found to differ materially from the amount originally authorized.

Recommendations as to acceptance of bids, waiving of defects, etc., must fully state the reasons when the lowest bid is not recommended. Full information shall accompany the recommendation, stating (a) the persons to whom the proposals were sent, including a statement of those who did not reply; (b) the cities and specific places therein where the same were posted; (c) the newspapers in which advertised, if any, and other means of advertising resorted to.

In the case of purchases exceeding \$1,000, or during the period of the war \$5,000, made under previous proposals, the number of previous purchases, and the amount of each, shall also be stated when requesting authority.

In all cases where bids are recommended for acceptance the inspector shall state, whenever the nature of the case will admit of such statement, that the prices named in the bids so recommended are advantageous for the Government and not in excess of the current market rates for the labor, material, or supplies, etc., specified at the locality where proposed to be furnished.

203. Lowest bidder.—Contracts shall be entered into with the lowest best bidders, and purchases made at the lowest prices for the proper articles, unless for special reasons higher bids are more advantageous to the interests of the Government. When the lowest bid is considered too high it will be rejected in accordance with the regulations as provided in article 202.

204. Bonds with contracts.—Contracts shall be accompanied by bonds with sufficient security, in the form approved for the Lighthouse Service, except where waiving of bond may be authorized.

205. Bonds, guaranties, certified checks, and damages for delays.—In fixing the amounts for use in the notice to bidders used with contracts with bond, the following system should be used and must not be altered in any case, except by authority of the Commissioner:

(a) *Bond.*—To be not less than 20 per cent of the estimated aggregate payments to be made under the contract. No bond shall be less than \$100. Bonds in amounts exceeding \$100 and less than \$1,000 shall be made only in multiples of \$100; in amounts exceeding \$1,000 and less than \$5,000, in multiples of \$500; in amounts exceeding \$5,000, in multiples of \$1,000; provided, however, that the amount of the bond shall be fixed at the lowest sum that will fulfill all conditions herein set forth.

(b) *Guaranty required to accompany proposal*, or, in lieu thereof, certified check for 20 per cent of the amount of the bond. Examples:

Estimated value of contract.	Twenty per cent.	Amount of bond.	Certified check.
\$422.....	\$84. 40	\$100	\$20
\$3,435.....	687. 00	700	140
\$15,780.....	3,156. 00	3,500	700
\$34,000.....	6,800. 00	7,000	1,400
\$187,200.....	37,440. 00	38,000	7,600

In case a guaranty accompanies the proposal, such guaranty shall be furnished by two individuals as guarantors or one guaranty or surety company, who shall pay to the United States, in case the bidder fails to execute a formal contract or furnish the required bond after notice of acceptance, the difference in money between the amount of the accepted bid and the amount of the contract made with another party to complete the contract; and where a certified check is furnished by the successful bidder in lieu of guaranty, the Commissioner may cash said check and out of the proceeds retain the damages sustained by the Government and return the residue, if any, to the bidder.

(c) *Damages for delay.*—In contracts for furnishing supplies, where time is of the essence of the contract and liquidated damages are to be provided for therein, the amount of such liquidated damages shall be stated as one-fifteenth of 1 per cent of the contract price of each order or portion thereof delayed for every day's delay in delivering the supplies after the date of delivery set forth in the contract. In all other cases, where liquidated damages are not provided for, actual damages shall be deducted for delay in the delivery of supplies.

Every contract with bond shall provide either for liquidated or actual damages for delay. Actual damages shall be specified when

the nature of the undertaking is such that time is not of the essence of the contract. Contracts in which liquidated damages are stipulated shall provide that the maximum amount that may be deducted as liquidated damages shall not exceed 10 per cent of the value of the contract, or of the supplies, articles, or materials not delivered within the time specified. Contracts for supplies, articles, or materials shall provide that any contractor who fails to make deliveries within the time specified in the contract, or within any additional period allowed by the Secretary of Commerce, and consumes, in addition to such time for delivery, more than 50 per cent of the period originally specified therefor, shall not be eligible to submit proposals for furnishing supplies, articles, or materials for the Lighthouse Service prior to the end of the fiscal year next following the date on which the delivery of the delayed supplies, articles, or materials is completed, or on which the said contract is canceled for default in delivery; and any proposal submitted by such contractor during the said period of ineligibility will not be considered.

In construction contracts, where time is of the essence of the contract, the liquidated damages are to be computed according to the following table:

Estimated value of contract.	Liquidated damages per day.	Estimated value of contract.	Liquidated damages per day.
\$3,000 or less.....	\$4	\$20,001 to \$50,000.....	\$10
\$3,001 to \$5,000.....	5	\$50,001 to \$100,000.....	15
\$5,001 to \$10,000.....	6	\$100,001 to \$150,000.....	20
\$10,001 to \$20,000.....	8	\$150,001 to \$200,000 ¹	30

¹ Over \$200,000, not less than \$40, and in the same proportion for increased amounts.

Attention is also invited to the following statement of the comptroller in a decision rendered under date of March 21, 1910 (15 Comp. Dec., 618-623), in connection with the use of a liquidated-damage clause in a contract:

The frequency with which this office is called upon to pass upon contracts providing for liquidated damages for delay, and in which some officer at the conclusion of the work in which delay has occurred has put into the case a statement to the effect that the Government has suffered no loss or damage because of the delay, seems to call for a passing notice. The reason and excuse for putting into a contract a provision for liquidated damages is that time is of the essence of the contract, and the damages liable to be sustained, on a breach thereof, are difficult if not impossible of definite ascertainment. Both parties are presumed to be acting in good faith and with a thorough knowledge of the facts of the case when entering into a contract, therefore when in a proper case they agree upon and liquidate the damages that will be sustained in the event of a breach of the contract, neither party will therefore be permitted to be heard to say that there were no damages. (*U. S. v. Bethlehem Steel Co.*, 205 U. S., 119.)

The comptroller has also ruled that, in a case where liquidated damages for delay are specified, it will not be permitted for a contractor or the agent of the Government to say that the period allowed by and agreed upon in the contract was too short. (13 Comp. Dec., 853-856; 11 id., 113.)

When a contract contains optional items one or more of which are not ordered sufficiently in advance to permit of completion within the contract period, the matter of an extension of the contract period for that reason, if requested by the contractor, with a statement of the facts and a recommendation, should be presented to the Bureau for consideration.

Where it is desired to enter into one contract for two or more distinct objects as, for instance, building a wharf and placing stone, or constructing two separate buildings, it should be stated, in the event it is desired to provide for liquidated damages in the contract for delay, that damages at a specified rate will be charged for each day of delay in completion of the wharf, and a specified rate per day for placing the stone, or a specified rate for each building, as the case may be, for the reason that the nature of the contract is such that the same damages could not result from a partial breach as from a complete or entire failure to complete the work.

All contracts of the Lighthouse Service should include appropriate provisions for annulment, setting out clearly the action to be taken by the Government in the event of failure on the part of the contractor to perform his contract. (See art. 216.) The printed forms contain such provisions, but inspectors and others having occasion to use such forms should exercise extreme care in the selection of the proper printed form for the project for which the contract is to be entered into. When in doubt as to the proper form to be used, the matter should at once be submitted to the Commissioner for decision.

In the case of contracts entered into for the furnishing of boilers, engines, or other machinery or equipment, whether from stock or constructed in accordance with prepared specifications, the schedule or specifications should provide that: "In addition to the provisions contained in the 'Failure to perform' clause in the contract, the inspector, in the event of the annulment of the contract, with the approval of the Commissioner, may, at the expense of the contractor, perform the work called for in the contract, or have the same performed, with such changes as may be found necessary or desirable, either at the yard or plant of the contractor or elsewhere, by contract or otherwise; and, if the interests of the Government demand it, the inspector may, in doing or completing the work, or in having the same done or completed, take possession of any work already performed, and may also take possession of and use all suit-

able materials on hand applicable thereto, and may, in his discretion, remove the said work and materials to some other place; that the said contractor, upon receiving notice of the annulment of his contract and of the inspector's decision respecting the performance or completion of the work, will, if required, surrender the use of his yard or plant, or of such part thereof as may in the judgment of the inspector be necessary, and of all machinery, tools, and appliances theretofore used, or necessary for use, in or about the performance or completion of the said work; that if the cost to the Government of performing or completing the said work, including any expense incurred in making good any improper or defective work discovered in such portion of the work as may have been performed by the defaulting contractor or in replacing any defective material furnished by him, shall exceed the contract price, the said contractor shall be liable to the Government for such excess cost, which shall be charged against him in the final settlement, and may be recovered from him, or from his surety in case the contract is accompanied by bond; and that the said contractor shall be further liable for any other damages incurred by the United States through such default." (See art. 216.)

206. Sureties on bonds.—Corporate sureties are preferred but may not be exacted in place of individual sureties.

Surety companies shall have an agent appointed under a written power of attorney, a copy of which power of attorney shall be filed with clerks of the district court of the United States, who shall temporarily act as agents in case of vacancies.

To do business outside of the State where incorporated, a surety company must, by written power of attorney, appoint some person residing within the proper judicial jurisdiction as its agent. (From Suppl. R. S., vol. 2, p. 237.)

207. Protection of persons furnishing materials and labor.—Bonds with formal contracts for construction or repair work, including vessels, shall contain a clause for prompt payments to labor and material men, who shall have the right to intervene and be made a party to any action instituted by the United States on the bond of the contractor under the terms of the act of February 24, 1905. (33 Stat., 811.)

208. Report of contracts.—For the information of the Department of Labor, inspectors shall submit the following report directly to the Commissioner of Labor Statistics, Department of Labor, Washington, D. C., at the same time submitting a copy of such report to the Commissioner of Lighthouses for his information and files as to all contracts with bond, covering construction or repair work in the amount of \$500, or more, and all subcontracts, if any, under the same, involving \$500 or more.

(a) A statement of the character and location of work, time limit, if any, and amount of money involved in contract.

(b) The name and address of principal contractor, with place of work.

(c) The names and addresses of all subcontractors, contracting directly with the principal contractor, together with character and location of work covered by subcontract, time limit, if any, and the amount of money involved in each subcontract.

209. All contracts shall be entered into by the Commissioner, or other authorized representative of the Commissioner, in behalf of the United States, and contracts with bond must be approved by the Secretary of Commerce.

210. Authority to contract or purchase.—No contract or purchase on behalf of the United States shall be made unless the same is authorized by law or is under an appropriation adequate to its fulfillment. (Sec. 3732, R. S.)

211. Prior authority.—The Commissioner may make expenditures or reject bids in sums not exceeding \$1,000, or during the period of the war \$5,000, without prior Department authority. Inspectors may make expenditures, in accordance with the law and regulations, for projects, the total cost of which shall not exceed \$500, or during the period of the war \$1,000, without prior authority from the Commissioner.

212. Approval after the fact.—When from the emergency of the work antecedent authority can not be obtained, approval after the fact may be given by the Commissioner in his discretion. In such cases the officer making the expenditure will report the same promptly, with a full explanation of the circumstances which made it impossible to obtain antecedent authority.

213. Amount of appropriation not to be exceeded.—No contract shall be entered into for the erection, repair, or furnishing of any public building, or for any public improvement which shall bind the Government to pay a larger sum of money than the amount in the Treasury appropriated for the specific purpose. (Sec. 3733, R. S.)

Violation of this statute is punishable by a fine of not more than \$2,000 and imprisonment of not more than two years. (From act Mar. 4, 1909, sec. 98, 35 Stat., 1106.)

214. Contracts for supplies.—It shall not be lawful for any of the executive departments to make contracts for stationery or other supplies for a longer term than one year from the time the contract is made. (Sec. 3735, R. S.)

215. Transfer of contracts.—No contract or order, or any interest therein, shall be transferred by the party to whom such contract or order is given to any other party, and any such transfer shall cause the annulment of the contract or order transferred, so far as the United States are concerned. All rights of action, however, for any

breach of such contract by the contracting parties are reserved to the United States. (Sec. 3737, R. S.)

Contracts must be performed to the entire satisfaction of the agent of the Commissioner, and the contractor, with his sureties, will be held to his legal responsibilities, and, unless otherwise specifically authorized, all payments shall be made to him or his legally appointed attorney.

216. Annulment of contract.—In any case where it becomes necessary to annul a contract by reason of failure to perform on the part of the contractor, inspectors shall submit report of all the facts to the Commissioner, with appropriate recommendation, and await receipt of Bureau authority before advising the contractor that his contract has been annulled. Written notice of annulment should in all cases be given the defaulting contractor before a new contract for the uncompleted work is entered into. (See art. 205, last two paragraphs.)

217. Changes or extra work in contract.—A suitable provision shall be incorporated in the conditions of each contract to provide for possible changes and extra work or materials, which may be found necessary, and to guard against the presentation of unauthorized claims for extra work or materials.

All changes or additional work must, before being ordered, be approved by the Commissioner.

218. Eight-hour laws.—The employment of all laborers and mechanics by the Government or by a contractor or subcontractor upon any public work of the United States is limited to eight hours in any one calendar day, except in cases of extraordinary emergency.

Any officer of the Government of the United States or any contractor or subcontractor employing labor as aforesaid who shall intentionally violate any provision of this act is liable to a fine of \$1,000 for each offense, or imprisonment for not more than six months, or both. (Act Aug. 1, 1892, as amended by act Mar. 3, 1913; 37 Stat., 726.)

A vessel or other work being constructed under contract for the United States is a public work within the meaning of the above act where the title vests in the United States as soon as the first payment is made, and provided that the contract stipulates that the portion of the vessel or other work completed and paid for under the method of partial payment shall become the property of the United States (219 U. S. Repts., p. 24). The employment of laborers or mechanics in making repairs to Government vessels is subject to the provisions of the above act (29 Op. At. Gen., 395, dated May 10, 1912). A building or other structure being constructed under contract, with or without bond, for the United States on land belonging to the United States is a public work within the meaning of the above act.

Every contract, with or without bond, made on behalf of the United States, shall provide that no laborer or mechanic employed thereunder shall work more than eight hours in any one calendar day upon such work and shall stipulate a penalty for each violation of such provision of \$5 for each laborer or mechanic for every calendar day he shall labor more than eight hours upon said work. (Act June 19, 1912, 37 Stat., 137.) Contracts for transportation by land or water, or for the transmission of intelligence, or for the purchase of supplies whether manufactured to conform to particular specifications or not, or for such materials or articles as may usually be bought in open market, are expressly excepted from the operation of the act by section 2 thereof. Section 2 also provides that the President may, by executive order, waive the provisions of the act as to any specific contract or contracts during time of war or when war is imminent; and that no penalties shall be imposed for violations due to extraordinary events or conditions of manufacture, or to any emergency caused by fire, famine, or flood, by danger to life or to property, or by other extraordinary event or condition on account of which the President may subsequently declare the violation to have been excusable.

All classes of work which may be performed by the Government are, when done by contract, subject to the provisions of the said act.

The above act applies only to work done for the Government, and not to work done for private individuals, and no penalty could be collected if a laborer or mechanic be required or permitted to labor more than eight hours a day upon some other work than that contemplated by the contract with the Government. The act applies generally to work of construction or repair, including repairs to buoys, etc., by private firms.

Where the eight-hour laws are inapplicable inspectors shall cross out references thereto in the printed contract forms before sending the same to bidders.

219. Clause excluding Members of Congress.—In every contract or agreement to be made or entered into, or accepted by or on behalf of the United States, there shall be inserted an express condition that no Member of or Delegate to Congress or Resident Commissioner, or any officer or employee of the Lighthouse Service, shall be admitted to any share or part of any contract or agreement, or to any benefit to arise therefrom; and such contracts shall be in all their parts subject to the terms and conditions of sections 114, 115, and 116 of the Criminal Code of the United States (35 Stat., 1109) and 3741 of the United States Revised Statutes, so far as the same may be applicable.

220. Officials, etc., interested in contracts.—No officer of the Bureau of Lighthouses, inspector, light keeper, or other person in any

manner connected with the Lighthouse Service, shall be interested, either directly or indirectly, in any contract for labor, materials, or supplies for the Lighthouse Service, or in any patent, plan, or mode of construction or illumination, or in any article of supply for the Lighthouse Service. (Sec. 4680, R. S.)

Without authority from the Commissioner no person in the Lighthouse Service shall purchase for the Lighthouse Service any article from any other person connected therewith, or pay any such person for any service rendered in addition to his regular duties.

221. Witnesses.—Every contract with bond shall contain the signature and addresses of two witnesses to the signature of each party; but the same persons may be witnesses for all the contracting parties.

222. Approval of contract.—Contracts requiring the approval of the Commissioner and the Department shall not be effective, nor any obligations thereunder assumed by inspectors until such approval has been duly shown. When it is desired to apply a current fiscal-year appropriation, both the contract and bond must be dated within that fiscal year.

223. Deposit of contracts.—All contracts to be made, by virtue of any law, and requiring the advance of money, or in any manner connected with the settlement of public accounts, shall be deposited promptly in the offices of the Auditors of the Treasury, according to the nature of the contracts. (Sec. 3743, R. S., amended by act July 31, 1894, 28 Stat., 210.)

224. Extension of contract time.—In the case of contract with bond, when a contractor desires an extension of the contract time, he should be requested to submit a statement to the inspector, showing the cause and extent of each period of delay, with dates, and accompanied by the written consent of the surety for such extension if granted. The inspector shall forward these papers to the Commissioner, with recommendation, and shall give such additional information as will enable the Bureau to act on the recommendation, such as date of beginning contract, percentage completed, whether or not the work has been properly prosecuted, probable date of completion, etc. The causes of delay which may be considered in granting an extension of the contract time are confined to those specified in the contract in connection with the provision for damages.

In cases where the contract provides for actual damages and there have been no such damages on account of delay in the completion of the contract, the inspector should so state to the Bureau in recommending full payment.

225. Written proposals attached to voucher.—In each case where written proposals are received by an inspector for any purpose the original accepted proposal shall be attached to the original voucher on which payment is made, except in the case of contract with

bond, and a copy shall be attached to the duplicate voucher filed in the inspector's office.

226. Preparation and distribution.—Contracts with bond shall be prepared and executed in triplicate, each copy to be a counterpart of the others, so that any one of them may be used as an original. This requirement applies also to leases and revocable licenses.

Instead of all three copies of contracts with bond, leases, etc., being submitted by the Commissioner to the Secretary for *approval*, only the original copy shall be so submitted, and the Commissioner shall see that the other copies, including the indorsements thereon and any changes or additions made at the suggestion of the Department, are counterparts of the original. On the copies the Commissioner shall make an indorsement in the following form:

DEPARTMENT OF COMMERCE,
BUREAU OF LIGHTHOUSES,

—, 19—.

I hereby certify that the within papers are a true and correct copy of the original, as approved by the — Secretary of Commerce.

The preceding instructions and certificate do not apply to contracts, leases, etc., which the Secretary *executes* on behalf of the Department, which latter shall be submitted to the Secretary in triplicate. (From Dept. Cir. 149, 3d edition, Nov. 11, 1916.)

Letters from inspectors to the Commissioner transmitting for approval or execution by the Secretary of Commerce contracts with bonds, leases, or revocable licenses shall be worded in the following form:

Transmitted herewith for approval (or execution) are triplicate copies of [here insert the word "contract" or the word "lease," etc.] with —, for —, payable from the appropriation —.

I hereby certify that the copies have been compared and are exact copies of one another.

If additional copies are required for reference or otherwise, transcripts may be made.

227. Partial payments and advances.—No advance of public money shall be made in any case whatever. And in all cases of contracts for the performance of any service, or the delivery of articles of any description for the use of the United States, payment shall not exceed the value of the service rendered or of the articles delivered previously to such payment. It shall, however, be lawful, under the special direction of the President, to make such advances to the disbursing officers of the Government as may be necessary to the faithful and prompt discharge of their respective duties and to the fulfillment of the public engagements. (Sec. 3648, R. S.)

Partial payments on contracts for construction of vessels shall not be in excess of 75 per cent of the value of work already done. (From joint resolution of May 5, 1894, 28 Stat., 582.)

When partial payments on any work are intended, the method of making the same must be definitely stipulated in the written specifications forming a part of the proposal. Such supplies as coal, wood, provisions, water, etc., may be paid for as ordered, or by monthly payments, for articles received and accepted, when the specifications make such stipulation.

On contracts for works of construction (except vessels) and repair, where the estimated amount of the contract exceeds \$1,000 and the probable time of completion or delivery is in excess of 60 days, inspectors should stipulate in the specifications for such work for partial payments on the following basis:

1. Payments will be made in a sum equal to 75 per cent of the value of the work executed and actually in place, to the satisfaction of the representative of the Lighthouse Service, from time to time (the precise period to be stipulated in each particular case) as the work progresses, and 25 per cent retained until the completion of the entire contract and final approval and acceptance of the work specified.

2. The value of the work executed and actually in place at the times specified for making payments will be ascertained and determined by the representative of the Lighthouse Service.

3. Not more than one payment per month and not more than five payments in all shall be stipulated.

4. No partial payments shall be made after the expiration of the period specified in the contract for completion or delivery, unless the delay is due to cause for which the contractor may be excused under the provisions of the contract and is granted an extension of time therefor.

228. Deductions for inspection and superintendence.—When a contract provides for the deduction of expenses of inspection and superintendence, the actual amount paid to the employees engaged in such work under the contract for any given period of service under the laws governing their compensation during such period would be the proper amount to deduct for such expenses. (17 Comp. Dec., 283, dated Oct. 24, 1910.)

229. Acceptance of work.—No work done or materials furnished under contract shall be received or paid for until inspected and accepted by an authorized agent of the Bureau.

230. Hire of vessels.—When requesting authority for the hire of vessels for use in connection with work of construction or repair under their direction, inspectors shall state: (a) The probable length of time the services of such vessels will be required, and (b) whether or not, in the inspector's opinion, it will be necessary to obtain subsequent authority for extending the time of such employment.

In the preparation of instruments for the hire or lease of vessels, dredges, or similar equipment, provision shall be made, where practicable, against assuming responsibility by the Government for injury to or loss of such equipment while in use by the Lighthouse Service. In all cases where such liability by the Government is provided for, the instruments should be submitted to the Bureau for approval regardless of amount of contract, etc., and the stipulation as to liability should be in the following form:

At the expiration or earlier termination of this lease the lessee shall yield up said property to the lessor in as good condition as when received, loss and damage by fire, act of God, and ordinary wear and tear excepted; and the lessor shall, during the term of this lease, keep said property in good condition and fit for the use for which it was leased.

231. Lease of temporary sites for aids.—The Commissioner of Lighthouses is authorized to lease the necessary ground for all such lights and beacons as are for temporary use or to mark changeable channels, and which in consequence can not be made permanent. (From act Mar. 4, 1911, 36 Stat., 1431.)

A formal lease will be required, if practicable, when the annual rental exceeds \$25; when impracticable, all the facts in the case shall be submitted to the Bureau for consideration before agreement for such rental is entered into. In cases where the rental does not exceed \$25, an informal lease will be sufficient; that is, a written offer with terms, etc., in the form of a letter, with acceptance indicated thereon. Informal leases need not be submitted for approval except upon specific request by the Bureau.

232. Rent of offices, land, vessels, etc., from others.—Rent of rooms and buildings and leases of land, vessels, etc., by the Lighthouse Service from others must be covered by a written agreement, in triplicate, on the proper forms provided by the Department.

When legal papers are to be executed by the Secretary of Commerce, the date of execution shall be left blank, to be filled in after the papers are received by the Commissioner.

When a transaction resulting in a new rental has been completed, inspectors shall furnish the Commissioner a record thereof on the prescribed form. A similar record shall also be furnished for leases, revocable licenses, etc., granted by the Lighthouse Service (see art. 234). Inspectors shall include in their annual reports of operations each year a statement to cover the period of the preceding fiscal year, of all new agreements for rents or leases from other parties, entered into during the fiscal year, as follows: (a) location and use of property by the Lighthouse Service; (b) name of lessor; and (c) amount and rate of rent. All changes in existing agreements shall also be covered in such reports. In case there are no new agreements or changes, statement to that effect should be submitted.

233. Leasing and licensing of public property.—Authority is hereby given to the Secretary of Commerce to lease, at his discretion, for a period not exceeding five years, such unoccupied and unproductive property of the United States under his control for the leasing of which there is no authority under existing law, and such leases shall be reported annually to Congress. (Act Mar. 3, 1879; 20 Stat., 383.) Under this authority, a lease revocable at any time prior to the expiration of the term for which it is made may be used if desirable. Permission for the use of any Lighthouse lands, including any buildings or structures which may be located thereon, may be granted under a revocable license, if the Government property will not be injuriously affected and the Lighthouse Service or the public interest, either directly or indirectly, will be benefited thereby. (22 Op. At. Gen., 240, 246.) Where reservations or buildings are partly occupied by the Lighthouse Service and it is desired to give the use of unoccupied and unproductive portions of such property to private parties, or in any case where the use of the property may become necessary in the business of the service, revocable licenses should be given.

Where bids for leasing or licensing such property are invited, advertisement should be inserted in at least one newspaper in addition to poster and circular letter advertisement.

234. Reports of leases, revocable licenses, etc.—Inspectors shall include in their annual reports of operations each year a statement, to cover the period of the preceding fiscal year, of all leases, revocable licenses, etc., in force, granting the use of light stations or lighthouse reservations, or rights or privileges of any kind connected therewith, in their respective districts.

The statement shall be submitted in tabular form and give (a) the name of the light station or lighthouse reservation; (b) the character or nature of the privilege granted; (c) the name of the grantee; (d) the dates between which the lease, etc., is in force; (e) the annual charge therefor, if any; and (f) the date on which the rent, etc., is payable; also whether or not any rent, etc., is in arrears, and if in arrears the amount thereof and the period of time for which said rent, etc., has not been paid.

Any change, failure to collect rent, etc., regarding the privileges herein referred to, occurring within the year, shall be made the subject of a special report, to be promptly forwarded to the Commissioner at the time such changes, etc., occur. (See also art. 232.)

235. Annual fixed expenses.—All annual fixed expenses in a district, regardless of amount, and embracing such items as water supply, wharfage, leases, rights of way, telephone service, gas or electric light or current, city directories, postage stamps, street car tickets,

mileage books, and other necessary annual expenses, shall be obtained through competition and covered by written agreement, when practicable, giving special attention to be certain that the expenses are not in excess of those paid by the public generally. Agreements for extension of telephone service involving increased rental charges shall not be entered into without authority of the Commissioner.

236. Withdrawal of public lands.—The President may, at any time in his discretion, temporarily withdraw from settlement, location, sale, or entry any of the public lands of the United States, including the District of Alaska, and reserve the same for * * * public purposes to be specified in the orders of withdrawals, and such withdrawals or reservations shall remain in force until revoked by him or by an act of Congress. (Act June 25, 1910, sec. 1, 36 Stat., 847.)

237. Sites for pierhead beacons.—The Secretary of Commerce is hereby authorized, whenever he shall deem it advisable, to acquire by donation or purchase in behalf of the United States the right to use and occupy sites for pierhead beacons the establishment of which has been, or shall hereafter be, authorized by Congress. (From act Mar. 3, 1875, 18 Stat., pt. 3, p. 372.)

238. Cession of jurisdiction.—No lighthouse, beacon, public piers, or landmark shall be built or erected on any site until cession of jurisdiction over the same has been made to the United States. (Sec. 4661, R. S.)

A cession by a State of jurisdiction over a place selected as the site of a lighthouse or other structure or work of the Lighthouse Service shall be deemed sufficient within the preceding section, notwithstanding it contains a reservation that process issued under authority of such State may continue to be served within such place. And, notwithstanding any such cession of jurisdiction contains no such reservation, all process may be served and executed within the place ceded in the same manner as if no cession had been made. (Sec. 4662, R. S.)

When it is desired to erect aids, etc., on sites, whether submerged or not, and cession of State jurisdiction can not be obtained unless title to such sites has vested in the United States, inspectors shall take proper steps to acquire title to such sites. In cases where under State statutes the acquisition of title by the Government does not carry with it cession of jurisdiction, but requires action of State authorities, inspectors shall take proper steps to obtain cession of jurisdiction, and the original instrument ceding jurisdiction to the United States, together with at least one properly certified copy, shall be submitted to the Commissioner at the proper time, with all other title papers in the case unless the latter were

previously submitted to the Bureau for consideration. If the instrument is in proper form, the original will be filed in the Bureau and a copy will be returned to the inspector for his files.

The Lighthouse Service may use private property and place movable Government property thereon under agreement or license, provided the right is reserved to remove the Government's property when the agreement or license is terminated or revoked. The same applies to placing movable Government property on a public street, provided the right remains in the Government to remove the property. (MS. Comp. Dec., Apr. 3, 1915.)

239. Sites not on public lands.—When an aid to navigation is authorized to be erected upon land which does not belong to the United States, it shall be the duty of the inspector of the district to visit the locality, make a careful examination of it, ascertain the ownership of the land, and for what price the required quantity may be purchased, leased, etc., and report all the facts, with such remarks as may be necessary to a clear understanding of the subject. A plat of the property desired shall accompany his report. If any rights of way are needed the same should be clearly shown on the plat and referred to in the correspondence.

240. Authority to purchase land.—No land shall be purchased on account of the United States, except under a law authorizing such purchase. (Sec. 3736, R. S.)

The Commissioner, under the direction of the Secretary of Commerce, is authorized, whenever an appropriation is made by Congress for a new lighthouse, the proper site for which does not belong to the United States, to purchase the necessary land for such site, provided the purchase money be paid from the amount appropriated for such lighthouse without exceeding the limit of cost, if any, fixed in such case. (Act June 17, 1910, sec. 9, 36 Stat., 538.)

Necessary additional land for light stations and depots may be purchased from the appropriation "General expenses, Lighthouse Service," no single acquisition of such additional land to cost in excess of \$500, the total sum to be expended for this service not to exceed \$3,000 in any one fiscal year. (From act Oct. 22, 1913, 38 Stat., 225.)

241. Exchange of rights of way.—Hereafter the Secretary of Commerce is authorized whenever he shall deem it advisable to exchange any right of way of the United States in connection with lands pertaining to the Lighthouse Service for such other right of way as may be advantageous to the Service, under such terms and conditions as he may deem to be for the best interests of the Government; and in case any expenses, not exceeding the sum of \$500, are incurred by the United States in making such exchange, the same

shall be payable from the appropriation "General expenses, Lighthouse Service," for the fiscal year during which such exchange shall be effected. (From act of Aug. 28, 1916, sec. 2, 39 Stat., 538.)

Whenever, in the interests of the Service, it is considered advisable to exchange existing rights of way for others, inspectors shall submit a full report to the Commissioner, with proper recommendation, showing what expense to the United States is involved, if any, together with a copy of the proposal, preliminary sketch and conditional acceptance, giving terms of exchange. The terms should include furnishing abstract of title, certifications, etc., in connection with the new right of way and show itemized charge for same if any is proposed for payment by the Lighthouse Service.

242. Condemnation of land.—In every case in which the Secretary of Commerce has been or hereafter shall be, authorized to procure real estate for the erection of a public building, or for other public uses, he shall be, and hereby is, authorized to acquire the same for the United States by condemnation, under judicial process, whenever, in his opinion, it is necessary or advantageous to the Government to do so, and the United States circuit or district courts of the district wherein such real estate is located shall have jurisdiction of proceedings for such condemnation, and it shall be the duty of the Attorney General of the United States, upon every application of the Secretary of Commerce, under this act, to cause proceedings to be commenced for condemnation within 30 days from the receipt of the application at the Department of Justice. (From act Aug. 1, 1888, sec. 1, 25 Stat., 357.)

Previous to submitting a request for the institution of condemnation proceedings, every effort should be made to amicably purchase the property at a price approximating its real value. Consideration should be given to the fact that condemnation proceedings not only delay the Government but entail an expense which, while payable from appropriations of the Department of Justice, nevertheless is represented in the actual cost of the land to the United States. The Department of Justice will not be requested to institute condemnation proceedings unless it is shown that the land can not be amicably acquired for a fair sum.

243. Validity of title.—No public money shall be expended upon any site or land purchased by the United States for the purposes of erecting thereon any * * * lighthouse, or other public building, of any kind whatever, until the written opinion of the Attorney General shall be had in favor of the validity of the title, nor until the consent of the legislature of the State in which the land or site may be, to such purchase, has been given. The district attorneys of the United States, upon the application of the Attorney General, shall furnish any assistance or information in their power in relation

to the titles of the public property lying within their respective districts. And the Secretaries of the departments, upon the application of the Attorney General, shall procure any additional evidence of title which he may deem necessary, and which may not be in the possession of the officers of the Government, and the expense of procuring it shall be paid out of the appropriations made for the contingencies of the departments, respectively. (Sec. 355, R. S.)

All legal services connected with the procurement of titles to sites for public buildings, other than for life-saving stations and pierhead lights, shall be rendered by United States district attorneys: *Provided*, That in the procurement of sites for such public buildings it shall be the duty of the Attorney General to require of the grantors in each case to furnish, free of all expense to the Government, all requisite abstracts, official certifications, and evidences of title that the Attorney General may deem necessary. (From act Mar. 2, 1889, 25 Stat., 941.)

244. Title papers.—When real estate is to be purchased, the inspector shall forward to the Commissioner a copy of proposal, preliminary sketch, draft of proposed deed, and conditional acceptance, showing the terms of purchase, which shall provide that grantor furnish free of expense to the United States all requisite abstracts, official certifications, and evidences of title that the Attorney General may deem necessary, as required by the act of March 2, 1889, above cited. Where, however, real estate is to be purchased *upon which no buildings of any kind whatever are to be erected* and the grantor refuses to furnish free of expense to the United States the necessary abstracts, official certifications, and evidences of title, the terms of purchase need not include a requirement that the expense of furnishing such papers shall be borne by the grantor if it appears to be to the interest of the Lighthouse Service that payment therefor be made by it.

These papers will be submitted to the Attorney General, who will call upon the proper United States attorney to procure, with or without expense to the United States, as the case may be, the requisite abstracts, official certifications, evidence of title, and deeds of conveyance, together with a survey of the site, made in accordance with these regulations. (Art. 119.) Where, however, the requisite title papers can be procured prior to submitting the case to the Attorney General, they should be included in the papers forwarded by the Department to him with the request for his opinion as to the validity of the title. The form of warranty deed prescribed by the department shall be used whenever practicable. When these documents are furnished him the Attorney General will transmit them to this Department with his opinion as to the validity of title. The papers, with the Attorney General's opinion, will then be trans-

mitted by the Bureau to the United States attorney with request that he have the title brought down to date, the necessary certifications made, and the deed properly recorded, and that he notify the inspector when this has been accomplished, returning all papers to the inspector, who will transmit them to the Bureau. The United States attorney will be requested by the Attorney General to communicate with the inspector of the district concerned, who will render such assistance to him and give him such information as he may need in securing the delivery of all the papers required in connection with the title. The attention of the United States attorney should be invited to the way in which the survey should be made when he calls on an inspector for information on this subject. The inspector should consult with the local United States attorney for any advice or suggestion desired in connection with the procurement of the necessary title papers.

Deeds to land both to and from this Department shall be prepared and submitted in quadruplicate. The four copies shall be distributed as follows: One copy to Disbursing Clerk, Commerce, one copy to Commissioner of Lighthouses, two copies to the proper lighthouse inspector, one for his files and one to be transmitted by him to the grantor or grantee. Inspectors in submitting deeds to the Commissioner shall, as closely as practicable, observe the same form of transmittal, including the prescribed certificate as to correctness of copies, as provided for transmittal of contracts with bond, leases, etc. (see art. 226), substituting in such case the word "quadruplicate" for the word "triplicate."

245. Payment of purchase money.—The inspector or other officer, if authorized to do so by the Commissioner, after the title to land for lighthouse purposes shall have been reported upon favorably and approved by the Attorney General according to law, the jurisdiction ceded to the United States by authority of the State in which it lies, and the deed recorded or lodged for recording, as may be provided by local laws, in the proper office of the county or town, shall pay the consideration money agreed upon, on proper vouchers, to the party or parties making the conveyance.

CHAPTER VII.

MONEY ACCOUNTABILITY.

246. A rigid economy must be enforced in the management of the Lighthouse Service. No expenditure will be authorized or permitted which is not necessary to render the aids to navigation efficient.

247. All disbursements shall be made and accounts kept and rendered in accordance with the rules, regulations, and instructions of the Lighthouse Service.

248. Expenditures charged to proper appropriation.—Every appropriation shall be charged with the expenditures made under it; and under no circumstances shall the expenditures on account of one appropriation, or under one head of appropriation, be charged to another.

249. Expenditures in excess of appropriations.—No act of Congress hereafter passed shall be construed to make an appropriation out of the Treasury of the United States, or to authorize the execution of a contract involving the payment of money in excess of appropriations made by law, unless such act shall in specific terms declare an appropriation to be made or that a contract may be executed. (Act June 30, 1906, sec. 9, 34 Stat., 764.)

No executive department or other Government establishment of the United States shall expend, in any one fiscal year, any sum in excess of appropriations made by Congress for that fiscal year, or involve the Government in any contract or other obligation for the future payment of money in excess of such appropriations unless such contract or obligation is authorized by law.¹

250. Voluntary service.—Nor shall any department or any officer of the Government accept voluntary service for the Government or employ personal service in excess of that authorized by law, except in cases of sudden emergency involving the loss of human life or the destruction of property.¹

251. Allotments.—All appropriations made for general purposes shall, on or before the beginning of each fiscal year, be so apportioned by monthly or other allotments as to prevent expenditures in one portion of the year which may necessitate deficiency or additional

¹ Any person violating any provision of this section shall be summarily removed from office and may also be punished by a fine of not less than \$100 or by imprisonment for not less than one month. (All from sec. 3679, R. S., as amended by act of Feb. 27, 1906, 34 Stat., 49.)

appropriations to complete the service of the fiscal year for which said appropriations are made.¹

The head of each executive department shall, on or before the beginning of each fiscal year, apportion to each office or bureau of his department the maximum amount to be expended therefor during the fiscal year out of the contingent fund or funds appropriated for the entire year for the department, and the amounts so apportioned shall not be increased or diminished during the year for which made except upon the written direction of the head of the department, in which there shall be fully expressed his reasons therefor; and hereafter there shall not be purchased out of any other fund any article for use in any office or bureau of any executive department in Washington, D. C., which could be purchased out of the appropriations made for the regular contingent funds of such department or of its offices or bureaus. (Act Aug. 23, 1912, 37 Stat., 414, sec. 6.)

Inspectors shall keep account of all funds allotted to them either from general or special appropriations, so that they may know at any time the exact unexpended and unobligated balance. Report of condition of allotments on the prescribed form shall be made on the first day of October, January, April, June, and July, unless special authority is obtained, showing under each appropriation the total allotments, deductions, advances, repayments, vouchers paid in the district and forwarded for payment in Washington, and available balance at the close of preceding month.

252. Applicability of appropriations.—All sums appropriated for the various branches of expenditure in the public service shall be applied solely to the objects for which they are respectively made, and for no other. (Sec. 3678, R. S.)

Care should be taken to ascertain from the appropriation act the precise object for which the appropriation was intended, and to see that each expenditure is within the scope of the appropriation.

All balances of appropriations contained in the annual appropriation bills and made specifically for the service of any fiscal year, and remaining unexpended at the expiration of such fiscal year, shall only be applied to the payment of expenses properly incurred during that year, or to the fulfillment of contracts properly made within that year; and balances not needed for such purposes shall be carried to the surplus fund. This section, however, shall not apply to appropriations known as permanent or indefinite appropriations. (Sec. 3690, R. S.)

253. Duration of appropriations.—After July 1 of each year the Secretary of the Treasury shall cause all unexpended balances of

¹ Any person violating any provision of this section shall be summarily removed from office and may also be punished by a fine of not less than \$100 or by imprisonment for not less than one month. (All from sec. 3679, R. S., as amended by act of Feb. 27, 1906, 34 Stat., 49.)

appropriations which shall have remained upon the books of the Treasury for two fiscal years to be carried to the surplus fund and covered into the Treasury: *Provided*, That this provision shall not apply to appropriations for lighthouses; but the appropriations named in this proviso shall continue available until otherwise ordered by Congress. (Act June 20, 1874, 18 Stat., pt. 3, p. 110.)

No specific or indefinite appropriation made hereafter in any regular annual appropriation act shall be construed to be permanent or available continuously without reference to a fiscal year unless it belongs to one of the following classes: "Lighthouses," "Public buildings." (Act Aug. 24, 1912, 37 Stat., 487, sec. 7.)

254. Disposal of balances.—All balances of appropriations which shall have remained on the books of the Treasury, without being drawn against in the settlement of accounts, for two years from the date of the last appropriation made by law, shall be reported by the Secretary of the Treasury to the auditor of the Treasury whose duty it is to settle accounts thereunder, and the auditor shall examine the books of his office and certify to the Secretary whether such balances will be required in the settlement of any accounts pending in his office; and if it appears that such balances will not be required for this purpose then the Secretary may include such balances in his surplus-fund warrant, whether the head of the proper department shall have certified that it may be carried into the General Treasury or not. But no appropriation * * * to which a longer duration is given by law shall be thus treated. (Sec. 3691, R. S.)

255. Detailed estimates to Congress.—Hereafter there shall be submitted, following each estimate for support of the Lighthouse Service, statements showing the amount required for each object of expenditure mentioned in each of said estimates, together with a statement of the expenditures under each of such objects for the fiscal year terminated next preceding the period of submitting said estimates. (Act June 25, 1910, 36 Stat., 755.)

Hereafter there shall be submitted, in the annual Book of Estimates, following every estimate for a general or lump-sum appropriation, except public buildings or other public works constructed under contract, a statement showing in parallel columns:

First, the number of persons, if any, intended to be employed and the rates of compensation to each, and the amounts contemplated to be expended for each of any other objects or classes of expenditures specified or contemplated in the estimate, including a statement of estimated unit cost of any construction work proposed to be done; and, second, the number of persons, if any, employed and the rates of compensation paid each, and the amounts expended for each other object or class of expenditure and the actual unit cost of any construction work done out of the appropriation corresponding to the

estimate so submitted during the completed fiscal year next preceding the period for which the estimate is submitted. (Act Aug. 24, 1912, 37 Stat., 487, sec. 6, as amended by act Aug. 1, 1914.)

The "unit cost of construction work" means the cost per construction unit applicable to the work in question, as per cubic foot for dwellings and similar structures; per square foot for wharves, etc. In submitting unit-cost statements of construction work the dimensions or cubical contents of all proposed structures, etc., shall be given, to enable the Bureau to verify, so far as practicable, how the total estimated cost is derived from the unit cost. In some classes of work it may be impracticable to estimate on the basis of any commonly used unit, and in such cases the cost of the main elements or subdivisions of the project shall be stated without giving details of labor and materials.

256. Detailed estimates of cost of work.—All propositions involving an expenditure of money or time, submitted by inspectors or employees of the Lighthouse Service, shall be accompanied by detailed estimates of the cost of materials, labor, etc., as required on prescribed forms, and the length of time that will be consumed in any inspection or other work or duty proposed. Whenever detailed plans and specifications are necessary to enable the Commissioner to judge of the necessity of the proposed expenditure, such must always accompany the estimates. A statement must be made of the appropriation properly chargeable with the proposed expenditure, and whether or not funds have been allotted and are available for the purpose.

257. Cost keeping.—Inspectors shall see that the cost-keeping system prescribed for the Lighthouse Service is kept and reports submitted in accordance with the instructions therefor. Inspectors shall study the results brought out by this system, with a view to improving the economy and efficiency of the service where practicable.

258. Disbursing officers.—In each lighthouse district the disbursement of funds shall be made by a special disbursing agent, who shall be the chief clerk of the district office unless otherwise provided. As special disbursing agent he shall be appointed under Revised Statutes 3614 and shall give bond in such amount as the Secretary of Commerce, on recommendation of the Commissioner, shall require. On vouchers paid by the disbursing officer the certificate of performance shall be signed by the inspector or by the officer in charge of the district in his absence, using the proper stamp provided. Copies of all vouchers signed in the inspector's absence shall be brought to his attention and initialed by him as soon as practicable after his return.

259. Bonds of disbursing officers.—Hereafter every officer whose duty it is to take and approve official bonds shall cause all such bonds to be renewed every four years after their dates, but he may require such bonds to be renewed or strengthened oftener if he deem such action necessary. (From act March 2, 1895, sec. 5, 28 Stat., 808.)

The accounts of a bonded disbursing officer must be kept separately under each bond, except when the second bond is cumulative, in which case accounts should be stated under both bonds. When a new bond is given, the officer should close his accounts under the former bond and deposit any unexpended balance before an advance is made under the new bond in order that the liability of the sureties on the respective bonds may be definitely fixed. (From Treasury Dept. Cir. 197, Dec. 1, 1898.) The renewal of a bond pursuant to the act of March 2, 1895, is the same as giving a new bond.

260. Accounts settled in Washington.—Accounts for telegrams, Government requests for transportation, and freight charges accruing under Government bill of lading shall be settled in Washington, and vouchers prepared in the district may be forwarded for payment in Washington when the amount of same is such as to make too heavy a draft on the special disbursing agent's credit.

261. Payment for disbursements.—No officer in any branch of the public service, or any other person whose salary, pay, or emoluments are fixed by law or regulations, shall receive any additional pay, extra allowance, or compensation, in any form whatever, for the disbursement of public money, or for any other service or duty whatever, unless the same is authorized by law, and the appropriation therefor explicitly states that it is for such additional pay, extra allowance, or compensation. (Sec. 1765, R. S.)

262. Payment for different or extra services.—No allowance of compensation shall be made an employee by reason of the discharge of duties belonging to any other; and no allowance shall be made for any extra services required, unless expressly authorized by law. (Sec. 1764, R. S.) No additional pay shall be allowed an employee acting for or instead of another; this does not prohibit regular appointments by promotion. (Sec. 12, act Aug. 1, 1914.)

263. Salary to civil, military, and naval officers.—No additional salary shall be allowed to any civil, military, or naval officer on account of his being * * * in any manner attached to the Lighthouse Service. (Sec. 4679, R. S.)

264. Computation of pay.—Hereafter, where the compensation of any person in the service of the United States is annual or monthly, the following rules for division of time and computation of pay for services rendered are hereby established: Annual compensation shall

be divided into 12 equal installments, one of which shall be the pay for each calendar month; and in making payments for a fractional part of a month one-thirtieth of one of such installments, or of a monthly compensation, shall be the daily rate of pay. For the purpose of computing such compensation and for computing time for services rendered during a fractional part of a month in connection with annual or monthly compensation, each and every month shall be held to consist of 30 days, without regard to the actual number of days in any calendar month, thus excluding the 31st of any calendar month from the computation and treating February as if it actually had 30 days. Any person entering the service of the United States during a thirty-one day month and serving until the end thereof shall be entitled to pay for that month from the date of entry to the 30th day of said month, both days inclusive; and any person entering said service during the month of February and serving until the end thereof shall be entitled to one month's pay, less as many thirtieths thereof as there were days elapsed prior to date of entry: *Provided*, That for one day's unauthorized absence on the 31st day of any calendar month one day's pay shall be forfeited. (Act June 30, 1906, sec. 6, 34 Stat., 763.) For unauthorized absences on February 28 or 29 deduction of 3 or 2 days' pay, respectively, shall be made. Deduction for absence in a nonpay status on the 31st day of a month should be made only when absence in a nonpay status does not occur also on the 30th preceding. (Treas. Dept. Cir. 35, Aug. 18, 1914, and 20 Comp. Dec., 772.)

In any case where it is necessary to assign a new appointee to duty on the 31st day of a month, he should be advised in advance, if his compensation is monthly or annual, that no payment can be made for the services rendered on that date.

As an aid to accuracy and facility in the computation of pay the printed Government Salary Tables should be used.

265. Divisibility of pay.—Recommendations from inspectors relative to the salaries of employees paid on a yearly basis shall be submitted at such a figure that the yearly sum when divided by 12 will give a convenient quotient of even dollars, avoiding the occurrence of cents or repetends.

266. Salary checks.—Salary checks shall be mailed to light stations and light vessels between the 2d and 5th of each month, at the discretion of the inspector, depending upon isolated location of stations or vessels and their accessibility with regard to mail and telegraph service. Officers or employees in charge are directed to inform the inspector, using the telegraph or telephone when necessary, when any change occurs that affects the pay of any employee under their charge. Officers or employees in charge are directed to

return to the inspector checks sent in their care if they know or believe such checks to be incorrect.

267. Estimates of inspectors for allotment of funds for each fiscal year shall be submitted in time to reach the Commissioner not later than June 1. Estimates should include proposed expenditures to be made within the district, and supplies, buoys, appendages, and other articles obtained on requisition from the general lighthouse depot, as well as estimates for repairs of vessels. They should be prepared with a view to economy and to the probable amount of funds that will be allotted. Except for real emergencies no additional allotment of funds should be requested.

When requisitions are made on the general depot the amount of same, which should be estimated as closely as possible and stated on the requisition, will be deducted from the allotment of the district making requisition and transferred to the third district as provided in article 397.

268. Disbursing officers' estimates for advances of funds shall be made with special reference to the expenditures as required, and no more money shall be asked for than is needed for the specified purpose or purposes. Disbursing officers will not be allowed to draw or retain in their hands larger amounts of public money than are actually required to meet the current demands of the service. In estimating for salaries, commutations, etc., the amounts required, after deducting available sums in hand, shall be stated. All amounts requested, however, should be in even dollars, omitting cents, unless it is intended to exactly close out all obligations under an appropriation. The approval of estimates implied in the remittal of the sums called for is not to be regarded as an actual approval of the ensuing expenditures, it being the province of the administrative officers of the Bureau and the Department and the accounting officers of the Treasury to pass finally upon public expenditures when the vouchers are forwarded for examination.

Estimates for funds shall be submitted on the prescribed form, and the amounts required shall be stated under the proper heads of appropriation. Bonded disbursing officers should not ask for more funds than their credit limit will warrant. To determine the amount that may be drawn there should be stated on the form making the request the amount of funds on hand, including the amount of any estimate previously submitted for which funds have not been received. The difference between this total and the officer's credit limit is the maximum amount that may be drawn.

269. Deposit of advances.—It shall be the duty of every disbursing officer having any public money intrusted to him for disbursement to deposit the same with the Treasurer or some one of the Assistant

Treasurers of the United States, and to draw for the same only as it may be required for payments to be made by him in pursuance of law, and draw for the same only in favor of the persons to whom payment is made. In places, however, where there is no Treasurer or Assistant Treasurer, the Secretary of the Treasury may, when he deems it essential to the public interest, especially authorize, in writing, the deposit of such public money in any other public depository; or, in writing, authorize the same to be kept in any other manner, and under such rules and regulations as he may deem most safe and effectual to facilitate the payments to public creditors. (Sec. 3620, R. S., as amended by act Feb. 27, 1877, 19 Stat., 249.)

Failure to deposit public money as prescribed shall be considered embezzlement, punishable by fine equal to the amount of money embezzled and imprisonment for not more than 10 years. (From act Mar. 4, 1909, sec. 91, 35 Stat., 1105.)

When circumstances make it advisable for a disbursing officer to make cash payments, authority to hold cash for making such payments must be obtained from the Secretary of the Treasury, and application therefor should be submitted to the Commissioner with statement of the necessity for making cash payments. No payments in cash should be made except under authority obtained in the foregoing manner. Checks to obtain cash should be drawn to the order of the disbursing officer, and all cash payments should be made by the disbursing officer in person, or by his deputy, such deputy being a person acting under the direct instructions of the disbursing officer. A receipt for cash payments must be taken on Form 7a, which must be attached to the voucher. Except where checks are drawn to the order of the disbursing officer to obtain cash, all checks must be drawn to the order of the persons, etc., in whose favor the voucher is made out. Disbursing officers who have authority to hold cash and make cash payments must attach to their account current a statement showing (a) amount of cash on hand at the beginning of the quarter; (b) cash drawn during the quarter, giving dates and check numbers; (c) vouchers (listed with numbers and dates) paid in cash; (d) cash balance on hand at end of quarter. This statement should be approved by the inspector.

270. Reimbursement accounts.—Accounts to be settled by transfer of funds to the credit of the Lighthouse Service from another department or branch of the Government should be submitted to the Commissioner in *triplicate*, one copy being for the Bureau's files, one for the auditor, and one for reimbursing department or branch of Government. One copy of bill or invoice in such cases should be the original (not carbon) copy.

271. Engineer Department accounts.—Accounts for supplies furnished or services rendered by or to the Engineer Department of the

War Department must be settled by disbursing officers' checks of the proper office or bureau. (Army act, Apr. 27, 1914.) Accounts to be paid by the Lighthouse Service should be attached to proper voucher form and included in the accounts of the special disbursing agent of the district for which the service was rendered. The check should be drawn to the order of the "Chief of Engineers, U. S. Army," but, unless otherwise requested, should be mailed or delivered to the district engineer who rendered the bill. For accounts payable to the Lighthouse Service, inspectors should render bill to the proper district engineer and request payment by check drawn to the order of the Secretary of Commerce, such check to be forwarded to the Commissioner upon receipt, with explanatory statement of same. An allotment will be made to reimburse the district where proper.

Similar procedure, involving payment by disbursing officer's checks, is required for settlement of accounts between the Signal Corps, United States Army, and another bureau or department of the Government. (Army act, Aug. 29, 1916.)

Accounts affecting other departments or other branches of the War Department are settled by a transfer of funds through the accounting officers of the Treasury.

272. Miscellaneous receipts.—All proceeds of sales of old material, condemned stores, supplies, or other public property of any kind, * * * shall be deposited and covered into the Treasury as miscellaneous receipts on account of "proceeds of Government property," and shall not be withdrawn or applied except in consequence of a subsequent appropriation made by law. (Sec. 3618, R. S., as amended by act of Feb. 27, 1877, 19 Stat., 249.)

From the proceeds of sales, before being deposited into the Treasury, there may be paid the expenses of such sales, as approved by the accounting officers of the Treasury, so as to require only the net proceeds of such sales to be deposited into the Treasury, either as miscellaneous receipts or to the credit of such appropriations, as the case may be. (Act June 8, 1896, 29 Stat., 268.)

All proceeds derived from leases, revocable licenses, etc., granting the use of light stations or lighthouse reservations, or rights or privileges of any kind connected therewith, shall also be deposited in the Treasury of the United States as miscellaneous receipts realized during a fiscal year, with a statement of the source from which received.

As soon as practicable after their receipt all moneys to be deposited as miscellaneous receipts should be transmitted to the Commissioner, payable to the order of the Secretary of Commerce. In the case of sales of condemned property the gross proceeds should be transmitted. Accounts for such sales should be forwarded in duplicate and should include a list of all vouchers, if any, covering expenses of the

sale, payable from the proceeds of the same, which vouchers will be paid by the disbursing clerk of the Department. The vouchers themselves, properly prepared and certified, should be transmitted at the same time, if practicable, with the exception of vouchers for advertising, which will be retained in the Department after being submitted by the claimants. Vouchers for advertising should, however, be included in the list of vouchers stated in the account of sale, and such vouchers should also be listed when forwarding remittances for leases and licenses, in cases where advertising is resorted to. (See art. 320.) The remittance should be forwarded promptly and not delayed on account of vouchers which may be difficult to obtain. Such vouchers should be forwarded when received, with proper reference to the deposit from which payable. A record of all miscellaneous receipts should be kept in the district office, on Form 311, but they should not be included in the quarterly accounts of the special disbursing agents.

273. Payments to the Treasury by disbursing officers.—Whenever a disbursing officer having funds on deposit to his official credit desires to pay such funds into the Treasury, either as revenue or as a repayment to an appropriation, he shall draw a check on the Treasurer of the United States to the order of the Treasurer, an assistant treasurer, or an active designated depository bank, as may be most convenient, showing that the amount is “for deposit to the credit of the Treasurer of the United States on account of (state specifically on what account deposit is made).” The check shall be sent to the Treasurer, assistant treasurer, or active designated depository bank in whose favor drawn. The Treasurer, assistant treasurer, or bank will issue the usual certificates of deposit.

A disbursing officer having in his hands disbursing funds or moneys received as a special deposit, and desiring to deposit the same to his official credit with the Treasurer of the United States, shall make the deposit with the Treasurer, an assistant treasurer, or an active designated depository bank. The Treasurer, assistant treasurer, or bank will issue a certificate of deposit in duplicate showing that the deposit is to be placed to the credit of the depositing officer with the Treasurer of the United States. The duplicate certificate will be delivered to the depositing officer, and the original will be forwarded by the first mail to the Treasurer of the United States. (Treas. Dept. Cir. Jan. 9 and Feb. 28, 1913.)

274. When deposits are made on account of disallowances by the Auditor for the State and Other Departments involving current appropriations, such deposits shall be made to the official credit of the disbursing officer. When a disallowance is made against an appropriation, the balance of which has been covered into the Treas-

ury, the deposit shall be made to the credit of the Treasurer of the United States.

Deposits to the official credit of disbursing officers shall appear as credits on the account current covering the quarter during which the deposit is made, and a memorandum attached to the account current explaining the transaction.

275. Damage to aids.—All funds recovered from private parties in payment for repairs to aids to navigation damaged by them shall be paid by the officer or agent receiving the same into the Treasury at as early a day as practicable, without any abatement or deduction on account of salary, fees, costs, charges, expenses, or claim of any description whatever, as provided by section 3617 of the Revised Statutes. (Comp. Dec., Aug. 23, 1907.)

Money received on this account by a lighthouse inspector shall be transmitted to the Commissioner for deposit.

Inspectors shall make every effort to have aids to navigation which are damaged by private parties repaired by the parties, under the direct supervision of the inspector or his representative, the cost of the repairs to be paid directly to the person or persons making them, in order that the appropriations for the Lighthouse Service will not be involved in the transaction. (See art. 49.)

276. Auditor.—The Auditor for the State and Other Departments shall receive and examine all accounts relating to the Lighthouse Service. (Act Feb. 14, 1903, 32 Stat., 826.)

277. Accurate accounts.—All persons charged by law with the safe-keeping, transfer, and disbursement of the public moneys, * * * are required to keep an accurate entry of each sum received and of each payment or transfer. (Sec. 3643, R. S.)

If errors are found in any money account record no erasure shall be made, but a pen shall be drawn through the incorrect entry and the correct amount inserted in ink.

278. Returns of accounts.—Every person intrusted with public money belonging to the Lighthouse Service shall render to the Commissioner all prescribed returns and accounts. They shall be examined and the accounts transmitted to the auditing officers for settlement.

279. Distinct accounts.—All officers, agents, or other persons receiving public moneys shall render distinct accounts of the application thereof according to the appropriation under which the same may have been advanced to them. (Sec. 3623, R. S.)

280. Return of outstanding checks.—Hereafter at the termination of each fiscal year each auditor of the Treasury shall report to the Secretary of the Treasury all checks issued by any disbursing officer of the Government as shown by his accounts rendered to such auditor, which

shall then have been outstanding and unpaid for three years or more, stating fully in such report the name of the payee, for what purpose each check was given, the office on which drawn, the number of the voucher received therefor, the date, the number, and the amount for which it was drawn, and, when known, the residence of the payee. And such reports shall be in lieu of the returns required of disbursing officers by section 310 of the Revised Statutes. (Act July 1, 1916, sec. 5, 39 Stat., 336.) If, however, there are any checks outstanding and unpaid for three years or more, which have remained undelivered or have been returned to and are in the possession of the disbursing officer, or the district office, such checks should be transmitted to the Secretary of the Treasury at the close of the fiscal year after they have been outstanding for three years or more.

281. Accounts shall be examined by the chief clerk of each district office before being forwarded to the Commissioner, and he will be held responsible for all errors which are allowed to pass under his examination. For the protection of the public interests, all items of expenditure irregular in form or in contravention of law or regulations shall be suspended by the inspector and returned for explanation or amendment, or be disallowed, as the case may demand, in order that no improper account shall be paid by the disbursing officer or be transmitted by him to the Commissioner.

282. Unusual items.—Inspectors must call the attention of the Commissioner, for his action, to any unusual item or what may appear to be an excessive or unnecessary charge for any item of expense, however small.

283. Forwarding accounts.—All monthly accounts shall be mailed or otherwise sent to the proper officer at Washington within 10 days after the end of the month to which they relate, and quarterly and other accounts within 20 days after the period to which they relate, and shall be transmitted to and received by the auditor within 20 days of their actual receipt at the proper office in Washington in the case of monthly and 60 days in the case of quarterly and other accounts. Should there be any delinquency in this regard at the time of the receipt by the auditor of a requisition for an advance of money, he shall disapprove the requisition, which he may also do for other reasons arising out of the condition of the officer's accounts for whom the advance is requested; but the Secretary of the Treasury may overrule the auditor's decision as to the sufficiency of these latter reasons: *Provided*, That the Secretary of the Treasury shall prescribe suitable rules and regulations, and may make orders in particular cases, relaxing the requirement of mailing or otherwise sending accounts, as aforesaid, within 10 or 20 days, or, waiving delinquency, in such cases only in which there is or is likely to be a manifest physical difficulty in complying with the same, it being

the purpose of this provision to require the prompt rendition of accounts without regard to the mere convenience of the officers and to forbid the advance of money to those delinquent in rendering them: *Provided further*, That should there be a delay by the administrative departments beyond the aforesaid 20 or 60 days in transmitting accounts, an order of the President in the particular case shall be necessary to authorize the advance of money requested.¹ (Act July 31, 1894, sec. 2, 28 Stat., 209.)

Accounts of special disbursing agents relieved from duty shall be forwarded to the Commissioner within 20 days after their relief; and when a new bond is given (see art. 259) accounts under the old bond shall be forwarded to the Commissioner within 20 days after the expiration of said bond.

284. Failure to render accounts.—Every disbursing officer having public money to account for and failing to render his accounts at the times prescribed by the laws and regulations shall be reported to the Department. (Act July 31, 1894, 28 Stat., 209.)

Every officer or agent of the United States who, having received public money which he is not authorized to retain as salary, pay, or emolument, fails to render his accounts for the same as provided by law shall be deemed guilty of embezzlement, and shall be fined in a sum equal to the amount of the money embezzled and imprisoned not more than 10 years. (Act Mar. 4, 1909, sec. 90, 35 Stat., 1105.)

285. Consolidated account.—All accounts of disbursing officers of the Government shall be rendered and stated in one consolidated account and settlement, without regard to the number of appropriations or headings involved. (Treas. Dept. Cir. 46, 1906.)

286. Account current.—As many sheets of the account current shall be used as are necessary to show the different appropriations in use in each district. If more than one sheet is required, the column for grand totals shall not be completed except on the final sheet. The certificate shall be completed on the last sheet only, and it shall be detached from the other sheets.

287. Abstracts of disbursements must be rendered for each appropriation from which disbursements are made, and shall be prepared in accordance with the instructions printed on the prescribed form.

288. Record of disbursements shall be balanced with ink quarterly and in the event of a change of disbursing officers in order to serve as a check against the account current.

289. Administrative examination of accounts.—Accounts shall be examined with reference to the authority for the expenditure and correctness of charges. An administrative examination of all

¹ The Secretary of the Treasury, in a letter to the Commissioner of Customs dated Apr. 17, 1863, grants the request of the chairman of the Lighthouse Board that accounts for lighthouse disbursements may be rendered quarterly.

accounts will be made by the Bureau, and errors shall be corrected, omissions supplied, and explanations made by the disbursing officers when called upon by the Commissioner.

290. When vouchers are returned for correction they are to be given immediate consideration by the district office and returned to the Commissioner promptly.

291. All bills payable must be carefully checked as to quantities, prices, extensions, and totals and must be initialed by the persons who checked them before they are vouchered. Employees who prepare or review vouchers or pay rolls must place their initials thereon. A high degree of accuracy is desired in this work.

Bills for articles purchased and received or work performed shall be certified as follows: "The articles enumerated hereon have been received. They are correct as to kind and quantity and are of good and satisfactory quality," together with the name of the person receiving the articles or superintending the work and the date of receipt. A rubber stamp of suitable size shall be used for this purpose.

292. Single purchases.—Transactions which really involve but a single purchase must not be divided and vouchered separately for the purpose of avoiding the necessity for obtaining Bureau or Department authority.

293. Preparation of vouchers.—Bills for miscellaneous purchases that involve more than one appropriation shall be paid, when practicable, on one voucher and by one check. All the appropriations involved, with the amount under each appropriation, shall be written on the face of the voucher when room will permit. If there is not room on the face of the voucher for all the appropriations involved, one of the appropriations shall be written on the face, followed by the words "(See reverse)."

Where more than one appropriation is involved in a pay roll, the appropriations as listed on the front page should be designated a, b, c, etc., the principal appropriation being placed first. Names on the pay roll should bear proper notation in the "Remarks" column to indicate the appropriation from which the amount is paid, except that no notation need be used to indicate amounts paid from appropriation "a." Where compensation to an employee is paid out of two or more appropriations, the amount paid from each should be indicated by such notation. Where letters are used to designate different appropriations, all the items under each letter should be grouped together in one solid list on the roll and not scattered.

All absences that affect pay status should be stated; also absences which affect subsistence allowance under the commutation system.

On vouchers for purchases and services other than personal, full data should be given to show the method or absence of advertising

and the form of agreement by the use of the symbols indicated therefor on the voucher form.

No briefing or indorsements should be made on vouchers. Subvouchers, proposals, and other accompanying papers, except dealers' bills, should be attached to the back of vouchers for purchases and to the third page of traveling-expense vouchers.

Dealers' bills, when accompanying vouchers "as per bill attached," should be pasted or otherwise securely fastened to the face of the voucher in the space provided for listing the articles.

294. Vouchers for purchases and expenditures.—Vouchers according to the printed forms, consisting of explicit bills and receipts, with certificates attached, showing the nature, quantity, cost, and any other fact necessary to a clear understanding of the transaction, shall be taken for all purchases and expenditures. All vouchers for a district shall be prepared either in the office of the inspector or by the merchants or firms from whom purchases are made. When practicable to attach bills rendered by the claimant, the items thereon should not be rewritten on the voucher, but the latter should merely state "for services rendered, as per bill attached," or "for articles furnished, as per bill attached," and the bills securely pasted to the voucher form. Prices shall be stated in lawful money, and the quantities, so far as practicable, according to the United States standards of weights and measures. When freight or express items, etc., are included separately as extra charges in dealers' bills, properly receipted bills for such extra charges shall be required and be attached to the vouchers as subvouchers.

295. Vouchers, drinking water.—Vouchers covering first payment for drinking water, if any is purchased in a district, must be supported by evidence consisting either of certificates or statements by the local board of health that the local water supply is unwholesome, or transcripts of reliable analyses exhibiting impurity, and proper reference made on vouchers for subsequent payments. This applies to special drinking water other than the regular local supply. Before purchasing drinking water for district use authority of the Commissioner should be requested, stating the necessity therefor as indicated herein, and such authority should be noted on the vouchers.

296. Reimbursement vouchers.—Subvouchers for traveling or other expenses must not be signed in blank, but must show the service rendered and the amounts charged and paid before being signed, and show that the payment was made by the person who claims reimbursement. (See arts. 312 and 333.)

297. Vouchers to show appropriation.—All vouchers shall show the appropriation on account of which the expenditure is made.

298. Vouchers to be paid in full.—Disbursing officers shall not accept, receive, or transmit to the Treasury Department, to be

allowed in their favor, any receipt or voucher from a creditor of the United States without having paid to such creditor the full amount specified in such receipt or voucher.

Vouchers shall be paid as soon as practicable after the liability is incurred.

299. Receipts must not be given or taken in blank for public money or property, but be made out in full, with the exact amount of money, or article or articles of property, written out before being signed.

300. Receipts and certification of vouchers.—No receipts for money disbursed on account of the Lighthouse Service shall be demanded of or taken from public creditors, except where receipts are required by law or contract, unless payment is made in cash; that is, currency. (Treas. Dept. Cir. 52, July 29, 1907.) Prior to payment, however, all vouchers shall be certified by claimants as correct and just, and such certificate must be signed by the individual, partnership, firm, company, or corporation entitled to the payment, or by his or their lawful agent or attorney.

301. Payments due deceased persons.—In the case of a payment due a deceased person, the voucher should be made out in favor of the estate of the deceased and signed by the legal representative, an attested copy of the letters of administration or a certificate of qualification as executor, as the case may be, to be filed with the voucher.

Where there is no administration upon deceased's estate, and affidavit to this effect is filed with the voucher, payment may be made to the next of kin, upon a voucher in favor of the deceased, in case the amount does not exceed \$100. If the person certifying make his mark it must be attested by one or more competent witnesses who can write. The following form of affidavit shall be used in such cases:

FORM OF AFFIDAVIT.

..... } ss:
.....

....., being duly sworn, deposes and says that
..... resides at, in the city of,
State of; that is the
of, who died on the
day of A. D., in the city of
State of, having his legal domicile in the State of
.....; that the deceased left surviving him¹
.....
.....
.....;

¹ Insert statement as to such heirs as are known, and conclude with the words "and no other known heirs." If no heirs are known or if none can be ascertained, insert the words "no known heirs."

that at the time of his decease there was due the said
 the sum of for services rendered as
, during the period from
 to, inclusive; that the funeral expenses, amounting to
, have been paid out of own personal
 funds; that the deceased left no property, either real, personal, or mixed, except the
 above claim, and that letters of administration have neither been asked for nor
 granted, and to the best of the knowledge and belief of the affiant no administration
 will be asked for. The receipted bills covering funeral expenses are attached hereto.

Subscribed and sworn to before me, a in and for the

I hereby certify that the above mentioned.....
 is personally well known to me to be the identical person named; that
 is a creditable person.

In testimony whereof I have hereunto subscribed my name and affixed my seal
 this day of, A. D. 191...

In cases where relatives of the deceased are unable to pay the funeral
 expenses, payment of salary due may, if desired by the representative
 of the deceased and subject to the approval of the Comptroller of
 the Treasury, be made direct to the funeral directors. In such case
 voucher should be prepared in favor of the estate of the deceased
 for the sum due and affidavit submitted by the proper representa-
 tive of the deceased, modified as follows:

Strike out the following words in the foregoing form of affidavit:
 "that the funeral expenses amounting to have
 been paid out of own personal funds."

Also strike out the words, "The receipted bills covering funeral
 expenses are attached hereto."

And add at the end of affidavit, before signature, the following:
 "that the funeral expenses, amounting to, as per
 bills attached, have not been paid; that said amount for funeral
 expenses is due to, and deponent requests that
 the amount of attached voucher for personal services due the de-
 ceased be paid to on account of said funeral
 expenses."

In case the amount due for personal services exceeds the amount
 of bills for funeral expenses add at end of part next above the words,
 "so far as necessary to defray the same, and that the balance thereof
 be paid to deponent."

All vouchers for payment of salary due deceased employees, with
 affidavit and funeral bills, should be forwarded to the Commissioner
 for reference to the Comptroller of the Treasury for approval or
 disapproval of payment.

302. Receipting for larger sums than are paid.—Whoever, being an
 officer, clerk, agent, employee, or other person charged with the pay-

ment of any appropriation made by Congress, shall pay to any clerk or other employee of the United States a sum less than that provided by law, and require such employee to receipt or give a voucher for an amount greater than that actually paid to and received by him, is guilty of embezzlement, and shall be fined in double the amount so withheld from any employee of the Government and imprisoned not more than two years. (Act Mar. 4, 1909, sec. 86, 35 Stat., 1105.)

303. Presenting false claims against the Government for payment or approval is punishable by a fine of not more than \$5,000, or imprisonment of not more than five years, or both. (From act Mar. 4, 1909, sec. 35, 35 Stat., 1095.)

304. Copies of vouchers.—Unless required by law, vouchers shall not be taken in exact duplicate, triplicate, etc. Only one copy of a voucher, the original, shall contain signed certifications, approvals, and receipts. As many copies, in memorandum form, duly authenticated, if desired, may be taken as administrative requirements demand. (Treas. Dept. Cir. 52, 1907.)

305. Numbering and mailing vouchers, drawing checks, etc.—Vouchers shall be numbered serially in the order of their payment without regard to the appropriation from which they are paid, beginning with No. 1 for each disbursing officer, the series to continue unbroken during his incumbency of the office. If the series reaches a number which is considered inconvenient, recommendation may be submitted for beginning a new series. Vouchers forwarded for payment in Washington should bear a separate series of numbers from those paid by the disbursing officer in the district.

Vouchers shall be transmitted to the Bureau flat, without folding, except to standard size; they should be well wrapped in heavy paper and forwarded to the Commissioner by registered mail, or by express when the latter method is more economical.

The check need not show the quarter nor the appropriation. The voucher number must be written or stamped on both the check and the stub or record sheet. A dating stamp may be used for dating checks and stubs or record sheet. The object of expenditure shall be written or stamped on the check in the place provided therefor.

306. Authority for payment.—The certificate of an inspector, or other authorized agent of the Commissioner, of the delivery of supplies or materials or the performance of service shall be accepted by the disbursing officer as evidence of that fact; but, should the facts not be as set forth in said certificate, the amount improperly paid by reason of such certificate, may be charged to the certifying officer when authorized by the Commissioner.

307. Disbursing officers may ask for decision.—Disbursing officers or the head of any executive department or other establishment not

under any of the executive departments may apply for, and the Comptroller of the Treasury shall render his decision upon, any question involving a payment to be made by them or under them, which decision, when rendered, shall govern the Auditor and the Comptroller of the Treasury in passing upon the account containing said disbursement. (Act July 31, 1894, 28 Stat., 208.)

Within one year after the final settlement of a disbursing officer's account by the auditor, such disbursing officer, or the Commissioner, may apply for revision of said account by the Comptroller of the Treasury. (See sec. 8, act of July 31, 1894, 28 Stat., 207.)

All communications from disbursing officers to the Comptroller or accounting officers of the Treasury shall be forwarded through the inspector to the Commissioner in duplicate, one copy to be filed in the office of the Commissioner.

Letters to the Treasurer, United States, from inspectors or special disbursing agents relative to disbursing accounts, deposits, stoppage of payments on checks and other matters shall be sent direct, not through the Commissioner, but a copy of all such letters shall be furnished for the files of the Bureau.

308. Embezzlement by disbursing officers or custodians.—Whoever, being a disbursing officer of the United States, or a person acting as such, shall in any manner convert to his own use, or loan with or without interest, or deposit in any place or in any manner, except as authorized by law, any public money intrusted to him; or shall, for any purpose not prescribed by law, withdraw from the Treasurer or any assistant treasurer, or any authorized depositary, or transfer, or apply any portion of the public money intrusted to him, shall be deemed guilty of an embezzlement of the money so converted, loaned, deposited, withdrawn, transferred, or applied, and shall be fined not more than the amount embezzled, or imprisoned not more than 10 years, or both. (Act Mar. 4, 1909, sec. 87, 35 Stat., 1105.)

Every officer or other person charged by any act of Congress with the safe-keeping of the public moneys, who shall loan, use, or convert to his own use, or shall deposit in any bank or exchange for other funds, except as specially allowed by law, any portion of the public moneys intrusted to him for safe-keeping, shall be guilty of embezzlement of the money so loaned, used, converted, deposited, or exchanged, and shall be fined in a sum equal to the amount of money so embezzled and imprisoned not more than 10 years. (Act of Mar. 4, 1909, sec. 89, 35 Stat., 1105.)

309. Selling vouchers or securities.—No officer of the United States shall, either directly or indirectly, sell or dispose of to any person for a premium any Treasury note, draft, warrant, or other public security not his private property, or sell or dispose of the avails or proceeds of such note, draft, warrant, or security in his hands for

disbursement, without making return of such premium, and accounting therefor by charging the same in his accounts to the credit of the United States; and any officer violating this section shall be forthwith dismissed from office. (Sec. 3652, R. S.)

310. Disbursing officers' checks.—All disbursing officers of the Lighthouse Service, except when especially exempt for outlying districts, will have their funds deposited with the Treasury of the United States as depository, and will draw their official checks thereon.

Checks so drawn will be paid also by any assistant treasurer of the United States or any active national bank depository. Blank checks on the Treasurer of the United States are issued by the Secretary of the Treasury, Division of Printing and Stationery, on whom requisitions for checks should be made and to whom all correspondence relating thereto should be addressed through the Commissioner, and only blank checks thus issued shall be used by disbursing officers in drawing checks on the Treasurer of the United States. In making requisitions for blank checks allow six weeks' time for preparation and delivery and order a supply sufficient for six months, unless for good reasons, which should be stated, a supply for a longer or shorter period is required. Also describe fully the kind of checks desired. Disbursing officers in exempted districts will procure checks from the depository on whom checks are drawn.

Every disbursing officer drawing checks on the Treasurer of the United States will have a numerical symbol assigned to him by which his checks will be identified, and no check so drawn shall be issued without having such numerical symbol shown, in the lower right-hand corner. When a disbursing officer ceases to act as such, he shall return any unused checks to the Chief of Division of Printing and Stationery, Treasury Department, retaining stubs on register of checks. If he is succeeded by another disbursing officer, the latter may use the checks of his predecessor, by striking out the numerical symbol thereon and inserting his own, until such time as he can secure a supply of checks with his own numerical symbol printed on same.

Each inspector may determine in his discretion whether checks drawn by the disbursing officer in his district shall be written by hand or on the typewriter, or by the use of rubber stamps. If typewriter is used it should have a heavy record ribbon, and rubber stamps should be inked with permanent heavy black ink. Checks to be written on typewriter will be furnished by the Treasury Department in unbound sheets, five checks to the sheet. Duplicate check forms for use with typewriter either numbered or unnumbered as may be desired, will be furnished by the Department on requisition to the Bureau (requisition for blank forms) with proper description.

With checks in sheets for typewriter the Treasury Department will furnish, if requested, the stub record sheets which regularly accompany checks bound in books.

If an erasure or alteration is made on an official check by a disbursing officer, he should certify across the face of the check to the correctness of such erasure or alteration. Spoiled or canceled checks should be sent quarterly, by each disbursing officer, to the Auditor for the State and Other Departments. Great care should be exercised in the custody of blank checks. Keep under lock and key when not in use.

311. Duplicate checks.—Whenever any original check is lost, stolen, or destroyed, disbursing officers and agents of the United States are authorized, within three years from the date of such check, to issue a duplicate check under such regulations in regard to its issue and payment, and upon the execution of such bond with sureties to indemnify the United States as the Secretary of the Treasury may prescribe, and upon submission of proof of loss of the original check. (Sec. 3646, R. S.; act Feb. 23, 1909, 35 Stat., 643; act Mar. 21, 1916, 39 Stat., 37.)

Under authority of the foregoing law the Secretary of the Treasury has issued instructions that after the expiration of 30 days from the date of the original check, the officer or agent may issue a duplicate. Forms for application and bond for duplicate checks may be obtained on application to the Secretary of the Treasury through the Commissioner.

In case the disbursing officer or agent by whom such lost, destroyed, or stolen original check was issued is dead or no longer in the service of the United States, it shall be the duty of the proper accounting officer, under such regulations as the Secretary of the Treasury may prescribe, to state an account in favor of the owner of such original check for the amount thereof and to charge such amount to the account of such officer or agent. (Sec. 3647, R. S.; act Feb. 23, 1909, 35 Stat., 644.)

312. Reimbursement to employees for other than traveling expenses shall be limited to emergency matters and shall be paid on voucher for traveling expenses. The employee being reimbursed must enter and sign on the face or back of each subvoucher the following certificate: "This party refused to make delivery without cash payment." (See Arts. 296 and 333.)

313. A disbursing officer, prior to being relieved from duty as such, shall, so far as practicable, pay all outstanding obligations incurred by the office and furnish his successor a certified list of those unpaid, and upon being relieved, shall deposit all public funds remaining to his credit to the credit of the Treasurer of the United States.

314. Freight transportation.—All shipments of lighthouse property, so far as practicable, shall be made upon Government bill of lading and all instructions relative thereto observed. Large shipments and those going a long distance should preferably be handled by the Quartermaster's Department, United States Army, which will furnish necessary bills of lading and after delivery certify on vouchers to the performance of the service. Inquiry should be made of the nearest quartermaster to ascertain if that service has special rates for the chief commodities to be shipped and if special rates can be secured, shipment should be made so as to take advantage of same. For local shipments, and otherwise if a depot quartermaster is not accessible, the Department of Commerce bill of lading should be used. Also when practicable in the case of shipments made by dealers or manufacturers, on which the charges are payable by the Lighthouse Service, a Department bill of lading to cover the shipment should be prepared and furnished the shipper. Department of Commerce bills of lading, numbered serially, may be obtained on requisition. When a Department of Commerce bill of lading is used, the memorandum copy should be mailed without indorsement or transmitting letter to the Commissioner for file with duplicate voucher. Note of this fact should be made in the district office record of these bills of lading. All canceled copies of bills of lading should also be forwarded to the Commissioner.

Articles should be properly described on bills of lading. Cylinders, acetylene gas, iron or steel (including coppered or nickel plated) from which gas has been exhausted will be regarded as empty, provided such gas as remains has a pressure of not exceeding 25 pounds per square inch. The same also applies to cylinders, wrought iron or steel, brazed, welded, or seamless, for compressed air or gases or liquids under pressure not otherwise indexed by name.

To facilitate the proper shipment of gas containers, empty or partially filled, the following wording on bills of lading shall be used, so far as practicable, in describing such shipments:

Cylinders, gas, H. P. Pintsch, steel (or iron) not plated, as follows:	Cylinders, acetylene gas, steel (or iron), as follows:
..... over 25 pounds pressure under red label	 over 25 pounds pressure under red label
..... 25 pounds or less pressure under white label	25 pounds or less pressure..... under white label

Rubber stamps can be procured for this purpose if desired with legends reading as above. The blanks in the stamps should be filled out to show the number of cylinders of each class and the weight of each class separately, as in the following example:

Cylinders, acetylene gas, steel (or iron), as follows:	
10, over 25 pounds pressure under red label.....	3,500 pounds.
7, 25 pounds or less pressure under white label.....	2,350 pounds.

Where this legend is used it will not be necessary to specify the exact pressure of any cylinders.

The serial numbers of the cylinders shipped should be indicated on the bill of lading for identification purposes. The weight of each cylinder shipped should be available for reference but need not be stated separately on the bill of lading. When bills of lading are prepared to cover shipment of cylinders by outside parties to the Lighthouse Service, the same legend should be used, so far as practicable, giving instructions to shippers for filling in the blanks. However, in most cases shipments of cylinders by outside parties are made after charging, with cylinders filled, and the description of the cylinders in accordance with the regulations, specifying that they are filled and red label used, will be sufficient.

Containers shipped as "empty" (except in carload shipments to be unloaded by consignee) must have the old red, yellow, white, or green labels removed or completely covered by a square white label measuring not less than 6 inches on each side and bearing thereon the word "Empty" in letters not less than 1 inch high. (From Regulations of the Interstate Commerce Commission, effective Oct. 1, 1914.) Gases having a pressure exceeding 25 pounds per square inch are classed as compressed gases, and containers should not be shipped as empty when they contain gas under a higher pressure. Red labels shall be used on containers returned for recharging, when they may not properly be shipped as "empty." Containers shipped as empty must have valves properly closed.

When property is damaged or lost in transit, report of the damage or loss, stating the amount thereof, should be indorsed on the bill of lading by the person receipting for the property. Statements of damage, loss, etc., shall give full and accurate information as to the quantity or extent of same, stating the money value and the weight of commodities when lost or destroyed, also any facts that may be apparent as to how the damage, loss, etc., occurred, appearance of packages, etc., in order to determine the responsibility. If impracticable to make such full statement at time bill of lading is accomplished, it should be done by separate letter as soon as practicable, advising the delivery carrier, and two copies of such letter furnished the Commissioner.

Freight charges on shipments covered by Government bills of lading will be settled through the Commissioner's office. In cases where charges are payable from appropriation "General expenses, Lighthouse Service," no deduction from district allotments will be made; but where freight charges are payable from a special appropriation it will be necessary to make deductions from district allotments, and proper reservation should be made therefor on the district books. Where shipments have been made on commercial

bills of lading vouchers will be prepared and payments will be made by the district office. In such cases proper freight rates and classifications should be ascertained and deductions on account of land grant made where such railroads are involved, or roads which equalize with land-grant railroads. When freight shipments covered by Government bills of lading are received, memorandum should be taken of the bill of lading number and date, with brief description of property, so as to identify same.

When shipping lighthouse property in carload lots care should be taken in giving instructions to order the smallest size car which will properly accommodate the articles to be shipped. Explanation of the necessity for cars other than the minimum length should be given on the bill of lading or otherwise in connection with the account for freight charges.

315. Freight shipments, embargo.—In time of peace shipments consigned to agents of the United States for its use shall be delivered by the carriers as promptly as possible and without regard to any embargo that may have been declared, and no such embargo shall apply to shipments so consigned. (From act of Aug. 29, 1916, 39 Stat., 604.)

In case of the refusal of any transportation company or of any common carrier, or any agent of any common carrier or transportation company, to accept and forward any shipment consigned to an officer, depot, station, vessel, etc., of the Lighthouse Service on account of any embargo established by a transportation company, or in case of failure to forward such shipment promptly, it is requested that information concerning such refusal or failure be immediately forwarded to the Commissioner, giving the nature of the shipment, the contract or order concerned, the name of the carrier or company declining or failing to forward the shipment, and the station at which the consignment was offered, as well as the number of the car in case the material has been accepted for shipment but forwarding thereof is delayed. On receipt of such information such measures as are deemed desirable will be taken to see that the law above referred to is complied with.

In the case of shipments consigned either by the Lighthouse Service or by subcontractors to contractors doing work or furnishing materials, etc., for the Lighthouse Service, inspectors shall furnish shippers with labels provided for such shipments reading "RUSH, U. S. GOVERNMENT SHIPMENT," and, when commercial bills of lading are used, shall advise shippers to place on such bills of lading the words "U. S. GOVERNMENT SHIPMENT."

316. The payment of a premium on express and freight shipments for insurance or of valuation charges for express shipments shall not be made.

317. Parcel post.—Official matter partaking of the characteristics of fourth-class mail matter, not exceeding 4 pounds in weight, when mailed by an official or employee of the Government, may be sent in the mails under penalty label or envelope. Articles or packages weighing more than 4 pounds, but not exceeding the limits of weight fixed by the postal regulations for fourth-class mail matter, require prepayment of postage if sent in the mails. Stamps for official purposes may be purchased by inspectors in amounts not to exceed \$10 at a time. Care shall be exercised to see that stamps are judiciously used, and a memorandum account shall be kept of all stamps purchased and used for parcel-post and other purposes, for the inspection of the examiner when he visits the district. Parcel post should be resorted to for packages, when practicable and economical, within the authorized limits, instead of express shipments. Parcels of fourth-class mail matter exceeding 4 pounds in weight must not be sealed; if presented sealed they will not be accepted for mailing.

Single books may be mailed under penalty envelopes or labels regardless of weight, provided that books weighing over 4 pounds must not be sealed.

Where parcel post is the most economical mode of transporting articles purchased f. o. b. mailing point and it is not convenient for a Government official to affix the penalty label, the vendor should be requested to prepay postage and include same in his bill.

318. Telephones in private residences.—No money appropriated by this or any other act shall be expended for telephone service installed in any private residence or private apartment or for tolls or other charges for telephone service from private residences or private apartments, except for long-distance telephone tolls required strictly for the public business, and so shown by vouchers duly sworn to and approved by the head of the department, division, bureau, or office in which the official using such telephone or incurring the expense of such tolls shall be employed. (Act Aug. 23, 1912, 37 Stat., 414.)

319. Subscriptions to periodicals.—Hereafter subscriptions to periodicals which have been certified in writing by the respective heads of the executive departments or other Government establishments to be required for official use may be paid in advance from appropriations available therefor. (Act Mar. 4, 1915, sec. 5, 38 Stat., 1049.)

320. Advertisements in newspapers.—No advertisement shall be published in any newspaper whatever, except in pursuance of a previously written authority for such publication from the Department; and no bill for any such advertisement shall be paid unless

there be presented with such bill a copy of such written authority. (Sec. 3828, R. S., and 5 Comp. Dec., 166.)

Vouchers for advertising, relating to work in particular districts, will be mailed from the Bureau without indorsement, and, if in proper form, shall be paid by district offices. Vouchers for advertising sales or leases of lighthouse property will not be referred to district offices for payment, but will be retained in the Department for payment out of the proceeds of such sales or leases. (See art. 272.)

321. The appropriation "General expenses, Lighthouse Service," shall be available for the purchase and necessary equipment of one motorcycle and the repair and operation of the same for use of the Lighthouse Service in the Hawaiian Islands. (From act Aug. 28, 1916, sec. 4, 39 Stat., 538.)

322. Wearing apparel.—No article of personal apparel or uniform except as specifically authorized by law or regulation shall be purchased with funds appropriated for the Lighthouse Service.

323. Clothing equipment.—In the discretion of the Commissioner, the following-named articles of equipment will be furnished for use of nonstatutory employees: Rubber boots for working parties employed in wet places; rubber boots, oilskin clothing and hats on vessels; white linen or cotton coats and caps and aprons for the use of cooks, stewards, and mess attendants on vessels; rubber gloves, when required, for the use of employees engaged in working with chemicals or with electrical apparatus, or in making chemical, physical, or laboratory tests, and whose principal duties do not require the continued use of such equipments.

When the above-named articles are furnished, they will remain the property of the Government as the regular equipment of the vessel, working party, station, depot, etc., and will be taken up on property returns and accounted for as public property.

Inspectors are directed not to provide articles of the above classes unless they deem such provision to be to the best interests of the Lighthouse Service in increasing the efficiency of the Service. Prior Bureau authority must be obtained on the proper form, and the necessity stated thereon, regardless of the amount involved, before this class of articles can be purchased by inspectors.

324. Purchase of clothing for crews.—The Secretary of Commerce is authorized to purchase, from the appropriations for the Lighthouse Service, clothing for the crews of vessels, to be sold to the employees of said Service, and the appropriations reimbursed. (Act July 27, 1912, 37 Stat., 239.)

Under the act quoted above, the appropriation, "Salaries, lighthouse vessels," shall be used to purchase clothing for crews of vessels. The employee may be allowed to pay for clothing furnished by having

the cost of same deducted from amount due him for salary or wages on the pay roll, in which case the pay roll should show the full amount due for services, the amount paid, and statement in the "Remarks" column showing amount deducted for clothing sold for which the employee's receipt, stating value of the clothing and his consent that the cost be deducted from pay due him, should be attached.

The appropriation to be reimbursed must be the same as that to which the cost of the clothing sold is charged. In order to avoid complications as to the proper appropriation to be reimbursed and in accounting for the sales of clothing, inspectors shall forward to the Commissioner promptly after the close of each fiscal year an itemized statement, in duplicate, showing the value of all clothing on hand when the fiscal year ended, purchased for the use of crews of vessels from the appropriation of the fiscal year just closed. These statements will be made the basis of an account for transfer of funds to the credit of the appropriation of the fiscal year just closed and to the debit of the appropriation of the fiscal year then current. Thus the appropriation to be credited with clothing sold to the crews will always be the same as that from which their compensation is paid, and payment for the clothing can in all cases be effected by deduction of the proper amount on the pay roll, without need for deposit of funds. The amount charged to the current year's appropriation will be deducted from the allotment of the respective districts.

Purchases of clothing for crews of vessels may be made from the commandants of navy yards or naval stations, or if same are not accessible, requisition may be made on the general depot. Settlement to the Navy Department will be made by transfer of funds and deduction will be made from funds allotted the district making the purchase.

325. Payment of commutation of rations for keepers may be made upon the usual form of pay roll and in accordance with instructions thereon.

326. Traveling expenses.—All payments of expenses incurred in traveling shall be in accordance with the latest edition of "Travel Regulations of the Department of Commerce," and amendments thereof. The allowances stated therein are maximum allowances for which payment can be made. Inspectors shall see that district employees when traveling on official business do not incur unreasonable expenses for their respective positions and ratings, and they should suspend or disallow such items of expense as appear unreasonable or extravagant.

Per diem in lieu of subsistence must not be allowed to employees in the Lighthouse Service except as specifically authorized by the Department and the Commissioner.

327. Travel within limits of district.—Inspectors are authorized to order themselves and those under their direction to travel by public conveyance within the limits of the district upon official business of the Lighthouse Service, using the official travel order form when practicable.

328. Travel beyond limits of district.—The inspectors are not to go beyond the limits of their districts on official business without authority from the Commissioner, unless obligated to do so by stress of weather, to obtain needed supplies or assistance or to save life or property, and then a report of the facts must at once be made to the Commissioner.

The inspector of the third district is authorized to order himself and those under his direction to travel within and beyond the limits of the district upon official business of the Lighthouse Service on account of the inspection of supplies or material purchased by contract, but in cases where travel is necessary beyond the limits of the third district the facts must be at once reported by letter to the Commissioner.

329. Travel by longer route.—When travel is taken by an employee by other than the shortest usually traveled route (see Dept. Travel Regs. 1913, pars. 5, 7, and 8), and same is for the traveler's convenience and not on official business or due to the exigencies of travel, the excess time taken, as well as the extra expense of travel by longer route, must be charged to the employee, and vouchers covering all such travel must contain appropriate explanation as to how such time and expense are charged. If the employee has no annual leave to his credit, such time must be charged to leave without pay and reference made on the travel voucher to the voucher on which the deduction in pay is made. (See Decisions of the Comptroller of the Treasury, vol. 22, p. 211.)

330. Attendance at meetings of associations, etc.—The payment by the Government of expenses of attendance of officers or employees of the Lighthouse Service at any meeting or convention of members of any society or association is prohibited. (From act June 26, 1912, sec. 8, 37 Stat., 184.)

331. Details on business of other departments.—That in expending appropriations made in this act [legislative, executive and judicial] persons in the classified service at Washington, D. C., shall not be detailed for service outside of the District of Columbia, except for or in connection with work pertaining directly to the service at the seat of government of the department or other Government establishment from which the detail is made: *Provided*, That nothing in this section shall be deemed to apply to the investigation of any matter or the preparation, prosecution, or defense of any suit by the Department of Justice. (Act Mar. 3, 1917, sec. 5, 39 Stat., 1121.)

332. Traveling expenses for Army and Navy officers.—Officers of the Army and Navy detailed for service in connection with the Lighthouse Service shall be paid their actual traveling expenses when traveling under orders on official duty to and from points which can not be conveniently reached by vessel or railroad. (Act Feb. 26, 1907, sec. 6, 34 Stat., 997.)

Officers of the Army or Navy detailed to the Lighthouse Service will receive traveling expenses for travel on duty in accordance with existing laws for their respective services.

333. Payment for traveling expenses.—Travel by employees in the Lighthouse Service will be made upon the written order of the proper officer on the form provided therefor. This travel order shall define the duty to be performed and shall state the appropriation from which expenses therefor shall properly be paid. The original travel order or a certified copy of the same, with a reference to the original order filed with some previously paid account, must in all cases be attached to the voucher upon which payment for traveling expenses is made.

Employees of the Lighthouse Service may pay the traveling and other expenses of laborers and field employees in the service financially unable to pay them. Payment of such expenses should always be authorized in the travel order, and the voucher in which reimbursement is made should contain a certificate by the inspector to the effect that the person on whose account the expenses were paid has not been and will not be reimbursed therefor.

334. Transportation requests.—The name of station or vessel shall be inserted on Government transportation requests after the official title of employee using same. The duplicate or coupon of Government transportation requests before being forwarded to the Commissioner shall be indorsed over the signature of the inspector, or officer in charge in his absence, "This travel has been authorized and has been actually taken and is approved." The duplicate or coupon shall also state the appropriation from which the charges are payable. The indorsement and signature may be made by using a rubber stamp and initialed by the chief clerk or other responsible subordinate.

335. Transfer of employees.—Actual and necessary traveling expenses will be allowed employees in transferring from one station or district to another when such transfers are required by the necessities of the service. If the transfers are made solely upon the employees' request, and in their interest, all expenses in connection therewith shall be borne by them.

336. Traveling expenses of detailed or transferred employees.—The traveling expenses of an employee while working for a district other than that in which he is regularly employed shall be charged to the

district receiving the benefit of such services. In the case of the transfer of an employee from one district to another the traveling expenses of such employee, if properly payable by the Government, shall be charged to the district to which the transfer is made.

Vouchers for expenses of employees of the Steamboat-Inspection Service inspecting vessels or materials for the Lighthouse Service should not be paid in the districts, payment being made by the disbursing clerk of the Department after certification by the Supervising Inspector General.

337. Transportation of tools and bedding.—Tools and bedding, the property of employees whose compensation is not fixed by law, but the amount thereof is within the discretion of the Secretary of Commerce, may be transported at the expense of the Government, where such articles are required in the use of the Lighthouse Service. This should be confined strictly to property used in the service of the Government.

338. Transportation of personal household effects when employees are transferred from one station or district to another will ordinarily not be paid for by the Government, but in the case of lighthouse keepers, whose transfer is required by the exigencies of the service, when it is not practicable to transfer the household effects by tender, the cost of transportation of such reasonable amount of personal household effects as is necessary to enable such keepers to properly perform their official duties will be allowed. (Comp. Dec., Feb. 25, 1913.) Where practicable such transportation should be covered by Government bill of lading, or if on commercial bill of lading the bills should be rendered to the district office for payment rather than paid by the keeper and reimbursement claimed. Orders showing the authorized transfer of the keeper as an exigency of the service should accompany such accounts.

339. Bills of lading covering the shipment of tools and bedding belonging to lighthouse employees and personal household effects of keepers shall show on the face thereof that the property shipped is personal property and not Government property.

340. Pay in case of change in duty.—Whenever an employee is ordered to another station or district for duty involving a change in his compensation he shall be paid at his former rate of pay until he enters on duty at his new station.

341. Oaths to expense accounts.—Chief clerks in the offices of lighthouse inspectors and other employees in the Lighthouse Service designated by them are required, empowered, and authorized, when requested, to administer oaths, required by law or otherwise, to accounts for travel or other expenses against the United States; for such services no charge shall be made. (Acts Aug. 24, 1912, 37 Stat., 487; Mar. 3, 1915, 38 Stat., 928.) (See also art. 439.) The names of employees to be designated by chief clerks under the fore-

going provisions of law shall be submitted to the Commissioner and approved before such employees are authorized to administer oaths. Formal designations shall be submitted to the Commissioner, in quadruplicate, in the following form:

Under authority of the acts approved August 24, 1912, section 1 (37 Stat., 487), and March 3, 1915, section 7 (38 Stat., 928), _____, a _____, in the Light-
(Name.) (Title.)
house Service, is hereby designated, empowered, and authorized, when requested,
to administer oaths required by law or otherwise to accounts for travel or other expenses
against the United States, and to administer oaths of office to employees of the Light-
house Service, with like force and effect as officers having a seal. For such services
no charge shall be made.

Chief Clerk, Office of Lighthouse Inspector,
———— District.

An employee having a designation to administer oaths who is transferred to another district shall be redesignated in accordance with the foregoing provisions by the chief clerk of the district to which he is transferred, if it is desired to have him administer oaths in such district.

342. Expenses in connection with oaths of office.—Traveling expenses due to the necessity for subscribing to an oath of office will not be paid by the Government; nor will fees for administering oaths of office be paid by the Government.

343. Unusual liabilities.—Cases involving the expenditure of money on any account not specified in these regulations must be submitted to the Commissioner for authority to incur the liability.

CHAPTER VIII.

PROPERTY.

344. Property records at offices, lamp shops, and depots shall be kept on cards approved by the Commissioner. These cards and the property will be verified and audited from time to time by traveling representatives of the Bureau. A separate card shall be prepared for each particular size or class of articles, supplies, tools, utensils, buoys, etc., on hand. Cards for buoys, and for tools in use and issued for construction work shall be kept separate from those cards which represent the materials and supplies carried in stock and stores. Separate files or divisions shall be kept for the office, the lamp shop, and for each depot in the district. Small stocks, not exceeding \$5 in value, of miscellaneous screws, tacks, repair parts, etc., kept in district lamp shops or depots may be entered on single stock cards as "assorted" instead of preparing a separate card for each size.

Cards must be prepared for the office furniture and fixtures, typewriters, adding machines, mimeographs, and such other office equipment as is owned by the Lighthouse Service. Cards shall not be prepared for items of stationery, blank forms, blank books, and other expendable office supplies which are furnished by the Department at Washington, nor for the filing records of the district.

One card shall be prepared to show the technical books, etc., that have been purchased by or for the district office. This card should show the names of the volumes, the dates received, and the cost of each book when known. This class of books should be kept together, so they can readily be checked with the card.

345. Annual inventory of property.—An annual inventory of all property represented on the stock cards shall be taken between December 1 and April 30 of each year, to be started on a date within said period which the inspector may select as most convenient and seasonable. The day selected shall be reported by the inspector to the Commissioner, and the work of taking inventory shall proceed without interruption from such date until it is completed. If inventory is not started within the period stated, the Commissioner shall be promptly informed of such fact. Some qualified employee of the district not connected with the depot shall be assigned by the inspector to assist in and have charge of taking the annual inventory at each depot and lamp shop. The report of inventory of each depot or lamp shop shall furnish the following information: Value of stock and stores as shown by the inventory (starting date),

value of stock and stores as shown by the ledger on the same date, total value of "overs," total value of "shorts," list of all individual "overs," and list of all individual "shorts," showing both quantities and values. The authority of the Commissioner shall be asked to make the necessary balancing entries. Explanation shall be made of all errors or discrepancies. A separate report shall be prepared for each depot or lamp shop on the prescribed form.

Further detailed instructions in connection with inventory contained in the "Instructions for cost keeping" and on back of form for "report of annual inventory" shall be carefully observed.

In making inspections of depots inspectors or their representatives shall include an examination of the property cards and a test of their correctness by comparing selected items of property and invoices with the card records, in order to see that the property records are being properly kept, including the posting and balancing of stock cards as required by regulations.

346. Property files.—A separate file or jacket shall be maintained in district offices for each of the following-named property returns: "Report of survey of public property," "invoice of articles outgoing," "invoice of articles incoming," "certificate for lost property," and "special property report."

347. Special property return.—On January 15 of each year, and at such other times as it may be called for, inspectors shall forward to the Commissioner a special property report, embracing certain classes of special property which may not be needed in the district for one year and which may be useful in other districts at an earlier date. This report shall include illuminating apparatus, fog-signal apparatus, buoys and appendages, vessels, anchors, boats, boat engines, important construction equipment and machinery, office equipment, and such materials and supplies as can not be used to advantage in the district, but obsolete types of apparatus or other unserviceable property shall not be included. The return of obsolete types of illuminating apparatus to the general depot should be given consideration by inspectors.

348. When inspectors are relieved they shall turn over to their successors all property, papers, and instructions in their possession or under their control, belonging to the Lighthouse Service. No list of property shall be prepared in connection with the transfer of district offices, but the following form of letter shall be used:

COMMISSIONER OF LIGHTHOUSES, *Washington, D. C.*

We report that _____ was relieved as inspector of the _____ lighthouse district by _____, who assumed the duties of lighthouse inspector of this district on _____, 19—.

This transfer includes the property shown by the stock cards, the light stations, tenders, light vessels, buoyage, and the other aids to navigation in the district, with

their respective equipment; the correspondence, documents, and records pertaining to the district; and the stationery, forms, blank books, and office supplies in the district office; and all other property belonging to the Lighthouse Service in the district.

We have signed this report in triplicate, one copy being retained by the retiring officer, one sent to the Commissioner of Lighthouses, and one copy retained in the district office.

_____,
Officer relieved.

_____,
Officer assuming charge.

349. Property returns for light stations.—A property return on the proper form shall be prepared for each light station by the keeper, showing the property on hand at his station on June 30 of each year, and the property received and expended during the fiscal year. One copy must be forwarded to the inspector not later than August 1. An inventory must be taken and the property reported in the return must be checked by actual count, and all discrepancies must be explained in a letter attached to the return, or by certificates for lost property. For use in making up the property return and examining the same, there must be kept at each station a file of all invoices or bills for property received, and copies of surveys of property. Account must be kept of all supplies expended, either by memorandum receipts or in a memorandum book.

In connection with the periodic inspection of a light station or at any other time, but at least once annually, the property records shall be examined at the station by the inspecting officer to verify their correctness. Selected items of property shall be checked against the keeper's last annual property return, with special reference to the amount shown "on hand" by said return and taking into consideration the receipts and expenditures since the last return as shown by the records. Statement as to condition of property at light stations shall be included in the report of inspection of the stations.

The annual property return shall be verified in the district office.

350. Property returns for vessels.—A property return on the proper form shall be prepared by the commanding officer of each vessel showing the property on board as of December 31 of each year, and the property received and expended during the calendar year. One copy must be forwarded to the inspector not later than January 31 next following. An inventory shall be taken and the property reported in the annual return shall be checked by actual count, and all discrepancies must be explained by suitable notes in the property return or in a letter attached to the return or by certificates for lost property. For use in making up the property return and examining the same there must be kept on each vessel a file of all invoices or bills for property received on board, and copies of all surveys of

property made. Account must be kept of all supplies expended, either by memorandum receipts or in a memorandum book.

In connection with the periodic inspection of a vessel or at any other time, but at least once annually, the property records shall be examined on the vessel by the inspecting officer to verify their correctness. Selected items of property shall be checked against the last annual inventory, with special reference to the amount shown "on hand" by said return and taking into consideration the receipts and expenditures since the last return as shown by the records. Statement as to condition of property on vessels shall be included in the report of inspection of the vessels.

The annual inventory shall be verified in the district office.

351. Transfer of property.—When commanding officers of light-house vessels or keepers of lighthouses or any other employees in the Lighthouse Service having custody of property are transferred, removed, resign, or die, an inventory must be made of all the supplies, fixtures, and other property on the vessel or at the light station or depot, and in all cases of transfer, removal, or resignation this inventory must be given by the retiring employee to his successor, who will give him a corresponding receipt. In all cases throughout the service the salary of the retiring employee shall be withheld until he accounts satisfactorily for all the public property placed in his charge. (See art. 362.)

352. Libraries shall be furnished to all light vessels and to inaccessible offshore stations, as authorized by the Commissioner. They shall be accounted for on the property return, and suitable arrangements shall be made at proper intervals for exchange between stations or vessels. Library books should be carefully selected, legibly printed, durably bound, moderate in price, and suitable in character for the employees at stations and on vessels. When books become soiled and worn, they should be condemned. While the libraries may be mainly fiction, other classes of literature should be included in reasonable proportions, including books for children, where desirable. Proposed purchases of new books should be accompanied by lists and submitted to the Commissioner for approval prior to purchase. Except in cases of unusually desirable works no more than one copy of a book should be purchased in a district in order to insure a new set of books when libraries are transferred.

353. Medicine chests and the regulation "Medical Handbook" shall be furnished such stations and vessels as may be authorized by the Commissioner. Complete medical outfits need be furnished only to light vessels and inaccessible offshore stations, and for tenders and more accessible stations such portion of the outfit may be furnished as the circumstances warrant, in the discretion of the inspector, including medicines for children where needed. All medicine chests shall be kept in good condition, and care shall be

taken to see that they do not contain deteriorated medicines. Medicine chests shall be accounted for on the property return.

Medical officers of the United States Public Health Service are authorized to issue certificates to officers of the Lighthouse Service, upon application, for the purchase of narcotic supplies for proper use when required upon lighthouse vessels.

354. Smoking.—Inspectors shall issue such orders regarding smoking on lighthouse reservations or vessels as will prevent the danger of destruction of Government property by fire, but no smoking shall be permitted in buildings belonging to the Lighthouse Service, except in living quarters.

355. Fire drills at depots.—Fire drills shall be required at depots where combustible property is stored at least once a month, and each drill shall be noted on the keeper's monthly report or other proper record.

356. Occupancy of lighthouse premises.—Permission will not be given, except by authority of the Commissioner, to any person to occupy any premises belonging to the Lighthouse Service; and in case of trespass, it is the duty of any person of the Lighthouse Service to whom it may become known to make report to the inspector without delay.

357. Improper use of structures.—Inspectors shall see that no light keeper's dwelling or lighthouse structure is used as a pilot station or as a boarding or lodging place for pilots or other persons not in the Lighthouse Service, except by special authority of the Commissioner.

358. No traffic or trade shall be carried on within any vessel or reservation of the Lighthouse Service, and no article shall be exposed for sale on the premises. Refreshments shall not be sold on any reservation nor any lodger be permitted to reside thereon, without the written authority of the Commissioner, which will be given only in cases of special exigency, and under proper supervision of the inspector, who shall fix the scale of prices to be charged.

359. Use of public property and services.—No property or supplies of any description belonging to the Lighthouse Service, or official work of any person employed in the Lighthouse Service, or the use of any lighthouse vessel, boat, team, or other equipment, shall be applied to any purpose outside of the public business, or otherwise than as provided in proper instructions or regulations.

360. Care of property.—Inspectors shall make special reports in detail to the Commissioner of all cases coming to their attention in which any employees of the Lighthouse Service do not comply with the instructions and directions of the Lighthouse Service in the care and management of the property intrusted to them, with such recommendations as are deemed proper.

Typewriting machines, adding machines, etc., shall be kept clean, properly oiled and handled, and must be kept covered when not in use. Labor-saving devices provided on various machines should be studied and utilized.

361. Waste of property.—No person in the Service shall waste or permit improper use of supplies, materials, or other public property, or fail to attempt to prevent such waste if the same comes to his knowledge.

362. Responsibility for safe-keeping of property.—All persons having charge of property belonging to the Lighthouse Service are held responsible for its preservation and safe-keeping, and are required to take all proper measures to protect it from loss or damage, and when such property is not satisfactorily accounted for, the officer or other person to whom it was intrusted shall be charged with its value.

Department authority shall first be obtained, however, before making any deduction from an appointee's salary on account of any damage or loss of Government property.

363. Loan or gift of public property.—No article of public property shall be disposed of by gift, loan, or in any other way, for the personal use or benefit of anyone. Property may, however, be loaned temporarily to other branches of the Government under specific authority of the Commissioner, when a sufficient public exigency warrants.

In case of buoys, lanterns, and other apparatus and equipment liable to loss or damage during the time of use, the transfer of such articles for the use of other branches of the Government will be made only upon reimbursement to the Lighthouse Service of the value of the article transferred, with the understanding that when such property is no longer needed it may be retransferred to the Lighthouse Service at its valuation in the condition when returned, making allowance for depreciation in accordance with rules established by the Commissioner: *Provided*, That, upon the special approval of the Secretary of Commerce, such property may be loaned to other services of the Department of Commerce, with the understanding that it be returned to the Lighthouse Service after use in like condition as when turned over by the Lighthouse Service.

If in exceptional cases an inspector deems it advisable to loan equipment, instead of transferring such property at its valuation as provided, recommendation should be submitted for waiving the regulation, with the reasons therefor.

364. Robbery.—Whoever shall rob another of any kind or description of personal property belonging to the United States, or shall feloniously take and carry away the same, shall be fined not more than \$5,000, or imprisoned not more than 10 years, or both. (Act Mar. 4, 1909, sec. 46, 35 Stat., 1097.)

365. Embezzlement.—Whoever shall embezzle, steal, or purloin any money, property, record, voucher, or valuable thing whatever, of the moneys, goods, chattels, records, or property of the United States, shall be fined not more than \$5,000, or imprisoned not more than five years, or both. (Act Mar. 4, 1909, sec. 47, 35 Stat., 1097.)

366. Receiving stolen property of the United States is punishable by a fine of not more than \$5,000, or imprisonment of not more than five years, or both. (From act Mar. 4, 1909, sec. 48, 35 Stat., 1098.)

367. Injury to public lands and property.—Unlawful cutting or destruction of timber growing on the public lands of the United States, or removal of timber from said lands, is punishable by a fine of not more than \$1,000, or imprisonment of not more than one year, or both. (From act Mar. 4, 1909, sec. 49, 35 Stat., 1098.)

Unlawful breaking or opening any gate, fence, hedge, or wall inclosing any lands of the United States, or driving any live stock upon any such lands, where they may destroy the grass or trees, is punishable by a fine of not more than \$500, or imprisonment of not more than one year, or both. (From act Mar. 4, 1909, sec. 56, 35 Stat., 1099.)

368. Taxation of lighthouse property.—Property of the Lighthouse Service is not subject to taxation, assessment, or other charges on any account whatever, levied or imposed by any State, county, or municipality; nor can the Lighthouse Service make any payments to municipalities for the cost of constructing or repairing streets, sewers, or other public improvements. A private sewer adequate only for lighthouse purposes may be constructed at Government expense, after securing an irrevocable license or easement (in the form of an ordinance) giving the United States the right in perpetuity to the exclusive use of such sewer. (From Treasury Dept. Cir. No. 46, Sept. 16, 1912.)

369. Recovery of property.—Whenever any buoy or any boat or other property belonging to any lighthouse or light vessel or tender is reported to have been found adrift or otherwise, and is delivered or offered to any inspector and a claim made for its delivery, it shall be the duty of the inspector to receive the buoy or boat or other property, examine into the case, and report the facts to the Commissioner, with his recommendation as to payment for services rendered in the recovery and delivery of such property; and in no case shall any inspector or other disbursing officer allow or pay salvage or any demand of the character of salvage except as herein provided. Nor shall any anchors, chains, or other articles of moorings lost from any light vessel or other vessel or boat of the Lighthouse Service be removed by any person not duly authorized to recover them under a contract previously approved by the proper authority; and in the event of any person or persons recovering any anchors, cables,

or other property without such authority, the inspector shall demand such property; and if it be not delivered upon a written demand, he shall report the facts to the Commissioner for instructions from the Department.

Inspectors shall report, in duplicate, the date, time, and approximate position of buoys picked up in the open sea, with the station from which they went adrift, and date, if known.

370. Movable articles to be marked.—All movable articles of every description belonging to the Lighthouse Service must be marked "U. S. L. H. S." before applying them to the service. Bells, cast-iron sinkers, ballast balls, and all other castings shall be marked in the casting; articles of wood, such as boats and their appendages, water buckets, water casks, harness casks, breakers, and handles of tools of all kinds shall be branded; sails, awnings, tarpaulins, wind sails, bread bags, etc., shall be marked with stencil plates; and all instruments, tools, implements, and fixtures of wrought metal will be marked with dies. Mess equipment for vessels and stations shall, so far as practicable, be marked in the manufacture. When articles of supply are received the packages shall be marked conspicuously to show the contents and with "U. S. L. H. S."

371. Metal warning signs are to be used at light stations where necessary, the smaller sign to be used for post lights and the larger one for unattended lights or elsewhere as the inspector may deem advisable. To avoid rust, these signs should be fastened with brass, or nickel-plated steel round-headed screws.

372. Survey of worn-out property.—No article of supply or any fixture, tool, implement, or other property belonging to the United States shall be condemned or disposed of, except by proper authority. All employees having the custody of property are required to put aside, in some inconspicuous place, all articles of supply, implements, tools, etc., which are worn out or unserviceable and prepare a duplicate survey list in ink on the proper form, in readiness for survey at all times. Except at depots two persons, either (a) the inspector, superintendent, or assistant superintendent, and (b) any master, first officer, second officer, engineer, or assistant engineer of a tender, or any one of the keepers at a station, may serve as a board of survey for articles at stations or on vessels. At depots boards of survey shall consist of not less than three persons in responsible positions, one of whom at least shall not be an employee of the depot in which the articles are stored. All worn-out articles which have any salable value must be sold in the prescribed manner, when surveyed and condemned and the required authority obtained. Articles which are worth repairing may be sent to the general depot for such purpose and reissue, if their condition warrants such action.

373. Sale of property.—Hereafter when any condemned supplies, materials, equipment, or land can not be profitably used in the work of the Lighthouse Service the same shall be appraised and sold, either by sealed proposals for the purchase of the same or by public auction after advertisement of the sale for such time as in the judgment of the Secretary of Commerce the public interests require, the proceeds of such sales, after the payment therefrom of the expenses of making the sales, to be deposited and covered into the Treasury as miscellaneous receipts, as now provided for by law in like cases. (Act Mar. 4, 1913, 37 Stat., 1019.)

Lists of condemned public property recommended for sale by inspectors shall be submitted to the Commissioner on the survey form in triplicate. Such articles should be listed in groups or lots, such as cast iron, old brass, old rope, old rubber, etc., giving quantities. Large articles, such as boats, boilers, etc., should be sold singly. Department authority must be obtained before any Government property can be sold.

Such sales shall be advertised by poster or news items in newspapers, but where payment is expected for newspaper advertisement authority of the Department should be obtained therefor. After due notice such sales shall be made either by means of sealed proposals or by public auction, which should be clearly stated in the request for authority to sell, and in posters and advertisements, after giving consideration as to which method will be for the best interests of the service.

General authority is, however, hereby given to inspectors to dispense with the formality of condemnation in the usual manner, newspaper advertisement, submission of Form 25 to the Commissioner, and Department authority, in cases where empty oil cans shall have accumulated at light stations, etc., in sufficient quantities to warrant sale, after advertisement by posters and circular letters, unless it be considered in the interests of the Government and time will permit of following the above-mentioned formalities.

When sale is by auction, an employee of the Lighthouse Service shall act as auctioneer, when practicable.

In cases of sales of lighthouse property inspectors shall submit request for authority to accept bids for the purchase of such property in case the price bid by any single purchaser is in excess of \$500, and in all cases, irrespective of the amount, involving the sale of land, of a light vessel, or a lighthouse tender, in order that the Bureau may obtain Department authority therefor. Requests for such authority, and all accounts on Form 38 of sales made under sealed bids, shall be accompanied with an abstract of the bids received.

Authority should be requested to reject bids under the same conditions.

The officer superintending an auction sale shall suspend the sale when, in his opinion, the interests of the public service require him to do so. Two copies of the certified account in detail of the sale, together with vouchers, with the exception of vouchers for advertising, covering the expenses of the same, original department authority for holding the sale, and draft for the amount of the gross proceeds, payable to the order of the Secretary of Commerce, shall be transmitted to the Commissioner as soon as practicable after the sale.

The form of deed for conveyance of real estate prepared by the Department shall be used when land is sold.

374. Purchase of property by employees.—No officer or employee of the Lighthouse Service who has taken part in the condemnation or sale of Government property shall be permitted to become the purchaser thereof.

375. Articles unclaimed after sale.—In case articles sold in the prescribed manner remain unclaimed after a reasonable or specified period, the inspector shall report the fact to the Commissioner with recommendation as to whether the articles should be resold or otherwise disposed of. Payment in cash at the time of the sale should be required in the case of lots of small value.

376. Certificate of loss.—Inspectors shall report and the Commissioner shall certify to the proper accounting officer of the Treasury Department, for debiting on the proper account, any charge against any officer or agent intrusted with public property arising from any loss accruing by his fault to the Government as to property intrusted to him.

Said certificate shall set forth the condition of such officer's or agent's property returns, that it includes all charges made up to its date and not previously certified, that he has had a reasonable opportunity to be heard, and has not been relieved of responsibility. (From act Mar. 29, 1894, 28 Stat., 47.)

CHAPTER IX.

SUPPLIES AND SUBSISTENCE.

377. Inspection of supplies.—Inspectors or other officers in charge of lighthouse works are required to inspect, or cause to be inspected or tested, when necessary, by a competent and reliable person, all supplies and materials required for the Lighthouse Service, determine the quantity and quality of the different kinds, and receive or reject them as they may be found in conformity or nonconformity with the contract. (See arts. 133 and 134.)

378. Tests of materials and supplies.—The following provision has been made by the Bureau of Standards for testing lighthouse materials and supplies:

The Bureau of Standards is prepared to investigate and test structural, engineering, and miscellaneous materials and supplies, such as metals, stone, clay products, cement, paints, oils, varnishes, paper, textiles, etc. In addition to its main laboratories in Washington the Bureau of Standards maintains a branch laboratory at Pittsburgh, Pa., equipped for the testing of cement, concrete, clay products, lime, metals, cables, rope, and structural forms, and another at Northampton, Pa., for the testing of cement manufactured in that vicinity.

The inspector of a lighthouse district may have tests or investigations made at the Bureau of Standards by forwarding his specimens and addressing a letter to the Director of the Bureau of Standards, stating the nature of the tests or investigations he desires, forwarding the specifications compliance with which is to be determined, and he may, if he so desires, go in person or send his representative to witness or direct the tests. Communications involving general matters or special tests should be addressed to the Director, Bureau of Standards, Washington, D. C. Communications relative to routine contractual tests upon cement, concrete, clay products, metals, etc., originating in the Pittsburgh district, may be addressed "Bureau of Standards, Fortieth and Butler Streets, Pittsburgh, Pa."

It will aid the Bureau of Standards in making investigations and tests efficiently and promptly if the inspectors will notify its main office in Washington as far in advance as possible of the approximate number and kind of tests required.

When limited time will not permit of tests or investigations of the character referred to above, or when in the opinion of the lighthouse inspector it would be more advantageous to the Government, for any other reason, to have the tests otherwise made, inspectors need not have the same conducted by the Bureau of Standards.

Communications regarding ordinary tests may be addressed direct to the Bureau of Standards or the Pittsburgh branch thereof; but when it is desired to secure the assistance of the Bureau of Standards in the prosecution of any unusual tests or investigations, the inspector, while corresponding direct with the Bureau of Standards

or the Pittsburgh branch thereof, should furnish a copy of each communication to the Commissioner for his files.

The Bureau of Chemistry, Department of Agriculture, is prepared to make investigations of food, drugs, and similar supplies for the Government departments. In addressing communications to the Bureau of Chemistry in regard to such tests, inspectors shall follow the same instructions as are given above in regard to tests by the Bureau of Standards.

379. Tests of coal.—When coal is purchased under specifications requiring analysis, samples of deliveries exceeding 100 tons shall be taken in the manner prescribed by the Bureau of Mines, and forwarded direct to that Bureau for analysis. When service tests of coal delivered in lots of 100 tons or less indicate it to be of an inferior quality, such samples may be taken as are necessary to insure delivery of the proper grade of coal. Inspectors are authorized to make requisition on the Bureau of Mines for sample cans when needed by them. A proper clause covering payment in the manner prescribed by the Bureau of Mines shall be inserted in the specifications.

When coal is purchased without analysis inspectors are authorized to collect occasional samples in the manner prescribed above when it may be necessary to obtain general data as to calorific value, ash content, and other facts developed by analysis.

380. Inspection of oil.—Before being accepted from the contractor all oil for the Lighthouse Service must be inspected in the manner prescribed by the Commissioner.

381. Storage of oil and carbide.—All kerosene and carbide belonging to the Lighthouse Service shall be kept in an oil house, carbide house, or room by itself, and shall be visited daily to detect loss by leakage or otherwise, and every precaution taken for its safekeeping. No fire or lighted lamps shall be carried into the houses.

Without the sanction of the Commissioner no oil belonging to the Lighthouse Service shall be stored in any cellar, warehouse, or other place of deposit with goods, wares, or merchandise.

Oil cases at all times must be stored top up and tightly corked.

382. Verification of quantity of oil.—When oil is received for distribution among the lights, it shall be the duty of the person receiving it to see whether the packages contain the quantity represented, and if they do not, to determine the deficiency of each. He shall also see that they are in good order, and when received, take every precaution for their safe-keeping.

383. In cases of excessive expenditure, or where the regular supplies for a station run short, explanations must be demanded, and if they are not satisfactory, the inspector shall inform the Commissioner of the circumstances, with recommendations.

384. Fuel and gasoline allowances.—A fuel allowance will be made to a light station only as may be authorized by the Commissioner. No fuel allowance will be made to the keepers of light stations where no quarters are furnished by the Government, but these conditions may be considered in fixing the pay of such keepers.

Each station to which a Government power boat is assigned shall have an authorized allowance of gasoline or other fuel to be based on the reasonable requirements of the official business of that station.

These allowances are not to be considered as either a perquisite or an emolument, but solely to facilitate the work of the Service. Inspectors, in recommending allowances of gasoline or other fuel for motor boats, shall state the approximate number of hours each boat is run on official business during a month and the horsepower of the motor of each boat. The amount authorized shall be considered as simply a limit to the quantity to be used for official purposes connected with the station. If accumulations of these supplies result, they must be indicated clearly in requisitions and must be used up the following year and taken into account when filling such requisitions.

385. Ration allowance for light keepers.—Every lighthouse keeper and assistant lighthouse keeper in the Lighthouse Service of the United States shall be entitled to receive one ration per day, or, in the discretion of the Commissioner of Lighthouses, commutation therefor at the rate of 30 cents per ration. (Act May 14, 1908, sec. 9, 35 Stat., 163.)

Inspectors shall exercise their best judgment in determining how the interests of the Service and the intention of Congress to improve the conditions of the keepers will be best accomplished under the above-named act. At light stations where it is impracticable, by reason of isolation or distance from market, for the keepers to procure subsistence within a reasonable price, rations in kind may be issued to an amount not exceeding 30 cents, unless specially authorized. To those keepers and assistant keepers to whom rations in kind are delivered, the contract cost of a ration will be deducted from the allowance of 30 cents per day, and the difference between the cost of a day's ration and 30 cents be paid in cash as a commutation. To those keepers and assistant keepers to whom no ration is issued the allowance of 30 cents per day will be commuted.

The act making provision for a ration allowance to keepers does not apply to laborers attending lights, nor to keepers of lighthouse depots who are not also keepers of light stations. A keeper or assistant keeper is not entitled to the ration allowance during any period for which he may be suspended from pay and duty, if the charges have been sustained in a degree sufficient to warrant such suspension, nor when furnished subsistence at Government expense while in a

travel status under proper orders. When such subsistence is furnished, deduction shall be made on pay rolls amounting to one-third of the daily ration allowance for each meal furnished.

386. Subsistence of officers and crews of vessels.—The allowances for subsistence for officers and crews of vessels of the Lighthouse Service are as follows:

Officers of tenders (except thirteenth, fourteenth, and fifteenth districts).....	per day..	\$1.00
Crews of tenders (except thirteenth, fourteenth, fifteenth, and sixteenth districts).....	per day..	.60
Crews of tenders, sixteenth district.....	do....	.75
Officers of light vessels.....	do....	.75
Crews of light vessels.....	do....	.60
Officers and crews, thirteenth, fourteenth, and fifteenth districts.....	do....	.65

An increase in the subsistence allowance of 10 cents per man per day for officers and men over the current authorized rates will be allowed to light vessels which have an authorized complement of six or less, provided that in the case of any vessel having an authorized complement of more than six on which the force has been reduced by authority of the Commissioner or in accordance with general regulations to six or less, such increased rate shall apply on such vessels during the period of such reduction in force.

Commutation of rations is authorized for officers and crews of light vessels and tenders and officials and other authorized persons of the Lighthouse Service on duty on board of such tenders or vessels, and money accruing from commutation for rations and provisions for the above-named persons on board of tenders and light vessels may be paid on proper vouchers to the person having charge of the mess of such vessel. (From act Aug. 24, 1912, 37 Stat., 469.)

For vessels on which subsistence is commuted mess funds shall be paid to the commanding officer as the person in charge of the mess, except that payment for provisions obtained from the Navy Department by vessels will be made by transfer of funds to the credit of the Navy Department, to be charged to the district allotment and withheld from payments made on pay rolls to officers of vessels in charge of mess, such pay rolls to have attached copies of invoices covering the amounts so withheld. Inspectors may issue such instructions as to the manner and time when vessels shall procure provisions from navy yards authorized to issue such articles as may best facilitate the arrangement in their districts, taking such precaution as may be necessary to assure that copies of all invoices are sent to the district office and the amounts thereof are deducted from the commutation allowances of the vessels. The commanding officer of each commuting vessel shall open a bank account for the deposit of all funds coming to him on account of the messes and shall make

all payments by check. In case of payments for fresh supplies, for which cash payment is demanded the commanding officer may draw check payable to himself.

To provide for the ready transfer of the messes' funds in bank in case of change of the officer in charge of the mess by death, resignation, dismissal, or other cause, the bank account should stand in the name of the "Officer in charge of mess, United States lighthouse tender (or light vessel)," and the bank informed by the inspector of the name of the officer in charge whose checks should be recognized. Upon change of officers the inspector should advise the bank to discontinue honoring checks of the former officer, if issued after date of change and give the *name* of the new officer.

In cases where the mess on a vessel has not been started, or has been suspended during repairs or for other cause, or when for any other reason the mess is not maintained, the Commissioner, upon recommendation of the inspector, may authorize the payment of commutation of rations to the individual members of the messes, including commutation of quarters, when quarters are not available on the vessel, at such rate as may be considered reasonable.

The messes of vessels on which subsistence is commuted shall accumulate a reasonable surplus of supplies to cover emergencies, due to excess consumption, loss, or spoiling, etc., in order that the vessel may never run short of provisions. It is optional with the mess whether it enters into contract for purchasing provisions. A report of the condition of the mess account must be submitted monthly to the inspector on the prescribed form and in accordance with the instructions thereon.

387. Reserve provisions.—Light stations or light vessels, which because of their isolation or inaccessibility are liable to be cut off from communication for considerable intervals, shall, as authorized by the Commissioner on the recommendation of the inspector, keep on hand a stock of reserve provisions sufficient to last for 10 days, consisting of $1\frac{1}{2}$ pounds of meat in tins and $1\frac{1}{2}$ pounds of pilot bread per day for each authorized person at station or vessel. Such provisions should be kept separate from the regular mess supplies, and each tin should have the month and year of delivery legibly marked thereon. They are to be used in rotation and replaced, so that none will remain in stock more than two years. The keeper or master must make a report at the end of each quarter showing the amount of reserve provisions on hand; and each inspecting officer of the Lighthouse Service who visits isolated light vessels or stations must report as to the carrying out of the regulations relative to reserve provisions.

The cost of reserve provisions will be defrayed from the subsistence allowance of the station or vessel, but in case of a station or vessel starting the system the reserve provisions shall be furnished and paid for by the inspector, and a year will be allowed,

if necessary, to complete reimbursement of the entire stock, by monthly deductions from ration allowances, to be made and shown on pay rolls.

388. Allowance when absent from vessels.—Officers or crews of tenders, when absent from their vessels on other than official business, will be allowed subsistence for the benefit of the messes to which they belong, for not to exceed three meals in case of any continuous period of absence. Officers and crews of light vessels, when absent from their vessels on shore leave, will be allowed a full day's subsistence for the benefit of the messes to which they belong for days on which one or more meals are taken aboard.

389. Keepers to furnish accommodations.—Whenever it may be necessary for an inspector, superintendent, or other agent of the Lighthouse Service to remain at a light station he is authorized to occupy one of the rooms of the keeper's dwelling as an office and chamber, and may require the keeper to furnish him board and necessary furniture. A reasonable compensation shall be paid for meals furnished and it shall be the duty of the light keeper and his assistants to afford to the said inspector, superintendent, or other agent all assistance that may be required with the boat and other means within his charge; and any failure of any keeper to assist, when so called upon, to the best of his ability, shall be immediately reported by said agent through the proper channel to the Commissioner.

The keepers of light stations are required to give such assistance as they can to working parties connected with the Lighthouse Service. The inspector, or his duly authorized representative, will call on the keeper to furnish board for his party. If the outbuildings at the stations will not properly lodge the party, the keeper may be called on by the inspector to furnish lodgings at the rate not to exceed two persons for each room not actually occupied by him or his family.

Payment for meals furnished working parties will be made by the district office at the regularly authorized rates on the proper form, unless other rates are especially authorized by the Commissioner.

390. Contractors for work under the Lighthouse Service will not be allowed to board their men at a light station unless it be impracticable to obtain board in the neighborhood, in which case the contractor shall deposit in advance with the keeper, or with the inspector (as the latter may direct), such sum of money as the inspector may require as security for such board. The inspector will inform the keeper by letter of the amount of money in his hands, and he will pay to the keeper such portion as is needed to satisfy proper bills for such board as may be incurred.

In case that the said deposit made by the contractor should be exhausted before the completion of the contract, the inspector shall require of him such additional deposit as may be necessary.

Should the contractor fail to make such additional deposit, the permission to board and lodge his men with the keeper shall be at once withdrawn, and such withdrawal shall not be considered in case the contractor makes claim that the completion of the work has been delayed thereby.

391. Transfer of keepers.—When a lighthouse keeper is transported, under orders, on a tender from one station to another, he shall be considered as an official passenger, and have the same status as a mechanician when traveling on board a tender under official orders. During the period a keeper is aboard a tender as an official passenger he will not be allowed the ration allowance of 30 cents per day or commutation thereof. Members of a keeper's family, who are not Government employees, when being transported with a keeper on a tender from one station to another, can not be furnished with subsistence as official passengers. They may, however, furnish their own subsistence or they may mess with either the crew or cabin mess as unofficial passengers, but payment must be made by the keeper for the subsistence furnished.

392. Subsistence of officers and employees on vessels.—Officers or employees of the Department of Commerce or of the Bureau of Lighthouses when on board of any vessel of the Lighthouse Service on official duty will be allowed their subsistence, and the amount of such subsistence on noncommuting vessels shall be added to the subsistence allowance of the vessel, at the same rate for each person as is allowed to the officers or crew of the vessel, according to the messes, respectively, in which such official passengers are subsisted.

On vessels where subsistence is commuted the messes are entitled to be reimbursed for subsistence furnished official passengers at the authorized rate for the mess with which such passengers are subsisted. Reimbursement will be made to the commanding officer from district funds.

393. Subsistence of passengers on tenders.—Passengers on tenders shall be considered as of two classes, official and unofficial, as defined in article 161. Official passengers shall be subsisted at the expense of the service, and payment for subsistence of unofficial passengers shall be made either by the passenger or by the person in the Lighthouse Service whose guest such passenger is. Passengers shall receive only the customary food of the mess in which subsisted. The allowance for official passengers and the charge for unofficial passengers shall be at the same rate as fixed for the mess in which such persons are subsisted, unless the actual cost of subsistence of unoffi-

cial passengers exceeds that amount, in which case the actual cost shall be charged.

394. Aid rendered shipwrecked persons.—The act of July 27, 1912 (37 Stat., 239), provides for the reimbursement under rules prescribed by the Secretary of Commerce of keepers of light stations and masters of light vessels and of lighthouse tenders for rations and provisions and clothing furnished shipwrecked persons, who may be temporarily provided for by them, not exceeding in all \$5,000 in any fiscal year.

Whenever shipwrecked persons are sheltered at a light station or on board a vessel belonging to the Lighthouse Service without provisions and with no means of paying for or procuring the same, the keeper of a light station or the master of a vessel is authorized to furnish such persons subsistence from any stores which he has on hand, or necessary clothing, if practicable. When subsistence or clothing has been thus furnished, the proper officer will take a receipt from the persons so furnished for the actual value thereof, and when practicable shall present an account covering the same to the master of the vessel or the owner or agent of said vessel for payment.

In case the master of the vessel, its owner, or agent is inaccessible or refuses to pay the account, the keeper of a light station or the master of a vessel by whom such subsistence has been furnished shall transmit an account, specifying the number of meals furnished, accompanied, if practicable, by a certificate signed by the master or officer in command of said vessel, or by the owner or agent thereof, that the account is correct and no payment thereof has been made, to the inspector of his district, accompanied by a letter stating the name and address of the owner or agent of the shipwrecked vessel, the date and nature of the disaster, the number of persons sheltered, and subsisted or provided for, together with such other facts as are pertinent thereto, to all of which statement the keeper of the light station or master of a vessel shall certify.

Upon the receipt of an account as stated herein the inspector will immediately forward the same to the Commissioner with his recommendation as to the payment thereof.

Any unusual expense, such as damage to boats, hawsers, or other equipment of a station or vessel, directly caused in rendering aid to shipwrecked persons or vessels or those in danger of shipwreck, should also be reported to the Commissioner with the inspector's recommendation as regards reimbursement therefor.

395. Quality, etc., of provisions.—Inspectors shall see that the officers and men on vessels and at light stations as authorized are provided or provide themselves with a sufficient and good quality of provisions and water.

396. All supplies for vessels or stations must be according to the terms of the contracts, and delivered or furnished, as the case may be, regularly on or in advance of the day on which the deliveries are required thereby. In the event of complaint of the quality or of the quantity of the supplies, it will be the duty of the inspector to withhold payment until the cause of complaint on examination is removed, and the inspector, or other authorized person certifies to the fact.

397. Requisitions on general depot.—Requisitions on the general depot shall be forwarded direct by inspectors, but a copy of each requisition shall be furnished the Bureau for its files at the time the requisition is made.

Inspectors shall include in their annual estimate of funds the amount of the annual requisition which has already been submitted on Form 37, and also the estimated amount, itemized as far as practicable, of additional requisitions which will be made during the ensuing fiscal year. The total amount will be deducted by the Bureau from district allotments and credited to the third district when the annual allotments are made. Proper record shall be kept in district offices of requisitions on the general depot, in order that the amount of credit of a district with the general depot may at all times be known, and inspectors shall bear in mind their responsibility for providing funds from their allotments for such requisitions. Should additional credits become necessary by reason of additional requisitions or an increase in the cost of supplies, etc., over the amounts estimated, request for additional credit shall be made to the Bureau by the third inspector, and such further deductions as may be necessary will thereupon be made from district allotments. In order to facilitate adjustments near the close of the fiscal year, so that districts may have available for other use any surplus credits with the general depot, or that deficiencies in such credits may be provided for, inspectors should make every effort to have necessary requisitions submitted not later than May 31 of each year.

In making requisitions state the use for which the articles requested are intended.

Annual requisitions for supplies for the district made on the proper form shall be compiled carefully, with due regard to economy, and shall be transmitted so as to reach the general depot, with a copy to the Commissioner, not later than December 1, preceding the fiscal year for which the supplies are required.

Special or supplemental requisitions upon the third lighthouse district may be made on the proper form in accordance with instructions thereon, and shall be numbered consecutively.

All buoys, chain, sinkers, shackles, ballast, balls, etc., that have to be manufactured especially for the Lighthouse Service should be

requested by inspectors only on annual requisitions on the general depot, special requisitions to be submitted for such material only in cases of great emergency, in which event an explanation as to the emergency should accompany the requisition.

398. Requisitions for nautical publications.—Requisitions for charts, coast pilots, tide tables, nautical almanacs, American Ephemeris, sailing directions, etc., shall be made the subject of a separate letter, and shall be so framed that the letter may be forwarded direct to the office by which the required publications are issued. A single letter must refer to publications of one office only, separating the publications of the Coast and Geodetic Survey, the Hydrographic Office, and the Lake Survey.

399. Requisitions for office supplies.—Inspectors shall make requisitions on proper forms for the following classes of articles as needed for use in their districts: Blank forms, blank books, stationery supplies, furniture, filing equipment, typewriters, mimeograph, adding and computing machines, other office devices, drafting supplies and equipment, technical books, technical periodicals, dictionaries, etc.

In making requests for stationery supplies, such as pens, ink, paper, etc., the class of employees and the number of each class to whom such supplies are furnished shall be stated.

In using Form 90, Requisition for Supplies, the item numbers of articles desired shall be shown in the first column of the form, if ordered from the general schedule of supplies for the current fiscal year; if such schedule is not available, the items desired shall be selected from the latest edition of this book on hand, and each item number with the corresponding fiscal year shall follow the description in the column marked "Articles," as (1164 a3 of 1913), and the "Item No." column left blank, provided that all requisitions submitted for the period July 1 to December 1 shall also state the *year* of the schedule from which the item numbers are taken.

Whenever it is advantageous and economical for inspectors to purchase articles contained in the general schedule of supplies (other than stationery, typewriters, furniture, office devices, and supplies, etc., which must be made the subject of a requisition on the Division of Supplies of the Department) direct from the contractors therefor, recommendation may be submitted to the Bureau specifying the articles it is desired to purchase in this manner and consideration will be given to obtaining the necessary Department authority. As most articles on the schedule are priced for delivery at Washington, D. C., consideration shall be given to the question of freight charges when purchases under the general schedule are contemplated. Special attention shall be given to making prompt

payment for articles purchased direct from contractors under the general schedule.

When articles not listed in the general schedule are desired, full detailed information should be given, in order that the Department may prepare specifications upon which proposals may be obtained, and if articles of the same or similar kind are listed on the general schedule, full explanation shall be made as to why such listed articles have not been requested.

Requisitions on the Division of Supplies for stationery and miscellaneous articles shall be made separately from those for furniture and office appliances.

Special attention should be given, in the preparation of requisitions for supplies, to see that all necessary information is furnished, such as colors of adding-machine ribbons, capacity of loose-leaf binders, number of sets and subdivisions each of guide cards, colors of guide cards, etc., and only such quantities of each article as may be actually needed, until the time for submission of the next semi-annual requisition, should be requested. When loose-leaf sheets are requested, samples showing ruling and punching should be submitted.

In submitting requisitions for filing cases, furniture, mimeographs, etc., furnish a complete description of each article desired, including the factory number and the net price at which it will be delivered and set up.

Black record typewriter ribbons shall be used instead of blue ones.

When it is desired to give an old typewriter in exchange for a new one, furnish information as to the model and serial number, kind of type (whether pica or elite, etc.), and length of carriage of the old machine to be given in exchange, also whether the machine to be exchanged has any tabulating or other special device attached, or bichrome ribbon arrangement. Only one old machine may be given in exchange for one new machine. When advantageous to the Lighthouse Service to do so, old machines shall be exchanged for new ones, instead of disposing of the old ones otherwise.

Requisitions for typewriters, adding machines, and other similar labor-saving devices, on the purchase of which an old article is to be given in part payment, shall contain a statement showing the date of purchase, if practicable, and the period of use of such old article.

Requisitions for new typewriting machines with type other than elite type shall contain a statement explaining fully the reason why such other type is desired.

Requisitions for filing equipment shall specifically state in each case whether wood or metal equipment is desired, and if metal is specified state the reasons therefor. All other things being equal, metal equipment shall be preferred.

Liquid ink eradicator shall not be used. Fountain pens shall not be furnished at Government expense.

Signed invoices, to be returned to the Division of Supplies of the Department, covering articles furnished, should be mailed to that office direct and not through the Bureau.

For further instructions on this subject see latest editions of the manual governing the preparation of requisitions for office supplies and of the requisition forms for printed stationery and for blank forms.

When inspectors desire a new supply of civil-service forms for use in the district, request shall be made directly to the local civil-service district secretary, who will supply the forms.

Unless inspectors are otherwise advised, the cost of articles furnished by the Division of Supplies of the Department will not be charged to district allotments of funds.

400. Towels in public buildings shall conform to Treasury Department standards. Roller and other towels intended for use by more than one person are not allowed in public buildings. (Ex. Ord., Sept. 30, 1913.)

401. All printing, binding, and blank books for the Lighthouse Service shall be done at the Government Printing Office. (From act Jan. 12, 1895, 28 Stat., 622.)

402. Printing forms.—No printing or binding by private firms for the Lighthouse Service shall be allowed. Inspectors shall not have special forms printed for the exclusive use of their districts, unless authorized by the Commissioner.

403. Supplies and equipment for special works of the Lighthouse Service may be furnished from general stock and the appropriation "General expenses, Lighthouse Service," reimbursed therefor from the respective appropriations for special works. (Act Mar. 4, 1913, 37 Stat., 1018.)

When any article kept in stock is required for use in connection with a special work, the same may be issued for this purpose on invoice in the usual manner, which should state the title of the special appropriation chargeable with the cost. Two copies of this invoice should be sent to the Commissioner, who will take steps to reimburse the appropriation "General expenses, Lighthouse Service," by a transfer of funds, at the same time making the district an additional allotment from this appropriation to cover such reimbursement and giving notice to make a corresponding charge against the special appropriation.

Articles of a kind not usually carried in stock, which have to be specially purchased for the occasion, should be paid for on voucher from the special appropriation direct, or this may be done in any

case where it is more economical or convenient to purchase direct from the special appropriation.

404. Requisitions of employees in charge of stations or vessels for supplies, except such as are made in cases of emergency, shall not be approved until the inspector is satisfied, from examination, at the station or on the vessel, by himself or his representative, that the articles asked for are necessary.

Only sufficient supplies for the proper maintenance of a station or vessel should be furnished, and if there is an accumulation of supplies a corresponding quantity should be deducted from the amounts to be delivered for a subsequent year, and the supplies on hand should be used up or returned to the depot.

Particular care must be exercised that new articles are not furnished when those on hand may be economically repaired.

Light station or depot quarters shall not be equipped with household furniture, utensils, etc., except as authorized by the Commissioner; provided that the repair or renewal of worn-out articles already authorized and in use may, in the discretion of the inspector, be made as provided for furnishing regular equipment.

CHAPTER X.

PERSONNEL.

405. A strict observance of the "Regulations for the United States Lighthouse Service" is required of all persons in the service, and each person shall promptly report to the proper authority any disobedience or infraction of the regulations coming to his knowledge. Inspectors and employees under their direction shall familiarize themselves with the contents of the regulations.

406. Civil-service regulations.—All inspectors and other officers and employees of the Lighthouse Service must conform to, and be governed by, the civil-service regulations as given in the following publications:

Civil-Service Act, Rules, and Executive Orders.

Civil-Service Regulations for the Lighthouse Service.

Department Circular No. 243 (edition of Apr. 15, 1915) containing regulations governing the selection and appointment of persons certified directly to field offices by district secretaries.

Civil-Service Commission form (now No. 131) containing information for boards of examiners and nominating officers.

Civil-Service Commission form (now No. 1372) containing instructions to applicants in the various civil-service districts.

Rule VI, sections 7 and 8, of the Civil-Service Regulations for the Lighthouse Service, as amended by Department on March 29, 1917, reads as follows:

With the exception of the emergency cases indicated in the following paragraph, no appointments of employes in the field service who are assigned to duty before formal authority is received from the Department will be made effective prior to the date on which actually authorized.

Where, however, by reason of death, sickness, or other circumstances, a vacancy occurs, or is about to occur, in a position the filling of which, in the judgment of the inspector, is necessary for the proper safeguarding of life or property, and there is not sufficient time to permit by the use of the mails of the position being filled promptly upon the occurrence of the vacancy, an emergency may be considered as existing, and lighthouse inspectors are authorized to assign a suitable person to duty in accordance with the provisions of the civil-service act and rules and the regulations governing such cases, the date of entrance on duty and the circumstances creating the emergency to be promptly reported by mail to the Bureau on the nomination, or by separate letter.

Except in emergency cases referred to in the preceding paragraph, the inspector will be governed by the procedure set forth in the Department's Circular No. 243 and in Appendix C (Civil-Service Regulations for the Lighthouse Service, 1913, p. 21), in submitting nominations for appointments.

Persons nominated for *reinstatement* should not be placed on duty before notification by the Bureau. If the services of a person recommended for reinstatement are immediately required, recommendation for *temporary* appointment, pending reinstatement, shall be submitted. All temporary and emergency assignments to duty by inspectors shall be subject to approval by the local civil-service district secretary.

Inspectors are requested to use all possible foresight to anticipate appointments and receive formal authority in the usual way.

Under Regulation II of the Civil-Service Regulations for the Lighthouse Service, inspectors shall report by letter, in duplicate, all changes in assignments of lighthouse employees on local civil-service boards, giving the names and official designations.

407. Appointments, promotions, reductions, transfers, and removals.—Attention is invited to the following provisions of the civil-service rules:

Section 2 of Rule I provides, in part, that—

* * * No discrimination shall be exercised, threatened, or promised by any person in the executive civil service against or in favor of an applicant, eligible, or employee in the classified service because of his political or religious opinions or affiliations.

Section 3 of Rule I provides that—

No recommendation of an applicant, eligible, or employee in the competitive service involving a disclosure of his political or religious opinions or affiliations shall be considered or filed by the commission or by any officer concerned in making appointments or promotions.

Section 3 of Rule XI provides that—

No recommendation for the promotion of a classified employee shall be considered by any officer concerned in making promotions, unless it be made by the person under whose supervision such employee has served; and such recommendation by any other person, if made with the knowledge and consent of the employee, shall be sufficient cause for debarring him from the promotion proposed, and a repetition of the offense shall be sufficient cause for removing him from the service.

Inspectors shall strictly enforce these provisions and promptly report to the Commissioner all cases of failure to observe them.

408. Promotions, demotions, or dismissals shall be governed by provisions of the civil-service rules: *Provided*, That in the event of reductions being made in the force in any of the executive departments no honorably discharged soldier or sailor whose record in said department is rated good shall be discharged or dropped, or reduced in rank or salary.

Any person knowingly violating the provisions of this section shall be summarily removed from office, and may also upon conviction thereof be punished by a fine of not more than \$1,000 or by imprisonment for not more than one year. (Act Aug. 23, 1912, 37 Stat., 413.)

A removal or reduction may be made by the Department for any cause which will promote the efficiency of the service, but like penalties shall be imposed for like offenses. (C. S. Rule XII.) When

submitting such recommendations, inspectors shall state the reasons in full, and that section 2 of civil-service Rule I, relative to political or religious opinions or affiliations, will not be violated by the action recommended. That part of section 2, Rule XII, civil-service rules, which relates to reduction in grade or compensation, has been superseded by section 6 of the act of August 24, 1912 (37 Stat., 555), and therefore a reduction, if not recommended on account of political or religious opinions or affiliations, may be effected without other proceeding than the filing of a statement in the records of the Department showing the reasons for the reduction in grade and compensation. The Department issues orders of reduction in the cases of appointed employees only.

Prior authority should be obtained of the Commission for all promotions during probation of educational employees. Prior authority should be obtained from the district secretary for all promotions during probation of noneducational employees appointed from registers maintained by the district secretary. Prior authority is hereby granted for promotion during probation of any noneducational employee properly appointed from a register maintained by a local board, in case the probationer is the only employee in his grade at his station or on his ship and the vacancy to which promotion is proposed could not be foreseen at the time the person proposed for promotion was appointed.

409. Reinstatement of dismissed employee.—No person dismissed from the Lighthouse Service shall be nominated or placed on duty prior to the Bureau's obtaining a decision from the Civil Service Commission as to whether or not the reinstatement is permissible under civil-service rules.

410. Discontinuance, leave without pay, and furlough.—Recommendation shall be made to the Commissioner by an inspector to discontinue an appointed employee's services without prejudice when there is no likelihood of his being able to render service within one year from the date he is discontinued, either on account of lack of work, physical incapacity, discontinuance of position, or otherwise. The services of such employee should have been satisfactory, otherwise he shall be recommended for separation for cause. An employee shall not be reported as furloughed when he desires leave without pay, but he should be required to file proper application for such leave without pay.

When the services of a competent appointed employee may not be immediately needed on account of lack of work, but there is a probability that he will be required within one year from the time the need of such services ceased, the employee shall be placed on furlough without pay. His position can not be filled by another person so long as he is on furlough or leave without pay.

A person *separated from the service without prejudice* may be reinstated therein within one year from the effective date of such separation upon approval by the Civil Service Commission. Form 73 shall be submitted when recommending the employee's reinstatement in such case. Recommendations for reinstatement shall be made sufficiently in advance to enable the Department to obtain antecedent action by the Commission before the nominee is placed on duty. In emergencies temporary appointment pending reinstatement may be recommended.

A furloughed employee may be reemployed in his former capacity and rate of pay at any time within one year from the date of his furlough. There must not be any difference between his rank or pay when restored and that received at the time he was furloughed, unless the inspector shall have submitted proper recommendation for new position and appointment.

Appointed employees on furlough who do not return to duty on or before the expiration of one year shall be formally separated from the service. No action by inspectors is necessary to initiate such separation.

The period of eligibility for reinstatement under Rule IX shall begin to run from the date of separation from the service and shall not be affected by the fact of an employee having been on furlough for one year or less immediately prior to separation from the service, unless the Commission is convinced from the facts in the case that the "furlough was not made in good faith, but to circumvent the reinstatement rule."

411. Reports of effective dates of furlough and return to duty of an appointed person under the direction of an inspector shall be forwarded to the Commissioner for his information, and the information of the Department, immediately after an employee is laid off work or returns thereto.

412. Suspension from duty, pay, and allowances.—In case of gross insubordination, neglect of duty, or other serious violation of the regulations, which requires immediate action, the officer in charge is authorized to initiate the removal, or suspension of the offending appointee for a period not to exceed 90 days, pending decision in his case. The facts, together with the action taken, shall be reported to the Commissioner by the inspector at the earliest practicable date in order that effective action may be taken by the Department. The date at the close of which the employee was suspended shall always be definitely reported. In cases where inspectors do not initiate the suspension, they may recommend that the employee be suspended, effective at the close of a date sufficiently in advance to admit of prior Department authority being obtained, or effective

upon date of notification of Department suspension, which date should be reported to the Bureau by letter in duplicate.

Suspension shall be with lawful pay and allowances if the person is exonerated of the charges or if they are not found to be sufficiently substantiated to justify suspension without pay and allowances; and shall be without pay and allowances if they are sustained in a degree sufficient to warrant such action.

Where the employee is in charge of a mess, or of the disbursements of accounts, etc., proper arrangements shall be immediately made to turn those duties over to another employee, beginning with the effective date of the suspension.

A suspended employee is considered as not separated from the Service while his suspension continues, and during that time his particular position can not be filled by the appointment thereto of another person, as two persons can not serve in one position at the same time. Where another employee can not be temporarily detailed, or assigned, without change in title or pay (not a case to be reported on Form 73a, but to be reported by letter in triplicate) to perform the duties of the suspended employee, the inspector may recommend the authorization of an additional temporary position, stating recommended rate of pay, name of person selected, etc., pending the disposition of the charges. All suspensions initiated are subject to approval by the Secretary of Commerce.

In letters of suspension to employees, inspectors will embody a statement as follows, adding, where applicable, the words "and allowances" after the words "without pay" in next to the last line:

"This suspension shall be with lawful pay if you are exonerated of the charges or if they are not found to be sufficiently substantiated to justify suspension without pay; and shall be without pay if they are sustained in a degree sufficient to warrant such action."

413. Charges against employees.—No person in the classified civil service of the United States shall be removed therefrom except for such cause as will promote the efficiency of said service and for reasons given in writing, and the person whose removal is sought shall have notice of the same and of any charges preferred against him, and be furnished with a copy thereof, and also be allowed a reasonable time for personally answering the same in writing and affidavits in support thereof; but no examination of witnesses nor any trial or hearing shall be required except in the discretion of the officer making the removal; and copies of charges, notice of hearing, answer, reasons for removal, and of the order of removal shall be made a part of the records of the proper department or office, as shall also the reasons for reduction in rank or compensation; and copies of the same shall be furnished to the person affected upon request,

and the Civil Service Commission also shall, upon request, be furnished copies of the same. (Act Aug. 24, 1912, sec. 6, 37 Stat., 555.)

The answer of the employee to the charges and a copy thereof shall be forwarded with the other papers in the case to the Commissioner with the inspector's recommendation. The authority to pass finally upon charges against an appointed employee in the Lighthouse Service rests in the Secretary of Commerce.

In the case of a registered employee, the same procedure should be followed in the case of a discharge for cause, but the papers need not be submitted to the Bureau or by it to the Department. However, a copy of the answer and notice of discharge shall be made a part of the records of the inspector. (C. S. Regs. for the Lighthouse Service, 1913, Reg. X, par. 5.)

414. Filling of vacancies.—Inspectors shall nominate, in accordance with civil-service rules and regulations, to the Commissioner all persons for appointment to positions in the Lighthouse Service outside of Washington, D. C. Resort should be made to eligible registers only when it is impracticable to fill vacancies by the promotion, transfer, etc., of persons already in the Service. Inspectors shall, so far as practicable, submit nominations sufficiently in advance of a position becoming vacant in order that authority to place the successor on duty may be obtained in the usual course.

Inspectors should report to the civil-service district secretary every case where an eligible fails to accept an offer of appointment or an appointee declines to enter on duty.

415. Clerk register.—In requesting a certificate to fill a vacancy as clerk, an inspector shall ask for eligibles from the clerk register unless the needs of his office require the services of a clerk, stenographer, and typewriter, in which latter case he shall state the reasons and certify that the work of the position can not be adequately performed by an eligible from the clerk register.

416. Employees at seat of government.—No civil officer, clerk, draftsman, copyist, messenger, assistant messenger, mechanic, watchman, laborer, or other employee shall, after the 1st day of October next, be employed in any of the executive departments or subordinate bureaus or offices thereof at the seat of government, except only at such rates and in such numbers, respectively, as may be specifically appropriated for by Congress for such clerical and other personal services for each fiscal year; and no civil officer, clerk, draftsman, copyist, messenger, assistant messenger, mechanic, watchman, laborer, or other employee, shall hereafter be employed at the seat of government in any executive department or subordinate bureau or office thereof or be paid from any appropriation made for contingent expenses, or for any specific or general purpose, unless such employment is authorized and payment therefor

specifically provided in the law granting the appropriation, and then only for services actually rendered in connection with and for the purposes of the appropriation from which payment is made, and at the rate of compensation usual and proper for such services, * * * and thereafter all details of civil officers, clerks, or other subordinate employees from places outside of the District of Columbia for duty within the District of Columbia, except temporary details for duty connected with their respective offices, be, and are hereby, prohibited. (Act Aug. 5, 1882, 22 Stat., 255.)

Any person violating this section shall be summarily removed from office, and may also, upon conviction thereof, be punished by a fine of not more than \$1,000 or by imprisonment for not more than one year. (From act Aug. 23, 1912, 37 Stat., 414.)

417. A complete current list of eligibles, whose names appear on registers established by local boards, shall be kept posted in a conspicuous place in the office of each inspector.

418. An eligible's name should not be removed from the register unless on account of failure to reply to an offer of a position, selection, three considerations, or declination to enter upon duty after appointment and visit to the station, or unless the eligible has been notified of the intention to so remove his name and is given an opportunity to present his case. Local district secretaries have authority to cancel eligibility in all cases in which they may cancel applications for examination.

419. Selection of eligibles, and probationary periods.—Selection of applicants or eligibles shall be made with sole reference to merit and fitness. There is no legal or administrative objection to such reasonable and proper inquiries concerning the moral and personal qualities of the eligibles as will enable the nominating officer to reach a just conclusion as to relative qualifications, although the examination papers of the persons certified may afford a satisfactory basis upon which to make suitable selection, and there is to be a probationary period after appointment in which to test fitness by actual experience. No new elementary examination should be required, as the examination of the commission must be accepted as final. Wherever possible personal interviews shall be had with the eligibles. If the persons certified do not reside near the nominating officer, field representatives may, when feasible, be instructed to inquire into their fitness. When neither of the courses mentioned is practicable, communication may be had with the persons mentioned in the examination papers as having a knowledge of the character, experience, and ability of the eligibles. Inquiries concerning eligibles must not relate to such personal matters as religion and politics, which the civil-service rules declare shall not be considered in making selection.

The probationary period affords a full, fair, and practical scrutiny of the character of service, fidelity, and business capacity of the employee for six months in the very work which he is to do, and is thus a basis for determining whether he has given such evidence as to character and fitness as will justify his permanent retention. The probationary period can not be extended in individual cases, and the employee must either be absolutely retained or else recommendation made that his services be discontinued during the probationary period or at its close for the reason that his conduct and capacity have not been satisfactory. (From Dept. Cir. 184, 1909.)

The inspector's report and recommendations, with reasons in full, for the discontinuance of the services of a probationer, either before or at the end of the probationary period, shall be submitted in duplicate to the Commissioner in due time to enable departmental action to be taken before the end of the probationary period, except that when the probationer is so situated that a report concerning his conduct and capacity during probation can not be received in season, his absolute appointment or dismissal may be effected when such report is received. (Par. (c), sec. 1, Civil Service Rule VII.)

420. Letter to eligibles (Form 201) shall be sent to each eligible in a group under consideration from which selection is proposed to be made to fill a vacancy. Should an eligible not have replied at the date of the nomination, statement of this fact shall be made thereon and the eligible given 10 days (except in the ninth district, where three weeks may be allowed, and in the sixteenth and nineteenth districts, where six weeks may be allowed), from and including the date of the nomination, in which to reply. Failure to respond or a declination, without request that name be retained, automatically removes the name of an eligible from the register. Should an eligible give good reasons for his failure to reply in the usual time, or should he decline but at the same time request that his name be retained on the register for future consideration, his name may be restored or retained. The district civil-service secretary should be advised directly from time to time of removals from register, suspensions of eligibility, restorations of names, etc., so that he may duly check nominations submitted to him for approval. Copies of letters to eligibles, acceptances, declinations, etc., shall be filed with the application papers in the office of the inspector, but where the register is common to several Government services, and the district civil-service secretary therefore has the application papers, letters of declinations should be sent to that official for filing. Likewise, declinations of eligibles on registers maintained by the Civil Service Commission at Washington, D. C., should be submitted with the papers to the Bureau in the usual course.

421. The number of civil-service examinations held in each district for positions peculiar to the Lighthouse Service for each fiscal year ending June 30 shall be reported direct to the Civil Service Commission on the proper form as soon after that date as practicable.

422. Private instruction for examination.—No officer or employee of the Government shall, directly or indirectly, instruct or be concerned in any manner in the instruction of any person or classes of persons, with a view to their special preparation for the examination of the United States Civil Service Commission.

The fact that any officer or employee is found so engaged shall be considered sufficient cause for his removal from the service. (Ex. Ord., Oct. 13, 1905.)

423. Rating of applications.—Registers for noneducational positions shall be established upon ratings by the local board as soon after the 1st day of January, April, July, and October as practicable, or more or less often, as the needs of the service require. When the register for any position contains a sufficient number of eligibles, examination shall not be held for that position until additional eligibles of that kind are required. In such cases applicants shall be advised of the condition of the register and that their application papers will be retained and rated at the earliest date consistent with the needs of the service. Any two members of a local civil-service board may, in the absence of a full board, proceed with the business of the board in examining and rating papers, etc., if necessary. Every precaution should be taken so that the register for any class shall not become exhausted; if exhausted, it shall be reestablished as soon as practicable.

Civil-service Forms 1800a and 1449 should be used as vouchers for the trades and skilled occupations, and Form 1025a should be used as voucher for keeper and assistant keeper in the Lighthouse Service.

Eligible registers should show the localities where eligibles are willing to accept employment, and proper notation should be made on the nomination form when an eligible who is recommended for appointment is not among the highest three on the register for the entire district.

424. Undesirable applicants.—Persons of intemperate habits and those who are mentally, morally, or physically incapable of performing the duties required, or who are otherwise, for good and sufficient reasons, undesirable for employment in the Lighthouse Service, shall not be employed by the inspectors or nominated by them for appointment.

425. Age limits.—Regulation III, section 3, paragraph 3, of civil-service regulations for the Lighthouse Service, as amended, provides that the maximum age limit for entrance into the Lighthouse Service as officer of tender, is 45 years.

There is no maximum age limit for entrance into the Lighthouse Service as keeper or assistant keeper (act July 26, 1886, 24 Stat., 148), or as officer of a light vessel.

In case an eligible reaches the age limit during his period of eligibility and before his appointment, his name shall remain on the eligible list.

426. Preference on account of military service.—When applicants claim preference on account of military or naval service, it is unnecessary for inspectors to forward the discharge certificates, as a statement showing the company and regiment, or vessel in or on which a claimant served, and the dates of his enlistment and discharge, will be sufficient to serve the purposes of the Civil Service Commission.

427. State, municipal, or territorial offices.—Appointed Federal civil officers, except laborers in charge of lights whose duties require only a portion of their time, can not accept or hold such offices. (Ex. Ord., Jan 17, 1873, and Oct. 6, 1915.) This has been held not to prohibit certain other classes of minor service, and inspectors will report for decision cases arising with statement of nature of position and duties and whether same interfere with the regular and efficient discharge of Federal duties.

428. Aids.—Positions of this class are authorized in the Lighthouse Service at large and not for particular districts, and the incumbents of the positions will be transferred by the Commissioner from district to district for temporary duty as their services may be required.

429. Licenses from Steamboat-Inspection Service.—The possession of a proper license shall be a condition precedent to the placing upon a civil-service eligible register of the name of an applicant for appointment on a lighthouse vessel, except that in the case of light vessels which have no means of self propulsion, licenses are not required, but are desirable. It shall be stated on eligible registers whether each applicant has the necessary license. Transfer or promotion shall also not be made of an employee who does not possess the necessary license to cover the position to which his promotion or transfer is recommended, but in the case of an employee with a good record and who in the inspector's opinion is qualified to fill the position, or in the case of a light vessel which proceeds but seldom under its own steam the transfer or promotion of a proper person may be recommended when the license does not fully cover the position, with the understanding that a sufficient license will be obtained as early as practicable.

Similar licenses will be required on self-propelling vessels in the Lighthouse Service to those required in the merchant marine so far as may be practicable in the interests of good administration.

In those cases where deck and engineer officers in the Lighthouse Service have not the necessary licenses to cover their positions they shall be required to obtain such licenses at the earliest date, unless otherwise authorized by the Commissioner.

The general rule adopted by the Steamboat-Inspection Service, with reference to credit to be given for experience had on Lighthouse vessels, is that service on motor-propelled light vessels or tenders shall be considered as equivalent experience for raise of grade to that obtained on vessels subject to inspection by that Service. The word "motor" as applied above covers steam-propelled vessels as well as vessels propelled by internal-combustion engines.

430. Quartermasters and machinists.—No person shall be employed as a quartermaster or machinist who has not satisfactorily passed such examination or test, either by the inspector, the commanding officer of the vessel, or as shown by license from the Steamboat-Inspection Service, as is sufficient to demonstrate his efficiency for such position. Preference shall be given persons who are citizens of the United States, or who have declared their intentions of becoming citizens.

431. Transfers to position of watchman.—When it is considered to be in the best interests of the service to transfer a keeper or an employee from a trades or mechanical position to that of watchman, and it is not regarded as practicable to require such employee to pass the usual examination, consideration may be given to the transfer of an employee who has had at least two years' service in such trades or mechanical position, and who is still physically qualified to perform the duties of watchman, with the understanding that the employee affected will not thereby acquire a status for transfer or promotion to other positions of the third or subclerical grade, without passing the civil-service examination prescribed for that grade. In recommending such appointment a full statement shall be furnished with respect to the nominee's service record, age, and physical condition, together with the special reasons which render his appointment desirable.

432. Effective date of appointments.—Except in the cases specified in article 406 no person shall be assigned to duty before formal authority is received from the Department. The inspector shall prepare the nomination to read that the appointment, if issued, will be effective on the date of the issuance of the appointment or as soon thereafter as the employee enters on duty, or state on the nomination the desired future date, and should await the receipt of the notice of appointment before assigning the employee to duty. Nominations involving change in status should state an effective date for the desired change. Whenever an effective date of appointment is set by the inspector, it shall be far enough in advance to

enable consideration of the case by the Bureau and action by the Department and provide for notification by mail.

433. Change in appointment.—When it is necessary to have notices of appointment amended, or canceled because of declination to enter on duty, inspectors shall immediately return the original and copy to the Commissioner, with proper recommendation, notifying the local civil-service district secretary of recommended cancellation.

434. Notices of appointment and letters addressed to appointees are the property of the appointees, except in cases of cancellation above noted. The carbon copies furnished in each case shall be filed in the inspector's office. (See art. 15.)

435. Instructions to appointees, and salary.—Persons when appointed shall be instructed by the inspector as to the time of entering upon their duties, and shall be paid at the rate stipulated in their appointments from the date on which they actually enter upon their duties.

When employees are required to report on board a tender for transportation, such date may be considered the date of entrance on duty. No allowance for necessary and actual traveling expenses shall be made unless the notice of appointment so provides, except that necessary meals en route to station on tender shall be allowed as provided for other employees traveling under official orders.

436. Uniforms.—Inspectors shall require that all male employees stationed on vessels or at light stations and depots shall wear a uniform when at their station as prescribed in the "Regulations for Uniforms." As respects the crews of vessels, inspectors may exercise discretion in enforcing the full requirements.

437. Oath of office.—Employees *appointed* by the head of the Department shall subscribe to the prescribed oath. Oath must be taken on or after effective date of appointment and prior to payment of compensation. An oath taken prior to *effective* date of appointment is not valid. Appointee should execute oath at time of leaving for off-shore or inaccessible stations, if practicable, or oath administered by master en route when transportation is by tender.

438. How oaths may be taken.—The oath of office may be taken before any officer who is authorized either by the laws of the United States or by the local municipal law to administer oaths in the State, Territory, or district where such oath may be administered. (Sec. 1758, R. S.)

439. Chief clerks to administer oaths.—The chief clerks of the several executive departments and of the various bureaus and offices thereof in Washington, D. C., are hereby authorized and directed, on application and without compensation therefor, to administer oaths of office to employees required to be taken on their appointment or promotion. (Act Aug. 29. 1890, 26 Stat., 371.)

Hereafter chief clerks in the offices of lighthouse inspectors and employees designated by them are authorized to administer oaths of office to employees of the Lighthouse Service. (From act Mar. 3, 1915, sec. 7, 38 Stat., 928.) See under article 341 for rules to be observed as to designating employees and form of designation under the above act.

440. Filling out of oaths.—Before an oath of office is sent to an appointee, the official titles, the rate of pay, and name of station shall be filled in. These statements shall agree with the last appointment.

Oaths of office shall be carefully examined before being sent to the Commissioner, and all necessary information noted therein, including the necessary seal.

441. Forwarding oaths and personal question sheets.—Oaths of office and personal question sheets shall be forwarded to the Commissioner by inspectors at the earliest possible date without letters of transmittal except where necessary. Personal question sheets shall be signed by the inspector or person authorized to sign in his absence, and for technical employees shall be submitted to the Bureau in duplicate.

442. Oath delivered up for file.—The oath of office taken by any person pursuant to the requirements of section 1757 shall be delivered in by him to be preserved among the files of the Department to which the office in respect to which the oath is made may appertain. (Sec. 1759, R. S.)

443. Notarial fee.—Executive order dated December 31, 1904, has been amended, under date of March 31, 1905, to read as follows:

It is hereby ordered that hereafter no officer, clerk, or employee in the executive service of the Government, who is also a notary public, shall charge or receive any compensation whatever for performing any notarial act for an officer, clerk, or employee of the Government in his official capacity, or in any matter in which the Government is interested, or for any person when, in the case of such person, the act is performed during the hours of such notary's service to the Government. Disobedience of this order shall be ground for immediate dismissal from the service.

This order shall not apply to oaths of disinterestedness, or other oaths required to be made by law, provided that the work in connection therewith is not performed during office hours.

Strict compliance with this order will be exacted. (Dept. Cir. 68, 1905.)

444. Legal residence.—When necessary to report change of legal residence of an employee, inspectors shall furnish the name of the city or town, county, and congressional district, in addition to the name of the State.

445. Reports of employments.—Inspectors shall submit on the form provided therefor, not later than the twentieth day of the succeeding month, and in accordance with the civil-service regulations for the

Lighthouse Service, reports of all registered and unregistered employments in the field force or at lighthouse depots.

446. Registered positions.—The registration system for the Lighthouse Service covers noneducational positions in the field construction force, such as foremen, all the mechanical trades and skilled laborer, and positions of similar character at depots. It does not include unskilled laborer, nor temporary job employment of any kind, such employments coming under the provisions of schedule A, subdivision 1, section 12, civil-service rules.

Original employment, furlough, separation, etc., of registered employees shall be made as provided for in the civil-service regulations for the Lighthouse Service.

Eligibles for registered positions shall, when selected, be given a contract of employment by the inspector, executed on the proper form, at a per diem or monthly rate of pay. The pay of a registered employee shall not be changed from a per diem to a monthly rate, or vice versa, without prior approval of the Commissioner.

In case of desired additions to the authorized field construction force, inspectors must obtain the Commissioner's authority before proceeding with the employment of foremen and of any persons below the grade of foreman whose compensation exceeds the rate of \$5 per diem, or \$100 per month, unless special authority is obtained in advance. In case of desired additions or renewals of lapsed registered positions in the depot forces, the Commissioner's authority shall likewise be obtained before proceeding with the employment, regardless of pay. Inspectors shall state by letter, in duplicate, the necessity for such additions or renewals and give rate of pay and probable period for which required.

447. Compensation under lump-sum appropriations.—No part of any money appropriated in lump sum shall be available for the payment of personal services at a rate of compensation in excess of that paid for the same or similar services during the preceding fiscal year. (Sec. 4, act Mar. 4, 1913, 37 Stat., 790.)

The words "same or similar services" relate to the character of the services rendered, and not to the amount of work done, under the same or similar conditions.

448. Compensation, more than one salary.—Unless otherwise specially authorized by law, no money appropriated by this or any other act shall be available for payment to any person receiving more than one salary when the combined amount of said salaries exceeds the sum of \$2,000 per annum, but this shall not apply to retired officers or enlisted men of the Army, Navy, Marine Corps, or Coast Guard, or to officers and enlisted men of the Organized Militia and Naval Militia in the several States, Territories, and the District of Columbia: *Provided*, That no such retired officer or enlisted man shall be

denied or deprived of any of his pay, salary, or compensation as such, or of any other salary or compensation for services heretofore rendered, by reason of any decision or construction of said section six. (Act May 10, 1916, sec. 6, as amended by act Aug. 29, 1916; 39 Stat., 582.)

Fees received by notaries public for services in administering oaths are not salary and do not come within the inhibition of the foregoing law. (Comp. Dec. 22, p. 693.)

449. Change in pay, number, or grade.—No change in the rates of pay, nor in the number or grade of persons appointed in district offices, at depots, stations, or on board of light vessels or tenders shall be made except by authority of the Secretary of Commerce.

Keepers, assistant keepers, and laborers in charge of lights shall be paid at yearly rates of pay as new appointments are made.

Appointments to such positions will not be made to a designated light or group of lights, but this information shall be given in all nominations of such employees for record purposes.

All such employees may be transferred from one station to another, involving no change in pay, rank, or designation, without recommendation for new appointment, by reporting such transfers on the proper form. When the transfer involves a change in pay, rank, or designation the customary nomination, followed by the usual oath at the proper time, will be required.

All recommendations for change in status should state the effective date of the desired change.

450. Change in classification for pay of light station.—Recommendations will be considered for changing the classification for pay of a light station only when the circumstances and conditions connected with the station make it justifiable, as, for instance, the addition of fog-signal machinery, extra lights, or the discontinuance of a fog signal or a light, etc.

451. Discontinuance or authorization of a position.—When an inspector submits recommendation for the discontinuance of a light, etc., he shall make recommendation at the same time for the discontinuance of the authorized positions and for the disposition of the services of the employees in those positions. Every effort shall be made to transfer such employees to other suitable positions for which they are qualified, and the inspector shall report on the action so taken. If it is impracticable to recommend the transfer of such employees before their positions are discontinued, the discontinuance of their services shall be recommended, with the understanding that they will be given due consideration for reinstatement in proper cases. When the Secretary approves the discontinuance of a position or light or other aid, or of the services of an employee, effective at the close of a date later to be determined and reported to the

department, proper reports and recommendations shall be submitted in due time. So far as may be practicable, recommendations for the authorization of positions shall be accompanied by nominations for the appointment of suitable persons thereto.

452. Personnel for new aids, etc.—Whenever a new aid to navigation requiring the services of one or more keepers, or a tender or light vessel, is ready to be put into operation, the inspector shall submit, in ample time to obtain prior authorization, recommendation as to the necessary personnel with rates of pay therefor, and shall state the appropriation from which the salary is payable.

In recommending (in duplicate) the authorization of new appointive positions of laborer in charge of new lights, inspectors are directed to state the kind of light and equipment, distance the lights to be cared for are from the nearest lights looked after by an appointed person already in the service, whether or not it would be practicable and advisable to have the new lights cared for by keepers or laborers already in the service, in addition to the lights already in their charge, and, if not, why not, distance and direction the person to be nominated resides or will reside with reference to the location of the new lights.

The number of positions of keeper, etc., in the Lighthouse Service shall be kept at the minimum, consistent with the interests of the service. Inspectors shall make proper recommendation as to change in the names of positions.

453. Salaries, new positions.—In recommending the authorization of new appointive positions inspectors shall state that the salary recommended is reasonable, justified, and not in excess of that paid for the same or similar work during the preceding fiscal year.

454. Upon the destruction or discontinuance of an aid to navigation or lighthouse vessel, the inspector shall at once submit such recommendations as may be required by the circumstances regarding the discontinuance of the authorized positions and of the services, reduction in pay, transfer, or furlough without pay of the employees in charge of the aid or vessel, and for proper change in designation of positions and pay in cases where the light discontinued is cared for by an appointed keeper or laborer having charge of other lights.

455. Designation of keepers, etc.—If the care of a light or lights requires the whole time of a keeper or assistant keeper (whose salary is paid from the appropriation, "Salaries of keepers of lighthouses") to the exclusion of any occupation by which he might otherwise earn his livelihood, he shall be designated keeper or assistant keeper, as the case may be.

Employees in charge of lights, regardless of the compensation received by them or the appropriation from which paid shall be

designated as laborers in charge, provided the care of such lights does not require their whole time and attention, and does not therefore interfere with their pursuing other vocations, if desired.

456. Salaries of keepers.—The Secretary of Commerce is authorized to regulate the salaries of the respective keepers of lighthouses in such manner as he deems just and proper, but the whole sum allowed for such salaries shall not exceed an average of \$600 to each keeper. (Sec. 4673, R. S.)

457. Temporary details.—Details of officers of tenders and light vessels may be made for periods of one month and less, without report thereof to the Bureau; details in excess of one month, or extensions thereof, must be authorized as herein provided.

With the exception of officers of tenders and light vessels inspectors shall request antecedent authority for each detail, where practicable, by letter, in triplicate, stating (1) the nature of the detail, (2) probable effective date, (3) probable duration, and (4) necessity. Where it is impracticable to defer the detail until authority is received, inspectors may make such details and immediately shall submit letter, in triplicate, to the Commissioner, reporting effective date and other facts above enumerated. In the event the date of entrance on duty or date of termination is different from that at first recommended, report thereof shall be made to the Bureau by letter in duplicate.

As under the above details an employee does not vacate his position so that another person might be appointed thereto, it will be necessary, if it be desired to have another person perform his former duties during his absence, to make another detail in his place or else to recommend with appropriate explanation the authorization of an additional position for the period desired and the appointment thereto of a qualified person in the usual manner.

These details are not the same as transfers, temporarily or permanently, which may be effected, except in the case of tenders (see art. 458), by the use of Form 73a, in the event of a vacancy in a position where there is no change in pay or rank. Employees who hold appointment wherein the post of duty is not specified are considered as in the Lighthouse Service at large for the purpose of transfer, so that, except officers of tenders, they may be transferred where no change in pay, rank, or designation is involved by the use of Form 73a without the necessity of issuing a new appointment. Where it is desired to effect a transfer involving change in pay or rank, Form 73 shall be used. In using Form 73 or 73a, inspectors shall see that the transfer or proposed transfer of the predecessor has already been reported in order that the matter will not be delayed pending the receipt of such report on proper form.

458. Assignments of officers of tenders.—As all appointive positions on lighthouse tenders are regarded as being in the Lighthouse

Service at large rather than on particular vessels, officers of tenders may be assigned from one tender to another, without change in title or compensation, as may be deemed necessary in the interests of the service. An officer so transferred will not vacate his position for the reason that the position will be regarded as accompanying him. Details of officers from one tender to another and transfer of such officers by the use of Form 73a shall not hereafter be made, as either a permanent or temporary assignment may be made. The rules governing and the manner of reporting such assignments shall be the same as prescribed for details, except that when the change is permanent it shall be so stated.

459. Temporary additional positions.—When, by reason of injury or illness of an employee, or for other reasons, it is considered necessary to provide additional assistance or a substitute at Government expense, the facts must be reported to the Bureau at the earliest date practicable, by letter, in duplicate, with recommendation, in order that steps may be taken in proper cases to secure departmental approval of such employment, authorization of temporary additional position, and the appointment of a temporary employee. The provisions of article 406 in regard to appointments apply with equal force to temporary additional positions. The inspector at the time he recommends that the salary of such temporary additional employee be paid by the Government shall state the circumstances which justify the Government in paying the salary of the temporary additional employee, such as peculiar hardship to require the regular employee to pay his own substitute, length of service, needs of the service, etc.

The additional position at a light station shall be that of laborer at a rate of pay not exceeding that of the lowest grade at the station when practicable, and where such procedure is impracticable a report of the facts should be submitted with the recommendation. Where the substitute is employed with the title of laborer, he will not be allowed subsistence or commutation thereof, but where a temporary or additional keeper or assistant keeper is employed such allowance will be made.

This regulation does not interfere with the arrangement of the granting shore liberty and annual leave to keepers in the Lighthouse Service who furnish substitutes at their own expense.

This action is only to be taken in meritorious and proper cases and where such action is necessary in the interests of the service.

The temporary additional employee will be regarded as occupying a new position. However, where a regular employee is separated from the service, temporary appointment, where necessary, may be made in the usual manner pending the filling of his position permanently, and in that case the predecessor of the temporary employee shall be stated on the nomination as the regular employee separated,

for the reason that the temporary appointment will be made to a regular position already authorized and not to a temporary position authorized in an emergency.

460. Temporary appointment.—Temporary positions of no matter how short a duration shall be offered to eligibles on the proper list. A person not on the register may be placed on duty, if necessary, with proper authority, pending the replies of eligibles tendered a position, pending entrance on duty of a probationary appointee or transfer within the service, or pending the establishment of a register of eligibles.

The practice of permitting a temporary appointee selected in the absence of a register of eligibles to apply for examination in the usual course for the position he fills is in accordance with civil-service rules, and should be followed in all cases where the interests of the service would be advanced. An explanation of the reasons necessitating nomination of a person not on the register for temporary appointment, if there are eligibles on the register, shall be made in each case by the inspector; and if there are no eligibles, the reason therefor should be stated, with statement of the efforts being made to obtain applicants for examination.

When a vacancy occurs within two months of the closing of navigation in any position not required to be filled during the closed season the inspector shall recommend the temporary appointment of some person, in the usual manner, to fill the position until the close of navigation only. Arrangements shall be made during the winter months for the probationary appointment of an eligible or transfer of any suitable employee already in the service, who shall be placed on duty upon the opening of navigation.

Care must be taken that all recommendations for temporary appointment comply with the provisions of the civil-service regulations for the Lighthouse Service, and nomination, in every case, must be submitted through the local civil-service district secretary.

461. Extension of temporary appointment.—Where extension of temporary appointment is necessary, nomination for renewal shall be submitted on Form 73 in due time for action by the Department prior to expiration of the period already authorized. When requesting the extension of a temporary appointment, the inspector shall accompany the nomination by a statement of the work to be performed, or of the necessity therefor, and of the probable length of time such services will be required.

462. Report of expiration of temporary appointment.—Upon the final termination of a temporary employee's services, one copy of the form provided for reporting such final termination shall be mailed to the Commissioner.

463. Laborers in charge of lights.—Laborers in charge of lights paid from the appropriation "Salaries of keepers of lighthouses," and who receive a salary exceeding \$300 per annum, are in the classified competitive civil service and must be selected for appointment from an eligible register. In those cases where such employees receive \$300 per annum or less and their duties require only a portion of their time, they are regarded as excepted from examination and, in accordance with schedule A, subdivision 1, section 6, civil-service rules, selection need not be made from an eligible register, but such laborers shall be employed solely on the basis of fitness for their respective duties. Where a position excepted from examination is filled as a competitive position would be filled, the appointee is considered as included in the "classified civil service," as used in section 6 of the act of August 24, 1912 (37 Stat., 555), and is entitled to all the rights of a competitive employee under Rule II, paragraph 3, of the civil-service rules. In those cases where excepted positions are not filled as are competitive positions, the incumbents thereof are not entitled to such rights, and in cases where it is desired to separate such employees from the service for cause, inspectors should state all the facts in the case and make appropriate recommendation to the Commissioner.

Laborers attending lights paid otherwise than from the appropriation "Salaries of keepers of lighthouses" are not in the classified civil service, and appointment by the Secretary will not be made. Such laborers shall be employed solely on the basis of fitness for their respective duties. The authority of the Commissioner is not required for the employment of such nonappointed laborers except when the rate of compensation exceeds \$40 per month, when his prior authority must be obtained. Request for such authority shall be made by separate letter in duplicate and not on Form 73, stating the appropriation from which salary is paid and pertinent facts.

The preceding paragraph applies as well to the thirteenth, fourteenth, and fifteenth districts as to the other districts. In these three districts the average rate of pay per light for laborers attending such lights shall not exceed \$9 per month unless specific authority for a higher average rate is granted by the Commissioner.

Annual reports on the proper form shall be submitted to the Commissioner after June 30, giving data required as to employment of nonappointed laborers in charge of lights, by inspectors of districts having lights of the class referred to.

464. Whenever an appointed employee is transferred to another department of the Government the inspector shall secure from such employee a letter of resignation from his position in the Lighthouse Service, to be transmitted to the Commissioner with the proper form. In the absence of a resignation the inspector shall recommend the

discontinuance of the services of the employee. This is also true in case the employee is on furlough at the time of transfer, but a statement to that effect shall be made.

465. All nominations for transfer shall, except as herein provided, be accompanied by the written applications of the employees concerned or by written explanation of the inspector as to whether or not the transfer is agreeable to the employee, etc. In the case of a transfer and reduction the reasons shall be fully stated for record purposes, together with a statement that approval of the action recommended will not be in violation of section 2 of Rule I of the civil-service rules. Transfer for disciplinary reasons shall not be effected by the inspector and reported on Form 73a until report and recommendation is made in the usual manner and authority for the proposed action obtained.

These instructions do not apply to transfers of officers from one tender of the Lighthouse Service to another, nor to any transfers which contemplate an increase in rank or pay.

466. Transfer and promotion.—A systematic method shall be adopted in each district office for the handling of requests of employees for transfers, etc., in order to insure uniformity and equitable treatment of such employees.

Record shall be kept by inspectors showing the seniority of all employees in the districts for the purpose of transferring or promoting the senior available or best qualified man to a more desirable position or station in the event of a vacancy. The question of seniority shall not, however, entirely govern transfers or promotions as an employee's relative efficiency, age, health, physical ability, etc., to fill the vacancy shall also be considered.

The more desirable positions shall not be given new appointees unless it is impracticable to transfer employees at less desired stations to such vacancies.

In filling vacancies in positions under their charge, inspectors shall not recommend transfers of employees from without the Department if there are employees under their jurisdiction capable of filling such vacancies and who desire such transfer.

467. Transportation expenses under transfers.—When an employee is transferred from one district or station to another, consideration may be given to the payment by the Government of traveling expenses in proper cases, as follows:

1. The employee may be ordered to the new post of duty under his old appointment, in which case expenses would be paid under the old appointment and his position can not be filled until he enters on duty in his new position. His services during the time preceding the entrance on duty of his successor may, however, be performed by an employee on detail. The effective date of the

termination of services under the old appointment would in such cases be the close of the date immediately preceding that on which entrance on duty is made in the new position. The inspector to whose district transfer is made should in such cases immediately report the date of entrance on duty in the new position to the inspector of the district from which transfer is made, in order that the latter may take proper steps to fill the vacated position by appointment.

2. Recommendation may be made that a provision be included in the new appointment for payment of the actual and necessary traveling expenses in reporting to the new post of duty, and good and sufficient reasons shall be given by the inspector for such recommendation.

Inspectors shall give the above proper consideration when having to deal with such transfers.

468. Transfer of keepers at isolated stations.—Inspectors may recommend, with appropriate explanation, the transfer of keepers, with records for long and meritorious service at isolated stations, without reduction in pay when such pay is higher than that fixed for the stations to which such transfer is proposed.

469. Women and children at isolated or offshore stations.—No women or children will be allowed to reside at isolated or offshore stations, unless by special permission of the Commissioner, previously obtained.

470. School facilities for keepers' children.—In event of vacancies permitting transfer to light stations convenient to school facilities, preference must be given to keepers and assistant keepers having children between the ages of 5 and 16 years who have not access to schools, providing they desire such transfer and their service and qualifications entitle them to consideration.

At all stations not accessible to schools, and where there are children of school age, inspectors shall from time to time inquire into conditions as to the education of the children, and encourage any course which will lead to their suitable education, or where necessary recommend transfer when there is proper opportunity. Inspectors should when desirable consult with State and local educational authorities. Other conditions being equal, inspectors should not recommend for appointment or transfer to stations not accessible to schools, keepers having children of school age unless such keepers give assurance that they will make proper provision for education of their children.

471. Members of the keepers' families shall be nominated for appointment for assistant keeper or as laborer at light stations only where the interest of the Service requires it.

472. Members of family in service.—When a person applies for reinstatement in the Lighthouse Service, the inspector shall ascertain

whether or not he has two or more members of his family¹ in the Government service. If so, he shall be requested to fill out Civil Service Commission Form No. 1769.

In probationary appointments the information as to members of family in service is covered in the declaration of appointee.

473. Promotion of officers of tenders.—Whenever there is a vacancy in the position of master or engineer of a lighthouse tender the inspector, before recommending the appointment thereto of a person not in the Lighthouse Service, shall report such vacancy in order that the Commissioner may ascertain whether or not there are competent officers already in the Service who may be transferred and promoted thereto. This does not apply to temporary appointments in cases of emergency where it is impracticable to await the finding of a suitable person in the Service to fill such position.

Inspectors shall file with the Commissioner, on the 1st day of January of each year, the names of any mates in their districts qualified for master, or assistant engineers qualified for engineer, who desire promotion when it involves transfer to another district, together with a statement regarding their special qualifications, licenses, etc.

474. Transfers to light stations and depots.—Officers on vessels and employees of district offices may be recommended by inspectors for appointment as keepers for shore duty when such action is desired by them and there is a suitable vacancy, and when such appointment is for the good of the service.

Positions of depot keeper and assistant depot keeper in the Lighthouse Service are considered to be of the noneducational class, and therefore keepers, assistant keepers, officers of tenders and light vessels may be considered for transfer to such positions without additional civil-service examination, provided they possess the necessary qualifications to handle the stock records, the care of which is incidental to the performance of other duties.

475. Efficiency reports.—Inspectors shall submit to the Commissioner on January 1 and July 1 of each year, on Form 106, the names of all employees under their direction holding appointment certificates whose efficiency is below the required standard, together with a proper recommendation by separate letter, in duplicate, in each case reported. In case there are no employees below the required standard, this form shall be submitted, at the times indicated, with a statement thereon to that effect.

Efficiency report on Form 69 shall be submitted to the Commissioner by the 1st day of March of each year, and just prior to the detachment of any inspector, in the case of employees to whom the

¹ The "family" consists of those who live under the same roof with the paterfamilias—those who form his fireside; but when they branch out and become heads of new establishments they cease to be a part of their father's family. (26 Opín. Atty. Gen., 301.)

report applies, as noted on the back of said form, who fall below a desirable standard of efficiency.

476. Notice of resignation.—Any person who leaves the Service without due notice or offers his resignation and leaves the Service without action thereon on such short notice as to cause embarrassment to the Service shall be recommended for dismissal unless he can give satisfactory reasons for his action. Inspectors shall submit proper report and recommendation in such cases.

477. Service cards.—Nonappointed employees on vessels shall receive Form 42 properly filled out upon their discharge from the Service. Form 203 shall be made out in duplicate, one copy being given to the noneducational employee furloughed, or otherwise separated, and the other retained in the files of the district. Form 203 is to be issued to registered members of the field construction force, and employees under schedule A, subdivision 1, section 12, civil-service rules, but shall not be issued to nonappointed laborers caring for lights or to appointed employees when separated.

478. Constant and faithful attention to their duties shall be required of all persons in the Service, and they shall never absent themselves from duty without the consent of their superior officers, except in case of unavoidable absence on account of serious illness, which must be reported at once to the proper officer.

479. Hours of labor.—The hours of labor for all clerks and other employees under the direction of lighthouse inspectors, who are required to perform office service shall be from 9 a. m. to 4.30 p. m., with a half hour for luncheon, except as provided in article 480, and shall be strictly observed, unless otherwise specially authorized by the Department.

480. Duration of working days on certain Saturdays.—From June 15 to September 15 of each year four hours, exclusive of time for luncheon, shall constitute a day's work on Saturdays for all clerks and other employees of the Federal Government, wherever employed. This authority is granted upon condition that the services of employees may be spared without detriment to the public service. (From Ex. Ord., June 9, 1914.)

This order is construed as not applying to officers and crews of lighthouse vessels, to keepers or laborers in charge of lights, or to the construction forces in the field, but as applying to the forces employed at offices and depots, so far as the services of such employees may be spared without interfering with the work of lighthouse tenders or without other detriment to the public service.

In case an employee entitled to annual leave and to the Saturday half holiday is absent on Saturday morning during the period specified he shall be charged with four hours' leave and not with one day.

Where employees are excused by Executive order at noon on days preceding holidays, etc., the hours before noon only, and not a full day of annual leave, are charged in cases where employees are absent on annual leave during such days.

From September 16 to June 14 of each year the office hours on Saturdays for all clerks and other employees employed in the offices at the headquarters of the various lighthouse districts, including members of the field force (other than per diem employees) whose working quarters are in the inspector's office, shall conform to the general local custom, provided that at least one competent employee (by rotation) shall remain on duty in each district office until the regular closing hour and that the services of the other employees in such offices can be spared without detriment to the public service. Employees absent from a district office on a Saturday morning during the period hereinbefore specified shall be charged with a full day's leave for such absence, whether annual, sick, or without-pay leave.

481. Eight-hour law.—The act of August 1, 1892 (27 Stat., 340), limits the hours of daily service of laborers and mechanics employed upon public works of the United States to eight hours in any one calendar day and provides penalties for its intentional violation. As the law refers specifically to all laborers and mechanics employed upon public works, all other employees are excluded from its provisions. All cases in which inspectors have reasonable doubt as to the applicability of the law, shall be reported, with a full statement of the facts, to the Bureau for decision. (See art. 218 for relation of this law to contracts.)

In proper cases, per diem laborers and mechanics who are required to work longer than eight hours on any calendar day, other than a Sunday or a legal holiday, shall be paid time and a half for time in excess of eight hours, and shall be paid double time for all time that work is performed on Sundays and holidays, in addition to gratuity pay for holidays.

482. Public holidays.—The following public holidays are recognized: January 1, February 22, May 30, July 4, Labor Day (first Monday in September), Thanksgiving Day (generally last Thursday in November), and December 25.

When any public holiday shall fall upon Sunday the following Monday shall be recognized as the holiday. (Act Dec. 20, 1881, 22 Stat., 1.)

These provisions as to holidays are made to apply to per diem employees, subject to the following restrictions. The services of a per diem employee, to entitle him to pay on a holiday without working on such day, should be generally permanent and continuous, not temporary or occasional. (4 Comp. Dec., 499.) Pay to per diem employees for the holidays specified shall be allowed if the employee

works either the day before the holiday or the day following the holiday. If he is absent from work on both the day preceding and the day following the holiday, he shall not be allowed pay for the holiday. (7 Comp. Dec., 433.) Where a per diem employee who is entitled to gratuitous pay on a holiday, but not to double pay for service performed on that day, is required by competent authority to work and does work on a holiday, he is entitled to receive two days' pay for that day. (13 Comp. Dec., 40.) In such case the inspector should certify that the work was necessary for the good of the service and that the person performing the same was required to do so by competent authority.

In specific cases if an inspector is in doubt as to the application of the regulation regarding holidays in temporary job employments, the facts in the matter should be referred to the Bureau for decision.

483. Leave of absence.—Not exceeding 30 days' annual leave of absence with pay in any one calendar year may be granted to all appointed employees in the district offices, at depots, on tenders, in the field construction force, and to employees under the registration system at monthly rates of pay who have been in the service for at least three months: *Provided*, That where some member of the immediate family of any such employee is afflicted with a contagious disease and requires the care and attendance of said employee, or where his or her presence at the place of employment would jeopardize the health of fellow employees, and in exceptional and meritorious cases, where any such employee is personally ill, and where to limit the annual leave to thirty days in any one calendar year would work peculiar hardship, it may be extended, in the discretion of the Commissioner, with pay, not exceeding thirty days in any one case or in any one calendar year.

484. Application for leave of absence.—The leave of absence provided for in the preceding article may be granted upon application made out on the prescribed form. Applications of inspectors for sick and annual leave shall be submitted to the Commissioner for action. Inspectors shall have authority to pass on applications submitted by their subordinates, and they shall exercise their discretion in the matter. Applications for leave without pay shall be submitted as hereinafter provided, and the inspector shall state, when submitting such application, with his recommendation, the amount of the several kinds of leave already taken during the calendar year, and during the preceding two years, if such additional information appears to be necessary for proper decision. Not to exceed 30 days each of annual and sick leave may be granted in any one calendar year to the employees enumerated. The following general provisions govern the granting of leave to the classes of employees mentioned above, and are applicable so far as not inconsistent with the provisions of special leave regulations for other classes of employees hereinafter provided for:

1. *Annual leave.*—Application for annual leave must be made in advance, and all partial-day absences on annual leave will be charged in periods of 15 minutes and multiples thereof.

Absence for the purpose of taking examinations announced by the Civil Service Commission as promotion examinations will not be charged. Formal application for such leave, however, must be made.

Annual leave of employees is not cumulative except in the cases of certain employees in Porto Rico, Alaska, and Hawaii.

2. *Sick leave.*—Application for sick leave must be submitted within five days after return to duty, and if the leave applied for exceeds three days, the application must be supported by a certificate of the attending physician.

All applications for sick leave exceeding three days submitted by employees who have not been attended by regularly authorized practitioners of medicine shall be forwarded to the Commissioner, to be submitted to the Department for consideration, together with an affidavit of the employee as to his reasons for not availing himself of the services of a duly licensed practitioner and such proof as he may be able to furnish showing that he was sick and incapacitated for duty. All applications of this nature should be recommended for approval or disapproval by the inspector and if recommended for disapproval, the reasons for such action should be given.

The Department will hold employees strictly accountable for the truth of statements appearing in applications for sick leave, and will investigate circumstances coming to its attention which may appear to be inconsistent with such statements.

No sick leave shall be granted by inspectors unless they are satisfied that the applicants are actually too sick to appear for duty, and they may require that a physician's certificate be supplied for every absence, however short.

Employees who are compelled to take sick leave and have to their credit at the end of a calendar year, or upon separation from the service during the year, unused annual leave may, upon application, have the utilized sick leave, or any part thereof, charged to the annual leave remaining to their credit.

Sick leave may be granted in multiples of one-half day, and employees detained by illness or exposure to contagion must promptly notify the office in which employed. Absence by reason of exposure to contagious diseases, against which the local authorities quarantine, will be charged to sick leave when supported by a certificate furnished by the proper public health officer.

3. *Leave without pay.*—Application for leave without pay must be submitted to the Secretary, and request for such leave for 5 days or more must include a statement of the reasons. When leave without pay has been authorized upon application to the Secretary of Com-

merce as provided and the employee returns to duty before the expiration of the leave authorized, the remainder of such leave lapses and can not be afterwards taken without additional authority.

Leave without pay will be charged in periods of one hour and multiples thereof, but this does not prevent the granting of leave without pay for periods of one-half day; thus, an employee who works seven hours a day may be charged with one-half day or three and a half hours of leave without pay.

Extended absences on furlough or leave without pay will proportionately diminish the yearly allowance of both annual and sick leave. When the period of furlough or leave without pay exceeds 30 days, a deduction at the rate of $2\frac{1}{2}$ days a month for the entire period of absence without pay will be made from the yearly allowance of annual and sick leave: *Provided, however,* That when such absence is due to personal illness and all sick and annual leave is exhausted no deduction will be made unless the employee's absence without pay exceeds 90 days.

When a deduction is made, as above provided, the employee concerned, will, if he has been paid therefor, return to the Department the amount of salary equivalent to the amount of leave deducted.

In cases where leave without pay has been charged, when annual or sick leave has not been earned, the leave without pay may later be changed to annual or sick leave when accrued and the employee reimbursed for the period for which salary was withheld.

4. *Military leave.*—All officers and employees of the United States and of the District of Columbia who shall be members of the National Guard shall be entitled to leave of absence from their respective duties without loss of pay, time, or efficiency rating, on all days during which they shall be engaged in field or coast defense training ordered or authorized under the provisions of this act. (From act of June 3, 1916, sec. 80, 39 Stat., 203.)

Whenever a member of the Naval Militia who is employed under a Department of the Government of the United States attends drills, cruises, or other ordered duty of the Naval Militia, he shall receive the amount of the salary or wages he would have earned when so employed, in addition to the amount provided for by law as a member of the said Naval Militia: *Provided, however,* That such attendance shall not affect his efficiency rating in said Department nor shall he suffer demotion or loss of position during or at the termination of any naval or military service when ordered upon special or active duty of any kind. (From act of Aug. 29, 1916, 39 Stat., 594.)

All officers and employees of the United States or of the District of Columbia who shall be members of the Officers' Reserve Corps shall be entitled to leave of absence from their respective duties, without loss of pay, time, or efficiency rating, on all days during

which they shall be ordered to duty with troops or at field exercises, or for instruction, for periods not to exceed 15 days in any one calendar year. (From act of May 12, 1917, 40 Stat., 72.)

Officers and employees of the Lighthouse Service who are members of any military or naval organization established under authority of a statute of the United States, other than the National Guard, the Naval Militia, or the Officers' Reserve Corps, may, in the event that they can be spared without detriment to the service, be granted military leave with pay whenever they may be required to perform military duty of any kind as members of such military or naval organizations: *Provided, however,* That the military leave so granted shall not exceed 30 days each calendar year.

Application for military leave must be made in advance and must subsequently be supported by the certificate of a competent officer of the military or naval organization of which the employee is a member.

5. *Court leave.*—Employees who have been subpoenaed to attend court will be allowed special leave of absence with pay when serving as witnesses for the Government; otherwise such absences will be charged to annual leave or leave without pay. Evidence of attendance at court will be required.

Witnesses for the District of Columbia are not considered as witnesses for the Government within the purview of the regulations allowing special leave of absence to employees serving as witnesses for the Government.

Where a person employed by the Department (whether in the District of Columbia or elsewhere) is required to be absent from his duties in order to serve on a jury in a Federal or other court, the period of such absence should be charged against his annual leave. Salaried officers of the Government of the United States are exempt from jury duty in the District of Columbia and in some of the States.

6. *Absence without leave.*—Employees absent without permission, unless sick or quarantined, may be subject to the enforcement of leave without pay, and a more severe penalty may be imposed upon a repetition of the offense. All absences without prior permission, together with the explanation, if any, shall appear in the record.

7. *Sundays and legal holidays.*¹—Sundays and legal holidays (whether for the whole or part of a day) at the beginning or end

¹ It is hereby ordered that all offices of the Government, arsenals, navy yards, and stations, and other Government establishments shall, when the 1st day of January, the 22d day of February, the 30th day of May, the 4th day of July, and the 25th day of December fall on the first day of the week, commonly called Sunday, be closed to public business on the following Monday, and that all employees in the public service, wherever employed, who would be excused from work on the above-named days be excused on the following Monday when said days fall on the first day of the week, commonly called Sunday, excepting that where a State law fixes for a holiday another day than the Monday following such legal holiday, the Government offices and other Government establishments situated in such States shall close and employees in the public service shall be excused on that day which is in conformity to State law. (Ex. Ord., May 22, 1909.)

of any kind of leave, or within a period of annual leave, will not be counted; but those which occur within a period of sick leave, or leave without pay, will be counted.

8. *New employees (permanent).*—Persons entering the service, whether by original appointment or reinstatement, will not be allowed leave, during the year in which they enter the service, in excess of the rate of $2\frac{1}{2}$ days for each month of service.

9. *Temporary employees.*—Temporary employees will not be allowed leave with pay, nor will such leave accrue, during the first three months of service. Beginning with the fourth month, leave with pay will accrue at the rate of two and one-half days for each month of service; and if leave without pay was granted during the first three months of service, the same may be charged against such accrued leave, and the employee reimbursed for the salary withheld.

10. *Transferred employees.*—Persons transferred from other departments or from one bureau or office to another within this Department will be charged with the leave taken or credited with the leave accrued prior to such transfer.

11. *Per diem employees.*—Per diem employees in the Lighthouse Service are entitled to leave with pay as provided in article 490.

12. *Separation from the service.*—A person leaving the service will not be allowed more than accrued leave, but the Department will consider a recommendation for the waiver of this provision when the person concerned has been in the executive civil service for three years or more, or when there are especially meritorious reasons why an exception should be made.

13. *Reports of absences.*—Monthly reports of absences of all employees serving in, or by direct detail from, the District of Columbia will be made to the Secretary on the form provided for that purpose.

14. *Excessive leave.*—At the end of each calendar year the inspector shall make an examination of the leave records of all employees for the three years preceding, and in those cases in which it appears that the employees have regularly taken substantially the full amount of both annual and sick leave, consideration will be given to the question of a curtailment of the leave privilege for the ensuing year.

485. Leave and shore liberty, officers and crew, light vessels.—Officers and members of crews of light vessels may be granted shore liberty and annual leave in accordance with the following:

At least two-thirds of the total complement of each vessel must be on board at all times. Either the master or engineer on vessels having an engineer force or the master or mate on vessels having no engineer force, must be on board at all times. At least one deck officer and one engineer officer on vessels having engineer force must be on board at all times.

Class A light-vessel stations include those that are isolated and without convenient communication with the shore, and men on vessels on such stations are allowed not to exceed 120 days shore leave per year. Class B light-vessel stations include those that are not distant from the shore and have convenient communication, and men on vessels on such stations are allowed not to exceed 108 days shore leave per year. All time away from vessel is to be counted as shore leave, including time of transit, Sundays and holidays, and the allowance of 120 or 108 days shore leave shall include both annual and sick leave.

Shore leave is to be taken at intervals in regular rotation, but it is not compulsory that employees take shore leave during any period when they do not desire shore leave. The schedule of leave shall be prepared by the master of the vessel in accordance with the regulations with due consideration to the engineer's wishes as to leave of engineer's force, and it shall be posted in a conspicuous place on board the vessel. No period of shore leave is to exceed 15 days, except in cases of vessels located at extremely long distances from shore, such as Nantucket Shoals and Diamond Shoal, where the leave periods may be extended not to exceed 30 days to permit liberty parties being transported by tenders. The 30 days shall also apply to the offshore vessels during the stormy season where it is impracticable for liberty party to go to and from vessel except by tender. Subsistence will be allowed on tenders for time of transit to and from light vessels.

Shore liberty may be reduced during the stormy season of the year when considered necessary for the safety of the vessel. Shore liberty for the complement of any light vessel may be temporarily suspended or reduced by the inspector if upon inspecting a light vessel its condition is not found to be satisfactory, the reduction being whatever is deemed necessary to keep the vessel in proper condition.

When any member of the complement of a vessel fails to return from shore leave within time allotted, the excess shore leave taken is to be deducted from the amount of shore leave due. When any member of liberty party finds that it is impossible for him to report at appointed place to return to ship with the liberty party, he is to report that fact to the one in charge of the liberty party before the time at which the liberty party is to assemble to return to vessel, stating the reason for his being unable to be on hand to return to vessel, also the date when he will be able to return. The one in charge of the liberty party will report to the district office before leaving shore for the ship the fact of any of the liberty party not being on hand to return to ship with the liberty party and the circumstances of the case.

A record of shore liberty shall be kept in the back part of the deck log, showing the number of days each member of complement is absent from the vessel each month, and masters of vessels shall report at the end of each calendar year any leave in excess of amount allowed taken by any member of complement of vessel.

Unused shore liberty or annual leave shall not be carried over to the next calendar year.

Shore liberty or annual leave shall not be granted in excess of the amount accrued at the time leave is desired except when the best interests of the service will be conserved, or in especially meritorious cases. Deduction shall be made from the salary of an employee leaving the service for the number of days of shore liberty or annual leave he may have had in excess of the accrued amount, subject to the provisions of article 488.

486. Leave of absence, crews of tenders.—Members of crews of tenders may be granted leave of absence in accordance with the following:

1. So far as the exigencies of the Lighthouse Service permit, members of crews of tenders may be allowed 10 days' leave of absence (inclusive of annual and sick leave) with pay in a calendar year, provided they have had not less than six months' service immediately preceding the date upon which such leave is requested. The granting of such leave is to be in the discretion of the master of the tender, but all leave of absence for over 24 hours shall be referred to the inspector in his discretion for approval in advance of the taking of the leave.

2. Short periods of shore liberty granted by the master for less than 24 hours shall not be deducted from the 10 days' leave of absence hereby authorized.

3. All leave is to be recorded in the back of the log book. Unused leave shall not be carried over until the next calendar year. (Dept. letter, Dec. 18, 1912.)

487. Leave and shore liberty, keepers and assistant keepers.—For the purpose of granting shore liberty and annual leave to keepers, light stations will be divided into two classes, and the following regulations, which have been approved by the Department, are to be observed in granting shore liberty or leave of absence to keepers of stations:

1. Class I includes isolated stations where families do not reside and exceptional cases set forth in paragraph 3, and keepers at such stations may be allowed shore liberty not to exceed 96 days in a calendar year, or at the average rate of 8 days per month for coast districts and lake stations in operation throughout the year, and not to exceed at the average rate of 3 days per month for lake districts at stations not in operation during the closed season of navigation.

Shore liberty includes annual leave, sick leave, Sundays, and holidays, and time consumed in coming from and returning to station, except as set forth in paragraphs 4 and 10.

2. Class II includes shore stations where quarters for families are provided, except as set forth in paragraph 3, and when practicable keepers at such stations may be granted 30 days' leave per annum, exclusive of Sundays and holidays, but inclusive of sick leave, as provided for in article 484.

3. In exceptional cases the unusual remoteness or the unhealthfulness of location of certain stations should be considered in classifying them.

4. When light keepers are on shore liberty or annual leave and for any reason are unable to report to their stations through no fault of their own within the time allotted, they should promptly notify the district officer and request instructions; and if assigned to duty by the district officer, the time consumed in performing the assigned duty should not be counted against their shore liberty or annual leave.

5. At stations where two keepers are authorized, neither keeper shall be absent more than four days without providing at his own expense a substitute satisfactory to the inspector. Such absences, however, may be limited at certain stations to not more than two days upon the recommendation of the inspector by special letter in triplicate with the approval of the Commissioner. When a keeper is away from his station on authorized leave of absence the pay and subsistence of his substitute, in case it is necessary for him to employ one, shall be a matter of personal arrangement between the keeper and the substitute.

6. At stations where three or more keepers are authorized, a keeper may be granted shore liberty with pay without having to furnish a substitute, provided that the remaining keepers are, in the inspector's opinion, able to satisfactorily care for the station for the period of authorized shore liberty.

7. No shore liberty or annual leave should be granted to keepers of light stations during the stormy season, except in cases of emergency.

8. Shore liberty or annual leave may be temporarily suspended or reduced by the inspector, if upon inspecting a station its condition is found to be unsatisfactory.

9. Unused shore liberty or annual leave shall not be carried over to the next calendar year.

10. Shore liberty or annual leave shall not be granted a keeper in excess of the amount accrued at the time leave is desired, except when the best interests of the service will be conserved, or in especially meritorious cases. Deduction shall be made from the salary of a

keeper leaving the service for the number of days of shore liberty or annual leave he may have had in excess of the accrued amount.

11. A record shall be kept at each station in the back part of the journal showing the number of days of shore liberty or leave of absence each keeper has had each month for the year ending December 31. This record shall be examined when the station is inspected.

12. At such isolated stations as inspectors specifically recommend, keepers may be allowed by the Commissioner not to exceed one day as actual and necessary time of transit each way in addition to the shore liberty and annual leave allowed under the regulations. (Dept. letters, July 9 and Oct. 5, 1912, and Jan. 10, 1913.)

13. Special regulations regarding leave have been authorized by the Department for certain distant light stations in Alaska. Special rules are in effect for unusually isolated stations in remote localities in the ninth and sixteenth districts.

488. Miscellaneous provisions as to leave.—Accrued and unused leave may be granted to persons who, at the time of certification to and appointment in this Department, are employed in another department of the Government, as in the cases of persons transferred from other departments, but persons of this class who have been granted the full 30 days' annual leave in other departments will not be allowed any annual leave in this Department during the same year.

In cases where inspectors report the death or recommend the separation of any employee from the Service by discontinuance, dismissal, resignation, etc., he shall submit at the same time a statement as to whether or not the employee has been granted leave in excess of the amount allowed by the regulations. If excess leave has been granted, inspectors shall state the amount taken and the amount in excess, and shall submit appropriate recommendation, with reasons. In proper cases, the inspector may deduct pay for the excess leave from the amount of pay due the employee, and he shall in such cases state the action taken.

There is no general authority to grant employees leave with pay on election and registration days, State holidays, etc., unless they are under the regulations entitled to leave with pay, in which case their absence from duty would be charged to annual leave.

Leaves of absence of light keepers shall be based on a 24-hour day and no leave for less than 2 hours, or one-twelfth day, shall be charged to leave allowance. Leaves of absence of officers on lighthouse vessels, field men, and depot keepers shall be based on an 8-hour day.

Laborers in charge of lights who are only employed upon lighthouse duties for a portion of their time each day are not considered entitled to leave of absence with pay.

Employees entitled to compensation through injury in the line of duty, who are also entitled to annual or sick leave with pay, may

be allowed, if they elect to do so, to take so much of such leave as may be accrued and necessary from the beginning of the period of incapacitation, and payment for the period of such leave may be made by the inspector and the leave charged as in other cases of leave with pay. (See sec. 8, act of Sept. 7, 1916, 39 Stat., 743.)

489. Crews of vessels, pay while sick.—The unappointed members of crews of lighthouse vessels who are sick in hospitals or confined under the treatment of a United States Public Health Service physician and who have served on such a vessel for at least one year preceding the date of entrance into the hospital or the beginning of such treatment, may be allowed pay for not exceeding 60 days of such confinement, provided such employees return to duty and serve for 2 months thereafter. This absence is not deducted from leave allowed under the regulations. No rations shall be allowed by the Lighthouse Service during such confinement. Inspectors shall submit recommendation to the Bureau at end of 2 months' service after return to duty, and circumstances shall be explained, with the view of making payment, for not exceeding 60 days, to the employee for time of confinement in hospital or under treatment by a United States Public Health Service physician.

490. Pay of per diem employees on leave.—Section 4 of the act of March 3, 1915 (38 Stat., 927), provides:

That hereafter employees of the Lighthouse Service compensated at a per diem rate of pay may be granted fifteen working days' leave of absence each year without forfeiture of pay during such absence, under rules prescribed by the Secretary of Commerce: *Provided*, That no employee of the class herein mentioned shall be entitled to any leave until he has served twelve consecutive months, when he may be granted fifteen days' leave, and that during the second or any subsequent year fifteen days' leave at the rate of one and one-fourth days per month, as earned, may be granted from the beginning of the second service year: *Provided further*, That the inspectors of the several lighthouse districts shall have discretion as to the time when the leave can be allowed without detriment to the service, and that absence on account of sickness shall be deducted from the leave hereby granted.

1. The above act does not grant leave with pay, but merely authorizes leave with pay to be granted, and applies to per diem employees of the Lighthouse Service.

2. The year referred to in the statute is to be regarded as the service year.

3. In the case of employees who had been in the service 12 consecutive months immediately prior to the approval of the act, the year ended March 2, 1915, is to be regarded as the first service year; in all other cases the year ending 12 months after the date of

entering the Service is to be regarded as the first service year. The second and subsequent service years are full years immediately following the close of the first service year or an anniversary thereof, as the case may be.

4. During the first service year each employee earns the right to be granted 15 days' leave with pay, and during the second and each subsequent service year he earns, at the rate of $1\frac{1}{4}$ days' leave for each month of service, the right to be granted 15 days' leave with pay.

5. At any time during the second service year, each employee may be allowed to take the 15 days earned during the first service year and also the amount of leave earned during the second service year up to the date when the leave to be allowed will expire, after deducting the amount of leave with pay already taken. At the expiration of the second service year, all right to be granted leave earned during the first or second service year expires.

6. At any time during the third or any subsequent service year, each employee may be allowed leave earned during that year up to the date when the leave to be granted will expire, after deducting the amount of leave with pay already taken that year.

7. Application for leave of absence with pay, except in the case of sickness, shall be made in advance, and approval thereof obtained before taking the leave. In the event absence without previous authority on account of sickness is charged to leave with pay, the employee concerned must certify on the proper form that he was unable to perform his duties on account of sickness.

8. In cases where leave without pay has been charged, when leave with pay has not been earned, the leave without pay may later be changed, at the request of the employee, to leave with pay when accrued and reimbursement made for the period for which salary was withheld.

9. The leave authorized by the foregoing may be allowed to be taken at such time or times as will cause the least detriment to the service, and the work shall, if possible, be so arranged that no employee entitled to be granted leave shall be deprived thereof. But leave with pay will not be granted in periods of less than one-half day.

10. Extended absences on furlough, or leave without pay, will proportionately diminish the yearly allowance of annual leave. When the period of furlough or leave without pay exceeds 30 days, a deduction, at the rate of one and one-quarter days a month for the entire period of absence, will be made from the yearly allowance of annual leave; provided, however, that when such absence is due to personal illness no deduction will be made unless the employee's absence without pay exceeds 90 days.

Inspectors are authorized to withhold leave accruing to per diem employees during periods of absence without authority, except in cases of sickness, or during suspensions from duty and pay, when such absence amounts to 3 days or more.

491. Record of leaves of absence.—Inspectors shall keep the necessary record of the leaves of absence taken by employees entitled to leave, including itemized leave cards for the inspector, appointed temporary or permanent employees in district office, at depots, on tenders, or in the field force, and registered monthly employees (the latter being the only class of unappointed employee for whom this card is kept). A report of all such leave taken during the calendar year by the classes of employees for whom the itemized leave cards just mentioned are kept shall be forwarded to the Commissioner on the prescribed form not later than the 5th day of January of each year.

When an employee, entitled to leave of absence with pay, is transferred from one district to another, the inspector of the district from which the employee is transferred shall immediately advise the inspector of the district to which the transfer is made of the amount of the several kinds of leave taken by the employee up to the close of the date immediately preceding the effective date of the transfer.

492. Any abuse of leave of absence by any person in the Lighthouse Service shall be reported to the Commissioner by the inspector with recommendation, and further leave refused until authorized by the Commissioner.

493. Leave during closed season.—Employees in districts where navigation is closed during the winter season may be granted leave of absence in excess of the accrued rate from January to March in each year, when their services can be spared, with the understanding that should such employees leave the service before the end of the calendar year they shall refund salary equivalent to the leave taken in excess of that which accrued up to the date of their separation.

494. Employees in Porto Rico, Alaska, and Hawaii.—Employees of the Lighthouse Service in Porto Rico, Alaska, and Hawaii may be granted the annual leave allowed by the regulations and such an amount of additional leave with pay as may be necessary for the trip by the most direct route to and from a mainland port of the United States.

The unused annual leave allowed by the regulations to appointed employees sent from the United States by the Lighthouse Service for duty in the district offices or on lighthouse vessels in Porto Rico, Alaska, or Hawaii, may accrue for two years while such employees are assigned to duty in such districts, with the understanding that the lighthouse inspectors concerned may exercise discretion as to the

time when and the period for which such leave can be allowed without detriment to the interests of the service. (Dept. letter, Feb. 25, 1915.)

495. Absences of inspectors.—Inspectors shall not absent themselves from duty for more than 24 hours without prior authority of the Commissioner. The regular form provided shall be used in requesting personal leave of absence, and all leave shall be noted on the regular annual report of absences.

496. Commendation.—Whenever employees render service to endangered persons or property, or otherwise perform their duty under hazardous or trying conditions, or perform any special act of unselfish or unusual service of any kind, whether in the office or in the field, in a manner to merit commendation, the inspector shall report the facts in detail to the Commissioner, with recommendations, for commendation by the Department.

One copy only of letters written by inspectors to employees, commending them for the good condition of their stations at the time of inspections, shall be sent to the Bureau. Two copies of other letters of commendation written by inspectors to employees shall be submitted to the Bureau, stating the name of the employee, so that one copy may be submitted to the Department for its information.

497. Life-saving medals.—The Secretary of the Treasury may, in his discretion, award life-saving medals to persons making signal exertions in rescuing and succoring shipwrecked or drowning persons in United States waters. (Treas. Dept. Cir. 46, Apr. 14, 1900.)

Inspectors shall report to the Commissioner any specially meritorious cases which, in their opinion, would warrant the issuance of life-saving medals to employees of the Lighthouse Service.

498. Efficiency stars and flags.—Keepers in charge of light stations who have attained a high efficiency as shown by inspections made during a calendar year shall be entitled to wear the inspector's efficiency star for the succeeding calendar year.

Light keepers who have been authorized to wear the inspector's efficiency star for three successive years shall be entitled to wear in lieu thereof during the third year the Commissioner's efficiency star.

The inspector's efficiency star shall be of gilt and the Commissioner's efficiency star of silver. Stars may be obtained by requisition on the general depot, and shall be worn in the manner prescribed in the Regulations for Uniforms.

The light station in each district attaining the highest general efficiency during a calendar year shall be entitled to fly the "efficiency flag" during the succeeding calendar year.

The efficiency flag shall be the regulation Lighthouse Service flag, and shall never be displayed above or on the same staff as the national colors.

This emblem shall apply to light stations only.

A close degree of discrimination shall be exercised by inspectors in order to make these awards of value. Keepers awarded stars and stations receiving the flag shall retain them during the year for which awarded so long as they maintain the proper standard of efficiency, and if not maintained the emblems shall be taken away. Only one efficiency flag shall be allowed each district, and the number of efficiency stars shall be as authorized by the Commissioner from time to time, based on the inspector's recommendations.

Inspectors shall issue a circular letter to keepers, forwarding a copy to the Commissioner as soon as possible after January 1 of each year, giving the names of keepers in charge, with stations, who have been awarded stars, and the name of the station receiving the flag, with the names of the entire complement of keepers thereof.

The usual custom of Government reservations shall be followed with respect to the display of the national colors, so far as light stations are provided. So far as funds permit, provision is to be made at light stations for the display of the national ensign. The display of unauthorized flags on lighthouse reservations is prohibited.

499. Compensation for injury or death.—The act of September 7, 1916 (39 Stat., 742), provides for the payment of compensation, subject to certain conditions, for disability or death of an employee resulting from a personal injury sustained while in the performance of his duty. The act also provides for reasonable medical, surgical, and hospital services and supplies for injured employees, whether or not disability has arisen, and for burial expenses within certain limitations, in the event of death. The act covers all civil employees of the Government.

Inspectors should familiarize themselves with the provisions of the act, and with such rules and regulations as may be issued by the United States Employees' Compensation Commission, and issue such instructions as may be necessary to keepers, masters of vessels, and employees in charge of field working parties, so that all required reports may be made and proper action taken in the case of injury, disability, or death while in the performance of duty of an employee under their direction.

Under the law referred to, no payments or expenses incurred on account of injuries sustained while in the performance of duty are chargeable to appropriations of the Lighthouse Service.

Employees injured in the line of duty and entitled to compensation may be allowed leave with pay, if the same be due them to cover the period of incapacitation, but no claim for compensation submitted by them should include the period for which they were on leave with pay due to injury. If employees elect to take their leave with pay while away from duty on account of injury, payment may be made

to them as usual, but if they decide to submit a claim for compensation and not have the period of absence from duty charged to leave, such payment should not be made by the inspectors pending action of the Compensation Commission.

500. Burial expenses.—In worthy cases of necessity, when a deceased employee has not left an estate or family which is able to defray the funeral expenses, and the provisions of the act of September 7, 1916, relative to compensation for injuries, etc., are not applicable, the necessary expenses of a decent burial, not to exceed the sum of \$100, may be defrayed for a deceased employee of the Lighthouse Service whose compensation is not fixed by law but is within the discretion of the Secretary of Commerce, the cost thereof to be paid from the appropriation applicable to his compensation; provided, that in all such cases payment shall not be made until authorized by the Commissioner; and provided further, that when friends or relatives of the deceased employee claim the body and assume charge of the funeral arrangements, no part of the expense of the same will be paid by the Lighthouse Service.

The provisions of section 11 of the act of September 7, 1916, govern all cases where death results from injury sustained in the performance of duty.

501. Benefits of the United States Public Health Service.—Officers and crews of the several vessels belonging to the Lighthouse Service, including lightships, may be admitted to the benefits of the Public Health Service upon the application of their respective commanding officers. No charge will be made for care and treatment. (Sec. 459, P. H. S. Reg., 1913.)

All employees of the Lighthouse Service who are not entitled to the benefits of the Public Health Service free of charge may receive care and treatment at all marine hospitals and relief stations of the Public Health Service, upon the written requests of the officers under whose supervision they are employed, at the same rates as are charged for the care and treatment of officers and enlisted men of the Army and Navy. (From P. H. S. letter of Mar. 17, 1915.) Where the treatment is rendered necessary by injury sustained in the work of the service, the case is governed by the provisions of article 499. In cases not due to injury sustained in the work of the service, payment must be made by the employee, unless entitled to free medical service, and inspectors and superior officers, when arranging for such treatment by the Public Health Service, shall take such measures as appear necessary to assure payment. Bills for all services rendered by the Public Health Service, payable by the employee, will be submitted by the Public Health Service to the Commissioner, and the Public Health Service will look to the Lighthouse Service to guarantee payment.

Special regulation has been approved by the Department covering the payment of necessary traveling expenses of keepers in the sixteenth district (Alaska) to secure necessary medical treatment.

Inspectors should cooperate with the local officers of the Public Health Service in the matter of approval of bills for treatment of lighthouse employees, not entitled to free medical relief, before such bills are transmitted to the Commissioner of Lighthouses. Certificates by inspectors on such bills should be dated, show the appropriation from which the employee's compensation is payable, and contain a statement that the treatment was not rendered necessary by reason of injury sustained in the work of the Service. The title of the employee should be shown after his name on the bill.

Inspectors shall collect from employees who receive treatment which is not chargeable to the Government under the regulations, the proper amount and forward same to the Commissioner. Employees not entitled to free medical service who are admitted to stations of the Public Health Service are not subject to the provisions in the regulations of the Public Health Service relative to the transfer of patients to marine hospitals, such transfer being required in the case of free patients.

The act of Congress approved August 28, 1916 (39 Stat., 538), contains the following provision:

SEC. 5. That hereafter light keepers and assistant light keepers of the Lighthouse Service shall be entitled to medical relief without charge at hospitals and other stations of the Public Health Service under the rules and regulations governing the care of seamen of the merchant marine: *Provided*, That this benefit shall not apply to any keeper or assistant keeper who receives an original appointment after the passage of this act, unless the applicant passes a physical examination in accordance with rules approved by the Secretary of Commerce and the Secretary of the Treasury.

Under the terms of the foregoing legislation a physical examination must be passed by every light keeper or assistant light keeper whose original appointment is dated after the passage of this act, in order to be eligible to receive medical relief at hospitals and other stations of the Public Health Service without charge. When a keeper or assistant keeper entitled to free medical relief, etc., as herein provided, resigns or is separated from the service for any cause, a new physical examination will not be required in case of his reinstatement within one year from the effective date of such resignation or separation. In all cases of reappointment after the period of eligibility for reinstatement under civil-service rules has expired, a new physical examination will be required as in the case of a new appointee. Such physical examination must be made by the United States Public Health Service or by medical officers of the United States Army or Navy.

The necessary expenses of a plain burial for deceased patients of the Public Health Service will be paid, but no part of the expenses of the burial of any deceased seaman will be paid for at the expense

of that Service unless said seaman was at the time of his death a patient of the Service. When friends or relatives of a deceased seaman claim the body and assume charge of the funeral arrangements, no part of the expenses of the same will be paid by the Public Health Service. (Regs. U. S. P. H. S., 1913, par. 543.)

In the case of employees entitled to free treatment by the Public Health Service, when there is no hospital or station of that service accessible, there is no authority for the Public Health Service to pay the charges (or reimburse employees therefor) of private hospitals or physicians, if the same be resorted to, unless such treatment is furnished at the direction of or under proper authority of an officer of the Public Health Service. (Comp. Dec. 21, p. 173.) In case, however, of treatment of such employees rendered necessary by personal injury sustained while in the performance of duty, such treatment would be subject to the provisions of section 9 of the act of September 7, 1916 (39 Stat., 743). (See also Regs. 1918, art. 499.)

502. Cooperation of Public Health Service.—Officers of the Public Health Service will give information to lighthouse inspectors, when called upon for that purpose, in regard to medical questions and matters of sanitation relating to the proper maintenance of lighthouse vessels, depots, and light stations. (P. H. S. Cir., Nov. 1, 1911.) Such officers, when available, will also make inspections of isolated light stations and vessels when ordinary medical facilities are not at hand, the arrangements for such inspections to be made by lighthouse inspectors with the public health officers in connection with the periodical inspections made by officers of the Lighthouse Service, and the expenses will be borne by the Lighthouse Service. Such inspections will cover inquiries into the health of employees (including their families at stations), sanitary conditions, condition and equipment of medicine chests, water supply, drainage, screening, instruction in first-aid methods, and cooperation in cases of contagious diseases. (Treas. Dept. letters, Oct. 16, 1913, and Apr. 26, 1914.)

503. Tuberculosis.—Inspectors shall, immediately upon becoming cognizant, report, with appropriate recommendation, every known or suspected case of tuberculosis among officers or employees under their charge, as well as any failure on the part of such persons to observe the rules relating thereto. Forms 2 and 3 shall be conspicuously posted in all buildings or parts of buildings of the Service, and one copy of Form 1 shall be furnished each employee who is believed to be so afflicted. Inspectors shall instruct suspected employees to present themselves at one of the Government laboratories for examination, and to present a certificate showing the result of such examination. In the absence of a Government laboratory the laboratory investigation shall be made at Government expense. Nonobservance of the

rules and instructions on this subject may be considered just cause for separation from the service. (Ex. Ords., Dec. 7, 1905, and Feb. 28, 1906.)

504. Interests of Service.—It shall be the duty of all officers and employees connected with the Lighthouse Service to further the work of the Service in every possible way.

505. Suggestions for betterment of Service.—Employees may submit through the proper channels any remarks and suggestions for the betterment of the Service. Such suggestions should be briefly and clearly stated, with reasons for recommendation.

506. Investigation of complaints.—Inspectors shall investigate and report with proper recommendation to the Commissioner in reference to all complaints by employees of the Lighthouse Service, and also in regard to all other matters affecting the discipline or welfare of the Service that may be brought to their notice.

507. Work for private parties.—No work for private individuals, firms, or corporations shall be done by the Government force at any lighthouse reservation or on any lighthouse vessel, or by any person in the Lighthouse Service, except by authority of the Commissioner upon an application specifying the nature of the work to be done, and accompanied by a certificate from the inspector that the necessary labor or appliances can not be procured in the vicinity from private contractors. In cases of emergency such work may be commenced by order of the inspector, who will immediately report the circumstances in full to the Commissioner.

508. Publishing information.—Lighthouse inspectors may, subject to the exceptions herein noted, give out for publication any customary information regarding the Lighthouse Service which will be of use or interest to maritime interests or the general public. In addition to the routine notices to mariners they may, in their discretion, furnish to the press news items of interest in regard to the progress of the work, such as the establishment of new aids to navigation, the improvement of present aids, the bringing in for repair of light vessels, etc., except that, during the period of the war, information of the following or similar classes shall not be so published: Secret notices to mariners or other confidential instructions issued by the Navy or the Department of Commerce relative to aids to navigation; commissioning, overhaul or repair, movement, etc., of tenders or light vessels; new signal letters awarded vessels.

Inspectors must not, however, give out for publication any matter as to which there is doubt regarding the advisability or desirability of its publication, including matters relative to personnel, administration, or policy, or matters under consideration by the Department or Bureau, without prior authority of the Commissioner.

Other employees are forbidden to give out for publication any information respecting the Service except as they may be specifically authorized.

Prior authority must be obtained for the publication of articles or the delivering of lectures concerning the Lighthouse Service or its work, and a copy of any published article should be forwarded to the Commissioner.

509. Relations to the public.—Courtesy to the public is enjoined on every officer and employee of the Lighthouse Service while engaged on official duties. When persons make serious inquiry concerning the work of the Service, courteous reply should be made and the information given if practicable and in accordance with the regulations. Discourtesy to the public will not be tolerated, and persons in charge shall see that their subordinates conduct themselves with politeness and propriety.

510. Acceptance of gifts.—No person connected with the Lighthouse Service shall take or receive, directly or indirectly, any gift, gratuity, commission, or valuable consideration of any kind from any contractor or other person with whom the Service has had or is likely to have business dealings, or in any manner act as agent or attorney for such contractor or person.

Violations of this regulation will render any such person in the Lighthouse Service liable to dismissal and prosecution, and the contract liable to cancellation.

511. Contributions, presents, etc.—No officer, clerk, or employee in the United States Government employ shall at any time solicit contributions from other officers, clerks, or employees in the Government service for a gift or present to those in a superior official position; nor shall any such officials or clerical superiors receive any gift or present offered or presented to them as a contribution from persons in Government employ receiving a less salary than themselves; nor shall any officer or clerk make any donation as a gift or present to any official superior. Every person who violates this section shall be summarily discharged from the Government employ. (Act Feb. 1, 1870, sec. 1784, R. S.)

512. Extortion by officials.—Every officer, clerk, agent, or employee of the United States, and every person representing himself to be or assuming to act as such officer, clerk, agent, or employee, who, under color of his office, clerkship, agency, or employment, or under color of his pretended or assumed office, clerkship, agency, or employment, is guilty of extortion, and every person who shall attempt any act which if performed would make him guilty of extortion, shall be fined not more than \$500, or imprisoned not more than one year, or both. (Act Mar. 4, 1909, sec. 85, 35 Stat., 1104.)

513. Acceptance of bribes.—Officers, agents, and employees of the United States are prohibited from directly or indirectly asking, accepting, receiving, or agreeing to receive any money, property, or other valuable consideration whatever for services rendered or agreed to be rendered, either by themselves or others, in procuring or aiding to procure any contract, office, or place from the United States or from any officer or department thereof, or in relation to any proceeding, contract, claim, or other matter or thing in which the United States is a party or directly or indirectly interested, or with intent to have their decision or action on any question, matter, or proceeding which may be pending or which may by law be brought before them in their official capacity influenced thereby. Penalties of fine, imprisonment, etc., for violation of laws covered in this article, both as regards officers, agents, and employees of the United States, and contractors, dealers, or other persons involved in such violation, are provided in sections 39, 112, 113, and 117 of the Criminal Code of the United States (35 Stat., 1096, 1108, and 1109).

514. Conspiring to commit offense.—If two or more persons conspire either to commit any offense against the United States, or to defraud the United States in any manner or for any purpose, and one or more of such parties do any act to effect the object of the conspiracy, each of the parties to such conspiracy shall be fined not more than \$10,000, or imprisoned not more than two years, or both. (Act Mar. 4, 1909, sec. 37, 35 Stat., 1096.)

515. Political activity and assessments.—Inspectors shall see that all new appointees are furnished, for their information and guidance, copies of the latest Department circular relating to political activity and assessments forbidden by civil-service law and rules. A copy shall also be posted conspicuously in the office of every inspector.

516. Influencing legislation.—Petitions or other communications regarding public business addressed to the Congress, or either House or any committee or member thereof, by officers or employees in the civil service of the United States shall be transmitted through the heads of their respective departments or offices, who shall forward them without delay with such comment as they may deem requisite in the public interest. Officers and employees are strictly prohibited, either directly or indirectly, from attempting to secure legislation, or to influence pending legislation, except in the manner above prescribed. (Ex. Ord., Apr. 8, 1912.)

The right of persons employed in the civil service of the United States, either individually or collectively, to petition Congress, or any Member thereof, or to furnish information to either House of Congress, or to any committee or member thereof, shall not be denied or interfered with. (From act Aug. 24, 1912, sec. 6, 37 Stat., 555.)

517. Use of political influence.—All persons in the Lighthouse Service are prohibited from using political influence to better or advance their position or standing in the Service.

518. Negligence of employees.—All persons interested in navigation shall be encouraged by the officers of the Lighthouse Service to give information of any neglect of duty on the part of those employed in the Lighthouse Service, as well as information tending to the improvement of the Service.

In all cases wherein any employee of the Lighthouse Service has failed to perform his duty properly, the inspector shall inform the Commissioner without delay of the facts and circumstances, with proper recommendation, and accompany the communication with such explanations as the delinquent may offer.

519. Making false statements reflecting on the character and conduct of a superior, malicious talebearing to officers in authority, or detrimental criticism of the same character, whether orally or in writing, will be considered cause for the dismissal of the offender.

520. Obedience to orders.—All persons in the Service are required to obey readily and strictly, and to execute with promptitude and zeal, the lawful orders of their superiors. They shall show to their superiors the proper deference and respect. No person in the Service shall join in or abet any combination to weaken the lawful authority of, or lessen the respect due to, his superior officer, or shall treat his superior officer with contempt or be disrespectful to him in manner or deportment.

Violation of this regulation will be deemed cause for the dismissal of the offender.

521. Personal conduct.—All persons in the Lighthouse Service are required to conduct themselves in such manner as not to bring disrepute on the Service, and those responsible for stations or vessels shall not cause or permit any disorderly conduct thereon.

522. Oppression of subordinates.—Superiors of every grade are forbidden to oppress those under them by tyrannical conduct or by abusive language. Authority over subordinates shall be exercised with firmness and justice and each person shall set a good example to others.

The use of profane language in giving and enforcing orders or the nagging of any subordinate at any time is forbidden.

523. Intoxicants.—The use or introduction for drinking purposes of alcoholic liquors or other intoxicants on board any lighthouse vessel or within any lighthouse reservation is strictly prohibited, and officers or employees in charge will be held directly responsible for the enforcement of this order.

524. Use of intoxicants.—Drunkenness or the excessive use of intoxicating liquors or drugs will be considered cause for the dismissal of the offender.

Inspectors and their authorized representatives are authorized and required to initiate the suspension from duty, pay, and allowances, in accordance with civil-service rules, of any employee of the Lighthouse Service found in a state of intoxication, and such action must be at once reported in detail to the Commissioner. Final power to suspend from duty, pay, and allowances rests with the appointing power.

Personal habits which are liable to detract from the ability to perform duty in times of stress or danger will not be excused or tolerated. The importance of sobriety and temperance should be brought to the attention of all employees. Habits of intemperance militate against the prospects of employees for promotion and, if carried to excess, can but result in dismissal.

In the case of any impairment of efficiency of any person in the Lighthouse Service due to indulgence in intoxicating liquors or drugs, inspectors shall report the facts with appropriate recommendation to the Commissioner, setting forth the degree to which such person indulges in intoxicants or drugs and whether or not his indulgence in the same interferes with the proper discharge of his duties.

525. Letters of caution.—Copies of letters of caution written by inspectors to employees under their direction shall be submitted to the Commissioner in duplicate, giving name of employee.

526. Payment of debts.—All persons in the Lighthouse Service must pay their honest, just, and legal debts; failure to do so will be considered cause for dismissal.

527. Violation of fishery and game laws.—If any employee of the Lighthouse Service is found guilty of violating the laws protecting game, fur-bearing animals, and the fisheries, measures shall be taken toward his dismissal from the Service.

Proper report shall be made by keepers and laborers in charge of lights of any violations of the "Regulations for the protection of migratory birds" coming to their attention.

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