

every hour of absence, but a total of fourteen days should not be exceeded.

The foregoing arrangement should not be considered as punishment, but as making up the time lost to the State by the men's absence from their duties, which left other men to do their work, and should therefore not be entered in the daily record.

A general leave man who persistently breaks his leave should be put in the limited leave list, and the time and place at which he should be allowed ashore should be entirely at the discretion of the captain, and if possible he should not be allowed ashore when the rest of the ship's company are on leave.

When a notorious leave-breaker goes on leave, it is well to send ashore a description, upon which are noted the hour and the date upon which he should again be aboard his ship. By this means he is often recovered before he has broken his leave for any length of time.

First-class petty officers should always be given leave when chief petty officers get leave. The former are generally far older men, and have had longer experience in the Service than most chief petty officers.

Badge-men and "men who have never broken their leave in the ship" should be given leave whenever possible. Plenty of liberty reduces break-leave to a minimum, and also reduces inebriety to a marked extent.

Attention to the points of administration enumerated above will go far to create in the Fleet, not only comfort and happiness but, that constant readiness for emergency which is the result of a high state of discipline.