
REVISED ARMY REGULATIONS.

MARCH 1, 1873.—Ordered to be printed.

Mr. COBURN, from the Committee on Military Affairs, made the following

R E P O R T :

The Committee on Military Affairs, to whom was referred the revised Army Regulations, have had the same under consideration, and report :

That they were referred to them within a very few days past ; that they are voluminous, and that there is not sufficient time to consider the same, and therefore ask that the same be printed.

WAR DEPARTMENT,
Washington City, February 17, 1873.

To the House of Representatives of the United States :

The Secretary of War has the honor to transmit, for the consideration of the House of Representatives, a system of regulations for the administration of the affairs of the Army, prepared in accordance with the provisions of section 20 of the act approved July 15, 1870. Soon after the passage of that act a board of officers was assembled, who, after much labor and inquiry into the practical needs of the service, finally prepared these regulations, which, with some modifications, are submitted. From the detailed nature of the work it was found impossible to prepare it in time to be presented at the third session of the Forty-first Congress, as required by the act.

It is proper, in submitting them, to observe that they are merely regulations in aid or complement to the statutes, and define and prescribe the details for carrying on the routine work of the Army. The act of July 28, 1866, section 37, chapter 299, declares that the existing regulations shall remain in force until Congress shall have acted upon a code of regulations to be prepared by the Secretary of War.

The regulations then and now in force are those of 1863. They are ten years old, and no longer adapted to the condition of Army affairs, but under the act of 1866 it is impossible for the Executive to change them. The length of a letter on a knapsack, for example, being prescribed therein, the Executive has no power to alter its size until Congress shall authorize it, and the regulations now presented will be subject to precisely the same objection, and if they are to be made law, not to be altered or amended save by act of Congress, there are many provisions that it would be wise not to present, as experience may show that alterations may be necessary. The Secretary of War therefore earnestly recommends to Congress that, if formally approved by that body, they be made subject to such alterations as the President may from time to time adopt.

WM. W. BELKNAP,
Secretary of War.

PROPOSED REGULATIONS FOR THE ARMY OF THE
UNITED STATES.

ARTICLE I.

THEORY OF THE MILITARY ESTABLISHMENT.

The President is Commander-in-Chief of the Army and Navy, and of all other land and naval forces called into the service of the United States.—(*Con., Art. II, Sec. 2.*)

The land forces consist of all persons enrolled or organized under the authority of the United States, or of the several States, for military service on land.—(*Act May 8, 1792.*)

The militia consists of that portion of the land-forces which is organized within the respective States, under the laws of the United States, or of the several States.—(*Act May 8, 1792.*)

The President may call forth the militia to execute the laws of the Union, to suppress insurrection, or to repel invasion.—(*Act Feb. 28, 1795.*)

Whenever, in the judgment of the President, it may be necessary to use the militia to suppress insurrection, he shall forthwith, by proclamation, command the insurgents to disperse and retire peaceably to their respective abodes within a limited time.—(*Act Feb. 28, 1795.*)

When employed in the service of the United States, the militia is subject to the same Rules and Regulations and Articles of War as are the troops of the United States, but courts-martial for the trial of militia shall be composed of militia officers only.—(*Ibid.*)

The Army of the United States consists of that portion of the land forces which is raised and supported by Congress to act against all enemies or opposers whomsoever.

In all cases of insurrection, or of obstruction of the laws, either of the United States or of the several States or Territories, when it is lawful for the President to call forth the militia for the purpose of suppressing such insurrection, or of causing the laws to be duly executed, it is also lawful for him to employ, for the same purposes, such part of the land and naval force of the United States as he may judge necessary, having first observed all the prerequisites of the law in that respect.—(*Act March 3, 1807.*)

The Army is composed of the troops and the staff.

The troops consist of organized corps or bodies of combatants.

An arm of service comprises those corps which have the same mode of action. The foot combatants form the Infantry arm. The Cavalry arm comprises all those who fight on horseback. The Artillery arm, those having the service of ordnance and the construction of the necessary batteries and magazines in the field and sieges; and the Engineer arm, those charged with the construction, attack, and defense of fortifications, and the construction of fixed and movable bridges for the passage of armies.

The Artillery and Engineers are further designated as special arms. They generally serve as auxiliaries to the other arms for special purposes, and require a special organization and direction, depending on the nature of the service and the character of the field of operations.

In campaigns and pitched battles the Infantry is the main arm, to whose operations those of the other arms are, to a greater or less degree, subordinate. In a pursuit or retreat, the Cavalry generally becomes the principal arm. In the siege or defense of fortified places, the Artillery and Engineers are the main arms.

The minimum unit for administration is, in the Infantry and Engineers, the company; in the Cavalry, the troop; in the Artillery, the battery. Captains of these arms are most important administrative officers, as they are immediately charged with the arming, clothing, feeding, and care of the soldier; with the keeping of his accounts,

and the preparation of those records on which his rights and those of his heirs depend, and by which they are finally determined.

The unit of force, or tactical unit, is the largest fraction that can act separately under the command of a single chief, or within the control of a single voice. In the Infantry, it is the battalion; in the Cavalry, the squadron; in the Artillery, the battery, and in the Engineers, the company.

The regiment is not, as such, a tactical unit. It is an organization composed of one or more tactical units for purposes of administration, instruction, and discipline, and may be composed of from one to five battalions, from four to six squadrons, or from eight to sixteen batteries, including those at the depot.

The staff includes all officers who aid general officers in the performance of their duties, and those who provide the needful supplies and minister to the various wants of the Army. It consists of a *general staff* and of *special staffs*, or *administrative services*.

The *general staff* includes the chiefs of staff, the officers of the Adjutant-General's and Inspector-General's Departments, and all other officers acting in these capacities.

Officers of Engineers and of Artillery attached to the headquarters of armies, army corps, divisions, &c., for military reconnaissances, establishing lines, constructing works, batteries, magazines, &c., and those attached to the headquarters of their respective arms for the direction of the service of those arms, are, while so employed, of the *general staff*.

Military secretaries, aides, &c., appointed by general officers, or on their nomination, and attached to their persons, are not, as such, of the *general staff* of the Army; but when such officers are commissioned by the President or appointed by general officers, with military rank specially attached by law to the appointment, they are of the *general staff*.

The *special staffs*, or *administrative services*, consist of officers whose duties are confined to distinct branches of the service, such as providing for the payment, clothing, quartering, and transportation of the troops, furnishing the necessary supplies of provisions, forage, and warlike stores, taking care of the sick and wounded, &c. They comprise all officers of the Bureau of Military Justice, of the Quartermaster's, Subsistence, Pay, Medical, and Ordnance Departments, of the Signal Service, and such other officers as may be detailed for the duties of those departments.

The Engineers, besides their ordinary functions in the planning and construction of fortifications, bridges, and other military works, are also charged by law with the construction or supervision of other works, and of explorations, surveys, and duties of a civil character under various departments of the Government. So far as all duties of this nature are concerned, the Engineer Corps partakes of the character of a special staff, the bureau of which, although annexed to the headquarters of the arm, forms, as do the bureaus of the administrative services, a part of the War Department, under the exclusive direction of the Secretary of War. But when Engineer officers are attached to troops of their arm, or are assigned to the headquarters of armies, army corps, &c., for the performance of the duties specified in Paragraph 19, they come under the same rules of service in all respects as do officers of the other arms of service, or of the general staff respectively.

For the command and administration of regiments, a *regimental staff* is organized, consisting of the colonel or other commander, and of other officers having special functions, such as adjutants, quartermasters, medical officers, commissaries, &c. These officers perform their duties in conformity with the regulations established for the branches of service in which they are employed. They act under the orders of commanders of regiments, who also have such control over the regimental depots and recruiting service as is necessary to the proper supervision and administration of regimental affairs.

ARTICLE II.

WAR DEPARTMENT.

The Secretary of War is the regular constitutional organ of the President for the administration of the military establishment of the nation; and rules and orders publicly promulgated through him must be received as the acts of the Executive, and as such be binding upon all within the sphere of his legal and constitutional authority.—(16 *Peters*, p. 302, *Supreme Court Decisions*.)

The Secretary of War does not compose a part of the Army, and has no duties to perform in the field.—(*Opinion of Attorney-General Wirt, January 25, 1821.*)

The Secretary of War is head of the administrative service of the Army, and has control of its branches, viz :

- 1st. The Recruiting Service.
- 2d. The Administrative Service of Engineers.
- 3d. The Ordnance Department.
- 4th. The Quartermaster's Department.
- 5th. The Subsistence Department.
- 6th. The Pay Department.
- 7th. The Administrative Service of the Medical Department.
- 8th. The Bureau of Military Justice.
- 9th. The Signal Service.
- 10th. The settlement of Army accounts.

He has control of all returns, reports, and archives belonging to the War Department; of the muster in, equipment of, and supplies to all volunteers in course of preparation for service; of the muster out of volunteers; of the hiring of store-houses and store-keepers; of all contracts and orders for the fabrication of clothing, equipments, and military stores throughout the United States; of promulgating all laws and resolutions of Congress relating to the military establishment, with such regulations as may be necessary to carry them into effect; of making warrants on the Treasury of the United States, under the appropriations of Congress, and such other duties as shall from time to time be enjoined upon or intrusted to him by the President of the United States, agreeably to the Constitution.—(*Acts approved August 7, 1789; March 16, 1802; March 3, 1813; February 8, 1815; April 24, 1815.*)

ARTICLE III.

THE GENERAL-IN-CHIEF OF THE ARMY.

The military establishment is under the orders of the General-in-Chief of the Army in all that regards its discipline and military control. The Rules and Regulations established for the government of the Army, and the laws relating to the military establishment, are the guides to the General in the performance of his duties.

Under the law the fiscal arrangements of the Army properly belong to the administrative departments of the staff, under the supervision and control of the Secretary of War. The General-in-Chief will, however, watch over the economy of the service in all its branches.

The movements of troops, the establishment or discontinuance of military posts, transfers of officers, and all details in the line are under his immediate control, except when otherwise directed by the President or Secretary of War.

All orders and instructions of the President or Secretary of War, relating to military operations, will be promulgated by the General-in-Chief of the Army.

ARTICLE IV.

MILITARY GEOGRAPHICAL DIVISIONS, DEPARTMENTS, AND POSTS.

Military geographical divisions and departments will be established in orders from the President. The command of a division or department will embrace all the regular forces stationed within it, as well as such volunteers and militia as may be called into the service of the General Government to aid in its defense.

The Military Academy, Engineer troops, general depots of supplies, all arsenals, permanent forts in process of construction or extensive repairs, general recruiting depots, and officers employed on duties not military, are excepted from the operation of the foregoing paragraph, at the discretion of the Secretary of War.

The commander of a geographical division exercises a supervision over the affairs of the departments under his control, similar to that which a general commanding an army in the field would exercise over his subordinate commanders, without unnecessarily interfering with the administration of those commanders.

He regulates the establishment of military districts and posts, and originates, directs, or approves military operations within his departments, and, in cases of emergency, transfers troops from one to another.

Upon reports from the department commanders and his own inspectors, the division commander should periodically convey to the Adjutant-General of the Army such information of affairs in his command as may be useful to the General-in-Chief. He should, also, immediately report all changes of officers and troops made within his command.

The commander of a department is charged with the administration of all the military affairs of his department; with the execution of all orders from higher authority; the distribution of the troops and staff officers assigned to him. He will report to the commander of his division all changes and other matters relating to the general welfare of his command.

Division and department commanders may at discretion call upon their subordinates for such reports and returns as may be required. They will cause inspections to be made only when absolutely necessary for the public interests.

Commanders of military divisions, departments, and districts, are authorized to enlist a detachment of general service men, in no case exceeding one sergeant, two corporals, and ten privates, and as much less as the actual necessities of the service will permit, to be employed as clerks at their headquarters; and they are authorized to discharge them, from time to time, when they are not required as clerks, or for cause.

If it is necessary to employ any men in excess of the number above authorized, the commanders must detail them from regiments serving within their commands; and in this case the men will not be dropped from the roll of their companies.

Extra pay and commutation of rations, fuel, and quarters will be allowed for the number of men and at the rates laid down in the following table. For any detailed men in excess of such number, only the cost price of the regulation allowance of rations, fuel, and quarters, and *no* extra pay, will, under any circumstances, be authorized:

Grade.	Number allowed.	Extra pay per diem.	Commutation.		
			Rations per diem.	Fuel per month.	Quarters per month.
Clerks, (general service).....	13	\$0 35	\$0 75	\$8 00	\$10 00
Messengers, (detailed from companies).....	5	20	50	8 00	10 00

Muster, and muster and pay rolls of the detachments will be made as prescribed in the Army Regulations for companies. The general-service men and detailed men will be all mustered on the same rolls, with remarks showing to what commands or companies they properly belong. The detailed men who receive extra-duty pay and allowances will be distinguished from those detailed in excess of the authorized number.

No expenses beyond the ordinary demands for the service will be created by commanders of divisions, departments, or posts. When, in their opinion, any improvements can be made, whether in the fortifications, quarters, or communications, officers in command will submit their views, with estimates in detail of the cost of the proposed improvements, through the proper channels to the Adjutant-General, for the consideration and determination of the General-in-Chief and the Secretary of War.

Military reservations.

Department commanders will exercise a general supervision over all military reservations within the limits of their commands, and will use force to remove squatters or trespassers when, in their judgment, it becomes necessary. No squatter will be permitted to reside upon a military reservation owned or leased by the Government, nor will any citizen, other than the post trader and beef contractor, be permitted to erect any tenement thereon without special permission from the Secretary of War; and it will be expressly stipulated that the authorized residence on such reservation gives no claim or title to the ground on which tenements may be erected.

The commanding officer may prohibit any civilian from coming upon a military reservation when, in his opinion, such action may be for the interests of the service or of

the troops. Civilians in Government employ will be furnished shelter by the Government, and must leave the reservation when no longer required. Post commanders are authorized and required to eject such civilians as may come or be on the reservation in violation of Regulations.

Posts.

An officer invested with a separate command is responsible for the discipline of the troops under his orders and for the good state of everything intrusted to his charge. It is his duty to see that the laws and regulations are strictly enforced; that the proper supply of provisions, arms, and ammunition is duly provided; that the quarters and defenses are in a proper state; that suitable sites or positions are selected for the hospital or hospital-tents, and that nothing in time of war is permitted to remain in or about the post which may interfere with its defense, or which can, at any time, endanger the health or morals of the troops if it be in his power to remove it. He should also ascertain the weak points of his position and study the best means of strengthening them.

Every commanding officer of a post should make himself acquainted with the country around him, amount of population, strength of the militia, and state of their discipline and equipment. He should also at convenient moments reconnoiter the country around and cause maps and topographical sketches to be made. A duplicate of such sketches will be sent to the Adjutant-General, accompanied by a memoir, showing in detail everything connected, in a military point of view, with the situation of his post as to defensive and offensive operations, the distance between it and the adjoining posts, the roads, rivers, hills, mountains, soil, productions, in short everything relating to the military resources and capabilities of the country.

In case of epidemic, the commanding officer, on the recommendation of the surgeon, is authorized to remove the troops to some more healthy position in the vicinity during the prevalence of the disease, taking care to report the fact to the commander of the department and to the Adjutant-General direct. Under such circumstances, and when necessary, the commander is authorized to hire or lease the land necessary for encampment on the best terms practicable, reporting the same to the department commander and to the Quartermaster-General.

Whenever any important change takes place in the position or location of troops, the fact will be immediately reported by the commanding officer to the department commander and to the Adjutant-General direct, specifying the date of arrival or departure of the whole or any part of the troops, as well as all other circumstances connected with such changes in the command. These special reports will always be accompanied by an exact return of the troops according to the established printed forms. A similar report will be noted on the next monthly return of the post or station. If a new post or position be established, its situation, and the nearest post-office, its distance therefrom, and proper route to it, should be reported.

Whenever a military post or station shall be abandoned, or the troops temporarily withdrawn, the commanding officer will designate some officer or other suitable person to take charge of all public property which it may be necessary to leave behind, certified inventories of which shall be forwarded by the proper officers to the heads of their respective departments. When any of said property shall be deemed unserviceable, the commanding officer shall order a board of survey, and shall report the result to the department commander, that the orders for its disposition may be given in accordance with law.

Any officer of the Army having charge of a military post, *temporarily or otherwise*, will be held accountable that all public property of every description whatsoever, not in the special care of another officer, is properly secured and taken care of, and in case of the death or arrest of any officer having charge of public money or property, the commanding officer will immediately order a board, to consist, when practicable, of three disinterested officers, to make an inventory of the same. A copy of this inventory will be forwarded to the Adjutant-General for the information of the proper department. The commanding officer will appoint another officer to perform the duties vacated, who will receipt and account for the property as inventoried.

Commanding officers, when called upon by the proper authorities, will give the aid of the forces under their command in carrying into effect the revenue laws and the act of Congress approved April 20, 1871, to enforce the provisions of the fourteenth amendment to the Constitution of the United States.

Whenever troops are employed in the manner indicated in the foregoing paragraph, the commanding officer will, at the earliest opportunity, make a full report of his operations to the department commander and to the Adjutant-General.

Commanding officers of forts and stations on the sea-coast are authorized and required faithfully to aid in the execution of any quarantines or other restraints which may be established by the health laws of any of the States, respecting any vessel arriving in or bound to any port or district thereof, whether from a foreign port or place, or from a district within the United States. And such commanding officers are required to act in conformity with such health laws and regulations as are or may be established by the laws of the States within their respective precincts and commands.—(*Act Feb. 25, 1799.*)

Whenever detachments, parties, or trains are sent out from military posts, depots, or elsewhere, the commanding officer will furnish the officer or other person in charge with a copy of the order directing the movement, upon which he will indorse the period for which subsistence and forage have been issued to the party; and no further issues will be made them until such time has expired, unless the commanding officer, where the double rations are called for, is satisfied that the rations first issued have not been wasted, but were lost or destroyed by unavoidable contingencies of service, and that all possible care has been taken to preserve them. The facts showing the same will be fully explained upon the abstracts of issues. The dates for which all subsequent issues are made to these parties will in like manner be indorsed by the different commanding officers upon the order, which will be turned over to the commanding officer on the return of the parties to the places from which they were ordered out.

Commanding officers will encourage officers and men in hunting, boating, athletic exercises, and sports, and in all that tends to give them contentment, self-reliance, knowledge of the country, and the use of arms, and, on the frontier, will furnish enlisted men with reasonable amounts of ammunition for hunting purposes.

When a commanding officer leaves his post temporarily, to go beyond the limits of immediate control, he shall notify the next officer in rank of the fact and probable duration of his absence.

Indians.

Commanding officers of posts will make reports to the department headquarters of all matters relating to Indians in their vicinity which can be of practical use.

Commanding officers should be ever on their guard against surprise. They must never allow armed Indians to enter their commands; and any appearance of treachery or hostile attitude on their part will at once be met with force if necessary.

Officers commanding in the Indian country will, when in their opinion circumstances require it, lend their aid in furthering the views of Indian agents.

Commanding officers on duty in the Indian country will give protection to both whites and Indians when outrages are committed on either side, and will make special reports of each case that may occur to the department commander.

Where lands are secured to the Indians by treaty against occupation by the whites, department commanders will take measures to keep intruders off by military force, if necessary, until such time as Indian title is extinguished or lands are opened by Congress for settlement. They will also require all officers under their command to examine and seize stores, packages, boats, wagons, &c., as provided by the act of Congress for regulating trade and intercourse with the Indian tribes, approved March 15, 1864.

Care and preservation of fortifications.

It is made the duty of all commanders of forts to carry out the following rules for the care and preservation thereof:

The glacis and other slopes shall not be converted into gardens or used for improper purposes, but they are to be kept in the most perfect order, according to the original plan. No person shall be permitted to walk upon any of the slopes of a fortification, excepting the ramps and glacis. If in any case it may be necessary to provide for crossing them, wooden steps or stairs should be placed against the slopes. The occasional walking of persons on a parapet will do no harm, provided it be not allowed to cut the surface into paths. No cattle, horse, sheep, goat, or other animal shall ever be permitted to go upon the slopes, ramparts, or parapets; nor upon the glacis, except within fenced limits, which should not approach the crest nearer than thirty feet. All grassed surfaces, excepting the glacis, will be carefully and frequently mowed, (except

in dry weather,) and the oftener the better while growing rapidly, the grass never being allowed to be more than a few inches high.

Crops of hay may be cut on the glacis, or, if fenced, it may be used as a pasture; otherwise it should be treated as other slopes of the fortification. On all the slopes spots of dead grass will be cut out and replaced by fresh sods. All weeds will be eradicated.

The burning of grass upon any portion of a fortification is strictly forbidden.

Particular attention is required to prevent the formation of gullies in the parade, terreplein, and ramps, and especially in slopes where grass is not well established.

Earth, sand, or ashes must not be placed against woodwork; a free ventilation must be effected around it, and all wooden floors, platforms, bridges, &c., will be kept clean and swept.

The machinery of draw-bridges, gates, and posterns must be kept in good working order by proper cleaning and oiling of the parts; the bridges will be raised and the gates and posterns opened as often as once a week.

The terrepleins of forts, the floors of casemates, caponiers, store-rooms, barracks, galleries, posterns, magazines, &c., and the side-walks in front of quarters and barracks, as well as other walks, are sometimes paved with bricks or stones or formed of concrete. These surfaces must be preserved from injury with great care. In transporting guns and carriages, and in mounting them, strong way-planks will be used, and neither the wheels nor any other part of the carriage, nor any machinery, such as shears, gins, &c., nor any handspikes, or other implements, will be allowed to touch these surfaces. Unless protected in a similar manner, no wheelbarrow or other vehicle, no barrels, hogsheads, &c., will be rolled upon these surfaces. No violent work will be suffered to be done upon them, such as cutting wood, breaking coal, &c., and no heavy weights be permitted to fall thereon. In using machines, as gins, &c., in casemates, care must be taken not to injure the arch, ceiling, or floor.

The doors and windows of all store-rooms and unoccupied casemates, quarters, barracks, &c., will be opened several times a week for thorough ventilation.

Whenever practicable, all minor repairs and labor necessary for the care and preservation of the fortifications will be done by the troops.

No alteration will be made in any fortification, or in its casemates, quarters, barracks, magazines, store-houses, or any other building belonging to it; nor will any building of any kind, or work of earth, masonry, or timber, be erected within the fortification, or on its exterior slope, within half a mile, except under the superintendence of the Engineer Department, and by the authority of the Secretary of War.

The commanding officers of troops occupying the regular forts built by the Engineer Department will permit no photographic or other views of the same to be taken without the permission of the War Department.

Preservation of armaments and ammunition.

1. Guns and carriages.

At each permanent post with a fixed battery, the armament will be kept mounted, unless otherwise specially directed. Guns dismounted will be properly placed (see Ordnance Manual) within their own traverse circles, and the carriages preserved from the weather.

All guns should be sponged clean and their vents examined to see that they are clear. The chassis should be traversed and left in a different position, the top carriage moved backward and forward and left alternately over the front and rear transoms of the chassis; the elevating screws or machines wiped clean, worked and oiled, if required, and the nuts of all bolts screwed up tight. This should all be done regularly once in every two or three weeks. All other iron parts should be frequently wiped clean and kept free from rust by oiling or painting. Cracks in the timber should be filled with putty or shingles, or both.

When tarpaulins or pent-houses are placed over the guns they should be removed once a week; when the weather is fair, the carriages and guns brushed off, and, if damp, allowed to dry.

2. Implements.

An old sponge-staff and head should be used for drill. The new sponges should never be used unless the gun is fired. The implements should be kept in store, under cover, and be examined, wiped clean, or brushed at least once a month. In the case of leather equipments the directions for the preservation of harness in the Ordnance Manual should be followed.

3. Ammunition.

Commanding officers of forts, and other posts where powder is stored, will continually bear in mind the necessity of adopting proper measures for its preservation as prescribed in the directions given in the Ordnance Manual for the preservation, storage, and transportation of powder. They will be held strictly responsible for the care of all magazines at their posts.

The magazine should be frequently examined to see that the powder is well preserved. It should be opened every day when the air is dry and clear. Barrels of powder should be turned and rolled once a month when practicable. Under ordinary circumstances only a few cartridges should be kept filled. If the paper body of the cartridge becomes soft or loses its sizing, it is certain that the magazine is very damp, and some means should be found to improve the ventilation. Cartridge-bags may be kept in the magazine ready for filling, also port-fires, fuses, tubes, and primers. Stands of grape, canister, and wads for barbette-guns should be kept in store with the implements. For casemate-guns, wads may be hung in bundles, and grape and canisters placed near the guns; shot well lacquered and clean may be placed in piles near the guns.

No person will be allowed to enter the magazines, except on duty, and then every precaution against accidents will be taken. Lights must always be in glass lanterns and carried only by the person in charge of the magazine. Swords, pistols, canes, spurs, &c., will not be admitted, no matter what may be the rank of the person carrying them. Socks or moccasins will be worn if they can be procured; if they cannot, then all persons must enter with stocking-feet. A sentinel must always be placed in the magazine when the doors are open. No fire or smoking will be allowed in the vicinity when the doors or ventilators are open. Too many precautions cannot possibly be taken to avoid the chance of an explosion. A copy of this paragraph, legibly written, will be conspicuously posted near or on the doors of every magazine.

ARTICLE V.

DISCIPLINE AND SUBORDINATION.

All inferiors are required to obey strictly, and to execute with alacrity and good faith, the lawful orders of the superiors appointed over them; whoever disobeys an order on the ground of illegality does so at his peril. It is understood, however, that orders shall not be manifestly against law or reason, and an officer giving an illegal order subjects himself to trial by court-martial or such other penalty as may attach to the same.

Military authority is to be exercised with firmness, kindness, and justness. All punishment must strictly conform to law, and, when necessary, must follow the offense as promptly as circumstances will permit.

Superiors of every grade are forbidden to injure those under them by tyrannical or capricious conduct. The use of profane or abusive language by superiors to inferiors is prohibited as cowardly and unworthy of officers and gentlemen.

Official respect and courtesy on all occasions are enjoined upon officers of every grade.

Respect and obedience to the civil authorities of the land is the duty of all citizens, and more particularly of those who are armed in the public service. An individual officer or soldier who resists the civil authority subjects himself to the penalties inflicted by civil law on a civilian in like case. Combination or concert between two or more officers or soldiers in such resistance is not only punishable as above, but renders each individual engaged liable to military punishment.

A civil officer charged with the execution of a civil process will, on making known his character and business to the satisfaction of the commanding officer, be permitted to execute his office.

ARTICLE VI.

THE ARRANGEMENT OF TROOPS.

The arrangement of troops on parade and in order of battle is: 1st, infantry; 2d, cavalry; 3d, mounted artillery. Regiments of engineers and foot-artillery not with trains will be in the center of the brigade, division, or corps to which they are attached. Volunteers take position in the corps or arm to which they may belong on the left of regulars, militia on the left of volunteers. Regular regiments of the same arm take position according to numerical order, volunteers by date of muster into service, militia by lot. When companies of different regiments of the same arm are serving together, they will take position according to the rank of captains, as prescribed by the tactics. The above arrangement refers to parades. On other occasions the regiments and corps will be distributed and drawn up as the commanding officer may judge most proper for the purposes of the service.

ARTICLE VII.

RANK AND PRECEDENCE OF OFFICERS AND NON-COMMISSIONED OFFICERS.

Military rank is that character or quality conferred on military persons which marks their station and confers eligibility to exercise command or authority in the military service within the limits prescribed by law. It is divided into degrees or grades which mark the relative positions and powers of the different classes of persons possessing it. Rank is generally held by virtue of office in a regiment, corps, or department, but may be conferred independently of office, as in the case of retired officers and of those holding it by brevet as a recognition of gallant or meritorious services.

The following are the grades of military rank—

- 1st. General.
- 2d. Lieutenant-General.
- 3d. Major-general.
- 4th. Brigadier-general.
- 5th. Colonel.
- 6th. Lieutenant-colonel.
- 7th. Major.
- 8th. Captain.
- 9th. First lieutenant.
- 10th. Second lieutenant
- 11th. Cadet.
- 12th. Sergeant-major.
- 13th. Quartermaster commissary and saddler sergeants.
- 14th. Hospital steward of a regiment.
- 15th. Ordnance sergeant and other hospital stewards.
- 16th. First sergeant.
- 17th. Quartermaster sergeant of a company.
- 18th. Sergeant.
- 19th. Corporal, and the latter is superior to all private soldiers, including under that denomination all private musicians, artificers, and the like. In each grade officers will take precedence by date of commission or appointment, excepting that whenever military operations may require the presence of two or more officers of the same grade in the same field or department, the President may assign the command of the forces to any officer of the highest grade present without reference to date of commission.

Officers and non-commissioned officers of equal rank take precedence among each other according to seniority—by date of commission or warrant in their grade—unless otherwise specially provided. When the dates are the same, precedence is decided in the same regiment or corps by the order of appointment; in different regiments or corps, first, by rank in actual service; secondly, by former rank in the Army, marine corps, or volunteers; thirdly, by lot. Officers of volunteers or militia take rank next after officers of like grade in the regular forces.

ARTICLE VIII.

RELATIVE RANK BETWEEN OFFICERS OF THE ARMY AND THE NAVY.

- Admiral with General.
- Vice-Admiral with Lieutenant-General.
- Rear-admiral with major-general.
- Commodore with brigadier-general.

Captain with colonel.
Commander with lieutenant-colonel.
Lieutenant-commander with major.
Lieutenant with captain.
Master with first lieutenant.
Ensign with second lieutenant.
(Act July 16, 1862.)

ARTICLE IX.

COMMAND.

Commands are exercised by virtue of office, or by special assignment of officers having military rank, and who are eligible by law to such commands.

An officer not on duty with or belonging to any of the companies, battalions, regiments, or corps composing a command cannot assume the command or put himself on duty therewith without orders from competent authority.

An officer intrusted with the command of a post, detachment, guard, or separate force will not surrender it to another officer unless regularly relieved, except in case of sickness or inability to perform his duty, when the officer next in rank of the line of the Army present and on duty with such command will succeed as a matter of course.

If, upon marches, guards, in transports by land or water, or in quarters, different corps or detachments shall happen to join, move, or do duty together, and there is no general officer present eligible to command, the officer highest in rank of the engineers, cavalry, artillery, infantry, marines, or militia, there on duty with troops, shall command the whole, and give orders for what is needful to the service, unless otherwise specially directed by the President, according to the nature of the case.

The adjutant being the channel of communication between the commander and his command, all official communications to him, whether verbally or in writing, shall be made in a military manner and couched in respectful language. In making verbal reports to the adjutant, all officers, whether superior or inferior to him in rank, must salute, which salute will be returned by the adjutant.

The placing a staff officer on duty at a station commanded by a line officer junior to him is to be avoided, if possible. If a staff officer finds himself in such position, he is to obey the orders the commanding officer may give; but the latter will not give him orders not necessary for the efficient service of his post. The rank of a commander does not in any way affect his powers as to that especial command, but he will not require a staff officer senior to himself to appear on parade, &c., as a member of his staff.

A regimental staff officer may command his regiment without special assignment should he become the senior officer present on duty with it, but he cannot claim or assume the command of any portion of his regiment if his senior officer be in command of the whole.

A staff officer charged with a particular reconnaissance or tour of inspection, accompanied by a detachment, the commander of which may or may not be his superior, will, without assuming the command, have a right to require that the latter should make all proper dispositions of the detachment to protect him in his operations; and the commander of the detachment shall refer to the staff officer for the route of march and the periods of halting and of marching, no matter which of them be the superior. But this will not, except in cases of emergency, authorize the staff officer to require such unusual rates of travel or marching as would tend to injure or break down men or animals.

Officers of the general staff or administrative services are not to assume nor to be ordered on any duty beyond the line of their immediate profession without the special order of the Secretary of War, except when assigned to duty under any commander of troops, in which case they are subject to all his orders.

Staff officers shall not assume command of troops when an officer of the line is present on duty therewith, unless assigned by competent authority. When no commissioned officer of the line is present they will, by virtue of their commissions, assume command of all enlisted men.

Officers of the staff when assigned to the command of troops are, while so commanding, invested with all the rights and duties of line officers.

Chaplains and military storekeepers are not subject to detail on any military courts or boards, and cannot exercise command, except that military storekeepers may command enlisted men serving with them when no other officer of their corps or department is present on duty.

Officers serving by commission from any State of the Union take rank next after officers of the like grade by commission from the United States.

When commissions are issued by the President to officers in volunteer regiments, they will be considered the same as if issued by the authority of a State.

Each commanding officer is within his own sphere the representative of superior military power, and is to exercise his responsibility as authorized and limited by law and regulations. Except when an appeal is taken, he is not to refer to a higher commander any matter on which he is himself competent to act.

Rank by brevet.

A brevet is a commission in the Army at large, in distinction from a commission in a particular regiment, corps, or department.

Brevet rank shall not entitle an officer to precedence or command, except by special assignment of the President; but such assignment shall not entitle any officer to additional pay or allowances.—(*Act March 3, 1869, section 7.*)

Assignments to duty under a brevet will only be made when the higher grade is necessary to secure greater efficiency to the public service, and when the officer, during such assignment, will be on duty or have a command corresponding to the rank he holds by brevet.

Whenever an officer leaves the service, by resignation, dismissal, or otherwise, any brevet he may hold terminates with his lineal commission, and is thenceforth of no effect.

ARTICLE X.

SUCCESSION IN COMMAND OR DUTY.

During the absence of the chief of any military bureau of the War Department his duties in the bureau, prescribed by law or regulations, devolve on the officer of his department empowered by the President to perform them in his absence.—(*Section 5, act July 4, 1836.*)

An officer who succeeds or relieves another in any command or duty will consider himself in precisely the same situation as his predecessor in regard to his duties; and, whether superior or inferior in rank, shall be furnished, for his information and guidance, by his predecessor, with copies of all orders and instructions in force at the time, and, as far as practicable, with a statement in writing of the nature and import of all verbal orders.

An officer so relieved shall turn over to his successor all the public property in his possession, and all other property for which he may be responsible, including books, blanks, files of orders, and documents; and the successor shall give him duplicate receipts, which shall specify the condition of each article. One of these receipts will be transmitted to the proper administrative department to insure a correct accountability, and the other retained in the possession of the relieved officer for his own security.

An officer in a temporary command shall not, except in urgent cases, alter or annul the standing orders of the regular or permanent commander without authority from the next higher commander.

A commander marching troops through the limits of another permanent command, as at a military post or station, will not supersede the latter in his command or interfere in any way with his duties; and such commander, desiring to camp on a reserva-

tion near a post or station, will apply to the permanent commander to assign him a camping-ground. He will while in such camp be governed by such police and sanitary regulations as may be in force for the permanent garrison.

ARTICLE XI.

APPOINTMENT AND PROMOTION OF COMMISSIONED OFFICERS.

Vacancies in established regiments, departments, and corps, to the rank of colonel, will be filled by promotion, according to seniority.

When the number of officers of any grade in an established regiment, department, or corps is increased by law, the vacancies so created, of and below the rank of colonel, shall be filled by promotion, according to seniority.

Promotions to the rank of captain shall be made regimentally; to major, lieutenant-colonel, and colonel, according to arm; and in the staff and Engineers according to department or corps.

Appointments to the rank of general officer will be made by selection from the Army.

The Adjutant-General, Quartermaster-General, Commissary-General of Subsistence, Surgeon-General, Paymaster-General, Chief of Engineers, and Chief of Ordnance shall be appointed by selection from the corps to which they belong.—(*Sec. 23, act July 23, 1866.*)

Whenever any captain of the Quartermaster's Department shall have served fourteen years continuous service as such, he shall be promoted to the rank of major.—(*Sec. 3, act August 3, 1861.*) Subject to the restrictions contained in the acts of July 23, 1866, sec. 13, and March 3, 1869.

Whenever any lieutenant of the Corps of Engineers or Ordnance Department shall have served fourteen years continuous service as lieutenant, he shall be promoted to the rank of captain, provided that the whole number of officers in either of said corps shall not be increased beyond the number fixed by law, and that no officer shall be promoted before those who rank him in his corps.—(*Sec. 9, act March 3, 1863.*) Subject to the restriction contained in the act approved, March 3, 1869.

No officer of the Corps of Engineers or Ordnance Department below the rank of field officer shall be promoted who shall not first have passed a satisfactory examination before a board composed of three officers of his corps senior to himself.—(*Act March 3, 1863.*)

No person shall receive the appointment of assistant surgeon unless he shall have first passed a satisfactory examination by a board, to consist of not less than three medical officers of the Army, and no assistant surgeon shall be promoted to surgeon until he shall have served at least five years as assistant surgeon and have passed a similar examination before a board of not less than three Army surgeons.—(*Act June 30, 1834.*)

If, during suspension from rank by sentence of a court-martial, an officer becomes entitled to promotion, he loses it and the next in rank takes it over him.

When an officer is retired, the next officer in rank shall be promoted to his place, according to the established rules of the service: and the same rule of promotion shall be applied successively to the vacancies consequent upon the retirement of an officer.—(*Sec. 16, act August 3, 1861.*)

No officer of the Army of the United States who has been or shall hereafter be cashiered or dismissed from the service by the sentence of a general court-martial, formally approved by the proper authority, shall ever be restored to the military service except by a re-appointment, confirmed by the Senate of the United States.—(*Act July 20, 1868.*)

The graduates of the Military Academy, physically qualified, are appointed to vacancies of the lowest grade, or attached as additional second lieutenants to regiments, not to exceed one to each company; and no graduate of the Military Academy shall be appointed to a staff corps or department until he shall have served at least two years with troops in the line of the Army.

Cadets attached to the Army as additional second lieutenants will be successively promoted to vacancies of the lowest grade, which may happen in the arm to which they may have been attached, according to the order of rank established in the Military Academy.

Such cadets as have been recommended by the academic board at the Military Academy for promotion in the Engineers or Ordnance, may be successively transferred to those corps in the order of rank established at the Academy, after they shall have served with troops as provided in paragraph 124.

Meritorious non-commissioned officers, examined by an Army board and found qualified for the duties of commissioned officers, may be attached to regiments as additional second lieutenants, or they may be commissioned second lieutenants if vacancies exist.—(*Sec. 5, act August 4, 1854.*)

Non-commissioned officers, when recommended for and promoted to the rank of commissioned officers, shall be attached to the regiment in which they served as non-commissioned officers.

To aid the Department in the selection of proper candidates for promotion from the ranks, company commanders will report to their regimental commanders all such unmarried non-commissioned officers as in their opinion merit advancement, and who have served not less than two years as non-commissioned officers in the Regular Army. These reports must set forth a description of the candidate; his length of service as a non-commissioned officer and as a private soldier; his character as to fidelity and sobriety; his physical and mental qualifications; the extent to which his talents have been cultivated, and his fitness generally to discharge the duties of an officer. If recommended on account of meritorious services, the particular services referred to must be stated in detail. On receiving the reports of company commanders, the regimental commander will assemble a board, to consist of four officers of his regiment of as high rank as the convenience of the service will admit, to make a preliminary examination into the claims and qualifications of those non-commissioned officers who may appear to him deserving promotion.

The board, constituted as above, will submit a full statement of the case of each candidate examined, and on these statements the regimental commander will indorse his remarks and forward them to the Adjutant-General of the Army.

Whenever the public service may require the appointment of any citizen to the Army, a board composed of officers of that arm of the service in which the applicant is to serve will be convened, under the direction of the Secretary of War, before which the applicant will appear for examination as to physical ability, moral character, attainments, and general fitness for the service.

As a general rule, one-fourth of the vacancies occurring annually in the grade of second lieutenant of regiments may be filled agreeably to existing laws and regulations from non-commissioned officers in the Army. The remainder, not filled by the graduating classes of the Military Academy, may be supplied from civil life.

The following regulations will be observed in the examination of non-commissioned officers of the Army, and candidates from civil life who have served at least two years in time of war in the regular or volunteer forces of the United States, for commission in the Army:

I. No person shall be examined who has not a letter from the War Department authorizing the same.

II. Candidates for examination must be between 20 and 30 years of age; must be physically able to endure the hardships and exposure of service, and must be free from bodily defects, mental infirmity, or immoral habits.

III. The board being satisfied of these preliminary points, will proceed to examine each candidate separately:

1st. In his knowledge of English grammar and his ability to read and write with facility and correctness.

2d. In his knowledge of arithmetic and his ability to apply its rules to practical questions.

3d. In his knowledge of geography, particularly of the northern continent of America.

4th. In his knowledge of history, particularly of his own country.

5th. In his knowledge of the Constitution of the United States, and of the organization of the Government under it, and of the general principles which regulate international intercourse.

Candidates from civil life who have not served two years as above specified, shall be required to pass an additional examination in such higher branches of learning as may, from time to time, be designated by the Secretary of War, and their appointments in the Army shall be made in accordance with the relative order of merit determined by the board.

ARTICLE XII.

APPOINTMENTS TO THE STAFF AND DETAILS FOR DUTY IN STAFF DEPARTMENTS.

No officer shall be permitted to hold two staff appointments at the same time.

No officer shall fill any staff appointment or other situation, the duties of which will detach him from his company or regiment, until he has served at least two years with his regiment.

No officer shall be commissioned in the staff who has not, for at least one year just previous, been on duty with troops.

Colonels of regiments and captains of companies will not be placed on any duty (except general court-martial and courts of inquiry) which will separate them from their commands, without the special order of the President; and under no circumstances will they be permitted to be absent for a longer period than two years at any one time, except that when a colonel is selected for duty as superintendent of the Military Academy, or to command a military district or department, the period of his absence from his regiment shall be at the discretion of the President, not exceeding four years.

The Superintendent of the United States Military Academy may be selected, and the officers on duty at that institution detailed, from any arm of the service.—(*Act July 13, 1866, Sec. 6.*)

When officers are required for duty at the Military Academy, in the Engineers, or in any staff department, application for the same will be made through the Adjutant-General to the Secretary of War.—(*Act July 13, 1866, Sec. 6.*) Application for details in other branches of service will be made through the Adjutant-General to the General-in-Chief. No detail will be for a longer period than four years.

When an officer, detailed for special duty in any department of the Army, is no longer required for such duty, the officer under whose immediate orders he may be serving will report the fact through the head of his department to the Adjutant-General.

General officers will select their own aids as authorized by law. Such details will be subject to the conditions expressed in paragraphs 133, 134, and 138 of these Regulations.

When a general officer, by brevet, is assigned to duty under his brevet he is entitled to the aids provided by law for his grade, provided the General-in-Chief shall authorize their employment; but a colonel, having the brevet of a general officer, and being assigned to command as such in time of peace will, if serving in his regiment, ordinarily devolve the duties of aid upon the adjutant.

In the absence of a commissary or quartermaster at a military post or station, the commanding officer will detail an officer to perform the duties, and will immediately forward to the Quartermaster-General or Commissary-General copies of his orders assigning or relieving officers in such duties.

When it can be avoided, officers personally accountable for public property will not be detailed for duty which will separate them from such property. When such details are unavoidable, the proper commanding officer will either designate another officer to relieve the officer accountable, and to receipt for all his public property, or will himself receive and receipt for the same until the return of the officer detailed.

Although an officer who has receipted for public property is personally and pecuniarily accountable therefor, yet the commanding officer is also responsible that the best arrangements are made for the security and safety of all public property within

his command, and for the strict observance of the regulations in regard to its removal, use, or issue. It is, therefore, his duty to see that none but faithful and reliable agents or employes are allowed control over or access to it.

ARTICLE XIII.

TRAVELING ON DUTY.

Whenever an officer is ordered from one station to another, or for the performance of any duty, not being with troops, he shall proceed without unnecessary delay; nor is he, upon any pretense whatever, except illness, to apply for leave of absence from the time he receives the order until he has arrived at his place of destination.

Whenever an officer, under orders, shall arrive at his new post, he will immediately report in writing to his commanding officer the date of his departure from his former station, inclosing a copy of his order, and noting thereon the date he received it; and if he shall appear to have made unusual or unnecessary delay on the route, he will be required to explain the cause of his delay. Should the explanation be unsatisfactory, the commanding officer will make charges against the delinquent, and inclose them, with a report of the facts, to the department commander for such action as he may deem necessary.

Whenever an officer is detached from his company, regiment, or post for the performance of a special duty, he will, as soon as that duty is performed, return to his previous station unless otherwise directed, his own certificate, and a copy of the original order, being sufficient voucher for his return transportation.

ARTICLE XIV.

LEAVES OF ABSENCE TO OFFICERS.

In no case will leave of absence be granted so that a company be left without one of its officers, or that a garrisoned post be left without two officers and competent medical attendance; nor shall leave of absence be granted to an officer during the season of active operations except on urgent necessity.

Every application for leave of absence shall state whether the officer desires to leave the department or division, and he shall report in writing to post, department, and division headquarters the date of his leaving his post, department, and division, and also the date of his return to the department and division.

In time of peace, the commanding officer of a separate post, arsenal, &c., may absent himself, previously notifying the next superior commander, and may extend the same privilege to officers under his command for a period not exceeding seven days in the same month.

The commander of a geographical military department is authorized to grant leave of absence to officers serving in the department under his command for a period not exceeding thirty days.

Generals commanding geographical divisions may grant leave of absence for a period of sixty days, or extend leaves of absence granted by a department commander to sixty days, including the leave extended.

All applications for leave of absence for a time exceeding four months will be submitted, through the proper channels, to the Secretary of War for approval.

Staff officers attached to military commands will make application for leaves of absence to or through their proper commanders. Officers of the general staff, not attached to military commands, will make their application to the Adjutant-General for the consideration of the Secretary of War. Other staff officers, and officers of engineers not attached to military commands, will make their application for leaves of thirty days or less to their respective chiefs. For over thirty days the application will be made through their respective chiefs to the Secretary of War.

The immediate commander of the officer requesting a leave of absence, and all intermediate commanders, will indorse on the letter of application their approval or disapproval, as they shall see fit, before transmitting it to the officer empowered to grant the same.

In giving permission to apply for the extension of a leave of absence the term of the extension must be stated.

No application for leave of absence will be entertained unless made through the proper military channels, nor will any extension of leave be granted unless recommended by the proper authority, except for urgent and satisfactory reasons, which must be stated.

A division or department commander intending to leave his headquarters will report in advance his intention, proposed length of his absence, and his address to the Adjutant-General at Washington. A department commander will also make the same report to his division headquarters.

Three months' leave of absence will be allowed to graduates from the time of quitting (as cadet) the Military Academy.

No leave of absence exceeding seven days, except on extraordinary occasions, when the circumstances must be particularly stated, (and except as provided in the preceding paragraph,) shall be granted any officer until he has joined his regiment or corps and served therewith at least two years.

Officers will not leave the United States to go beyond sea without permission from the President. This prohibition does not extend to brief visits to the neighboring foreign states or provinces.

Sick leaves.

On the expiration of a leave of absence on account of sickness, if the officer be able to travel, (without endangering his ultimate cure,) he will forthwith proceed to his post, although his disability may not have been removed. Exceptions to this general rule must be made, in each case, by the War Department, on full and explicit medical certificates, setting forth the reasons for delay, and the length of time delay is considered necessary.

When an officer is prevented by sickness from joining his station, he will transmit the prescribed medical certificates, monthly, to the commanding officer of his post, and regiment or corps, through department headquarters, and to the Adjutant-General direct; and when he cannot procure the certificates of a medical officer of the Army, he will substitute *his own certificate*, on honor, to his condition, and a full statement of his case, and this will be sufficient authority for his absence until he is able to travel to his post.

Whenever an officer has been absent on account of sickness for one year, he will be ordered before and examined by a medical board, and the case specially reported to the President.

Where an officer is absent from duty on a certificate of disability, he will be required, in order to payment under the status of full pay, to submit to the paymaster a notification from the Adjutant-General's Office that the certificate of disability has been accepted as satisfactory. The notification will, in all cases, state the commencement of the leave so covered. If the certificate of disability is satisfactory the officer will be notified to that effect.

Form of certificate for absence on account of sickness or wounds.

_____, of the _____ regiment of _____, having applied for a certificate to cover absence from his command or duty, I do hereby certify that I have carefully examined this officer, and find that [here the nature of the disease, wound, or disability is to be fully stated, and the period during which the officer has suffered under its effects] _____, and that, in consequence thereof, he is, in my opinion, unfit for duty, and not able to travel without endangering his ultimate cure. I further declare my belief that he will not be able to resume his duties in a less period than [here state candidly and explicitly the period which will probably elapse before the officer will be able to resume his duties. When there is no reason to expect recovery, or when the prospect of recovery is remote or uncertain, it must be so stated] _____.

Date and source of original leave, _____.

Post-office address, _____.

Dated at _____, this _____ day of _____, 187 .

(Signature) _____,

Care must be taken in all cases to state the date and source of the original leave.

Army medical officers, in granting certificates for "*absence on account of sickness*," will use the form indicated. Certificates of a different form will not be recognized by the department, nor will they serve to cover the absence of an officer.

In the absence of an Army medical officer, the officer will complete the foregoing form so as to make it appear as his own certificate, on honor, and he will be held responsible for any departure from the orders and instructions herein contained.

Extensions of sick-leave are not granted in orders; and an officer will be considered as evading duty if the disease results from his own imprudence.

ARTICLE XV.

EXCHANGE OR TRANSFER OF OFFICERS.

The transfer of officers from one regiment, corps, or department to another will be made only by the War Department, on the mutual application of the parties desiring the exchange. The officers must certify in their application that no pecuniary consideration is involved.

An officer shall not be transferred from one regiment, corps, or department to another with prejudice to the rank of any officer of the regiment or corps to which he is transferred. Transfers will be seldom granted; never except for good reasons.

The transfer or exchange of company officers in a regiment will not be made without the authority of the department commander, on the recommendation of the regimental commander. When such transfers or exchanges are sanctioned, a copy of the orders announcing them will be immediately transmitted to the Adjutant-General of the Army for the approval of the Secretary of War.

ARTICLE XVI.

ARRESTS AND CONFINEMENTS.

None but commanding officers have power to place officers under arrest, except for offenses expressly designated in the — Article of War.

In ordinary cases, an officer above the rank of captain will be placed in arrest by sealed instructions to that effect addressed to him. If under the rank of major, he may be placed in arrest by a written or verbal order.

The sword of an officer in arrest need not, under ordinary circumstances, be taken from his tent or quarters. The notification of the arrest will sufficiently deprive him of the use of it.

Officers are not to be put in arrest for light offenses. For these, the censure of the commanding officer will, in most cases, answer the purposes of discipline.

It is not obligatory on the commander to place an officer in arrest on application to that effect from another officer. He will exercise a sound discretion on the subject. But in all applications for redress of supposed grievances it will be the duty of the commander, in case he shall not deem it proper to order an investigation, to give his reasons in writing for declining to act. These reasons, if not satisfactory, the complaining party may, should he think fit, forward to the next common superior, together with a copy of his application for redress.

An officer in arrest will have his limits fixed by his commanding officer at the time of his arrest. Close confinement is not to be resorted to, unless under circumstances of an aggravated character. Unless in close arrest, when he is confined to his quarters, an officer may go to and from his mess-house, if within the limits of the post.

In ordinary cases, and where inconvenience to the service would result from it, a medical officer will not be put in arrest until the court-martial for his trial convenes.

The arrest of an officer or confinement of a soldier will be as soon as practicable reported to his immediate commander.

Individuals placed in arrest may be released without being brought before a court-martial by the authority ordering the arrest or by superior authority.

An officer has no right to demand a court-martial either on himself or others, the General-in-Chief or officer competent to order a court being the judge of its necessity or propriety.

An officer who may have been placed in arrest has no right to demand a trial or to persist in considering himself under arrest after he shall have been released by proper authority.

An officer under arrest is disqualified from exercising any military authority, and will not wear a sword or make a visit of etiquette to the commanding officer or other superior officer, or call on them unless sent for. In case of business he will make known his object in writing. But an officer or soldier may be suspended from arrest, and may do duty when required by the exigencies of war, especially if he volunteers for such duty.

On the march, company officers and non-commissioned officers in arrest follow in the rear of their respective companies unless otherwise specially ordered. Field officers, commissioned and non-commissioned staff officers, under the same circumstances, follow in the rear of their respective regiments. Other persons in arrest will be under the conduct of the camp guard or a detachment from it.

Suspension from rank by sentence of court-martial involves suspension of duty, but not confinement to the limits of the post, unless the sentence so specify.

An officer desiring to absent himself from his post during such suspension, without confinement to limits, may, like other officers, apply for and receive leave of absence.

Company commanders will inquire into the circumstances of every offense before ordering the confinement of a soldier. Except to restrain violent men, and disturbers of the peace and good order of the company or garrison, soldiers will not be confined by non-commissioned officers, and in every case such confinement will be immediately reported to the officer in immediate command of the soldier confined.

No officer or non-commissioned officer should lay hands on a soldier when inferiors are present or within call, who can be ordered to secure them, nor should a drunken man be confined in the same room with other prisoners when he can be placed in a separate room or cell.

Prisoners placed under guard, with written charges signed by an officer, will not be released except by direction of the commanding officer.

All prisoners under guard without written charges will be released by an officer of the day at guard-mounting, unless orders to the contrary shall be given by the commanding officer.

The arms and accouterments of soldiers in arrest or confinement will be deposited with the first sergeants of companies. Should it be deemed unsafe to allow the prisoners on a march to carry their arms, they will be transported with the baggage of the company; otherwise the prisoners will be made to carry them.

ARTICLE XVII.

RETIREMENT OF OFFICERS.

Any commissioned officer of the Army who shall have been thirty years in service may, at the discretion of the President, upon his own application, be placed upon the list of retired officers.—(*Act July 15, 1870.*)

Whenever the name of any officer of the Army shall have been borne on the Army Register forty-five years, or he shall be of the age of sixty-two years, it is in the discretion of the President to retire him from active service and direct his name to be entered on the retired list of officers of the grade to which he belonged at the time of such retirement.—(*Sec. 12, Act July 17, 1862.*)

Whenever occasion may require, the Secretary of War, under the direction and approval of the President of the United States, will assemble a board to determine the facts as to the nature and occasion of the disability of such officers as appear disabled to perform the duties of their office in active military service and command. The board shall consist of not more than nine nor less than five commissioned officers, two-fifths of whom shall be of the medical staff, and, except the medical officers, shall be composed as far as may be of officers senior in rank to the officer examined.—(*Secs. 16 and 17, Act Aug. 3, 1861.*)

The members of the board shall, in every case, be sworn to an honest and impartial discharge of their duties.—(*Sec. 17, ibid.*)

Retiring boards are invested by law with the powers of a court of inquiry and court-martial, and their decisions are subject to like revision as that of such courts by the President of the United States. And no officer of the Army, except as provided in paragraph , shall be retired, either partially or wholly, from the service without having had a fair and full hearing before the board, if upon due summons he shall demand it.—(*Sec. 17, ibid.*)

When the board finds an officer incapacitated for active service it will report whether, in its judgment, the said incapacity results from long and faithful service, from wounds or injuries received in the line of duty, from sickness or exposure therein, or from any other incident of service. If so, and the President approve such judgment, the disabled officer shall thereupon be placed upon the list of retired officers, withdrawn from active service and command, and from the line of promotion, with the highest rank held by him at the time of his retirement, whether by staff or regimental commission.—(*Secs. 16 and 17, ibid.*)

Officers of the Regular Army entitled to be retired on account of wounds received in battle, may be retired upon the full rank of the command held by them, whether in the regular or volunteer service, at the time such wounds were received.—(*Sec. 32, act July 28, 1866.*)

If the board finds an officer incapacitated for active service, and that such incapacity does not result from long and faithful service, from wounds or injury received in the line of duty, from sickness or exposure therein, or from any other incident of service, and if the President concur in opinion with the board, the officer shall be wholly retired from the service, with one year's pay and allowance, and his name shall thenceforward be omitted from the Army Register.—(*Sec. 17, act August 3, 1861.*)

When an officer on duty shall, through sickness or improper habits, of whatever nature, become disabled from the performance of his duty, his immediate commander is required to report the fact to the department commander for the action of the War Department, with a specific statement of facts and names of witnesses.

Department commanders will report to the Adjutant-General of the Army, with a view to being brought before the retiring board, the cases of all officers in their departments who are incapacitated for active service. Habitual intemperance, frequenting gambling-houses, and other vicious habits, which disqualify an officer for the proper discharge of active military duties, or make him habitually neglectful, and in general any cause which in the opinion of the department commander renders an officer palpably inefficient and unfit for the military service, will be regarded as proper subjects for the consideration and report of the retiring board. The report of the department commander in each case should contain a specific statement of facts, and the names of witnesses to prove them.

No retired officer shall be assigned to duty of any kind, except those who may be selected with the approval of the Secretary of War for duty at the Soldiers' Home.—(*Act January 21 and April 11, 1870.*)

Retired officers may enter upon any private business or serve as professors in any college. They may change their place of residence or travel at their pleasure without further authority, except to go beyond sea.—(*Act July 15, 1870.*)

Retired officers, except those retired under paragraph —, shall be entitled to wear the uniform of their respective grades; shall continue to be borne upon the Army Register, and shall be subject to the Rules and Articles of War, and to trial by general court-martial for any breach of the said articles.—(*Sec. 18, act August 3, 1861.*)

The whole number of officers on the retired list shall at no time exceed three hundred.—(*Act July 15, 1870.*)

Professors of the United States Military Academy and chaplains of the Army are placed on the same footing as regards retirement from active service as officers of the Army.—(*Acts August 3, 1861, and March 2, 1867.*)

Retired officers will report their address to the Adjutant-General of the Army at the end of each month, and also whenever they change their residence.

Retired officers and their families at or in the vicinity of posts or stations provided with a medical officer shall be entitled to the same medical attendance, medicines, and medical stores as officers on the active list.

ARTICLE XVIII.

RESIGNATIONS OF OFFICERS.

No officer will be considered out of service on the tender of his resignation until it shall have been duly accepted by the proper authority. Any officer who, having tendered his resignation, shall, prior to due notice of its acceptance by the proper authority, and without leave, quit his post or proper duties with the intent to remain permanently absent therefrom, shall be reported and punished as a deserter.—(*Sec. 2, act August 5, 1861.*)

As a general rule, resignations tendered by officers when under orders to perform a special service will not be considered. A resignation tendered with an application for a leave of absence or other indulgence cannot be withdrawn after the officer has availed himself of any portion of such leave or indulgence.

Resignations will be forwarded through the prescribed military channels, including the regimental commander, to the Adjutant-General of the Army for the decision of the War Department, and with them, when leave is given, the officer's address.

Leave of absence will not be granted by commanding officers to officers on tendering their resignation unless the resignation be unconditional and immediate.

Resignations tendered under charges, when forwarded by any commander, will always be accompanied by a copy of the charges, or, in the absence of written charges, by a report of the case, for the information of the Secretary of War. All correspondence of the officer with the War Department in relation to such resignation shall be conducted through the same military channels as the resignation itself. After the acceptance of the resignation, no further correspondence will be entertained.

No resigned officer shall receive final payments until he has satisfied the Pay Department that he is not in arrears to the Government on any account whatever.

In time of war, or with an army in the field, resignations shall take effect within thirty days from the date of the order of acceptance. In other cases, except when a date is specified in the acceptance, they will take effect on the date the acceptance is received at the officer's station.

ARTICLE XIX.

DECEASED OFFICERS.

Whenever an officer dies, or is killed, it will be the duty of his commanding officer to report the fact direct to the Adjutant-General, with the date, *cause*, and any other information proper to be communicated. If an officer die at a distance from a military post, any officer having intelligence of the same will in like manner communicate it, specifying the day of his decease. A duplicate of the report will be sent to department headquarters.

Inventories of the effects of deceased officers, and of public money and property in their charge, required by the Rules and Articles of War, will be transmitted to the Adjutant-General, and a copy to the headquarters of the regiment or corps to which the officer belonged. If a legal administrator or family connection be present and take charge of the effects, it will be so stated in the inventory of effects and in the report to the Adjutant-General.

Upon the death of an officer, the officer whose duty it is to report the same will immediately inform the nearest relative of the officer what effects were left by him. If the articles are not called for by a person authorized to receive them, application will be made to the Adjutant-General for authority to sell them at auction, and the proceeds will be sent to the Treasury, as prescribed by the Regulations for the effects of enlisted men. Swords, watches, trinkets, and articles of that class will not be disposed of in this manner, but will be properly labeled with the name, rank, and regiment, and date of death of the owner, and sent to the Adjutant-General's Office, to be deposited with the Second Auditor of the Treasury to await the application of the heirs.

ARTICLE XX.

NATURALIZATION OF ALIEN SOLDIERS.

By section 21, act of July 17, 1862, any alien of the age of 21 years and upward who has enlisted or shall enlist in the armies of the United States, either the regular or volunteer forces, and has been or shall be hereafter honorably discharged, may be admitted to become a citizen of the United States upon his petition, without any previous declaration of his intention to become a citizen; and he shall not be required to prove more than one year's residence within the United States previous to his application to become such citizen. And the court admitting such alien shall, in addition to such proof of residence and good moral character as is now provided by law, be satisfied by competent proof of such person having been honorably discharged from the service of the United States. On application to the Adjutant-General of the Army, giving the regiment, company, and date of discharge, a certificate will be furnished, which can be filed as proof of discharge to any soldier desiring to be naturalized under this act.

ARTICLE XXI.

FURLONGHS TO SOLDIERS.

The commander of a regiment, when actually quartered with it, may give furloughs to non-commissioned officers and soldiers in such numbers, and for so long a time, as he shall judge most consistent with the good of the service.

When companies are detached from regimental headquarters, applications for furloughs of over twenty days will be forwarded through the post or detachment commander to the regimental commander for action. If the regimental commander be stationed in a different geographical department, such application will be sent to the department commander.

Commanders of posts and stations may grant furloughs to non-commissioned officers and soldiers for a time not exceeding twenty days in six months; but not more than two persons to be absent at the same time from the same company, except some extraordinary occasion should require it.

Furloughed soldiers will not be permitted to take with them their arms or accouterments.

If a soldier fail to join his regiment on the expiration of his furlough, and no satisfactory account be received as to the cause of his continuing absent, he must be reported as a deserter and proceeded against accordingly.

Officers should use a proper discrimination in granting furloughs, to prevent, as far as possible, soldiers on furlough from reporting at points far distant from their stations without the means of traveling back. Department commanders or the superintendents of general recruiting service are authorized to send men reporting under such circumstances to a military post or depot when there is a probability that they can soon be sent with a detachment to the vicinity of their posts. The expenses of transportation to their posts will be charged against them on the muster-rolls of their companies, and they may in addition be brought to trial before a court-martial for violation of the Article of War.

In special cases, where it shall seem more judicious, department commanders or superintendents of general recruiting service, in the exercise of a sound discretion, may order transportation tickets to be purchased by the quartermaster for furloughed soldiers; and where this is done, a special report of the amount paid for such transportation will be made by letter to the company commander, who will charge the same against the soldier's pay on the next muster-roll. The same amount, together with the date when the soldier reported himself, will be entered on his furlough.

Soldiers who instead of joining their companies at the expiration of their furloughs report at some other station, alleging want of funds as the reason, will forfeit all allowance of rations or commutation therefor during the period of their furlough.

[Form of furlough.]

To all whom it may concern :

The bearer hereof, _____, a sergeant (corporal or private, as the case may be) of Captain _____ Company, _____ Regiment of _____; aged _____ years; _____ feet _____ inches high; _____ complexion; _____ eyes; _____ hair; and by profession a _____; born in the _____ of _____, and enlisted at _____, in the _____ of _____, on the _____ day of _____, eighteen hundred and _____, to serve for the period of _____, is hereby permitted to go to _____, in the county of _____, State of _____, he having received a furlough from the _____ day of _____ to the _____ day of _____, at which period he will rejoin his company or regiment at _____, or wherever it then may be, or be considered a deserter. Subsistence has been furnished the said _____ to the _____ day of _____, both inclusive.

Given under my hand at _____, this _____ day of _____, 18—.

[Signature of the officer giving the furlough.] _____

ARTICLE XXII.

TRANSFER OF SOLDIERS.

No soldier will be transferred from one regiment to another without the authority of the general-in-chief. A soldier who enlists for a particular arm shall not be transferred to another without his own consent.

The regimental commander may, upon the application of company commanders, transfer a soldier from one company of his regiment to another, with the consent of his department commander in case a change of post is involved.

In all cases of transfer a complete descriptive list will accompany the soldier transferred, which will embrace an account of his pay, clothing, and other allowances; also all stoppages to be made on account of the Government, and all debts due the laundress, as well as such other facts as may be necessary to show his character and military history.

ARTICLE XXIII.

DESERTERS.

Desertion is one of the most heinous and disgraceful of military crimes, involving an entire loss of personal and soldierly honor. It is a flagrant violation of a solemn duty which every soldier owes his country, and renders the perpetrator amenable to the severest punishment, not only for quitting his colors, but for perjury.

Whenever any commissioned officer of the Army absents himself from his appropriate duties, without permission from proper authority, for a period of three consecutive months, he will be regarded as a deserter, and reported by his immediate commander, through the proper channels, to the Adjutant-General for dismissal, under the 17th section of the act of Congress approved July 15, 1870.

To secure prompt arrest and punishment of deserters, commanders of companies will, immediately after a desertion, forward direct to the Adjutant-General a descriptive list of the deserter, giving his place of residence, a full personal description, and any facts which may aid in his discovery and apprehension.

The Adjutant-General will send lists and descriptions of deserters to each recruiting station. All recruiting officers will take special pains to cause the apprehension, by their recruiting parties and by citizens, of every deserter from the Regular Army who can be found within their reach. When specially authorized by the War Department, recruiting officers will advertise, in a local newspaper, for the apprehension of such deserters as are supposed to be in their vicinity.

When deserters are apprehended or surrendered they will be sent, by the first opportunity, under proper guard, to the posts where they belong, if near, or to a general recruiting depot, if their proper posts are remote. They will in all cases be brought to trial with the least practicable delay.

When a deserter is apprehended, the officer to whom he is delivered will immedi-

ately report to the Adjutant-General and to the commander of the company to which the deserter belongs. This report must give the name, regiment, and company of the deserter, date and place of apprehension, reward paid, and to whom, and what disposition has been or will be made of him.

When a report is received of the apprehension or surrender of a deserter at any post other than the station of the company or detachment to which he belongs, the commander of such company or detachment shall immediately forward his descriptive list to the officer having the custody of the deserter.

A reward of thirty dollars will be paid to any person not a commissioned officer, who shall apprehend and deliver a deserter to an officer of the Army at the most convenient post or recruiting station; which reward will include the remuneration for all expenses incurred for apprehending, securing and delivering the deserter.

Rewards thus paid will be promptly reported by the disbursing officer to the authority competent to order a trial, and also to the officer commanding the company to which the deserter belongs, who will note the amount of the stoppage on the muster-rolls opposite his name, and also on the charges against him.

The evidence of desertion, apprehension, and delivery will be the certificate of a commissioned officer setting forth the name, company, and regiment of the deserter, which in all cases must be filed with the vouchers for the payment of the reward. The officer will assure himself that the man is a deserter, and not merely absent without leave, before giving his certificate.

When officers or soldiers are sent in pursuit of deserters, the expenses necessarily incurred will be paid whether the deserter be apprehended or not. As far as practicable, the bills and receipts for such expenses must be obtained. This rule will not embrace the case of citizens who pursue deserters at their own option.

Rewards and expenses paid for apprehending a deserter will be set against his pay, when adjudged by a court-martial, or when he is restored to duty without trial on such condition.

The expenses of apprehension of a soldier charged with desertion shall be deducted from his pay, even though the court find him guilty of a minor offense, as absence without leave, unless the court itself shall specially remit the penalty.

No deserter shall be restored to duty without trial except by authority competent to order the trial. When restored to duty without trial, a full report of the reasons for such action will be made by the "authority competent" to the Adjutant-General, and a note (Restored to duty without trial —, 18—, by authority from headquarters — dated —,) made on the muster-rolls opposite the soldier's name.

A deserter may be brought to trial at any time, either before or after the expiration of his term of enlistment, when the delay beyond the limit of two years, fixed by law, has been caused by his absence or some other manifest impediment.

Deserters shall make good the time lost by desertion unless discharged by competent authority. Soldiers who have absented themselves without authority from their companies, regiments, or posts of duty, shall also, in fulfillment of their contract of enlistment, make good the time lost by reason of their unauthorized absence.

The remission of the sentence of a court-martial, by way of pardon, in the case of a deserter, will only apply to the residue of such sentence at the time, the remission to take effect from and after the date of the order restoring the soldier to duty. A copy of the order of remission will be sent at its date to the Judge Advocate General.

An inventory of all clothing left by a deserter shall be immediately taken by the commanding officer of his company or detachment, who will turn all such clothing in to the quartermaster, taking a receipt for the same, subject to the order of the commanding officer, for issue to convicts or prisoners.

Every person not subject to the rules and articles of war who shall procure or entice a soldier in the service of the United States to desert, or who shall harbor, conceal, or give employment to a deserter, or carry him away, or aid in carrying him away, knowing him to be such, or who shall purchase from any soldier his arms, equipments, ammunition, uniform, clothing, or any part thereof; and any captain or commanding

officer of any ship or vessel, or any superintendent or conductor of any railroad or any other public conveyance, carrying away such soldier as one of his crew, or otherwise, knowing him to have deserted, or shall refuse to deliver him up to the orders of his commanding officer, shall, upon legal conviction, be fined at the discretion of any court having cognizance of the same, in any amount not exceeding five hundred dollars, and he shall be imprisoned not exceeding two years nor less than six months.—(*Act approved March 3, 1863.*)

ARTICLE XXIV.

DISCHARGES.

No enlisted man shall be discharged before the expiration of his term of enlistment, except by order of the President, the Secretary of War, or the sentence of a general court-martial.—(*Article of War.*)

When an enlisted man is to be discharged, his company commander shall furnish him certificates of his pay and clothing accounts, usually called final statements, according to form prescribed by the Pay Department.

As a general rule no furlough terminating with his service will be given to an enlisted man; but at remote interior stations, where communication with the settlements is uncertain, soldiers who do not re-enlist may be furloughed to the date of discharge whenever there is a reasonable certainty that they would otherwise be necessarily detained at the post for a period longer than that remitted from the term of their enlistment. In such case the discharge and final statements will be made out in anticipation for the full term of the soldier's enlistment and furnished him with his furlough.

When a discharge has been unavoidably lost or destroyed, the soldier may be furnished by the Adjutant-General with a certificate, *in lieu*, upon furnishing an affidavit that he has lost his discharge; that he has made diligent search for it and cannot recover it; and that he has been paid all dues by the United States for services as a soldier.

Affidavits from two or more reliable persons (officers of his former command preferable) establishing his identity must also be furnished.

All affidavits forwarded must have the certificate of a clerk of a court of record, showing that the civil officer before whom the oath was administered was duly authorized to administer oaths.

The certificate will be of the following form:

To all whom it may concern:

WAR DEPARTMENT, ADJUTANT-GENERAL'S OFFICE,
_____, 18__.

It is hereby certified that _____ a _____ of Captain _____ Company,
() _____ Regiment of _____ was honorably discharged from the service of the United States the _____ day of _____, 18__.

Adjutant-General.

NOTE.—The following will be printed across the face of each certificate.

CONDITIONS.

This certificate is issued upon the sworn statement of this soldier that he has lost his discharge, and the certificate will not be accepted as a voucher for the payment of any claim against the United States for pay, bounty, or other allowance, nor as data in the preparation of a claim, nor shall payment under any circumstances be made on it; it is to be considered simply as evidence of honorable service, and will be rendered invalid by transfer.

Blank discharges on parchment will be furnished from the Adjutant-General's Office. No discharge shall be made in duplicate.

Company commanders are required to keep the blank discharges and all blank certificates relating to discharge carefully in their own personal custody.

The cause of discharge will be stated in the body of the discharge. The space at the foot for character should be cut off when there is any good reason, moral or physical, why the man should not be re-enlisted. Personal recommendations may be written with record of services on the back of the discharge.

No soldier can be dishonorably discharged except by sentence of a general court-martial, and in all such cases the word "dishonorable" shall be written diagonally across the face of the discharge in red ink.

The date, place, and cause of discharge of a soldier absent from his company will be reported to his company commander by the officer who discharges him.

When a soldier is convicted by civil court and sentenced to confinement for a disgraceful penal offense, or when sentenced to confinement for a period longer than six months, his name will be dropped from the rolls of his company, and the fact will be specially reported to the Adjutant-General.

Whenever a soldier shall be unfit for the military service in consequence of wounds, disease, or infirmity, his company commander shall forward to the commander of the department, or in the field, of the division, through the commander of the regiment or post, a statement of his case, with a certificate of disability signed by the senior surgeon of the hospital, regiment, or post, according to the form prescribed by the medical regulations.

If the recommendation for the discharge of the invalid be approved, the authority therefor will be indorsed on the certificate of disability, which will be sent back to be completed and signed by the commanding officer, who will then send the same to the Adjutant-General's Office through the authority ordering the discharge.

ARTICLE XXV.

DECEASED SOLDIERS.

Inventories of the effects of deceased soldiers required by the — Article of War will be forwarded to the Adjutant-General by the commander of the company to which the deceased belonged, and a duplicate of the same to the commander of the regiment. Final statements of pay, clothing, &c., will be sent with the inventories.

When a soldier dies at a post or station absent from his company, it will be the duty of his immediate commander to furnish the required inventory, and at the same time to forward to the commander of the company to which the soldier belonged a report of his death, specifying the date, place, and cause; to what time he was last paid, and the money or other effects in his possession at the time of his decease. This report will be noted on the next muster-roll of the company to which the man belonged. Each inventory will be indorsed: "Inventory of the effects of _____, late of company _____, _____ regiment of _____, who died at _____, the — day of _____, 18—." If a legal representative receive the effects it will be stated in the report. If the soldier leave no effects the fact will be reported.

Should the effects of a deceased soldier not be administered upon within a short period after his decease by a legal representative, they shall be disposed of by a council of administration, under the authority of the commanding officer of the post, and the proceeds deposited with the paymaster to the credit of the United States, until they shall be claimed by the legal representatives of the deceased.

In all such cases of sales by the council of administration, a statement in detail, or account of the proceeds, duly certified by the council and commanding officer, accompanied by the paymaster's receipts for the proceeds, will be forwarded by the commanding officer to the Adjutant-General. The statement will be indorsed: "Report of the proceeds of the sales of the effects of _____, late of company _____, _____ regiment of _____, who died at _____, the — day of _____, 18—," and all such sales of effects of deceased soldiers shall take place as soon as practicable after the next payment of the troops.

ARTICLE XXVI.

ORDNANCE SERGEANTS.

The act of Congress of the 5th of April, 1832, authorizes the Secretary of War to select from the sergeants of the line of the Army, who have faithfully served eight years, (four years in the grade of non-commissioned officer,) as many ordnance sergeants as the service may require, not exceeding one to each military post.

Company commanders will report to their regimental commanders such sergeants as by their conduct and service merit such appointment, setting forth the description, length of service of the sergeant, the portion of his service he was a non-commissioned officer, his general character as to fidelity and sobriety, his qualifications as a clerk, and his general fitness for the duties to be performed by an ordnance sergeant. The regimental commander must in all cases forward the reports of company commanders to the Adjutant-General to be laid before the Secretary of War, with an application in the following form :

HEADQUARTERS, &C.,

To the ADJUTANT-GENERAL :

SIR: I forward for consideration of the proper authority an application for the appointment of ordnance sergeant.

Name and regiment.	Letter of company.	Length of service.				Remarks.
		As non-commissioned officer.		In the Army.		
		Years.	Months.	Years.	Months.	

Inclosed herewith you will receive the report of ———, commanding the company in which the sergeant has been serving, to which I add the following remarks :

[The remarks should relate to the qualifications of the applicant, among which a legible handwriting is essential, a specimen of which should be inclosed.]

—————, Commanding ——— Regiment.

When a company is detached from the headquarters of the regiment, the report of the company commander in this matter will pass to the regimental headquarters, through the commanding officer of the post or detachment, and be accompanied by his opinion as to the fitness of the candidate.

Ordnance sergeants will be assigned to posts when appointed, and are not to be transferred to other stations, except by orders from the Adjutant-General's Office.

At the expiration of their term of service, ordnance sergeants may be re-enlisted, provided they shall have performed their duties to the satisfaction of the commanding officer. If the commanding officer, however, shall not think proper to re-enlist the ordnance sergeant of his post, he will communicate to the Adjutant-General his reason for declining to re-enlist him, in time to receive the decision of the War Department before the sergeant may lawfully claim to re-enlist.

The nature of the duties assigned to ordnance sergeants indicates that the judicious selection of them is of no small importance to the interests of the service. While the law contemplates in the appointment of these non-commissioned officers faithful care of the ordnance and ordnance stores at posts, there is the further motive of offering a reward to those well-tried sergeants for their long service, and of giving encouragement to soldiers in the ranks to emulate them in conduct, and thus secure promotion. Regimental and company commanders cannot be too particular in investigating the characters of the candidates, and in giving testimony as to their merits.

The appointment and removal of ordnance sergeants stationed at military posts will be reported, by the Adjutant-General, to the Chief of Ordnance and to the Paymaster-General.

When a non-commissioned officer receives the appointment of ordnance sergeant, he will be dropped from the rolls of the regiment or company in which he may be serving at the time.

The duty of ordnance sergeants is to receive and preserve the ordnance, arms, ammunition, and other ordnance stores, at the posts to which they may be attached, under the direction of the commanding officer, and according to the regulations of the Ordnance Department.

If a post be evacuated, the ordnance sergeant shall remain on duty at the station, in charge of the ordnance and ordnance stores, and of such other public property as is not in charge of some officer or agent of other departments; for which ordnance stores and other property he will account to the chiefs of the proper departments, until otherwise directed. If an officer of the Corps of Engineers be charged with the care of the work, the ordnance sergeant shall be under his immediate control.

When there is no commissioned officer at the post, the ordnance sergeant shall be held responsible for the safe-keeping of the property, and shall be governed by the Regulations in making issues of the same, and in preparing and furnishing the requisite returns to the proper departments. If the means at his disposal are not sufficient for the preservation of the property, he shall report the circumstance to the department commander, who shall take measures accordingly.

Ordnance sergeants are to be considered as belonging to the non-commissioned staff of the post, under the orders of the commanding officer. They are not a part of the Ordnance Department. They are to wear the uniform of the Ordnance Department, with the distinctive badges prescribed for the non-commissioned staff of regiments of artillery. They are to appear under arms with the non-commissioned staff at all reviews and inspections.

Ordnance sergeants shall be reported by name on the post returns, and, when serving at any post which may be the headquarters of a regiment, be mustered with the non-commissioned staff of the regiment. At all other posts they shall be mustered and reported in some company stationed at the post at which they serve, be paid on the muster-roll, and be charged with the clothing and all other supplies previously received from any officer, or subsequently issued to them by the company commander. Should the company be ordered from the post, the ordnance sergeant will be transferred to the rolls of any remaining company by the order of the commanding officer of the post.

In the event of the troops being all withdrawn from a post at which there is an ordnance sergeant, he shall be furnished with his descriptive roll, and account of clothing and pay, signed by the officer last in command, accompanied by the remarks necessary for his military history; and on his exhibiting such papers to any paymaster, with a letter from the ordnance office acknowledging the receipt of his return, and that they are satisfactory, he will be paid, on a separate account, the amount which may be due him at the date of the receipt of the returns mentioned in such letter, together with commutation of rations, according to the regulations of the Subsistence Department. A certified statement of his pay account will be furnished the ordnance sergeant by the paymaster by whom he may be last paid. When there are no troops at the post, the ordnance sergeants will report to the department commander and Adjutant-General, by letter, on the last day of every month.

ARTICLE XXVII.

HOSPITAL STEWARDS.

The Secretary of War will appoint from the enlisted men of the Army, or cause to be enlisted, as many competent hospital stewards as the service may require.—(*Act July 28, 1866.*)

The senior medical officer of a hospital requiring a steward may recommend a competent non-commissioned officer, soldier, or citizen for appointment, which recommendation the commanding officer shall forward to the Adjutant-General of the Army, with his remarks thereon, and, in case of a soldier, with the remarks of the company commander. No soldier or citizen must be recommended for appointment who is not known to be temperate, honest, and in every way reliable, as well as sufficiently intelligent and skilled in pharmacy for the proper discharge of the responsible duties likely to be devolved upon him. When no competent person can be procured, the medical officer will report the fact to the Surgeon-General.

Applications and testimonials of competency from persons seeking to be enlisted for hospital stewards may be addressed to the Surgeon-General.

When no hospital steward is available, the current wants of the service may be supplied by a detail from the command, on the recommendation of the medical officer, of a soldier to act as temporary steward. Soldiers thus detailed as acting stewards will be entitled to extra-duty pay of the highest grade and paid on the hospital rolls.

The commanding officer may re-enlist a hospital steward at the expiration of term of service on the recommendation of the medical officer.

Hospital stewards, when stationed in places where no post return is made, or when on furlough, will at the end of every month report themselves by letter through the Adjutant-General to the Surgeon-General, and also direct to the medical director of the military department in which they may be serving; to each of whom they will also report each new assignment to duty or change of station ordered in their case, noting carefully the number, date, and source of the order directing the same. They will likewise report monthly, when on furlough, to the medical officer in charge of the hospital to which they are attached.

The accounts of pay, clothing, &c., of hospital stewards must be kept by the medical officers under whose immediate direction they are serving, and accompany them in case of transfer. The medical officers are responsible for certified statements of such accounts and correct descriptive lists of such stewards, and that their final statements and certificates of discharge are accurately made out when they are discharged from service.

When not furnished in kind, hospital stewards shall be entitled to the same commutation of rations, fuel, and quarters as general-service clerks.

ARTICLE XXVIII.

SUPERINTENDENTS OF NATIONAL CEMETERIES.

The Secretary of War shall appoint a meritorious and trustworthy superintendent for each of the national cemeteries established for the burial of deceased soldiers and sailors, who shall be selected from enlisted men of the Army, *disabled in service*, and who shall have the pay and allowance of an ordnance sergeant, and shall reside at the cemetery for the purpose of guarding and protecting the same and giving information to parties visiting it.—(*Act February 22, 1867.*)

Applicants and persons recommended must—

- 1st. Have been enlisted men of the Army, *disabled in service*; but the degree of their present disability must not be such as to impair their efficiency in the charge of cemeteries.
- 2d. Be of steady, sober, and correct habits.
- 3d. Have a fair degree of intelligence and education, and be able to write legibly.

All applications for the appointment of superintendent must be addressed to the Adjutant-General of the Army, and be accompanied by testimonials of responsible persons in support of the above requirements. They must be in the handwriting of the applicant, give his full name, length of and how disabled in service, the company and regiment he last served in, date and cause of his discharge, and his present place of residence. If still in the Army, the applicant must transmit his papers through his commanding officer, who will indorse them with his opinion of the merit and fitness of the applicant.

All applicants, before being appointed, will be examined by a board of officers to be convened in the geographical department in which they may be residing or serving.

The Adjutant-General will provide each superintendent with a warrant of his appointment and descriptive list.

Superintendents will be assigned to cemeteries, which assignment will be considered permanent and not changed except by orders from the Secretary of War and for cause.

The Adjutant-General will report appointments, removals, assignments, and transfers of superintendents to the Quartermaster-General and the Paymaster-General.

Superintendents will be under the direct orders of the Quartermaster-General, and will report to him, through the Adjutant-General, on the last day of every month, the

condition of the cemeteries under their charge, and note particularly any damage done or repairs required to preserve them. Special reports will be made at other times if occasion demands.

The Paymaster-General will make proper provision for the payment of superintendents.

The Quartermaster-General will provide the limited amount of stationery necessary to enable them to make their reports, and such tools as may be necessary to keep the cemeteries in order.

It is made the duty of the inspector, or of any other officer who may have cognizance of misconduct or neglect of duty by a superintendent of a cemetery, to report immediately the particulars to the Adjutant-General of the Army.

Superintendents of cemeteries are not held to be enlisted men, but warrant-officers. The allowance made them under the law includes rations, fuel, quarters, clothing, &c., or commutation therefor.

Care of cemeteries.

The graves shall be kept sodded, the walks and avenues properly graded and graveled, and the grounds in complete order.

A copy of the following act of Congress shall be kept posted at the entrance and in several other conspicuous places in each cemetery :

"SECTION 3. *And be it further enacted,* That any person who shall willfully destroy, mutilate, deface, injure, or remove any monument, gravestone, or other structure, or shall willfully destroy, cut, break, injure, or remove any tree, shrub, or plant, within the limits of any of said national cemeteries, shall be deemed guilty of a misdemeanor, and upon conviction thereof before any district or circuit court of the United States, within any State or district where any of said national cemeteries are situated, shall be liable to a fine of not less than twenty-five nor more than one hundred dollars, or to imprisonment of not less than fifteen nor more than sixty days, according to the nature and aggravation of the offense. And the superintendent in charge of any national cemetery is hereby authorized to arrest forthwith any person engaged in committing any misdemeanor herein prohibited, and to bring such person before any United States commissioner, or judge of any district or circuit court of the United States, within any State or district where any of said cemeteries are situated, for the purpose of holding said person to answer for said misdemeanor, and then and there shall make complaint in due form."—(*Act approved February 22, 1867.*)

Post cemeteries.

The commanding officers of all posts situated on lands leased or owned by the United States will see that a suitable portion of said land is set apart and properly maintained for the burial of deceased officers and soldiers and their families, and of Government employes.

The burial ground should be suitably and securely inclosed with a stone, brick, or adobe wall, built and maintained by the labor of the garrison when practicable.

Materials for whitewashing and repairing will be furnished by the Quartermaster's Department, on proper requisition, as in the case of the usual supplies and repairs at the post.

At each grave will be placed a head-board, plainly marked with a number, and with the name, company, regiment, and date of death of the occupant, the number on the head-board to correspond with the number on the record of burials hereinafter mentioned.

Head-boards should be about four feet long, ten inches wide, and one and three-eighths inch thick ; to stand two feet out of the ground ; to be of well-seasoned wood, and to be painted with three coats of white paint ; inscription in black letters one inch long.

The walks should be at least four feet wide, neatly rounded up, properly drained, and graveled when the material is at hand.

When practicable, a good grass sod should cover all the rest of the ground, including the graves ; and native trees and shrubs should be preserved or planted for ornament and shade.

A record of interments will be kept at each post by the quartermaster in the annexed form, and when he is relieved will be turned over by him to his successor, and if the post be broken up will be transmitted to the Quartermaster-General.

Record of deceased officers and soldiers buried by, quartermaster, United States Army, at

(SEE BLANK FORM.)

A transcript of the items embraced in columns 1, 2, 7, 8, 9, 10, 11, 22, and 25, will be forwarded to the Quartermaster-General at the end of each year.

ARTICLE XXIX.

VETERINARY SURGEONS OF CAVALRY.

One veterinary surgeon, at seventy-five (75) dollars per month, is allowed to each of the first six cavalry regiments, and two are allowed to each of the four last, one at one hundred (100) dollars and one at seventy-five (75) dollars per month.—(*Acts March 3, 1863, and July 28, 1866.*)

A competent veterinary surgeon, to be selected from one of the regiments which has two, will be stationed at the cavalry recruiting depot, who will give instruction to a class of ten men, especially enlisted to learn the veterinary art. The term of enlistment will be five years; the course of study two years. At the end of the course each student will be required to pass a satisfactory examination before he can receive a warrant as a veterinary surgeon.

The graduates will be assigned to troops of cavalry, or mounted batteries, for their veterinary duties. They will not be required to perform company or garrison duty, and will be promoted to vacancies in the order of merit established at the school.

Vacancies as they occur in the class will be supplied by enlistment or detail.

No man will be enlisted for this purpose who cannot produce undoubted testimonials of intelligence, aptitude, sufficient education upon which to base the course of instruction, and previous good character. He must also be able to pass a proper physical inspection.

Soldiers will not be detailed as students except at the beginning of a re-enlistment, and then only such as possess the qualifications above prescribed.

It must be understood by each student at the time of his enlistment or detail that the Government reserves the right, in case of misconduct, to send him to the ranks as a private.

Particular attention in the course of instruction will be paid to the art of horse-shoeing and nail-making, with a view to its dissemination among farriers of companies.

Assignments of veterinary surgeons to regiments will be made from students who have passed a satisfactory examination, on application of the regimental commander to the Adjutant-General.

On accepting his warrant a veterinary surgeon will become entitled to the pay allowed by law.

Veterinary surgeons are to have free access to the stables, and their suggestions for the care and treatment of horses will be received with consideration by the commanding officer.

ARTICLE XXX.

PURCHASE AND CARE OF HORSES.

When horses are to be purchased for cavalry or artillery, a board of officers of the regiment for which the horses are intended shall be selected by the regimental com-

mander. This board shall, when practicable, consist of one field officer, one captain, and one lieutenant, selected for their knowledge of horses. This board shall be ordered by the department commander to meet at the point where the horses are to be delivered by the contractors.

Every horse shall be carefully inspected, and shall comply with the conditions hereinafter specified; and no horse shall be paid for by the quartermaster or ordnance officer, until he shall have been accepted by the board.

The cavalry horse must be sound, free from vicious habits, gentle under the saddle, and conform, as near as possible, to the following description:

Good condition; not less than 14 or more than 16 hands high; weight not less than 750 nor more than 1,100 pounds; and be not less than 5 nor more than 8 years of age; head and ears small; forehead broad; eyes large and prominent; shoulders long and sloping well back; forelegs straight and standing well under; chest broad and deep; barrel large and increasing from the girth to flank; withers elevated; back short and straight; loins and haunches broad and muscular; hocks well bent and under the horse; pasterns slanting, and feet small and sound. The horse should be of a uniform hardy color.

Artillery horses are required for quick draught; they should move the carriage, ordinarily, rather by the weight thrown into the collar than by muscular exertion. Description: age, at date of purchase, 5 to 8 years; height 15 hands 3 inches, with a variation of not over 1 inch; well broken to harness; free from vice; perfectly sound in every respect; full chested; shoulders sufficiently broad to support the collar, but not too heavy; full barreled, with broad, deep loins; short coupled with solid hind quarters; and their weight as great as is consistent with activity, say from 1,000 to 1,200 pounds, when in good service condition. Special attention should be directed to the feet, to see that they are perfectly sound and in good order, with hoofs rather large; and that the horse submits willingly to be shod. Long-legged, loose-jointed, long-bodied, or narrow-chested horses should at once be rejected, as also those which are restive, vicious, or too free in harness.

Great care should be taken in the inspection of the back, to see that the withers are not too sharp, and that the horse is neither sway-backed nor roach-backed.

The horse should have free and easy action at the walk, trot, and gallop. In order to insure this, one of the board of inspectors should ride each horse.

The feet should be carefully examined by a farrier before the horse is received.

The board should as soon as possible select a suitable horse to serve as a model, which should be kept in the inspection-yard during subsequent inspections.

Every horse must be branded in the presence of the board on the day on which he is received.

A complete descriptive list will be made of each horse at the time of purchase, which will accompany him wherever he may be transferred.

When practicable, the horses will be turned over immediately after having been branded, to a detachment of the regiment for which they are purchased, who will take charge of them until delivered to the regiment. Upon their arrival at the regiment they will be distributed to the different troops or batteries under the supervision of the regimental commander.

Commanders of regiments stationed on the frontier will make requisition for a suitable number of horses for sale to officers of their regiments.

Care of public horses.

At the headquarters of every regiment, and with every troop of cavalry and battery of mounted artillery, a descriptive book of horses shall be kept, showing the name, age, size, color, and other peculiarities of each horse, when he was purchased, the price, time he has been in service, and the name of his rider.

After a horse has been assigned, his rider shall not exchange or surrender him to the use of any other person without the permission of the troop or battery commander.

Every horse in use should be reshod at least once a month. In preparing the hoof for a shoe only the exfoliating parts of the sole should be pared. Rasping the surface of the crust must never be permitted.

The farrier must examine the feet of each horse systematically twice a week to replace broken nails, fasten loose shoes, and reduce projecting clinches. The appearance of thrush or any unhealthy condition of the feet, must be without delay reported to the troop or battery commander.

A horse's feet should be stuffed with clay or cow manure at least once a week. The nostrils should occasionally be sponged with a weak mixture of vinegar and water. The sheath must be washed once a month with castile soap and then greased.

Food must be prepared with great care; kept free from dust, foreign substances, and bad odor. Frequent feeding in small quantities is best.

When practicable, bran mash is to be given once a week, never oftener than twice a week, except to purge. Salt should be given once a week. Watering before feed is not objectionable; drinking while warm, or after eating until an hour has passed, is to be avoided if possible. On the march frequent watering is preferable, but should only be done by order of the commanding officer present.

Stables and their vicinity are to be kept thoroughly policed and free from smells, feed-boxes clean and washed with vinegar and water once a week. Vinegar will be supplied by the Subsistence Department, on special requisitions, approved by the commanding officer. Due care must be given to ventilation according to the weather.

A horse with farcy, glanders, or threatening discharge from the nostrils, is immediately to be isolated and kept tied to prevent infection. The rack, manger, and every part of the wood and iron work of the stall where a horse with glanders or farcy has stood, as also the vessels used in watering or feeding him, must be thoroughly cleansed with hot-water and soap, or, preferably, washing soda. They are then to be covered with wash of quicklime, fresh mixed, which must be scraped off and renewed after an interval of two days. After the disease in any horse has become infectious, such equipments, liable to infection, and all horse-cloths, saddle-cloths, and blankets used with him, must be immediately burned.

On the plains, where forage cannot be obtained, grazing should be allowed at every spare moment, and as long as possible, especially early in the morning when the dew is on the grass.

To prevent stampeding in camp, if the men go among the animals quietly, but promptly on the first evidence of fright, and speak to them, they will in most cases be quieted. After horses have been stampeded, if they are new to the service, men should mount the fastest animals within reach, place themselves in front of those running, and lead them back to camp. With old horses the sound of the stable-call will often prevent stampeding or stop them when running. At least one-fifth of the horses should be kept in hand while the others are grazing.

In marching the walk should be the habitual gait. The trot or gallop are strictly prohibited on marches, escorts, express and all other duties except when absolutely necessary.

On marches, under whatever circumstances, a halt of ten minutes should be made at the end of every hour, and the saddles, saddle kits, bridles, &c., re-adjusted, and girths tightened; and all officers and men, except the sick, will be required to walk and lead their horses every third hour during the march.

Horses will invariably be taken to and from water at a walk.

Grooming.

Every officer responsible for public animals must see that they are fed and groomed twice a day, and all stable-calls must be attended personally by the officer responsible or by some officer under his orders.

At the command, "commence grooming," given by the senior sergeant present at the stables, each soldier should quietly approach his horse on the left or near side, having his curry-comb in the right and his brush in the left hand. He will then commence grooming with the comb on the haunch, and proceed forward to the head, being careful not to use the comb harshly on the limbs, flanks, and other tender parts of the horse.

After the comb has been used as far as the head, the soldier will move backward, using the brush, carefully removing all the dirt and sweat, particularly where the saddle or harness rests on the horse. After grooming the near side he will proceed to the off or right side of the horse, grooming in the same manner, but having the comb in the left hand and the brush in the right. The brush must be freely used between the fore and hind legs, and great care taken to keep the fetlocks perfectly clean. The comb must never be used on the mane or tail. After thoroughly grooming the body, the soldier must clean and examine the feet and report their condition. At least five minutes at each grooming will be devoted to hand-rubbing the legs. A cloth should be used to clean the nostrils. The greatest gentleness must be exercised toward the horse in all stable duties. Private soldiers will be required to groom the horses of the officers, the non-commissioned officers, and men on duty. Horses must never be groomed in the stables when the weather permits of their being taken out, nor while feeding. When in stables the officer responsible may, during very cold or stormy weather, dispense with more than one grooming a day, which should be about noon.

ARTICLE XXXI.

WORKING PARTIES.

Soldiers will not be employed as extra-duty men for any labor in camp or garrison which can properly be performed by fatigue parties.

Extra-duty men for the ordinary service of Quartermaster, Subsistence, and Medical Departments will be detailed by the commanding officers of posts, who are responsible for the necessity and propriety of the details.

Extra-duty men should attend the weekly and monthly inspections of their companies.

Eight hours shall constitute a day's work for all laborers, workmen, and mechanics now employed, or who may be hereafter employed, by or on behalf of the Government of the United States.—(*Act June 25, 1868.*) Labor in excess of, or less than, eight hours shall be paid for in proportion.

All officers of the Army and others in the military service having civilians or enlisted men, laborers, workmen, and mechanics under their charge will be governed accordingly.

Watchmen, clerks, messengers, and others whose services may be necessary at any or all hours are not embraced within the terms of the above regulations.

ARTICLE XXXII.

CIVILIAN EMPLOYÉS.

Civilians shall not be employed in any branch of the service as clerks, mechanics, laborers, guards, &c., without the authority of the Secretary of War. He shall specify the number of civilians who may be employed in any bureau of the War Department and in any geographical division or department. The division and department commanders shall distribute the authorized civilian employés to the posts and stations as may be for the best interests of the service. And no civilian shall be employed at any post or station without the sanction of the department commander, except in urgent cases, as hereinafter provided.

In case of urgency, the authority of the commanding officer shall be requisite for the employment of hired labor. He will cause the proper staff officer to report to him the circumstances which render the same necessary, and will be held strictly responsible that such necessity exists.

In all cases where a commanding officer authorizes the employment of civilians, he will immediately transmit copies of his order, with the report showing its necessity, to the department commander, and to the chief of the proper bureau of the War Department. Should the circumstances, in the opinion of the department commander, not justify the order, the expenses will, if ordered by the Secretary of War, be charged to the officer who gives it.

Chiefs of Bureaus under the War Department will examine critically the rolls of civil employés retained by their subordinates, and see that they are kept at the lowest possible limit.

Any civil employé of the Government who shall be found engaged in any game of chance for gain, shall be immediately discharged.

ARTICLE XXXIII.

INTERIOR ECONOMY OF REGIMENTS.

Commanders of regiments.

Commanders of regiments are responsible for the instruction and discipline of their regiments. A good understanding among the officers of a regiment is peculiarly deserving the attention of the commander. His timely interference to prevent disputes; his advice to the young and inexperienced; his protection of and encouragement to the deserving; and his immediate reprehension of any conduct likely to interrupt the harmony of the regiment, or to reflect discredit upon it, are the best means of securing these desirable ends, in the attainment of which he has a right to expect the assistance of every officer.

Unless otherwise directed by the proper authority, a colonel, stationed or serving with any portion of his regiment, will be the commander of the regiment, and reported as such, although he may be assigned to duty under the brevet of a general officer. The incidental or additional duties as commander of a department, post, &c., will be noted in the column of remarks on all the stated monthly returns and rolls.

Each commander of a regiment will appoint from the subaltern officers of his regiment the adjutant and regimental quartermaster, (the latter subject to the approval of the Secretary of War,) and report the same to the Adjutant-General.

No officer will be appointed adjutant or regimental quartermaster who has not served at least one year immediately preceding such appointment with his company, and no officer shall hold a staff appointment in his regiment for a longer period than two years at any one time.

A regimental staff officer who shall be on leave of absence for a longer period than three months, or who shall accept a detail which will take him from his proper staff duties for that period, shall be regarded as having vacated his staff appointment, and another officer will be appointed to fill the vacancy.

The regimental commander will appoint the non-commissioned staff of the regiment; and on recommendation of commanders of companies, should he approve the same, the sergeants and corporals of the respective companies. All the foregoing appointments will be announced in regimental orders.

When the companies are so much dispersed as to render it inconvenient for company commanders to consult the commander of the regiment, the authority for the appointment of non-commissioned officers of companies on distant service may be delegated by the regimental commander to the senior officer of the regiment on duty with them, or to the commander of the post where the companies are serving, subject to the final approval of the regimental commander.

When practicable, orders will be given from Army Headquarters at least once a year, for commanders of regiments to inspect the companies not serving with them. Such inspection will not be made without orders. The regimental commander will remain long enough at each station to thoroughly test the proficiency of both officers and soldiers in practical and theoretical instruction, and in their mode of performing all their duties. But their inspection must be confined strictly to regimental matters, and must not interfere with the prerogatives of the department or post commanders. At the close of each tour, the regimental commander will make, through the commander of the department in which the troops may be serving, to the Adjutant-General of the Army, a full report of his inspection. During these tours the adjutant will be left at regimental headquarters to attend to details of regimental business.

Adjutant.

It is enjoined upon the adjutant to maintain a courteous and friendly understanding with his brother officers, avoiding all discussions upon the orders or military conduct of the commander. He should inform himself upon all points of military usage and etiquette, and on proper occasions aid with his advice and experience the young subalterns of the regiment, especially those just entering the service. He should at all times endeavor to exert the influence belonging to his station in sustaining the reputation, discipline, and harmony of his regiment.

Upon the adjutant devolves, under the supervision of the regimental commander, the duty of making details and keeping the records of the regiment; also of performing certain acts of military service with troops, as at parades, guards, reviews, &c.

Regimental quartermaster.

The duties of regimental quartermaster call for experience, discretion, and business qualifications. Among those duties are the care of animals, wagons, camp equipage, and other property pertaining to the quartermaster's department of the regiment, judging of the quantity and quality of the supplies tendered, making issues of the same, and the duties of assistant quartermaster and commissary at posts or stations.

Posting of officers with companies.

On the organization of a regiment or battalion the companies will be designated by the letters of the alphabet, which designation is to be permanent. The captains, in the first instance, will be assigned to companies according to seniority, commencing with the letter "A," after which they will succeed to them as promoted to fill vacancies.

Companies will take their places in the battalion as prescribed in tactics, according to the rank of their respective captains. A change in the relative rank of the captains will, of course, change the positions of the companies in order of battle, whether the captains be present or not.

The lieutenants are assigned, in the first instance, in like manner as the captains, and afterward succeed to companies as vacancies occur.

Captains of companies.

Captains should be with their companies. Therefore, although subject to the temporary details of service, as for courts-martial, military boards, &c., they should not, except for urgent reasons, be detailed upon any duty which may separate them for any considerable time from their companies.

It is expected that every officer who has been two years in the service shall be capable of commanding and exercising a company in every situation, and perfectly acquainted with its interior management, economy, and discipline; and that every captain, of two years' standing, shall have made himself competent in all respect to the duties of a field-officer.

A captain, stationed with his company, is the commander thereof for all purposes relating to pay, clothing, accounts, and returns. Incidental or additional duty, as commander of a post, &c., will be noted on the muster-rolls and monthly returns.

In the absence of a captain the command of a company will devolve on the subaltern officer next in rank serving with it, unless otherwise specially directed.

When a company is left without a commissioned officer, the post commander is authorized to assign an officer of another company to the temporary command. If there is no officer available for such service he will report the fact to the regimental commander through the department commander.

The right of subalterns for ordinary duty and command is restricted to the company in which they are mustered. The command of a company cannot be claimed as a right on the ground of seniority.

Captains will require their lieutenants to assist them in the performance of all company duties.

When a company is paraded for payment a commissioned officer (the commander if practicable) will attend at the pay-table and witness the payment.

A commissioned officer not responsible for the property will, when practicable, be required to attend at all issues of clothing and witness the roll.

Company commanders have the power to appoint and reduce lance corporals, musicians, artificers, wagoners, and laundresses.

Lieutenants.

Officers of this class serving with companies must be considered as under instruction in order to qualify them to command. It is therefore their duty to assist their captains in making out rolls, reports, and returns; keeping the books of the company; attending to issues, and, in short, assisting in all duties pertaining to the welfare of the company with which they may be serving, and company commanders will require each subaltern of the company to make at least one complete set of company papers annually.

Officers' mess.

It is desirable that officers of the same regiment, particularly the unmarried officers, should mess together. Such an association promotes the harmony and comfort of its members, and when judiciously managed is the most respectable and economical manner in which officers can live within their pay. Rooms, kitchens, and fuel are allowed by the Government for the convenience of military messes; and it is recommended to commanding officers and others of every regiment or station to encourage such establishments.

Department at the mess should be marked with that propriety which characterizes the society of gentlemen. Undue familiarity should be discountenanced as tending to disturb the harmony of the mess. Improprieties at the mess will be considered military offenses calling for the interposition of the authority of the senior officer present.

Non-commissioned officers.

It is essential to discipline that the station and respectability of the non-commissioned officers be upheld. It is therefore enjoined upon all officers to be cautious in reproving non-commissioned officers in the presence or hearing of privates. Non-commissioned officers will be placed in arrest, and not sent to the guard-room, except in aggravated cases.

When non-commissioned officers are appointed and announced in the manner prescribed, they are not to be reduced except by sentence of a court-martial or by orders of the permanent commander of the regiment. If reduced to the ranks by court-martial at posts not the headquarters of the regiment, the company commander will immediately forward a transcript of the order to the regimental commander.

A non-commissioned officer having been duly appointed cannot at his pleasure return to the ranks. His resignation must be sent through the proper channels for the action of the regimental commander.

Every non-commissioned officer shall be furnished with a certificate or warrant of his rank, signed by the regimental commander and countersigned by the adjutant. This warrant need not be renewed in case of re-enlistment in the same company, but will remain in force until vacated by promotion or reduction.

Non-commissioned officers will not associate on terms of equality with privates. If found gambling with a private soldier they will be arrested and brought before a court-martial for breach of discipline. They will be required to take turns in superintending squad and mess rooms, maintaining order therein at all times.

Besides the particular duties required of non-commissioned officers when in the ranks, according to the system of tactical instruction, it is their duty at all times to observe the conduct of the privates, and especially recruits, to counsel and instruct them in their duties, and to report immediately to the proper authority every breach of the general regulations of the service or of the particular orders of the post.

Bands and field music.

When it is desired to have bands of music for regiments there will be allowed for each sixteen privates to act as musicians, in addition to the chief musician and principal musicians authorized by law, provided the total number of privates in the regiment, including the band, does not exceed the legal standard.

The musicians of the band will, for the time being, be dropped from the company rolls, but they will be instructed as soldiers, and liable to serve in the ranks on any

occasion. They will be mustered in a separate squad, under the chief musician, with the non-commissioned staff, and be included in the aggregate in all regimental returns.

When a regiment occupies several stations the band will be habitually kept at the headquarters, provided one or more companies be serving there. The field music belonging to companies not stationed at regimental headquarters will not be separated from their respective companies.

The band of the Military Academy at West Point shall be composed of not over twenty four, including the principal musician.

When practicable, regimental bands will be sent, for short periods, to different posts occupied by companies of the regiment.

Marking.

Every article, excepting arms and accouterments belonging to a regiment, will be marked with the number and name of the regiment.

Such articles as belong to companies will be marked with the letter of the company, and the number and name of the regiment, and such as belong to men, with their individual numbers and the letter of the company.

Regimental books.

All orders and circulars from general, department, division, or brigade headquarters will be tied together in book form and properly indexed as they are received, and afterward bound in volumes of convenient size.

The books for each regiment will be as follows:

- 1st. Regimental Order-Book, of three quires of paper, 16 by 10½ inches, to contain regimental orders, with an index.
- 2d. Letter-Book, of three quires of paper, 16 by 10½ inches, to contain the correspondence of the commanding officer on regimental subjects, with an index.
- 3d. Indorsement-Book, same size as letter-book.
- 4th. An Index of Letters Received, and required to be kept on file, in the following form:

The date of receipt, distribution, and publication to troops, should be indorsed on all orders and other official communications. They should be numbered to correspond with the index, and filed in regular order for easy reference.

5th. Descriptive Book, of five quires of paper, 16 by 10½ inches, to contain a list of the officers of the regiment, with their rank and dates of appointment and promotions, transfers, leaves of absence, and places and dates of birth. To contain also the names of all enlisted soldiers, entered according to priority of enlistment, giving their description, the dates and periods of their enlistments, and, under the head of "remarks," the cause of discharge, character, death, desertion, transfer, actions in which engaged, &c.; in short, everything relating to their military history. This book will be indexed, and when filled and no longer needed with the regiment, will be forwarded to the Adjutant-General's Office.

One copy of the monthly return will be filed.

The books will be furnished and orders bound by the Quartermaster's Department.

ARTICLE XXXIV.

INTERIOR ECONOMY OF COMPANIES, TROOPS, AND BATTERIES.

The company commander will cause the men of the company to be numbered in a regular series, including the non-commissioned officers. A soldier's number shall not be changed during his term of service.

Police.

The utmost attention must be paid by company commanders to the cleanliness of their men—as to persons, clothing, arms, and accouterments, and also as to their quarters or tents.

Immediately after reveille roll-call, (after stable duty in the cavalry and mounted artillery,) the tents and the space around them will be put in order by the men of the companies, superintended by the non-commissioned officers, and the guard-house or tent by the guard or prisoners.

The name of each non-commissioned officer and soldier will be labeled on his bunk in the most conspicuous place, and the number which he bears in his company placed against his arms and accouterments.

The arms will be placed in arm-racks, stoppers in the muzzles, cocks let down, bayonets in their scabbards, accouterments suspended over the arms, and swords hung by the belts on pegs.

The knapsack of each man will be placed on the lower shelf of his bunk, at its foot, packed with his effects and ready to be slung; great-coat on the same shelf, rolled and strapped; coat folded inside out and placed under the knapsack; cap on the second or upper shelf; boots well cleaned and placed conspicuously on the floor at the foot of the bed. Combs, brushes, towels, blacking-brushes and cleaning-materials, &c., neatly arranged in small boxes, one of which shall be supplied to each soldier by the Quartermaster's Department, and kept under the head of the bunk. The boxes shall be pulled out and opened at all inspections. Dirty clothes will be kept in an appropriate part of the knapsack; no article of any kind to be put under the bedding; bedding when not in use will be neatly folded.

The non-commissioned officers in charge of kitchens and mess-rooms will be held responsible that the rations are well cooked; that the cooks and cooking-utensils are clean; that tables and table-furniture are in perfect order.

Unless under special circumstances, Saturdays will be particularly devoted to police. Bunks and bedding will be overhauled and aired; floors scoured or dry-rubbed; tables and benches scoured; arms and accouterments cleaned, and everything put in the most exact order.

Bathing is promotive both of comfort and health, and where conveniences for it are to be had, the men should be made to bathe at least once a week. The feet are to be washed at least twice a week. It is essential to cleanliness and health that soldiers should change their under-clothing at least twice a week. The hair must be kept short and the beard, if worn, neatly trimmed.

Non-commissioned officers in charge of squad-rooms are responsible that the men observe what is prescribed above; that they wash their hands and faces daily, habitually immediately after morning police; that they brush and comb their heads; that those who are to go on duty put their arms, accouterments, dress, &c., in order, and that such as have permission to pass the chain of sentinels are in the dress that may be ordered.

Any soldier who shall violate the law forbidding the sale, destruction, or loss by negligence of arms, ammunition, clothing, or other property, shall be charged on the muster-roll for the same, and, in addition, be brought before a court-martial.—(38th Article of War.)

Pistols and breech-loading rifle muskets, sold, destroyed, or lost, as above, shall be charged on the muster-roll at fifty dollars each; metallic cartridges so sold or lost shall be charged at ten cents each.

Articles of clothing or other property issued to soldiers to replace those sold, destroyed, or lost by negligence, shall be charged on muster-rolls at double the regulated price for such articles.

Arms and accouterments.

Commanders of companies will see that the arms and accouterments in possession of the men are always kept in good order, and that proper care is taken in cleaning them.

When belts are given to a soldier, the company commander will see that they are properly fitted to the body; and it is strictly forbidden to cut any belt without the sanction of the company commander, and then only when it is ascertained, after a careful examination, that it is impossible without cutting the belt to make it fit properly.

All arms in the hands of the troops, whether browned or bright, will be kept in the state in which they are issued by the Ordnance Department. Arms will not be taken to pieces without the express permission of an officer. All practices which tend to injure the musket or any of its parts are strictly forbidden.

At no time and under no pretense are breech-loading arms to be left loaded in quarters or tents.

Ammunition.

Ammunition issued to the troops will, to prevent waste or injury, be inspected frequently, particularly at retreat roll-call, when the number and condition of the cartridges will be ascertained and, if necessary, others supplied.

The greatest precaution is necessary to ascertain that no ball cartridges are mixed with the blank cartridges issued to the men.

Knapsacks, haversacks, drums.

All knapsacks are to be painted black. Those for the Artillery will be marked in the center of the cover with the number of the regiment only, in figures of one inch and a half in length, with yellow paint. Those for the Infantry will be marked in the same way with white paint. Those for the Engineer battalion will be marked with a castle, six inches in length by four and a half inches in height, in yellow paint, to resemble those on the cap. Those for the Ordnance will be marked with two cannon crossing, the cannon to be seven and a half inches in length, in yellow paint, to resemble those on the cap. The knapsack-straps will be black. The figures used will be of the following character: 1, 2, 3, 4, 5, 6, 7, 8, 9, 0.

The knapsacks will also be marked upon the inner side with the letter of the company and the number of the soldier, on such part as may be readily observed at inspection.

Haversacks will be marked upon the flap with the number and name of the regiment, the letter of the company, and number of the soldier; and each soldier must at all times be provided with a haversack and canteen, and will exhibit them at all inspections. They will be worn on the left side on marches, guards, and when paraded for detached service—the canteen outside the haversack.

The front of the drums will be painted with the arms of the United States on a blue field; the letter of the company and number of the regiment under the arms in a scroll.

Dress.

The prescribed dress for officers and soldiers will be strictly conformed to, and no alteration in the trimmings or cut thereof shall on any account be made. When out of quarters, not on fatigue duty, the coat, sack, or jacket should always be buttoned from throat to waist.

Officers at their stations, in camp or in garrison, will always wear their proper uniform.

Soldiers will wear the prescribed uniform in camp or garrison, and will not be permitted to keep in their possession any other clothing. When on fatigue parties they will wear the proper fatigue dress.

Clothing shall be altered to fit the soldier by the company tailor. He receives extra-duty pay for this work, and shall not exact or receive any pay or compensation from the soldier whose clothing is altered.

When payments are to be made, the regiment, battalion, troop, battery, or company shall turn out in full uniform, with side arms; and no soldier will be allowed to present himself at the pay-table in his undress, except in case of sickness or other unavoidable necessity.

Non-commissioned officers' mess.

When circumstances permit, it is desirable, for the maintenance of the respect and authority of non-commissioned officers, that a separate mess for them should be organized. Company commanders will give attention to this subject. The provisions for the non-commissioned officers will be cooked in the company kitchen, and their meals served at the same hours as those of the company.

Privates' mess.

In camp or barracks a company officer must visit the kitchen daily and make a thorough inspection, and at all times carefully attend to the messing and economy of their respective companies.

The commanding officer of the post or regiment, accompanied by the medical officer, will make frequent inspections of the kitchens and messes. The medical officer will submit to the commanding officer, in writing, his suggestions for improving the cooking. These duties are of the utmost importance and not to be neglected.

The bread must be thoroughly baked and not eaten until it is cold. The soup must be boiled at least five hours, and the vegetables always cooked sufficiently to be perfectly soft and digestible.

Messes will be prepared by privates, at the rate of one cook for less than thirty men and two for each company of more than thirty men, each taking his tour for ten days.—(Sec. 9, act March 3, 1863.) The greatest care will be observed in washing and scouring the cooking-utensils; those made of brass and copper will not be used unless they are lined with tin.

When the rations of the guard are prepared by the company cooks they will be carefully laid aside until required. The messes of prisoners will be taken to them by the cooks.

No persons will be allowed to visit or remain in the kitchen except such as may come on duty or be occupied as cooks. The kitchen should always be under the particular charge of a non-commissioned officer.

Those detailed for duty in the kitchen will also be required to keep the furniture of the mess-room in order.

The non-commissioned officer in charge of the mess-room will see that no soldier goes to the mess-table unless perfectly clean and in uniform.

On marches and in the field the only mess furniture of the soldier will be one tin plate, one tin cup, one knife, fork and spoon, to each man, to be carried by himself.

Employment of soldiers as clerks, mechanics, and officers' waiters or servants.

The employment of soldiers as clerks and mechanics impairs their military character; it is therefore to be strictly limited and watched. The designation or employment of effective men as standing or permanent clerks of companies, regiments or posts, or as permanent mechanics, in cases not expressly provided, is positively prohibited.

It is expected that the company papers will habitually be made and books kept by the subalterns and first sergeants of the company, and no soldier shall be excused from any military duty to act as company clerk, except by the permission of the post commander, and under no circumstances will such exemption be for longer than four days in one month.

Officers are prohibited by law from employing soldiers as servants; but when an enlisted man voluntarily assists an officer, and is not excused from military duty in consequence, he will not be considered a servant in the contemplation of the law.

Laundresses.

Four laundresses will be allowed to each company of less than 76 enlisted men, and at the rate of one additional for every 19 or fraction of 19 men in excess of that number.

They will be required to do the washing for the company officers and their families, and for the soldiers of their companies. The price of washing shall be fixed by council of administration, but in no case shall exceed seventy-five (75) cents per month for soldiers, and one (1) dollar per dozen for officers and their families.

The washing of the men shall be equitably distributed among the laundresses, and no man will be allowed to change his laundress without the consent of the company commander.

Debts due the laundress by the soldiers for washing will be paid or collected at the pay-table, under the direction of the company commander.

Company books.

The books for each company shall be as follows:

1st. Descriptive book, of one quire of paper, 16 by 10½ inches; one page to be appropriated for a list of commissioned officers; two pages for non-commissioned officers; two pages for register of men transferred; four pages for register of men discharged; two pages for register of deaths; four pages for register of desertions, and the rest for the descriptive roll of the company, with a column of remarks in each case.

2d. Order-book, of one quire of paper, 16 by 10½ inches, in which shall be copied all regimental, post, and special orders received by the company.

3d. Letter-book, of one quire of paper, 16 by 10½ inches.

4th. Morning-report book, of one quire of paper, 16 by 10½ inches.

5th. Clothing-book, which, when filled and no longer required for use, will be forwarded to the Adjutant-General's Office.

6th. File of printed orders, to be bound at the end of each year.

The books will be furnished and the binding done by the Quartermaster's Department.

ARTICLE XXXV.

COUNCILS OF ADMINISTRATION.

The commanding officer of every post shall at least once in every two months convene a post council of administration, to consist of the three officers next in rank to himself, or, if there be but two, then the two next; if but one, the one next; and if there be none other than himself, he himself shall act.

A regimental council will be convened at regimental headquarters at least once in two months by the regimental commander, to consist of the three regimental officers next in rank to himself on duty with the regiment at that post. If but two of these be present at headquarters, then the two next; if but one, the one next. If there be none present, he himself shall act.

The junior member will record the proceedings in a book and submit the same to the commanding officer. If he disapprove the proceedings, and the council, after a reconsideration, adhere to its decision, a copy of the whole shall be sent by the officer commanding to the next higher commander, whose decision shall be final, and entered in the council-book. The whole shall then be published, in orders, for the information and government of all concerned.

Proceedings of councils of administration shall be signed by the president and recorder; and the recorder of each meeting, after entering the whole proceedings, together with the final order thereon, shall deposit the book with the commanding officer. The approval or objections of the officer ordering the council will be signed with his own hand.

Duties of post councils.

The post council shall fix the laundress' charges, pay of bakers, &c., in accordance with Regulations.

It will make regulations for the post schools, and, during the intervals between the sessions of the council, its members will be a committee to advise and assist the chaplain or schoolmaster in regard to the schools, to visit them and to make the proper reports and representations concerning them to the commanding officer.

It shall audit the accounts of the post treasurer, and shall draw the attention of the commanding officer to all improper or improvident expenses. When the commanding officers and the council are at issue with regard to the propriety of any expenditure, the case shall be referred to the next higher commander, whose decision shall be final.

When there is a trader at the post it will prescribe the stores to be kept by him for sale to the garrison, fix the tariff of prices thereon, and inspect his store, his weights, measures, &c.

Duties of regimental councils.

When an entire regiment is serving in the field, the duties of a post council will devolve upon a regimental council, to consist of three officers of the regiment on duty at headquarters, next in rank to the regimental commander.

The regimental council is to administer the regimental fund in accordance with the Regulations relating thereto, and to audit the treasurer's accounts.

ARTICLE XXXVI.

POST, REGIMENTAL, COMPANY, AND DEPOT FUNDS.

The troops will bake their own bread when practicable.

Bake-ovens will be built by the Subsistence Department, and will include all necessary shelter, rooms, and appurtenances for the making, baking, storing, and issuing of good bread.

The post treasurer, under the supervision of commanding officer, shall have charge of the bakery.

The ration of bread shall never be less than 18 ounces. When necessary, and at the discretion of the post commander, the ration may be increased to as many ounces as can be made from 18 ounces of flour, after deducting the necessary expenses of bake-house.

The saving produced by the difference between bread and flour, as mentioned above, shall be carried to the credit of and constitute the

Post fund.

The post fund shall be under the administration of the post commander, and will be collected by and held in the hands of a post treasurer, who shall be a discreet officer of the post, appointed by the commander. The post treasurer will act as post librarian.

The post treasurer shall open an account with the fund, subject to the inspection of the commander of the post. He will make payments or purchases on the warrants of the commanding officer.

The sums received and expended by the post treasurer and the balance on hand shall be reported, after the session of the council of administration, every four months, viz, on the last days of April, August, and December, to the Adjutant-General of the Army, through the department headquarters, in the manner directed on the blank forms furnished for that purpose. These accounts will be accompanied by a return of property purchased under the authority of the commanding officer.

When an officer is relieved from the duties of post treasurer within the period for which accounts are required, he will transmit an account-current for the time during which he was acting as treasurer, a copy of which will be left with his successor.

The following (exclusive of sums transferred to the regimental fund and to companies detached from the post) are the objects to which the post fund shall be appropriated:

1. Expense of bake-house.
2. The education at the post school of such uneducated soldiers as may be desirous of improvement, of music boys, and of the children of soldiers.
3. The establishment of a library, and for newspapers and periodicals.
4. Garden seeds and utensils.
5. Such measures for the moral and religious instruction of the troops at posts where there are no chaplains as the state of funds may allow.
6. Implements for athletic exercises and games.
7. Prizes for successful competitors in match drills, target-practice, &c.

Brooms and utensils for police of offices, barracks, guard-house, bake-house, and clocks for commanding officer's office and guard-house, will be furnished on requisition by the Quartermaster's Department, and are not to be purchased from the regimental, post, or company funds.

Citizens will not be employed as bakers, except when there are no enlisted men at the post who can bake good bread.

The highest rate of extra pay fixed by law may be paid one enlisted man as chief baker, and the lowest rate to the necessary number of assistants.

When a post is about to be evacuated, or any company detached permanently, it shall be the duty of the commanding officer of the post to call a council of administration and direct it, after setting aside the amount due the regimental fund, to make an equitable distribution, among the companies comprising the garrison, of the post fund remaining on hand unappropriated, and to which they may have contributed, and also of the articles procured by its means, as books, pamphlets, &c., or of the money value thereof; and the portion thus determined will be turned over by the post treasurer to the commanders of companies about to leave, invoices and receipts being passed for the same.

The money so turned over shall be taken up by the company commander as company fund and so expended and accounted for.

On the arrival of any company so detached at the new station, the books, &c., thus received shall be marked with the name of the company and regiment, and turned in to the post treasurer at the new station, and shall be regarded as part of the post library so long as the company remains at that station. When leaving, the company receives again from the post library all the books, &c., brought to the post by it, also an equitable share of all additions to which it may have contributed.

The post treasurer shall state upon his accounts the amount turned over to each company commander.

The amount set aside for the regimental fund will not be paid over until the ensuing muster-day, and will then be included with the amount found due at that time.

The council of administration at posts shall, at regular meetings, set aside and cause to be paid over to the regimental treasurer fifty per cent. (after deducting the expense of the bakery) of the whole amount accruing to the post fund during the preceding two months. The balance remaining on hand is not again subject to division for the benefit of the regimental fund.

Should a post be garrisoned by companies of different regiments, the council will make an equitable division of the sum (fifty per cent.) allotted to the regimental fund and cause it to be paid over to the treasurer of each regiment or corps. The amounts appropriated to regimental funds will be promptly certified to the commanders of regiments by the post commanders. The sums transmitted shall be by check, *to order*, preferably a paymaster's check.

In transmitting sums set aside for regimental funds, the post treasurer shall name the months for which each sum was appropriated. His account must show the amount set aside for the period covered by it.

Regimental fund.

The amount set aside by the several councils of administration at posts where companies of the regiment are serving will be carried to the credit of and will constitute the regimental fund.

The regimental treasurer shall enter each amount separately upon his own account, naming the post at which, and the month for which, it was appropriated.

The adjutant shall be treasurer of the fund for his regiment, which he will disburse on warrants drawn by the regimental commander. He will render, through the regimental commander, periodical returns of the state of the fund, and of the property purchased therefrom, in the same manner as prescribed for the post treasurer, and his accounts will always be open to the inspection of the regimental commander.

The musical instruments, and everything pertaining to the band, shall be kept by the adjutant, and also the regimental library and its appurtenances, for all which he shall be accountable.

The following are the objects to which the regimental fund is to be exclusively appropriated:

- 1st. The maintenance of a band.
- 2d. The establishment of a library.

The principles of the foregoing Regulations will apply, equally, when an entire regiment is serving in the field or as the garrison of a post.

Company fund.

The savings arising from an economical use of the rations of the company (excepting the saving of flour from the general bakery) will constitute the company fund, which will be kept in the hands of the company commander, and shall be appropriated exclusively to the improvement of the soldiers' table-fare, or his comfort, and not to be diverted to any other use. The design is to insure a proper expenditure of the company fund for the *exclusive* benefit of the enlisted men.

An account of the company fund will be kept by the company commander, which

will be subject to the inspection of the commanding officer of the post or regiment, and returns of it will be rendered quarterly (or oftener if required) to the regimental commander.

The company commander will be held accountable for all expenditures of the fund not made in accordance with the Regulations.

It is the duty of the post commander to keep himself informed of the internal management of companies; to see that the men are not deprived of any part of their ration which they may need for consumption, in order to create a company fund; and that when such fund is created, it is expended for proper purposes. A regimental commander shall have a supervising control over all the companies of his regiment, to the same end.

In all cases of conflict or difference of opinion arising in the administration of these funds the final appeal shall be to the department commander.

The account-books of the regimental and post funds will be open, on application, to inspection by company commanders of the regiment and post, respectively, and the company-fund book will in like manner be open to the inspection of the enlisted men of the company, from the saving of whose rations the fund accrues.

Depot funds.

At general recruiting depots the commanding officer will, at least once a month, convene a depot council of administration, to be constituted in the same manner and governed by the same rules as a post council.

Neither the commanding officer nor the treasurer will be detailed as members of the depot council, unless a sufficient number of officers cannot be otherwise obtained.

The depot fund will be composed of savings of the bakery, sales of rations saved by the permanent companies of the depot, and by all recruits while at the depot, and all funds arising from similar sources at the post.

The commanding officer of each depot will appoint a suitable officer to act as treasurer of the depot fund.

The duties of the depot treasurer shall be to take charge of and sell the saved rations; to receive and disburse all moneys accruing to the depot fund; to make the purchases authorized by the commander; and to take charge of all property purchased from the depot fund.

The treasurer shall make, monthly, an account, in detail, of all funds received and disbursed by him. This account shall be audited by the depot council, examined and countersigned by the depot commander, and sent to the Adjutant-General of the Army.

The following are the objects for which it may be appropriated:

1. Expense of a bake-house.
2. Purchase of mess furniture and articles of food for the messes of enlisted men. By direction of the depot commander the treasurer may turn over, at the beginning of each month, a designated amount of money to the commander of any company at the depot for the purchase of vegetables, taking his receipt therefor.
3. Books, papers, and periodicals for the depot library and furniture for the same.
4. Support of a depot school for music boys and enlisted men.
5. Depot garden.
6. Support of a band.
7. Cleaning utensils and articles, whiting, blacking, brushes, &c.
8. Religious and moral instruction.
9. Boat-clothes for crews and trimmings for boats.
10. Implements for athletic exercises and games.
11. Purchase of new knife, fork, spoon, tin cup, and tin plate for every recruit leaving the depot for his regiment.

Cultivation of gardens.

Commanding officers of posts at or near which suitable public lands are available will set aside for company or post gardens such extent of those lands as may be necessary for the production of vegetables for the command, and will cause to be duly cultivated by the garrison such varieties and quantities of vegetables as may be necessary for the subsistence or health of the troops.

Gardens will be fenced by the labor of the troops. Where material for fencing cannot be had in the vicinity of the post, it will be furnished by the Quartermaster's Department, on the order of the commanding officer.

On requisitions from company or post commanders, the Subsistence Department is required to procure for sale to the company or post, seed potatoes, garden seeds, and agricultural implements necessary for establishing, cultivating and perpetuating company or post gardens. Payment to the Subsistence Department for these articles at cost price will be made from the company or post fund.

If in changes of station a company or garrison is succeeded by another, the latter will succeed to the garden of the former, re-imbursing the fund of the former for its actual expenditures for seeds, agricultural implements, &c. Surplus products may be sold, and the proceeds credited to the fund which may have borne the expense of the cultivation.

Ice-houses.

Whenever practicable, the post commander will put up, during each winter, a sufficient quantity of ice to supply the garrison for the ensuing year.

There shall, if possible, be at least two ice-houses at each post, situated at such distance from each other that a fire may not destroy both.

The Quartermaster's Department shall furnish the material for these ice-houses on proper requisition of the commanding officer, and shall also supply such hay, straw, or other material as may be required for the sure preservation of the ice.

During warm weather the ice shall be distributed, under the direction of the post commander, to all officers and enlisted men of the command.

At posts where ice cannot be procured in any other way, the post commander is authorized to purchase it with the post fund.

ARTICLE XXXVII.

CHAPLAINS, SCHOOLS, POST-TRADERS.

Post-chaplains are commissioned by the President, by and with the advice and consent of the Senate, and are on the same footing as to tenure of office, retirement, allowances for service, and pensions as allowed by law for other officers of the Army.—(*Sec. 7, act of March 2, 1867.*)

One chaplain may be appointed by the President, by and with the advice and consent of the Senate, for each regiment of colored troops, whose duties include the instruction of the enlisted men in the common English branches of education.—(*Sec. 30, act of July 28, 1866.*)

No person shall be appointed a chaplain in the United States Army who is not a regularly ordained minister of some religious denomination, and who does not present testimonials of his present good standing as such minister, with a recommendation for his appointment as an Army chaplain from some authorized ecclesiastical body, or not less than five accredited ministers belonging to said religious denomination.—(*Sec. 8, act July 17, 1862.*)

Post-chaplains are required to reside at the posts at which they are employed, and are entitled to quarters and fuel within the post or fort without the privilege of commutation.—(*Sec. 9, act July 17, 1862.*)

Chaplains are recognized as having the rank of captain, without privilege of command. They are to be borne on the field and staff rolls next after the medical officers. They are subject to the same rules and regulations as other officers of the Army.—(*Sec. 1, act April 9, 1864.*)

When ordered from one field of duty to another, they are entitled to the same rates of transportation as other officers.—(*Sec. 30, act July 28, 1866.*)

When, in the opinion of a department or division commander, it is for the interests of the service to transfer a chaplain from one post to another in the department or division, a report stating the fact, and the reasons therefor, shall be made to the Adjutant-General of the Army for the consideration of the Secretary of War.

It shall be the duty of chaplains in the military service of the United States to make monthly reports to the Adjutant-General of the Army, through the usual military channels, of the moral condition of the regiments or posts to which they may be attached. The commander of the regiment or post, in forwarding the report, will indorse his views of the manner in which the chaplain performs his duties.—(Sec. 3, act April 9, 1864.)

It shall be the duty of all commanders of regiments and posts to render such facilities as will aid chaplains in the discharge of the duties assigned to them by the Government.—(Sec. 3, act April 9, 1864.)

It is made the duty of the chaplain, having previously signified his intention to the medical officer in charge, to visit occasionally the sick in hospital or in quarters, in order to afford religious advice and instruction.

Divine service.

It is earnestly recommended to all officers and soldiers diligently to attend divine service. Congress has provided the means of its performance. Officers in command where chaplains are allowed should encourage officers and men to assemble each Sunday for religious service at suitable hours, and cause all labor to be suspended and quiet maintained during such service.

All chaplains in the military service of the United States shall hold appropriate religious services at the burial of officers, soldiers, and camp followers who may die in the command to which they are assigned to duty. It shall be their duty to hold public religious services at the post at least once each Sunday, when practicable; and it is recommended to all chaplains that the service of that day be closed with a short sermon suited to the habits and understandings of soldiers.—(Sec. 4, act April 9, 1864.)

Officers in command of posts or stations to which chaplains are not appointed are recommended to attend with their officers and men on divine worship, whenever a neighboring church or religious congregation may offer proper opportunity.

Schools.

Whenever any troops are serving at any post, garrison, or permanent camp, there shall be established a school where all enlisted men may be provided with instruction in the common English branches of education, and especially in the history of the United States; and the Secretary of War is authorized to detail such commissioned officers and enlisted men as may be necessary to carry out this regulation.—(Sec. 27, act of July 28, 1866.)

The duties of schoolmaster of the post for children of officers and soldiers will be performed under such regulations as may be established by the council of administration approved by the commanding officer. At chaplain-posts the chaplain is charged with the duties of general supervision and shall visit the school daily. If a soldier competent to perform the duty of teacher is found at the post he may be detailed at the discretion of the commanding officer.

It shall be the duty of the post or garrison commander to cause to be set apart suitable rooms or buildings for school and religious purposes.—(Sec. 27, act of July 28, 1866.)

Whenever, at any post, garrison, or permanent camp where troops are serving, no suitable rooms or building can be set apart for school and religious purposes, the Quartermaster's Department will erect the necessary buildings for chapel, reading, and school rooms. A report showing the necessity of the building, together with plans and a detailed estimate of cost, in proper form, must first be forwarded by the commanding officer through the Quartermaster-General for the approval of the Secretary of War.

Post-traders.

The Secretary of War is authorized to permit one or more trading establishments to be maintained at any military post on the frontier, not in the vicinity of any city or

town, when in his judgment such establishment is needed for the accommodation of emigrants, freighters, and other citizens, and the persons to maintain such trading establishments shall be appointed by him. (Act approved March 15, 1870.) Such traders will be furnished with a letter of appointment from the Secretary of War, indicating the post to which appointed, a copy of which shall be furnished to the post-commander for file. The trade of such persons with the garrison of the post will be regulated by the following rules:

The post-trader shall habitually reside at or near the post; shall himself attend to and be responsible for his business; and no post-trader shall sell or farm out his rights and privileges as trader.

No tax or burden in any shape will be imposed upon the trader. He will have no lien upon the pay of the soldier, nor will he be allowed the privilege of the pay-table.

He will be permitted to erect buildings necessary to carry on his business upon such part of the military reservation as the commanding officer may direct. Such buildings to be within convenient reach of the garrison.

He will be allowed the exclusive privilege of trade, and no other person will be allowed to trade, peddle, or sell goods (other than provisions) by sample or otherwise within the limits of the reservation.

He is under military protection and control as a camp follower, and commanding officers will report to the War Department any breach of military regulations or any misconduct on the part of the trader.

ARTICLE XXXVIII.

HOURS OF SERVICE AND ROLL-CALLS.

The duties in garrison and camp are to be conducted, as far as practicable, in the same manner and on the same principles.

Where the hours for the different beats and signals are not fixed, the commanding officer will establish them, having regard to season and circumstances.

In camp the commanding officer prescribes the hours of reveille, reports, roll-calls, guard-mounting, meals, stable-calls, issues, fatigues, &c.

Reveille is the signal for rising, and in garrison shall be sounded about day-break, but may be varied, at the discretion of the commanding officer, as the season, climate, or latitude may require.

Troop—The signal for morning parade or guard-mounting.

Retreat—At sunset, at which the troops shall appear under arms whenever the weather permits. Orders shall be read and details for the following day published.

Tattoo—From 8 to 9 o'clock p. m., after which no soldier shall be out of his tent or quarters without special permission.

Taps—Fifteen minutes after tattoo. The signal to extinguish lights.

Breakfast-call—At as early an hour in the morning as practicable, that the men may not have to drill or work before eating.

Dinner-call—At o'clock.

The Surgeon's-call—At o'clock, when the sick able to go out will be conducted to the hospital by a non-commissioned officer of the company, who will hand to the surgeon a report of all the sick in the company other than in hospital. The patients who cannot attend at the dispensary will be immediately after, if not before, visited by the surgeon.

The general—Is to beat only when the whole command is to march, and is the signal to strike the tents and prepare for the march.

The assembly—Is the signal to form by company.

To the color—Is the signal to form by battalion.

The march—For the whole to move.

The long roll—Is the signal for getting under arms in case of alarm, and must never be beaten at any other time.

The parley—Is to desire a conference with the enemy.

Stable-calls—Immediately after reveille, and an hour and a half before retreat.

Water-calls—At the hour directed by the commanding officer.

Signals.

1. To go for fuel—poing stroke and ten-stroke roll.
2. To go for water—two strokes and a flam.
3. For fatigue party—pioneer's march.
4. Adjutant's call—first part of the troop.
5. First sergeant's call—one roll and four taps.
6. Sergeant's call—one roll and three taps.
7. Corporal's call—one roll and two taps.
8. For the drummers—the drummer's call.

The call for the assembly of the musicians shall be beaten or sounded by the orderly musician of the guard five minutes before the time for the stated calls.

In large commands the musicians will assemble before the colors of their respective regiments, and as soon as the call begins on the right it will be immediately taken up along the line, the musicians sounding or beating along the front of their respective regiments from the center to the right, thence to the left, and back again to the center, where they finish.

At every military post a morning and evening gun will be fired daily at reveille and retreat. The morning gun will be fired at the commencement of the reveille. The evening gun will be fired at the close of the beat-off at retreat. The Ordnance Department will furnish the proper ordnance and ammunition.

Roll-calls.

There shall be daily at least three roll-calls—reveille, retreat, and tattoo. They will be made on the company parades by the first sergeants, superintended by a commissioned officer of the company, who will report the result of the roll-call to the adjutant of the post or regiment.

The morning reports of companies, signed by the company commanders and first sergeants, will be handed to the adjutant before 8 o'clock in the morning, and will be consolidated and signed by the adjutant within the next hour for the information of the regimental or post commander; and if the consolidation is to be sent to higher authority, it will be signed by the regimental or post commander.

ARTICLE XXXIX.

HONORS TO BE PAID BY THE TROOPS.

The President is to be saluted with the highest honors; all standards and colors dropping, officers and troops saluting, drums beating, trumpets sounding, and bands playing the President's march.

The General Commanding-in-Chief is to be received—by cavalry, with sabers presented, trumpets sounding the march, and all the officers saluting, regimental colors dropping; by infantry, with drums beating the march, regimental colors dropping, officers saluting, and arms presented.

A Lieutenant-General is to be received—by cavalry, with sabers presented, trumpets sounding three times the trumpet flourish, and officers saluting, regimental colors dropping; by infantry, with four ruffles, officers saluting, and arms presented, regimental colors dropping.

A major-general is to be received—by cavalry, with sabers presented, trumpets sounding twice the trumpet flourish, and officers saluting, regimental colors dropping; by infantry, with three ruffles, officers saluting, and arms presented, regimental colors dropping.

A brigadier-general is to be received—by cavalry, with sabers presented, trumpets sounding once the trumpet flourish, and officers saluting, regimental colors dropping; by infantry, with two ruffles, officers saluting, and arms presented, regimental colors dropping.

A colonel will be received by his own regiment with the honors due to a brigadier-general.

Officers in command of separate posts or stations, and inspectors or acting inspectors-general, authorized to review and inspect the troops, shall have the complimentary honors from the troops which are due to the rank one degree higher than their regimental or staff rank.

All guards are to turn out and present arms to officers entitled to the compliment as often as they pass them, except the personal guards of general officers, which turn out only to the general whose guards they are and to officers his superior in rank.

To commanders of regiments, garrisons, or camps, their own guards turn out and present arms once a day, after which they turn out with arms at the carry.

When an officer of superior rank to the commanding officer is temporarily on duty at a post or station, the guards will turn out for him in the same manner as for the permanent commander.

To the Vice-President, the members of the Cabinet, to the Chief Justice, and Speaker of the House of Representatives of the United States, and to governors, within their respective States and Territories, the same honors will be paid as to a general commanding-in-chief.

Officers of a foreign service visiting any post or station will be complimented with the honors due to their rank.

American and foreign envoys or ministers will be received with compliments due to a Lieutenant-General.

The national or regimental colors passing a guard or other armed body of men are to be saluted, the trumpets sounding and the drums beating a march. It is proper for persons not under arms to raise their hats when the national colors pass them, and for officers and men to pay the same mark of respect to their own regimental colors.

When general officers or persons entitled to a salute pass in the rear of a guard, the officer is only to make his men stand at a carry, and not to face the guard about or beat his drum.

When general officers or persons entitled to a salute pass the guards while in the act of relieving, both guards are to salute, receiving the word of command from the senior officer of the whole.

All guards are to be under arms when armed parties approach their posts; and to parties commanded by commissioned officers they are to present arms, officers saluting.

All guards and sentinels are to pay the same compliments to the officers of the Navy, marines, volunteers, and militia in the service of the United States as are directed to be paid to the officers of the Army according to their relative ranks.

It is equally the duty of soldiers at all times and in all situations to pay the same compliments to officers of the Navy and marines, and to all officers of the Army when in uniform, as to officers of their own particular regiments and corps.

No compliments by guards or sentinels will be paid between retreat and reveille except as prescribed for "grand rounds."

Courtesy among military men is indispensable to discipline. Respect to superiors will not be confined to obedience on duty, but will be extended to all occasions. It is the duty of all officers in uniform to salute each other when they meet, the inferior making the first salute.

Officers under arms and with swords drawn salute as prescribed in the tactics. When swords are not drawn they will salute with the hand as prescribed for enlisted men. Officers in full dress will on no occasion remove their hats or caps in saluting or returning salutes.

Sergeants with swords drawn will salute by bringing them to a present; with muskets, by bringing the left hand across the body so as to strike the musket near the right shoulder. Corporals out of the ranks, and privates, not sentries, will salute in like manner.

When a soldier without arms, or with side-arms only, meets an officer, he will continue to move on, but he is to raise the hand farthest from that officer to his cap, looking at the same time in a respectful and soldier-like manner at the officer, who will return the salute.

A non-commissioned officer or soldier being seated and without particular occupation, will rise on the approach of an officer and make the customary salutation. If standing he will turn toward the officer for the same purpose. If the parties remain in the same place or on the same ground such compliments need not be repeated.

Soldiers employed at work do not cease it to salute an officer unless addressed by him.

An armed soldier addressing an officer in-doors will make the prescribed salute with his musket or sword. Without arms or with side-arms only he will remove his cap and stand in the position of a soldier. When his cap is removed a soldier should not raise his hand to his head as a salute. The dress-cap will never be removed in saluting.

A mounted soldier dismounts before addressing an officer not mounted.

A mounted soldier in passing an officer salutes with his saber if drawn, otherwise with his hand.

In marching in review, non-commissioned officers in ranks or file-closers do not salute. If in command of the company, platoon, or guard, a non-commissioned officer makes the sergeant's salute.

When an officer enters a room where there are soldiers, the word "attention" is given by some one who perceives him, when all rise, remain standing in the position of the soldier, and preserve silence until the officer leaves the room; if at meals they will not rise.

Salutes.

The national salute is determined by the number of States comprising the Union, at the rate of one gun for each State.

The President of the United States alone receives a salute of twenty-one guns.

The Vice-President receives a salute of nineteen guns.

The heads of the great Executive Departments of the National Government; the General commanding the Army; the governors of States and Territories, within their respective jurisdictions, seventeen guns.

A Lieutenant-General, fifteen guns.

A major-general, thirteen guns.

A brigadier-general, eleven guns.

Foreign ships of war will be saluted in return for a similar compliment, gun for gun, on notice being officially received of such intention. If there be several posts in sight, or within six miles of each other, the principal only shall reciprocate compliments with ships passing.

Officers of the Navy will be saluted according to their relative rank.

Foreign officers invited to visit a fort or post will be saluted according to their relative rank.

Envoys and ministers of the United States and foreign powers are to be saluted with fifteen guns.

An officer assigned to duty according to a brevet will receive the salutes due to the rank conferred by such brevet.

A general officer will be saluted but once in a year at each post, and only when notice of his intention to visit the post has been given.

Salutes to individuals are to be fired as soon after their arrival as practicable.

A national salute will be fired at meridian on the anniversary of the Independence of the United States at each military post and camp provided with artillery and ammunition.

Escorts of honor.

Escorts of honor may be composed of cavalry or infantry, or both, according to circumstances. They are guards of honor for the purpose of receiving and escorting personages of high rank, civil or military. The troops for this purpose will be selected for their soldierly appearance and superior discipline.

The escort will be drawn up in line, the center opposite to the place where the personage is to present himself, with an interval between the wings to receive him and his retinue. On his appearance he will be received with the honors due to his rank. When he has taken his place in the line, it will be broken into column by company or fours, and take up the march. The same ceremony will be observed and the same honors paid on his leaving the escort.

When the position of the escort is at a considerable distance from the point where he is expected to be received, as, for instance, where a court-yard or wharf intervenes, a double line of sentinels will be posted from that point to the escort facing inward, and the sentinels will successively salute as he passes.

An officer will be appointed to attend him, to bear such communications as he may have to make to the commander of the escort.

Funeral honors.

On the receipt of official intelligence of the death of the President of the United States at any post or camp, the commanding officer shall, on the following day, cause a gun to be fired at every half hour, beginning at sunrise and ending at sunset. When posts are contiguous, the firing will take place only at the post commanded by the superior officer.

On the day of the interment of a Secretary of War, or General Commanding-in-Chief, a gun will be fired at every half hour until the procession moves, beginning at sunrise.

The order from headquarters announcing the death of a general officer or other person entitled to a salute of cannon will require a number of guns to be fired at intervals of a half hour, commencing at meridian on the day after the receipt of the order. The number of guns fired will be the number to which the deceased officer was entitled, and the posts at which they shall be fired shall be designated in the order.

The funeral escort of a Secretary of War, or a General Commanding-in-Chief, shall consist of a regiment of infantry, two squadrons of cavalry, and two batteries of artillery.

That of a Lieutenant-General, a regiment of infantry, a squadron of cavalry, and one battery of artillery.

That of a major-general, a regiment of infantry, a squadron of cavalry, and two sections of artillery.

That of a brigadier-general, a regiment of infantry, one troop of cavalry, and one section of artillery.

That of a colonel, a regiment.

That of a lieutenant-colonel, six companies.

That of a major, four companies.

That of a captain, one company.

That of a subaltern, half a company.

The funeral escort shall always be commanded by an officer of the same rank with the deceased, or if none such be present, by one of the next inferior grade.

The funeral escort of a non-commissioned staff officer shall consist of sixteen rank and file, commanded by a sergeant.

That of a sergeant, of fourteen rank and file, commanded by a sergeant.

That of a corporal, of twelve rank and file, commanded by a corporal.

That of a private, of eight rank and file, commanded by a corporal.

The pall-bearers, six in number, shall be selected from the grade of the deceased, or from the grade or grades next above or below it.

At the funeral of an officer, as many in commission of the Army, division, brigade, or regiment, according to the rank of the deceased, as can conveniently be spared from other duties, will join in the procession in uniform, and with side-arms. The funeral of a non-commissioned officer or private will be attended in like manner by the non-commissioned officers and privates of the regiment or company, according to the rank of the deceased, with side-arms only.

Persons joining in the procession follow the coffin in the inverse order of their rank.

The usual badge of military mourning is a piece of black crape around the left arm above the elbow, and also upon the sword-hilt, and will be worn when in full or in undress uniform.

As family mourning, crape will be worn by officers (when in uniform) only around the left arm.

The drums of a funeral escort will be covered with black crape or thin black serge, to be furnished by the Quartermaster's Department.

Funeral honors will be paid to deceased officers without military command according to their grades.

The form of escorting a corpse to the grave is prescribed in the tactics.

ARTICLE XL.

INSPECTION OF THE TROOPS.

The inspection of the troops as a division, regiment, or other body composing a garrison or command, not less than two companies, will generally be preceded by a review.

There will be certain periodical inspections, to wit :

1. The commanders of regiments, posts, and detachments will make an inspection of their commands on the last day of every month, and at such other times as they may deem necessary.

2. Company commanders will inspect their companies every Sunday morning. No soldier will be excused from Sunday inspection except the guard, the sick, and the necessary attendants in the hospital.

3. Medical officers having charge of hospitals will also make a thorough inspection of them every Sunday morning.

Besides these inspections, frequent visits will be made by the commanding officer, company, and medical officers during the month to the men's quarters, the hospital, guard-house, &c.

The forms for the inspection of troops under arms are laid down in the tactics.

The inspection of the troops under arms being ended, all commissioned officers will accompany the inspector to the hospital, magazines, arsenal, quarters, guard-house, stables, corral, laundress quarters, sinks, and such other places as he may think proper to inspect.

The hospital being at all times an object of particular interest, it will be critically and minutely inspected.

The men will be formed in their company quarters, in front of their respective bunks, and on the entrance of the inspector the word "attention" will be given by the company commander, (who will invariably precede the inspector,) when the whole will salute with the hand without uncovering.

The inspector, attended by the company officers, will examine the general arrangement of the interior of the quarters, the bunks, bedding, cooking, and table utensils, and such other objects as may present themselves, and afterward the exterior.

The adjutant will exhibit to the inspector the regimental or post books and records, including those relating to the transactions of the council of administration. The company books and papers will also be exhibited in the company orderly room.

The inspector will examine critically the books and accounts of the administrative and disbursing officers of the command, and the money and property in their keeping.

ARTICLE XLI.

MUSTERS.

Troops will be mustered for pay on the last day of February, April, June, August, October, and December.

The musters will be made by an inspector-general, if present, otherwise by an officer specially designated by the commander of the Army, division, or department; and in the absence of either an inspector-general or officer specially designated, the muster will be made by the commander of the post or detachment.

When one inspecting officer cannot himself muster all the troops on the day specified, the commanding officer will designate such other competent officers as may be necessary to assist him.

All stated musters of the troops shall be preceded by a minute and careful inspection in the prescribed mode, and, if the command be of more than a company, by a review.

The forms for mustering troops are prescribed in the tactics.

ARTICLE XLII.

I. DRESS-PARADES.

There shall be daily one dress-parade at *troop* or *retreat*, as the commanding officer may direct, which will not be dispensed with except on urgent occasions.

A signal will be beat or sounded half an hour before *troop* or *retreat*, for the music to assemble on the regimental *parade*, and each company will turn out under arms on its own *parade* for roll-call and inspection by its own officers.

For forms of dress-parade, see the tactics.

All field and company officers and men will be present at dress-parades, unless especially excused or on some duty incompatible with such attendance.

II. REVIEW.

For forms of review, see tactics.

III. GUARD-MOUNTING.

Camp and garrison guards will be relieved every twenty-four hours.

The form for guard-mounting is prescribed in the tactics.

The officer-of-the-day will always be present at guard-mounting. No officer except the commanding officer and the officer marching on as officer-of-the-day will interfere with or give any order on the *parade* to the adjutant.

At guard-mounting the adjutant performs his duties exactly as prescribed, whether he be junior or senior to the officer-of-the-day.

ARTICLE XLIII.

GUARDS.

The following rules apply especially to guard duty in time of peace. The same principles govern in time of war:

Officer-of-the-day.

The new guard shall be marched to the guard-house or tent, where the two guards shall go through the ceremonies as prescribed by tactics. The new and old officers-of-the-day shall then approach the guards, which will be brought to a *present* by the senior officer or non-commissioned officer of the guards. The officer senior in rank will return this salute. Where there is no officer-of-the-guard, the roll of prisoners will be called by the old officer-of-the-day. After the ceremonies of turning over prisoners and property are completed, the old and new officers-of-the-day will proceed together to the commanding officer. On presenting themselves, both will salute with the hand, remaining covered. The old officer-of-the-day will then say to the commanding officer: "Sir, I report being relieved as officer-of-the-day," and will present to the commander the guard report properly signed, &c. After the commanding officer has examined the report he will turn to the new officer-of-the-day, who will report: "Sir, I report for orders as officer-of-the-day." The commanding officer will then give such orders as may be necessary.

Where there is no officer-of-the-guard, the officer-of-the-day shall visit each relief and sentinel at least once during his tour. One of these visits shall be between midnight and reveille.

The officer-of-the-day must see that the officer-of-the-guard is furnished with the parole and countersign at retreat.

The *countersign* is a word given daily to enable guards and sentinels to distinguish persons, and to execute the police regulations at night. It is given to such persons as are entitled to pass and repass during the night, and to the officers, non-commissioned officers, and sentinels of the guard. For officers commanding guards, a second word, denominated *parole*, will be given at the same time as a check on the former, and by which may be distinguished such officers as are entitled to make visits of inspection or grand rounds at night. Near an enemy a third, or *watchword*, is given, to enable troops operating at night to distinguish each other. It will consist of a *hail* and a *response*, both of which shall be communicated to those likely to need it. Two individuals, or bodies of troops, approaching each other, the *hail* will be given by one and the *response* must be returned by the other, as—"Washington," "Victory."

Compliments by the guard.

When in the day-time the sentry, before the guard, perceives the approach of an officer entitled to inspect the guard, he will call "Turn out the guard," adding the title of the person for whom the compliment is intended, as "general officer," "commanding officer," &c., when the guard will be paraded, and salute with presented arms.

Should the officer desire to inspect the guard, he will cause the ranks to be opened, and make such inspection as he may deem necessary. He may also see that the officers and non-commissioned officers are acquainted with their duties; that the sentinels are properly posted and have received proper orders.

Should the officer not desire the compliment, he will answer, "Turn in the guard," or simply touch his hat, when the sentinel will repeat or call, "Turn in the guard."

Officer-of-the-guard.

It is the duty of all officers of guards to inspect all reliefs of sentinels, both when they go on and come off their posts; to call the rolls frequently, and by every means in their power to keep the men under their command in the most perfect state of vigilance and preparation. They will be responsible for the security of the prisoners and property committed to their charge; it will be their duty to suppress all riots and disorders, and, in case of fire, to give the alarm and be instrumental in extinguishing it.

They are also watchfully to superintend the conduct of the non-commissioned officers, taking care that they are correct in the performance of their duty, that they maintain a proper authority, and prevent every species of irregularity among the men. They must particularly ascertain that the corporals themselves are well informed with respect to the orders they are to deliver to the several sentinels, whom they must frequently visit to be assured that they know their duties and have received the proper instructions.

Officers are to remain constantly at their guards, except while visiting their sentinels or necessarily engaged elsewhere on their proper duty.

Officers commanding guards, when going to visit their sentinels, are to mention their intention and the probable time of their absence to the next in command.

Neither officers nor soldiers are to take off or change their clothing or accouterments while on guard, except by permission of the commanding officer.

The officer-of-the-guard at posts or stations must see that the countersign is duly communicated to the sentinels on post atattoo. It will be given to the other relief when they go on post.

During campaigns the countersign will be given to sentinels at such times as shall be fixed by the commander.

In case one of the guard desert, the officer-of-the-guard must immediately change the countersign and send notice thereof to the officer-of-the-day, who is to communicate the same to the other guards and to headquarters.

Officers commanding guards at forts or inclosed works are to cause the bridges to be drawn up or the barriers to be shut on the approach of any body of armed men; they will immediately notify the main guard, and will not suffer any troops to enter the garrison without leave from the commander.

An officer is not to be placed in charge of a guard till he is sufficiently acquainted with his duty. For the purpose of instruction, young officers are to be put on duty as subordinates.

The officer-of-the-guard will give to the officer-of-the-day at guard-mounting a report of his tour of service according to the prescribed form, in a book which shall be kept for that purpose, to be furnished by the Quartermaster's Department.

Articles of camp and garrison equipage which may be needed strictly for post and garrison purposes, such as flags, guard report-books, &c., as well as articles of quartermaster's stores necessary for the police of the post, such as tools, spades, shovels, brooms, &c., will be issued by the post quartermaster on special requisitions, approved and ordered by the commanding officer, and will be receipted for by the officer making the requisition.

Supplies so obtained for use at the post are to be duly entered by the officer by whom drawn on the guard report-book, and carried on the same under the head of "Articles in charge," and on the taking place of the daily transfers made of them; are receipted for by the officer-of-the-day or guard in charge, successively, until worn out and no longer fit for service; and, finally, are to be submitted for inspection, and, on condemnation, to be disposed of as ordered.

The receipts given by the officers-of-the-day or guard on relieving each other cover their entire accountability for the property, and they are not beyond this chargeable for it. No direct individual responsibility is otherwise incurred by them for these articles, nor are they required to render returns for them.

Duties of guards.

All guards, except those which are honorary, should ordinarily be of force proportioned to the number of sentinels required, allowing three reliefs to each post.

In garrison the number of guards depends on the extent of the fortress or post to be defended and the strength of the garrison.

No non-commissioned officer or soldier is to quit his guard without leave, which is to be granted only when necessary, and to very few at a time.

Guards are not to presume to molest any persons coming to camp with provisions, and are on no account to exact or receive anything for their free passage.

Guards do not turn out as a matter of compliment between retreat and reveille.

Relieving sentinels.

Sentinels will be relieved every two hours unless the state of the weather or other cause should make it necessary or proper that it be done at longer or shorter intervals.

The form for relieving sentinels is prescribed in the tactics.

The sentinels at the guard-house or guard-tent will be the first relieved and left behind. The others in succession, as is most convenient, each marching with the relief until its return to the guard-house.

A relief is always to be marched with the greatest order, and the corporals will be answerable that the sentinels when relieving perform their motions with spirit and exactness.

Duties of sentinels.

Orders and instructions to sentinels will be given in the most distinct manner, and they will be held strictly accountable that all rules or regulations depending upon their vigilance and attention be punctually observed, or that breaches of them be immediately reported.

Sentinels must take the greatest care not to be surprised. They must keep themselves on the alert, observing everything that takes place within sight and hearing. Habitually they will walk their posts briskly to and fro, all walking in the same direction, so that each shall keep in view the portion of another's post on which the latter's back is turned. They will carry their arms at *the carry*, at *support*, or on either shoulder, but will never quit them or bring them to an *order*, except in the sentry-box. In wet weather, if there be no sentry-box, they may *secure* arms.

For a sentinel to quit his post without leave is one of the most serious military offenses. It is forbidden for sentinels to hold conversation with any person when not necessary for the proper discharge of their duty.

Sentinels will not take orders, nor allow themselves to be relieved, except by an officer or non-commissioned officer of their guard or party, the officer of the day, the commanding officer or his superior in command, in which case the orders will be immediately notified to the commander of the guard by the officer giving them.

It is the duty of a sentinel to repeat all calls made from posts more distant from the main body of the guard than his own; and no sentinel will be posted so distant as not to be heard by the guard, either directly or through other sentinels.

Commanding officers will habitually require sentinels to call out the half-hours of the night, from taps until reveille, except where in his judgment it would be mischievous. This call will commence with No. 1 sentinel, who will call the number of his post and the time; No. 2 will call the number of his post, repeat the time, and add, "All's well," and in this manner through the whole chain. When the last sentinel has repeated the call with his report, No. 1 will call, "All's well round." Should any sentinel fail to call in turn, a corporal and two men of the guard will immediately repair to the post not reported to ascertain the cause.

Sentinels will present arms to general and field officers, to the officer of the day, to the commanding officer of the post, and to his superior in rank, who may be temporarily on duty at the post. To all other officers they will *carry* arms. They will *present* arms to all armed troops commanded by a commissioned officer, and to all funeral escorts passing their posts.

When a sentinel in his sentry-box sees an officer approaching, he will stand at *attention*, and as the officer passes will salute by bringing the left hand briskly to the musket as high as the right shoulder.

Between retreat and reveille sentinels will not salute nor pay any compliments.

A sentinel placed over the colors or arms must suffer no person to touch them except by order of the commanding officer, officer of the day, or officer or non-commissioned of the guard. If placed over a magazine or arsenal, or over supplies of any kind, he will call for the corporal of the guard when any person other than those mentioned, or the officer responsible for the property, wishes to enter or touch them. Placed over prisoners he must suffer no person except those enumerated to converse with them; nor must he permit the prisoners to leave their place of confinement.

In case of disorder, a sentinel must call out the guard, and if a fire take place he must cry, "fire," in each case adding the number of his post. If in any case the danger be great he must discharge his piece before calling out, when all guards immediately turn out.

Immediately after receiving the countersign and until reveille, sentinels must challenge all who approach their posts or attempt to cross their beat. They must suffer no person to advance nearer than four paces until they have received the countersign, placing themselves in the position of "charge bayonet" for that purpose.

A sentinel in challenging will call out, "Who comes there?" If answered, "Friend, with the countersign," and he be instructed to pass persons with the countersign, he will reply, "Advance, friend, with the countersign." If answered, "Friends, with the countersign," he will reply, "Halt, friends; advance one with the countersign." If answered, "Relief," "Patrol," or "Grand rounds," he will reply, "Halt; advance, commander, with the countersign," and satisfy himself that the party is what it represents itself to be. If he have no authority to pass persons with the countersign, if the wrong countersign be given, or if the persons have not the countersign, he will cause them to stand and call, "Corporal of the guard," adding in all cases the number of his post.

The sentinel before the body of the guard does not receive the countersign. When any person approaches the post at night he will challenge. Receiving answer, he will call, "Halt; corporal of the guard," and repeat the answer of the person challenged.

If it be the officer of the day or other officer entitled to inspect the guard, the corporal will approach to within four paces and demand the countersign. If the countersign be correct, he will call, "Turn out the guard." The guard will be formed at *carry* arms, when the commander will call out, "Advance, officer of the day," (or as the case may be.) The commander of the guard will at the same time advance to meet the person challenged, to such a distance from his guard as to prevent any one except himself from hearing the parole which he may now demand.

It is a most serious breach of military discipline for an officer or soldier to communicate the countersign to any person not entitled to it. No sentinel will give or communicate the countersign to any person whatever.

All persons of whatever rank in the service are required to observe respect toward sentinels.

Grand rounds.

The officer of the day wishing to make his rounds will direct such escort as he requires to accompany him.

When the rounds are challenged by a sentinel, the commander will answer, "Grand rounds," and the sentinel will reply, "Halt, grand rounds; advance, commander, with the countersign;" upon which the commander advances and gives the countersign. The sentinel will then call, "Advance rounds," when the officer will advance and question the sentinel as to his orders or instructions. When satisfied, he will join his guard and proceed to the next sentinel.

When the sentinel before the guard challenges and is answered, "Grand rounds," he will reply, "Halt, grand rounds; turn out the guard—grand rounds," upon which the guard will turn out and be drawn up in good order at *carry* arms, the officers taking their posts. The officer commanding the guard will then order a non-commissioned officer and two men to advance toward the rounds and challenge. When within ten

paces, the non-commissioned officer will halt and challenge briskly. The commander of the grand rounds will answer, "Grand rounds;" the non-commissioned officer of the guard replies, "Advance, commander, with the countersign." The commander of the rounds advances alone, and having given the countersign returns to his round. The non-commissioned officer of the guard calls to his officer, "The countersign is right," on which the officer of the guard calls, "Advance, rounds;" the officer of the rounds then advances alone, the guard standing at *carry* arms. The officer of the guard advances to meet the officer of the rounds, to such distance that the parole, which is now demanded, may not be heard by the guard. He then examines the guard, orders back his escort, and demanding a new one proceeds in the same manner to other guards.

All material instructions given to a sentinel on post by officers entitled to make grand rounds must be promptly notified to the commander of the guard by the officer giving the instructions.

Any general officer, or the commander of a post or garrison, may visit the guards of his command and go the grand rounds, and be received in the same manner as prescribed for the officer of the day.

ARTICLE XLIV.

COURSE OF INSTRUCTION FOR TROOPS.

Commanding officers will exert themselves in the instruction of the troops under their orders. They shall assign the hours for daily drills and exercise, one of which shall, if practicable, be at such times that all extra and daily duty men may attend without interference with their labors.

They shall cause their officers to be theoretically instructed in—

The Rules and Articles of War.

The Army Regulations.

The tactics of their arm.

Target practice.

Out-post duty. Also the practical instructions in making out the various returns and papers and in keeping the records prescribed by the Army Regulations.

So far as their proficiency will admit, non-commissioned officers shall receive theoretical instruction in the tactics of their arm, the Rules and Articles of War, and Army Regulations.

The recitations of officers and non-commissioned officers in the theory of drills and exercises shall proceed, *pari passu*, with the practical instruction.

Except when engaged in building or other constant labor, at least one drill shall take place daily (Saturdays and Sundays excepted) at each post or station whenever the weather permits; and at all posts and under all circumstances, weather permitting, there shall be at least one drill per week, at which all regimental officers and all soldiers belonging to companies, except the guard and sick and one hospital attendant, shall attend.

Troops at all military posts and stations will, when the weather permits, be marched out at least once every ten days in complete heavy marching order. These marches are not to be less than four or five miles out, or eight or ten miles out and back. They will take place after breakfast. All officers and soldiers that can be spared from the post will be required to march with their commands.

When it can be avoided by an early breakfast, drills should not take place before that meal.

There shall be at least ten rounds of ammunition expended in target-practice in each month under the immediate supervision of the company commanders, who will transmit to the Chief of Ordnance a quarterly report of target-practice, with remarks on the special excellencies or defects in the arm or cartridge.

To promote the attainment of a knowledge of parade and drills, commanding officers may, at their discretion, but under their own eye, direct the field officers and captains to take command without regard to their respective rank.

To excite emulation, commanding officers may designate some days for match-drilling, target-practice, and bayonet or saber exercise, and confer some mark of distinction on the successful competitors.

Artillery instruction.

A permanent artillery board, to consist of not more than three artillery officers, will be established, to which all questions pertaining to the artillery arm of service may be referred by the Secretary of War or the General-in-Chief for discussion and recommendation. The board shall also have power to make original recommendations and to bring to the notice of the General-in-Chief all questions affecting the interest and efficiency of the arm. An artillery officer will be detailed as secretary of the board, and will keep a complete record of its proceedings.

The president of the board will, under the direction of the Secretary of War and the General-in-Chief, confer with the Chief of Engineers upon all questions of service and instruction affecting both arms, and with the Chief of Ordnance in regard to all things relating to the construction, modification, and supply of the material of artillery and artillery munitions.

He will examine the regimental reports of artillery instruction and target-practice at posts, and suggest such changes and amendments as from time to time he may deem necessary. He will collect and arrange for the instruction of the arm all necessary information respecting the sea-coast defenses and the artillery material which is now or may hereafter be definitely adopted, or which may be issued to the troops for service; and with the same object will keep himself informed of all changes and improvements that may be introduced.

He will assemble the board for consultation at such times and places as the General-in-Chief may approve or direct, and may submit to individual members special questions for examination, whose reports, and also all professional papers addressed to him by artillery officers, having in view the improvement of the arm or economy in its administration, he shall submit to the board for its action.

He will prepare all such orders or papers as may be required for publishing to the artillery the approved results of the labors of the board or other information which it is deemed necessary to communicate for its instruction.

Field artillery.

The two batteries of each regiment designated by the President in conformity with the acts of March 2, 1821, and March 3, 1847, as "Light Artillery" (viz: "I" and "K," First Artillery; "A" and "M," Second Artillery; "C" and "E," Third Artillery; "B" and "G," Fourth Artillery, and "F" and "G," Fifth Artillery,) will constitute the instruction batteries for lieutenants of their respective regiments in the mounted duties of their arm.

This instruction will be under the immediate direction of the battery commander, supervised by the regimental commander, and will include not only drills and maneuvers, but the internal economy and management of batteries, stable duties, the treatment of sick horses, shoeing, &c., the preservation and repair of all material, and all other instruction required to fit an officer to command efficiently a battery in the field.

Lieutenants will be detailed in succession for tours of instruction of two years in each grade. The details will be made by regimental commanders in such manner as will secure instruction to all lieutenants before their promotion. The first lieutenants will be placed each in command of a section, charged with its immediate instruction and supervision, and be held at all times responsible to the battery commander for its good appearance and the serviceable condition of everything attached to it.

In addition to his duties as officer of the day, the officer of the week will be charged, under the direction of the battery commander, with the supervision of all the interior duties of the battery, including those of the park, stables, shops, shoeing, &c. On the march or in camp the detail will be daily.

For instruction, each field battery will consist of four pieces, with 48 horses and 80 enlisted men. If ordered *for service*, the number of horses allowed will be 80, with 100 men; and if an additional section is furnished, there will be allowed 110 horses and 147 enlisted men. Four mechanics of ordnance (corporals) are allowed to each mounted battery; they will wear the uniform of light artillery, and, when not required for their appropriate service, be subject to all battery duties.

When the captaincy of a light battery becomes vacant, the regimental commander will present to the General-in-Chief the name of the eligible officer of the regiment best qualified for the position. If the nomination is approved, the assignment will be made accordingly. Should the interests of the service at any time require a change in the captaincy, the regimental commander will recommend the proper transfer to the General-in-Chief for his action.

If an instruction battery is ordered for service, or a foot battery mounted, the regimental commander may, if it be deemed expedient, select its lieutenants from those of the regiment best qualified for the position by their aptitude for the service and their experience in it.

Foot artillery.

For the instruction of the foot artillery, a school of application is established at Fort Monroe, Virginia. It will consist of at least five batteries, one from each regiment, and may be increased to ten, two from each regiment, when circumstances will permit. They will be considered as the instruction batteries for their regiments, and the captains will be selected and relieved as provided in the case of the light artillery.

When the Secretary of War may deem it expedient he may attach one or more companies of engineer troops, who will then constitute a part of the school.

The staff of the school will consist of three field officers, including the commander and such captains, heads of departments of instruction, as the General-in-Chief may, from time to time, direct. It will include the captain of the engineer company, if one is attached to the school, or, in such case, one of the field officers of the staff may be an officer of engineers. Should the arsenal at Fort Monroe constitute a part of the school, the senior ordnance officer will be a member of the staff. The adjutant of the school will be secretary to the staff and keep the records of its proceedings.

The staff will, from time to time, determine the course and method of instruction, theoretical and practical, for officers, non-commissioned officers, and soldiers, and make all needful rules and regulations, which, when approved by the General-in-Chief, will be carried into effect.

In establishing the course of instruction, the staff will make provision for those officers who, not being graduates of the Military Academy or of other schools of a high class, have won their commissions by services in the field or have been promoted from the ranks. For these officers a lower standard of acquirement, and a more elementary and practical course of instruction at the school, should at first be established, but this standard should be raised from year to year, and the requisites for admission made known to regimental commanders for the information of such officers.

The tour of service for lieutenants will be one year in each grade. They will be detailed by orders from the Adjutant-General's Office.

The non-commissioned officers, artificers, and musicians of foot-instruction batteries will be permanent. Privates, after two years' instruction, will be distributed in equal numbers to the other foot batteries of their regiments.

Individual officers and soldiers of artillery and engineers may be attached to the school on their own application, approved by their proper commanders. Every facility will be granted them, and especially to such soldiers as are candidates for commissions, to improve themselves during the period they are permitted to remain at the school.

The school of application and post of Fort Monroe will be an independent command, all its reports and returns made direct to the General-in-Chief, and the troops will not be detached for other duties if it can possibly be avoided.

Instruction at posts.

The instruction of foot artillery at posts will be conducted by commanders of batteries, or under their immediate direction, and supervised by the commanders of regiments.

Each battery will be permanently assigned by the post commander to that portion of the fixed armament of a fort which it should man in case of actual service, and the battery commander held responsible for its good order and readiness for effective service at all hours of the day and night, as well as for the proper instruction of his officers and men in their assigned duties. After being made thoroughly conversant with these duties, and not before, instruction may be extended to other species of guns, and when mortars are supplied special attention should be directed to their service.

Each battery commander, excepting those at the school of application, will make quarterly reports to his regimental commander of the condition of his battery as regards artillery instruction and its progress during the quarter. He will note any spe-

cial excellence or defect of officers or non-commissioned officers which would affect their usefulness, and of which the regimental commander should be informed. Reports in detail of the recitations of lieutenants and non-commissioned officers, and of drills and exercises, will also be made according to the form prescribed by the regimental commander.

The senior officer of artillery will, under the commander of the post, have the general direction of the artillery, and, if a field officer, will forward the instruction reports, with such remarks and suggestions as he may consider necessary. He will be responsible to the commanding officer for the service condition of the batteries under his direction.

Practical instruction will include the manual of the piece, mechanical maneuvers, transporting, mounting, and dismounting the guns and carriages by the different means and mechanical devices prescribed, the care and preservation of guns, carriages, projectiles, and other material, the preparation and supply of ammunition to the batteries, and target-practice.

Theoretical instruction for lieutenants and non-commissioned officers will be either oral or be recitation. That for each species of gun and duty will be given in the recitation room to non-commissioned officers, in connection with and immediately preceding the practical instruction to which it relates, and will, for target-practice, include the theory of pointing and ranges, with the special instruction necessary for each gun, such as the width and depth of the channel opposite, the distances to different points within the field of fire, especially to those over which vessels must pass, with the corresponding charges and elevations, &c.

Between November 1 and April 1 there will be recitations or oral instruction for lieutenants at least once a week, and recitations by the non-commissioned officers at least twice a week, on such subjects as will give them a proper knowledge of the material of their arm and the principles involved in its service. Proper text-books for non-commissioned officers are Gibbon's Manual, Robert's Hand-Book, and the explanatory and descriptive parts of the Instruction for Field and Heavy Artillery, with Benton's Gunnery, in addition, for lieutenants. The object being to familiarize the non-commissioned officers with the principles they will be required to apply in service, the course for them must be arranged and conducted by each battery commander, with reference to their actual acquirements and their aptitude. Intelligent privates, who desire it, may, with advantage, be added to the classes. Lieutenants will be required to aid the battery commander or to take charge of the instruction prescribed by him of the non-commissioned officers.

Regimental commanders will, as far as possible, at the annual inspection of their regiments, verify the reports of battery commanders, and will report annually to the General-in-Chief, and oftener if he require it, the condition and progress of their regiments.

Artillery practice.

At all posts with fixed batteries the position of every gun, mounted or to be mounted, will have its number, and this number placed on the gun when in position. These numbers and plots of platforms will be furnished by the Engineer Department.

For every such work a post-book of record will be kept, under the direction of the commander of the post, in which will be duly entered the number of each mounted gun, its caliber, weight, name of founder, and its inspector, and other marks; the description of its carriage and date of reception at the post; where from, and the greatest field of fire of the gun in its position.

Every commander of a fort or other fixed battery will, before entering on artillery practice, carefully reconnoiter, and cause to be sketched for his record-book, the water-channels, with their soundings and other approaches to the work. Buoys or marks will be placed at the extreme and intermediate ranges of the guns, and these marks be numerically noted on the sketch. A buoy at every five hundred yards may suffice.

At the time of practice a distinct and careful note will be made for the record-book of every shot or shell that may be thrown, designating the guns fired by their numbers, the charges of powder used, the time of flight of shots and shells, the range and ricochets, and the positions of guns in respect to the horizontal and vertical lines. The shots from each gun will be noted in a regular series, so as to show the total number of shots fired from the gun while in service.

The time of flight of a shell may be noted with sufficient accuracy by a stop-watch, or by counting the beats (previously ascertaining their value) of other watches, and the range may sometimes be computed by the time of flight. Other modes of ascertaining the range will readily occur to officers of science.

When charged shells with fuses are thrown, the time of bursting will be noted. If they are intended to fall on land, only a blowing charge will be given to the shells, so that they may be picked up for further use.

The general objects of this practice are to give to officers and men the ready and effective use of batteries; to preserve on record the more important results for the benefit of the same or future commanders, and to ascertain the efficiency of the guns and carriages.

Commanders of field artillery will also keep registers of their practice, and not a shot or shell shall be thrown in the Army for instruction without distinct objects, such as range, accuracy of aim, number of ricochets, time of bursting in the case of shells, &c. The amount and kind of ammunition allowed for practice, both for foot and field artillery, will be fixed from time to time in orders.

For all artillery there will be annually three periods of practice in firing (April, June, and October) for the latitude of Washington and south, and May, July, and September, north of that latitude.

At the termination of each period of practice, the commanding officers of posts will transmit to the Adjutant-General full reports of the results, in order that proper tabular statements may be prepared by the artillery board for the War Department.

To determine accuracy of aim in firing shot and shell, butts or targets will be used. Where no natural butt presents itself, targets will be erected or floating targets used.

As practice in gunnery is a heavy expense to the Government, commanders of batteries and their immediate superiors are charged with the strict execution of the foregoing details; and all officers authorized to make tours of inspection will report on such execution.

ARTICLE XLV.

THE SOLDIERS' HOME.

For the government of the Soldiers' Home a board of three commissioners is constituted, composed of the Adjutant-General, the Surgeon-General, and the Commissary-General of Subsistence, who are *ex officio* members of the same, two of whom shall be a quorum for the transaction of business.

The board will meet once in every month to visit and inspect the Home, and for the transaction of business at such other times as they shall determine. They shall have power to establish from time to time regulations for the general and internal direction of the institution, to be submitted to the Secretary of War for approval. They shall examine and audit the accounts of the treasurer at least quarter-yearly, and at their meeting in October will make an annual report of their proceedings to the Secretary of War, for the information of Congress.—(*Acts March 3, 1851, and March 3, 1859.*)

For each separate site of the Soldiers' Home when established and to be made ready for the reception of inmates, the board of commissioners shall recommend to the Secretary of War for appointment, as officers thereof, a governor, a deputy governor, a secretary, (to be also treasurer,) and an attending surgeon, to be taken from the Army, who shall be charged with its internal management, in accordance with "Rules and regulations for the government of the Soldiers' Home."

The treasurer of the Home in the District of Columbia shall be the treasurer of the board of commissioners for the general fund.—(*Sec. 3, act Mar. 3, 1851.*)

The persons entitled to the benefits of the Home are—

1st. All soldiers and discharged soldiers of the Army of the United States who may have served honestly and faithfully for twenty years.—(*Sec. 4, act Mar. 3, 1851.*)

2d. All soldiers and discharged soldiers of the Regular Army and of the volunteers who have served in any war of the United States, and were disabled by disease or wounds contracted in that service in the line of their duty, and not by their own misconduct, and who are by their disability incapable of further military service.—(*Ibid.*)

3d. Every soldier and discharged soldier who may have contributed to the funds of the Military Asylum since the passage of the act to found the same, (March 3, 1851,) according to the restrictions and provisions of law, and who may have been disabled by disease or wounds, rendering him incapable of military service, incurred in the service, and in the line of his duty, and not by his own misconduct.—(*Secs. 1, 4, and 7, act Mar. 3, 1851; Sec. 2, act July 5, 1862.*)

4th. Every pensioner, on account of wounds or disability incurred in the military service, though not a contributor to the funds of the institution, who shall transfer his pension to the Military Asylum during the period he voluntarily continues to receive its benefits.—(*Sec. 5, act March 3, 1851.*)

No deserter, mutineer, or habitual drunkard will be admitted without such evidence of subsequent service, good conduct, and reformation of character as the commissioners shall deem sufficient to authorize his admission. No soldier shall be admitted who shall have been convicted of felony or other disgraceful or infamous crime of a civil nature since he shall have been admitted into the service of the United States.—(*Secs. 5 and 6, act March 3, 1851.*)

Enlisted men who have served twenty years, and are desirous of admission to the Home, may apply through their immediate commanders to the Adjutant-General for discharge for this purpose, giving the different regiments or corps in which they have served and length of service in each.

If the soldier has served honestly and faithfully for twenty years, and is not disqualified under paragraph , he shall be discharged and furnished transportation to the Home.

Other applicants for admission to the Soldiers' Home will present themselves or address their communications in writing to the secretary of the board of commissioners, with such statement of their entire service as they may be enabled to give, in order that an official statement of service, with personal description, for the records of the Home, may be obtained from the records of the Adjutant-General's Office.

Any soldier admitted on account of disability, who should recover his health so as to fit him again for military service, shall, if under fifty years of age, be discharged from the Home.—(*Sec. 5, act Mar. 3, 1851.*)

All inmates of the Home are subject to the Rules and Articles of War in the same manner as soldiers in the Army.—(*Sec. 7, act Mar., 1859.*)

ARTICLE XLVI.

GOVERNMENT HOSPITAL FOR INSANE.

The following classes of persons may be admitted to the Government Hospital for the Insane on the order of the Secretary of War :

1st. Insane officers and enlisted men of the Army.

2d. Insane civilian employes of the Quartermaster's and Subsistence Departments.

3d. Men having no adequate means of support, who, while in the Army, were admitted to the hospital, and, having been discharged therefrom on the supposition that they had recovered their reason, have, within three years after such discharge, become again insane from causes existing at the time of such discharge.

4th. Indigent insane persons who have been discharged from the Army on account of disability arising from insanity.

5th. Indigent insane persons who have become insane within three years after discharge from the Army from causes which arose during, and were produced by, service in the Army.—(*Acts Mar. 3, 1855, and July 13, 1866.*)

Application for admission to the hospital of persons in the military service must be made to the Adjutant-General, stating name, rank, company, and regiment of the patient, accompanied by a certificate from the surgeon, giving a medical history of the case, the duration of the insanity, whether it existed before enlistment, and its probable cause. The complete descriptive list of an enlisted man must be forwarded with the application.

Patients will be sent with necessary attendants to report to the Adjutant-General of the Army. The order for the journey will be framed to cover transportation of the patient and attendants to Washington, and of the attendants back to their posts; and also subsistence in kind or by commutation for the party during its absence.

Military patients are discharged from the Asylum by order of the Secretary of War on recommendation of the superintendent of the hospital.

ARTICLE XLVII.

MILITARY DISCUSSIONS AND PUBLICATIONS.

Meetings for deliberations or discussions among any class of military men, having the object of conveying praise or censure, or any mark of approbation toward their superiors or others in the military service, and all publications relative to transactions between officers either of official or personal nature, whether newspaper, or pamphlet, or handbill, are, except when authorized by the Secretary of War, strictly prohibited as being unmilitary and injurious to the public interest.

Private letters or reports relative to military marches and operations are frequently mischievous, and are strictly forbidden. Any officer found guilty of making such report for publication, without special permission, or of placing the writing beyond his control, so that it finds its way to the press, within one month after the termination of the campaign to which it relates, shall be tried by court-martial.

In time of war all correspondence and communications, verbally or by writing, printing, or telegraphing, respecting operations of the Army, or military movements on land or water, or respecting the troops, camps, arsenals, intrenchments, or military affairs within the several military districts, by which intelligence shall be directly or indirectly given to the enemy, without the authority or sanction of the general in command, are absolutely prohibited, and persons violating the same will be proceeded against under the Article of War.

ARTICLE XLVIII.

ORGANIZATION OF AN ARMY IN THE FIELD.

Active armies are formed only in case of war or in view of a state of war. They consist of combinations of different arms of service operating under one and the same chief.

In active armies a *brigade* is generally composed of troops of a single arm. It should consist of from four to eight battalions, depending on their strength and the number of service battalions in a regiment of infantry; from eight to twelve squadrons of cavalry; or from six to twelve batteries of field-artillery, depending on the number of guns in a battery. It is essentially a unit of force, or tactical organization, requiring an administrative staff only when unattached to a division. It is commanded by a brigadier-general. Mixed brigades of infantry and light cavalry are sometimes formed for the service of advanced guards, &c. Their composition would ordinarily be from three to four battalions of light infantry, eight to twelve squadrons of light cavalry, and a battery of horse artillery.

The *division* is the fundamental element and basis of organization of every active army, and the administrative control exercised by commanders of geographical departments devolves, in the field, on division commanders in all that relates to courts-martial and to public property, money, and accounts. It may be composed of two, but should have, preferably, three, brigades of infantry or of cavalry, or it may be composed of troops of the various arms in the proportion required by circumstances. It is commanded by a major-general. Divisions frequently enter directly into the composition of an active army, constituting its largest permanent fraction, and the General-in-Chief then transmits his orders direct to the generals of division. In this case temporary fractions, consisting of more than one division, as *wings*, *center*, and *reserve*, may be formed by the General-in-Chief, who assigns the command, equally temporary, at his discretion. But these temporary commanders cannot interfere with the organization or administration of the divisions thus united under their orders, their functions being confined to the direction of the divisions in their movements and on the field of battle.

An *army corps* is a permanent fraction of an active army. As it is to act independ-

ently, and often separately, although on the same theater of operations, it should be self-sustaining, at least for a certain time. While so separated its commander remains subject to the orders of the General-in-Chief of the Army to which it belongs.

An army corps should embrace all the arms of service in such proportion as the theater of war and the nature of the operations require. Army corps, composed of troops of a single arm, are exceptional, although such are sometimes formed. An army corps may be composed of three, but, preferably, should consist of four divisions; for, with this number, it may be drawn up in order of battle with a center, two wings, and a reserve, each of which is a unit under its own chief. Beyond four divisions it becomes unwieldy. It is commanded by a lieutenant-general or by a major-general specially appointed by the President.

If several active armies be combined, or their operations directed to a common military object under the general direction of a single chief or generalissimo, they constitute a *grand army*.

Commands.

The commander of an active army is assigned by the President, and the assignment is announced in general orders. He takes the title of general-in-chief of the particular army to the command of which he is appointed. The commander of each army corps is also appointed by the President and takes the title of commander of the (1st, 2d, &c.,) army corps.

If an army consists of two or more army corps, the chief of staff and the commanders of the artillery and of the engineers of the Army are also assigned by the President.

Usually the distribution of the other general officers is made at the War Department when the particular army is organized; but as great delays would otherwise occur during a campaign the general-in-chief of each army effects, in the field, such changes as casualties or the good of the service may require.

The discharge of the functions of a general-in-chief is greatly facilitated by the existence of the various fractions of the army, since he communicates only with the generals who command those fractions. He is further assisted in his duties by a chief of staff, a general commanding the artillery, a general commanding the engineers, and chiefs of the several administrative services. Each of these officers is charged with all the details of his specialty, thus leaving the general-in-chief more at liberty with respect to the general plan and conduct of military operations.

The chief of staff of an army, and of each army corps, should be a general officer; and if the army consists of two or more army corps its chief of staff should be a major-general. He is assisted by a colonel or lieutenant-colonel of the general staff as assistant chief of staff. He has the direction of the duties of the Adjutant-General's and Inspector-General's Departments, and all general staff officers immediately attached to the headquarters at which he serves, except aides, are under his orders. The chief of staff of an army corps would not usually need an assistant chief of staff.

The functions of a chief of staff are—

1st. To transmit the orders of the general-in-chief, and to execute those he receives himself, for necessary labors, such as the construction of detached works and defensive lines; the opening and repair of roads and communications; the construction of bridges, &c.; the establishment of camps and posts, reconnaissances, inspection of works, posts, troops, and all branches of the service.

2d. To correspond with commanders of the artillery and of the engineers, and with the chiefs of the special staffs, in order to keep the general constantly informed of the condition of these services.

3d. To maintain such correspondence with the different corps as will keep him thoroughly informed of their condition in all its details.

4th. To furnish the general-in-chief and the Adjutant-General's Office in Washington tabular statements of the strength and position of corps and posts; reports of marches and military operations, and all other necessary information, and to see that the regular returns and reports required by the regulations of the Army are duly rendered.

In each army and in each army corps a general officer commands the artillery, and another general officer commands the engineers. They take the title of commander of the Artillery, or of the Engineers, of *such* army, or of *such* army corps. Each has under his orders the number of officers of his arm indicated by the wants of the service, among others a colonel, or lieutenant-colonel, chief of staff of the arm, and a superior officer as director of the *park*, together with the necessary staff and employés. He centralizes all the details relating to the *personnel* and *matériel* of his arm.

There is attached to each army and to each army corps, for the direction of the administrative services, a Medical Director, and superior officers of the Quartermaster's, Subsistence, and Pay Departments, an officer of the Bureau of Military Justice, and a Signal-officer, with such inferior officers, assistants and employés as are necessary. They report to and receive the orders of the general under whom they are employed, either directly or through the chief of staff, and centralize all the details of administration of their respective services. The administrative service of the Ordnance Department is conducted by ordnance officers or acting ordnance officers, who are attached to and receive their orders from the artillery headquarters.—(*Act July 17, 1862.*)

While the orders to provide and distribute the necessary supplies constitute, together with the direction of military operations, the responsibilities of the generals, the means and method of providing and distributing constitute the responsibilities of the officers of the administrative services, whose duties are performed in conformity with the rules prescribed for the different branches of these services. The only exception to this is in the case of contributions levied by orders of the general-in-chief.

There is attached to the headquarters of the general-in-chief a *Provost marshal general* who has under his command such details of infantry or cavalry, or such special troops as are necessary to preserve a proper police throughout the lines of the army, to protect the inhabitants of the country from pillage and violence, to keep a watch on all non-military persons and camp followers, to follow the columns on a march and bring up stragglers, and to arrest skulkers and fugitives from the battle-field. He takes charge of all prisoners of war, and deserters from the enemy, and has charge, under the direction of the chief of staff, of the secret service. He reports daily to the chief of staff and receives his orders, and makes such written reports as may be required.

There is also attached to general headquarters a *commander of the general headquarters*. He establishes and arranges the camp or quarters, places the posts and guards, controls the administrative services of the headquarters, directs the movement of its trains, and, in conjunction with the provost marshal's department, or by means of the necessary guard placed under his orders, preserves order at headquarters.

The number and rank of staff officers attached to the headquarters of a division will depend to a certain extent on creations made by Congress; but there should be a chief of staff of the rank of colonel, with such other officers of the general staff as are necessary, a medical director and chiefs of the other administrative services, with the number of inferior officers and employés required by each. There should also be a provost marshal and a commander of headquarters.

Separate brigades—that is, brigades not assigned to a division, or so assigned being detached from their division—will be provided with such administrative staffs as are necessary. Commanders of such brigades have the power of division commanders in all that regards discipline and administration.

As the troops arrive at the appointed rendezvous, the general-in-chief will cause them to be organized into brigades and divisions. Until the capacity of the general officers for command is tested, temporary organizations of divisions into wings, a center, and a reserve, are preferable to permanent organizations of army-corps.

Brigades in divisions, and divisions in an army or army-corps, will be numbered according to the rank of their original commanders, and they will retain the rank in line of battle fixed by these numbers; but in all reports of battles, and military operations, army corps, divisions, and brigades will be designated by the names of the officers who actually commanded them in person—as, for example, Green's army-corps, Lafayette's division, Wayne's brigade.

The artillery and engineers will be organized specially in each army according to the nature of the service and the theater of operations. As circumstances vary, modifications must be effected from time to time in the distribution and assignment of these arms, with a view to their employment in the most advantageous manner under all

the circumstances of a campaign. They will therefore constitute special commands under their own officers, and when assigned to army-corps and divisions will be on the footing of troops *attached* for service. When the artillery or engineer commander is not competent to order a general court-martial, or, being competent, prefers the charges himself, the court will be ordered by the competent commander of the troops to which his command is attached.

Artillery.

Under ordinary circumstances, from two-thirds to three-fourths of the field-batteries will be distributed to the army-corps, or to divisions if the army is not organized by army-corps, and in proportion to the strength of these commands. The remaining batteries will be organized into brigades, and constitute the *reserve artillery* of the army.

The principal duties of the reserve artillery are—

1st. To re-enforce the artillery of army-corps or divisions when detached, or under other exceptional circumstances, and on the field of battle.

2d. To occupy positions as the necessity arises, without depriving the troops of their own batteries.

3d. To relieve and replace disabled batteries.

4th. To act in a mass on important points, or in certain cases to replace large bodies of infantry or cavalry which can thus be rendered disposable.

The ammunition columns, with artillery *materiel*, ordnance stores, tools, &c., required for general repairs, &c., will constitute the *grand park of the artillery*; those required for each army-corps will constitute the *artillery park* of that corps.

The ammunition columns, for the transport of the regular supply, not carried by the troops, will be organized under the direction of the commander of the artillery of the army, who will be responsible for the prompt supply of ammunition to the troops in action. They will consist of caissons, specially prepared for that service, horsed as are the carriages of the field batteries and manned by foot-artillery troops. As the ammunition is issued to troops or to the parks of army-corps to make good expenditures in battle, it is replaced in the *grand park* from arsenals or depots.

The necessary force of foot-artillery troops for guards and escorts, for the service of guns of position, mountain howitzers, &c., for the construction of batteries and magazines, to furnish details to field batteries deficient in numbers, for the preparation of siege materials, &c., will be provided. These troops will, as far as possible, be used as the supports of batteries in action, and for such other duties connected with the artillery as would otherwise devolve on troops of the other arms.

The reserve artillery, the *grand park*, and two or more regiments of foot-artillery, according to the wants of the army, will constitute an *artillery division*, commanded by a general officer, who reports direct to the commander of the artillery.

If it is probable that a siege-train will be required, it should be organized, instructed, and held in depot until needed. When brought forward it will report direct to the commander of the artillery or be attached to the artillery division at his discretion.

There will be assigned to each army-corps at least one regiment of foot-artillery, which, together with the field batteries organized as prescribed in the tactics of the arm, and the park of the corps, will constitute a brigade, under the orders of the commander of the artillery of the corps.

The artillery brigade should, so far as practicable, be kept together, but on the march, or in camp, when near the enemy, batteries may be attached temporarily to divisions, due provision being made for their proper supply. From one-third to one-half the artillery of an army-corps should be kept as a reserve of artillery for the corps.

If the army is not organized by army-corps, a colonel or lieutenant-colonel, with the necessary staff, is assigned to the command of the artillery of each division, which will consist of the field batteries and at least one battalion of foot-artillery, together with the necessary ammunition columns and material.

Artillery will not be assigned to brigades of other arms unless the latter are to operate independently or are detached, and then the assignment is temporary.

Engineers.

The organization, distribution, and service of the engineers are arranged on the same general principles as in the artillery.

The engineer park, with the reserve ponton trains and two or more regiments of engineer troops, will be under the command of an engineer officer, who reports to and receives the orders of the general commanding the engineers of the army.

To each army-corps there will be assigned one regiment including in its force the battalion having charge of the ponton trains of the corps. When circumstances make it expedient, either on the march or near the enemy, engineer troops and bridge equipage may be distributed to the divisions.

If the army is not organized by army-corps, a colonel or lieutenant-colonel, with the necessary staff, is assigned to the command of the engineers of each division, which will consist of one or more battalions of engineer troops and the necessary bridge equipage, material, and stores.

The regiments of foot artillery and of engineers are supposed to consist of at least twelve batteries or engineer companies each.

Commanders of artillery and engineers receive directly, or through the chief of staff, the orders of the general officer under whom they serve, and communicate to them the orders received from the general or superior officer of their own arm.

Officers of artillery and of engineers are prohibited from communicating to others than the general-in-chief, the general officer under whose immediate orders they serve, and to their superior officers in their own arm, the state of the material and stores under their charge, or plans of position, or of works executed or to be executed under their direction.

An officer of the general staff, artillery, or engineers charged with the construction of works, or with the direction of other military labors to be performed by troops, will make a requisition on the chief of staff, or of his arm of service, according to the nature of the case, for the necessary detail, specifying the number of men required, the time and place at which they will assemble, the time for which they will be required, and the name and rank of the officer to whom they will report, and from whom they are to receive instructions. This officer will direct what is to be done, how it is to be done, and will see that it is done correctly. It will be the duty of all officers commanding working parties, whatever may be their rank, to see that such instructions are duly followed.

Officers of artillery and engineers attached to other headquarters than those of their own arm will report their operations in all that concerns their specialties to the headquarters of their respective arms. Those having commands will also submit copies of the reports of battles, &c., rendered to the general under whom they serve, together with such special report as may be necessary or useful for the records of their respective arms of service.

The commander of the artillery and of the engineers will transmit to the headquarters of their arm in Washington, at the close of each campaign, and at such other times as the general-in-chief may approve, full reports of the operations of their arms. These reports will embrace plans of military work executed, and, in case of siege, the journals of attack and defense. Until such headquarters are established for the artillery, the report of that arm will be rendered to the headquarters of the engineers.

Chiefs of administrative services will in like manner render reports to their respective bureaus, with such information and suggestions for the improvement of these services as they may be able to furnish.

ARTICLE XLIX.

MARCHES.

Information touching the movements of troops or dispositions of march will not always be put in orders; and when it is not, it will be imparted only to such persons

as it may concern. Nor is any one to expect more to be communicated to him than is necessary for the complete execution of the service required of him.

The order of march, the number of columns, as well as the kind of troops of which each column ought to be composed, depend on the object of the movement and the nature of the country over which the march is to be performed.

The troops will be formed into as great a number of columns as possible, provided the columns are not made too weak. Their respective distances should be such as to enable them to communicate with and mutually sustain each other, and to re-unite with facility when necessary. For that purpose every commander of a column ought, independently of his particular instructions, to be made acquainted with the composition, the strength, and the direction of the other columns.

The advance and rear guard are ordinarily formed of light troops. Their strength and composition in different arms are regulated according to the nature of the country and the relative position of the enemy. These guards are intended to cover the movements of the troops to which they belong, and to hold the enemy in check until the commanding general may make his dispositions.

The advance guard does not always march at the head of the column. In a march to a flank it will seize such positions as are most proper to cover the movement.

The generals will, when necessary, unite the pioneers at the head of the column to overcome difficulties in the way of the march, and send forward a staff-officer to superintend these operations.

In bad roads, and particularly in night marches, it will frequently be necessary to post some trusty non-commissioned officers or privates of the infantry or cavalry to mark the direction of the march and the difficulties to be avoided. They will be posted and relieved as often as may be necessary, under the direction of some officer of the staff, but without interrupting the march.

As night marches are always performed with difficulty they ought never to be undertaken unless on the most urgent occasions.

No honors are paid by troops on the march or at halts.

On approaching a city or village sentinels will be placed along the streets through which the troops are to pass, with instructions to prevent soldiers from entering any house or inclosure or passing into side streets; and when the troops shall have passed an officer and proper guard will be left behind to protect the place and inhabitants and to bring up stragglers.

When necessary the commander of the column will, in addition to the above arrangements, cause a platoon or company towards the rear to be detached from the column as a rear guard to enforce this duty. The guard will also be particularly instructed to prevent marauding even in an enemy's country. If taken in the act the marauder will be sent to his corps with the proper charge, in order that he may be severely and publicly punished.

The generals and colonels will occasionally halt until their columns have passed, in order to see whether the proper distances are observed. They will frequently send an aid or other staff-officer to the rear for the same purpose, on whose report the march may be regulated; or this may be done on sounding the proper signal by a bugler in the rear.

The column will halt as often as the object of the march and the distance to be made will permit. Frequent and short halts serve the purpose of resting and re-forming the troops, and, besides, of enabling them to adjust their equipments.

Officers', led saddle-horses, and the horses of the dismounted men of the cavalry will follow the regiments of the owners. Pack-horses and others will be with the wagons, under the orders of the conductors of the baggage-trains. They ought not to be permitted to accompany the columns, and mounted officers will, when the roads are dusty, as far as practicable, keep to the leeward of the column.

When it can be avoided troops, preparatory to taking up the line of march, will not be assembled in ways, routes, or other places, so as to obstruct the movements of the other troops. The commanders of divisions will each send a staff-officer in advance to the appointed rendezvous to receive the troops as they arrive and place them in their proper positions in the order of battle or march.

The time of commencing the march for each corps, when several are to take the same route, will be regulated by the general-in-chief or the senior general present, in case the former has not given his orders on the subject.

In route the different battalions will lead alternately, and also companies of the same battalion, when it can be done without hazard. These changes will be made daily when practicable.

For the accommodation of the sick and disabled a wagon or ambulance will be attached to the rear guard of each battalion when practicable; and a surgeon will attend to give assistance and to see that no improper persons are suffered to avail themselves of the accommodation.

If a man be taken sick the company commander will direct a corporal to remain with and report him to the surgeon.

Tents are supplied by the Quartermaster's Department on requisitions of the commanding generals. The number for each regiment, for general and staff officers, for hospitals, &c., will be regulated by the nature of the service, climate, &c. When, in the opinion of the general commanding-in-chief, it is absolutely necessary, tents may be dispensed with, except for the hospitals, but it must be borne in mind that the preservation of the health of the troops is fully as important as the care of the sick.

The average daily marches at the natural rates, in good roads, are, for—

Infantry, 15 miles in 7 hours.

Cavalry, 17 miles in 6 hours.

Artillery, 15 miles in 8 hours.

Baggage-trains, 15 miles in 9 hours.

When not in presence of the enemy, and circumstances will permit, each arm should make its marches separately and at its natural rates. When in presence of the enemy, or when there is reason to anticipate battle, artillery and cavalry will regulate their rates of march by that of the infantry.

No practice is productive of more mischief to an army than straggling. It is associated with cowardice, marauding, and theft. Commanders of regiments will see that the rolls of every company are called before starting on the march, and will allow rest at proper intervals, that the troops may have opportunity to adjust their equipments, obey the call of nature, &c.

Company commanders will habitually march in rear of their companies, and will allow no man to leave the ranks without a written permit. Every soldier thus leaving the ranks will leave his musket, haversack, and knapsack with the company, to be carried by soldiers of the company until his return.

Baggage and baggage-trains.

The general-in-chief of an army will regulate the amount of baggage to be carried by each officer.

The baggage-trains belonging to general headquarters and to the headquarters of army-corps and divisions will be in charge of the officer of the Quartermaster's Department attached to those headquarters, respectively.

The train of each regiment will be under the conduct of the regimental quartermaster; and, when the several trains of a division are united, the senior officer of the Quartermaster's Department shall have charge of the whole.

Each quartermaster and his assistants must be with his train and require it to take, at the proper time, its appropriate place in the column, and keep it, and will see that his wagons do not check the march of the troops or wagons in the rear.

None but the authorized wagons are allowed to move with the train. The wagons of the several headquarters, the regimental wagons, and the wagons of traders authorized by orders from headquarters to move with the train, are all to be conspicuously marked.

The trains of general headquarters, the headquarters of army-corps and of divisions may, when marching, each have a guard of infantry, proportioned to the number of sentinels necessary to their protection, to be regulated by each particular chief of staff, with the approbation of his general.

In every case where it is practicable, generals who have headquarter guards will detach sentinels from those guards to protect their baggage during the night, rather than cause a distinct detail to be made for this purpose.

The trains of brigade commanders will join with and be protected in march by the men attached to the trains of the regiments in their respective brigades. The regimental trains will be guarded in march, as far as practicable, by convalescents or men non-effective in the ranks, and in the cavalry by those who are dismounted.

When the trains are to be escorted with a view to defense, they will then become convoys, and in such cases the officer in charge will be under the orders of the commander of the escort.

The several trains will move in an order corresponding with the position in the line of march of the corps to which they belong. The wagons, &c., loaded with the general supplies of the army, will have a place specially assigned to them.

Convoys and their escorts.

The strength and composition of the escort of a convoy depends on the country, the nature and the value of the convoy, and the dangers it may incur. A larger escort is required for a convoy of powder, that the defense may not be near the train.

Cavalry is employed in escorts chiefly to reconnoiter; the proportion is larger as the country is more open.

Pioneers or working parties are attached to convoys to mend roads, remove obstacles and erect defenses. The convoys should always be provided with spare wheels, poles axles, &c.

The commander of the escort should receive detailed instructions in writing.

As far as the defense permits, the commander of the escort will refer to the officer in charge of the convoy for the hours of departure, the halts, the parking and order of the train, and the precautions against accidents.

Officers who accompany the convoy, but do not belong to the escort, shall exercise no authority in it except by consent of the commander. If these officers are junior to the commander, he may assign them to duty if the defense requires it.

Large convoys are formed into divisions, each with a conductor. The distance between the wagons is four paces. A small party of infantry is attached to each division.

Generally munitions of war are at the head of the convoy, subsistence next, and then other military stores; the traders last. But always that part of the convoy which is most important to the army shall be where it is most secure from danger.

The commander should send out reconnoitering parties and never put the convoy in motion until their reports have been received. He always forms an advance and rear guard and keeps the main body under his immediate order at the most important point, with small guards or posts at other points.

In an open country the main body marches by the side of the road, opposite the center of the convoy; in other cases at the head or rear of the column, as the one or the other is more exposed.

The advance guard precedes the convoy far enough to remove all obstacles to its advance. It examines the woods, defiles, and villages, and by mounted men gives information to the commander and receives his orders. It reconnoiters places for halts and parks.

If the head of the column is threatened, the advance guard seizes the defiles and places which the enemy might occupy, and holds them until the main body advances to the front and relieves it; the main body holds the position until the head of the convoy arrives, and then leaves detachments, which are relieved by the parties marching with the divisions; the posts are not abandoned until the whole convoy has passed and the position is no longer important.

When the rear is threatened like measures are taken; the rear guard defends the ground and retards the enemy by breaking the bridges and blocking the roads.

If the flanks are threatened and the ground is broken, and many defiles are to be passed, the defense of the convoy becomes more difficult; the advance and rear guards must be reduced, the flanks strengthened, and positions which will cover the march of the convoy must be occupied by the main body of the troops before the head of the convoy reaches them, and until it has passed.

If the convoy is large and has to pass places that the force and position of the enemy make dangerous, the loss of the whole convoy must not be risked; it must pass by divisions, which re-unite after the passage. In this case the greater part of the troops guard the first division; they seize the important points and cover them with light troops or, if necessary, with small posts, and hold them until all the divisions have passed.

If there is artillery in the convoy the commander of the escort uses it for the defense.

To move faster and make the defense easier the wagons move in double file whenever the road allows it. If a wagon breaks it is at once removed from the road; when repaired, it takes the rear; when it cannot be repaired, its load and horses are distributed to some of the other wagons kept in the rear for that purpose.

Convoys by water are escorted on the same principles. Each boat has a small infantry guard. One portion of the escort precedes or follows the convoy in boats. The cavalry march opposite the convoy; the advance and rear guards move by land, and all are connected by flankers with the convoy. Where a river runs through a narrow valley, the body of the infantry moves by land to prevent the enemy from occupying the heights and disturbing the convoy.

Convoys halt every hour to let the horses take breath and the wagons close up. Long halts are made but seldom, and only in places that have been reconnoitered and found favorable for defense. If in the enemy's country, at night the park is arranged for defense, and at a distance from inhabited places.

The wagons are usually parked in ranks, axle against axle, the poles in the same direction, and with sufficient space between the ranks for the horses. If an attack is feared they are *corralled*, the hind wheels outside and the horses inside.

On the appearance of the enemy during the march the commander closes up the wagons and continues his march in order. He avoids fighting, but if the enemy seizes a position that commands his road, he attacks vigorously with the mass of his force, but is not to continue the pursuit far from the convoy. The convoy halts and resumes the march when the position is carried.

When the enemy is too strong to be attacked the convoy is parked, if there is room; if not, closed up in double file. At the front and rear the road is blocked by wagons across it. The drivers are dismounted and stand at the heads of the horses, which they will not be allowed to leave. The light troops keep the enemy at a distance as long as possible, and are supported when necessary, but prudently, as the troops must be kept in hand to resist the main attack.

If a wagon takes fire in the park remove it if possible; if not, remove first the ammunition wagons, then those to leeward of the fire.

When a whole convoy cannot be saved, the most valuable part may sometimes be, by abandoning the rest. If all efforts fail, and there is no hope of succor, the convoy must be set on fire, and the horses that cannot be saved killed. The escort may then cut its way through.

If the convoy is of prisoners of war, every effort should be made to reach a village or strong building where they may be confined; if forced to fight in the field, the prisoners must be secured and made to lie down until the action is over.

Camps.

Great care will be exercised in the selection of camp ground, looking to wood, water, healthy location, and the roads by which supplies are to reach the camps.

Troops should always be camped in strict military order, ready at a moment to assume line of battle or line of march. In the first case, the front of the camp should be on the line of battle, or very near it, and should be equal to the front of the troops,

whether a division, brigade, regiment, or battalion, or whether of infantry, artillery, or cavalry. In like manner, if the troops be in column, the camps should be arranged so that the troops forming in front of their camps may at once march by the flank with the usual intervals prescribed in the tactics.

The form of camps for a regiment of cavalry, of infantry, and battery of artillery, given in the diagram, will serve as the usual models, and will be observed unless the general in command prescribes otherwise.

Camp of regiment.

The artillery is encamped near the troops to which it is attached, so as to be protected from attack, and to contribute to the defense of the camp. Sentinels for the park are furnished by the artillery, or when necessary, by the other troops.

On marches in time of war and in the Indian country, where the troops are liable to sudden night attack, an *alarm-post* for each regiment or other smaller independent command will invariably be put up at the time the camps are established. The position of these posts will be indicated to every officer and soldier, and instructions will be given, that, in case of alarm, all will immediately form, fully armed, at the alarm-post of the command.

Small detachments bivouacing in an Indian country will be made to sleep on the ground where they are to fight in case of attack. The men will be instructed not to get up unless ordered, but to fight lying down.

Bivouacs.

A regiment of cavalry being in order of battle in rear of the ground to be occupied, the colonel breaks it by platoons to the right. The horses of each platoon are placed in a single row and fastened as prescribed for camps; near the enemy they remain saddled all night with slackened girths. The forage is placed on the right of each row of horses. Two men of the stable guard for each platoon watch the horses. A fire for each platoon is made near the color line, twenty paces to the left of the row of horses. The fires and shelter for the officers are placed in the rear of the line of those for the men. The interval between the squadrons must be without obstruction throughout the whole depth of the bivouac. The distance from the enemy decides the manner in which the horses are to be fed and led to water. When it is permitted to unsaddle, the saddles are placed in rear of the horses.

Infantry fires are made in rear of the color line on the ground that would be occupied by the tents in camp. The companies are placed around them, and, if possible, construct shelters. When liable to surprise, the infantry stand to arms at daybreak, and the cavalry mount until the return of the reconnoitering parties.

No officer will be allowed to occupy a house, although vacant and on the ground of his camp, except by permission of the commander of the brigade, who shall report it to the commander of the division.

The staff officer charged with establishing the camp will designate the place for the shambles. Offal will be buried.

Grand guards.

Grand guards and outposts are composed of detachments thrown out from armies, camps, and cantonments to cover the approaches to them. Their number, strength, and positions are determined by the strength of the main body, the character of the ground, the force and position of the enemy, and the disposition of the inhabitants, and are usually regulated by orders from the commander.

They are composed of infantry and cavalry, acting separately or in concert, according to circumstances. In an open country, where objects can be seen at considerable distances, cavalry is used to advantage, and should be pushed well to the front on all avenues of approach. Under most other circumstances infantry is the appropriate arm for this service; but a few cavalry soldiers should be attached to all outposts to carry messages.

The chief object of outposts is to watch the enemy and give timely notice of his movements or approach, so as to enable the main body to form and take positions for combat without confusion. They also enable the other troops to rest and sleep without danger of surprise.

The duties of outposts are so various and so much controlled by circumstances that they usually require detailed instructions in each army or separate command. The following general principles will, however, apply in all cases:

Outposts are not expected to fight large forces of the enemy any longer than is necessary to give time for the main body to make proper dispositions for battle; and, if necessary to secure this end, great sacrifices must be made.

If the country is open and the enemy's position is distant, it will not in the daytime, be necessary to keep out strong guards, provided cavalry videttes are posted well out upon prominent points, affording extended views of the surrounding country. These videttes should, if possible, reach their posts and occupy them without being seen by the enemy, and should take positions where they can best observe everything without.

Where the country is densely timbered, and at night, when the scope of vision is circumscribed, the outposts should be strong and pushed well out from the main body; and when the strength of the command permits, especially when near the enemy, there should be a continuous double line of sentinels thrown out in advance of the outposts.

The small outposts or supports in rear of these sentinels should each be commanded by a discreet and intelligent non-commissioned officer, who will not be likely to be panic stricken or create false alarms.

As soon as the commander of an outpost arrives upon the ground he is to occupy, he will examine the surrounding ground, the roads and trails leading to or near his front, and establish constant communication with the adjacent posts by signals during the day and by patrols in the night.

It is important to secure all spies and deserters who attempt to pass the lines, but this should be done without discharging fire-arms, which might create an alarm in the main body, and indicate to the enemy the position of the outposts.

When a deserter comes in from the enemy, he is to be sent under guard to the commander of the outposts in rear, and thence transmitted to the headquarters.

Bearers of flags are not permitted to pass the outer chain of sentinels, and if necessary their eyes may be bandaged while they remain near the outposts.

Should one of the guard desert, the positions of the outposts, known to the deserter, and such countersign or watchword as he may have received, will be changed.

When in close proximity to the enemy's camp, where the positions of the outposts are necessarily near the main body, they should be strengthened as much as possible by throwing up logs, stones, or such other obstacles as are at hand.

When the approach of a force from without is discovered, the videttes or sentinels will at once communicate the fact to the commander of the first post in rear, who will notify the next commander, and thus the intelligence will be transmitted from post to post, until it reaches the commander at headquarters.

Sentinels upon the outer lines, as soon as they are assured that the approaching party is the enemy, will fire upon him and retire to another position, where they can observe his movements, and fire again should he persist in advancing. Thus the sentinels fall back diagonally upon their supports, who then take up the fire as they slowly retire. In this manner all outposts fall back upon the grand guards, where the united forces will maintain their ground as long as they can do so without suffering too much loss.

Where the country is much broken, admitting of practicable approaches only in the roads or trails, it will be sufficient to post the guards along those avenues having patrols communicating between the different posts.

Outpost-service should be conducted with as much silence as possible. The troops march to their positions without music, and no salutes or compliments are paid by them after taking their posts.

When patrols are sent beyond the advanced sentinels the posts and sentinels should be warned.

The commander of a grand guard regulates the numbers, the hours, and the march of patrols, after having reconnoitered the routes they are to follow.

Intrenched posts.

Posts connected with the operations of an army are intrenched only by order of the general commanding-in-chief.

Any intrenchment that requires artillery is considered as a post, and a guard or garrison and commander are assigned to it.

The general who establishes an intrenched post gives to its commander detailed instructions in regard to its defense, and the circumstances under which the defense should cease.

The commander reconnoiters his post; distributes the troops; posts the officers and non-commissioned officers; forms a reserve, and gives orders for all the contingencies he can foresee.

Having defended his post to the last extremity or till the purpose of the defense, according to his instructions, is answered, he may then spike his guns and rejoin the army under cover of night, or by cutting his way through the enemy.

Reconnaissances.

Near an enemy, daily reconnaissances are made to observe the ground in front, and to discover whether the advanced guard of the enemy has been increased or put in motion, or any other sign of his preparation for march or action.

Reconnoitering parties observe the following precautions: to leave small posts or sentinels at intervals, to transmit intelligence to the advanced posts of the army, unless the return is to be by a different route; to march with caution, to avoid fighting, and see, if possible, without being seen; to keep an advanced guard, to send well-mounted men ahead of the advanced guard, and on the flank of the party; to instruct the scouts that no two should enter a defile or mount a hill together, but to go one at a time, while one watches, to carry the news if the other is taken.

Special reconnaissances are made under the instruction of the general in command, by such officers and with such force as he may direct.

Offensive or forced reconnaissances are to ascertain, *with certainty*, points in the enemy's position, or his strength. They are sometimes preludes to real actions, and sometimes only demonstrations. They drive in his outposts, and sometimes engage special corps of his line. They are only made by the order of the general commanding-in-chief, or the commander of an isolated corps.

Partisans and flankers.

The operations of partisan corps depend on the nature and theater of the war; they enter into the general plan of operations, and are conducted under the orders of the general commanding-in-chief.

The composition and strength of partisan corps and detachments of flankers depend on the object, the difficulties, the distance, and the probable time of the expedition.

The purpose of these isolated corps is to reconnoiter at a distance on the flanks of the army, to protect its operations, to deceive the enemy, to interrupt his communications, to intercept his couriers and his correspondence, to threaten or destroy his magazines, to carry off his posts and his convoys, or, at all events, to retard his march by making him detach largely for their protection.

While these corps fatigue the enemy and embarrass his operations, they endeavor to inspire confidence and secure the good-will of the inhabitants in a friendly country, and to hold them in check in an enemy's country.

They move actively, appear unexpectedly on different points in such a manner as to make it impossible to estimate their force, or to tell whether they are irregular forces or an advanced guard.

These operations require vigilance, secrecy, energy, and promptness. The partisan commander must frequently supply by stratagem and audacity what he lacks in numbers.

These detachments are sometimes composed of different arms, but the service belongs more particularly to the light cavalry, which can move to a distance by rapid marches, surprise the enemy, attack unexpectedly, and retire as promptly.

Stormy weather, fogs, extreme heat, and, above all, the night, are favorable to the success of ambuscades; when the enemy are careless the break of day is the best time. A partisan commander should communicate to his second in command his secret orders, the direction and object of the expedition, and the different points of junction with the army.

Guides of the country and spies are often necessary to the partisan. They are examined separately and confronted if their accounts differ. When there is but one guide, he marches with the advanced guard, guarded by two men and bound if necessary. Peddlers and smugglers are specially suitable for spies.

Contributions.

When the wants of the army absolutely require it, and in other cases under special instructions from the War Department, the general commanding the army may levy contributions, in money or kind, on the enemy's country occupied by the troops. No other commander can levy such contributions without written authority from the general commanding-in-chief.

Orderlies.

At the opening of a campaign the commander of an army determines and announces in orders the number of orderlies, mounted or foot, for the generals, the corps or regiments by which they are to be supplied, and the period at which they shall be relieved.

The staff-officer who distributes the orderlies to their posts sends with them a note of time and place of departure; those relieved receive a like note from the staff-officer at the headquarters.

Mounted soldiers are to be employed to carry dispatches only in special and urgent cases. The precise time when the dispatch is sent off, and the rate at which it is to be conveyed, are to be written clearly on the covers of all letters transmitted by a mounted orderly; and the necessary instructions to him, and the rate of travel going and returning, are to be distinctly explained to him.

Depots.

The grand depots of an army are established where the military operations would not expose them to be broken up. Smaller depots are organized for the divisions and the several arms.

They are commanded by officers temporarily disabled for field service, or by other officers when necessary, and comprise, as much as possible, the hospitals and depots for convalescents. When conveniently placed they serve as points for halting and assembling detachments. They receive the disabled from the corps on the march, and the officers in command of the depots send with the detachments to the army all men at the depots who have become fit for service.

Safe-guards.

Whoever belonging to the armies of the United States in foreign parts, or at any place within the United States or their Territories during rebellion against the supreme authority of the United States, shall force a safe-guard shall suffer death.—(*Act Feb. 13, 1862.*)

Safe-guards are protections to persons or property granted in time of war by the commanding general or by other commanders within the limits of their command.

Safe-guards are usually given to protect hospitals, establishments of religion, charity, or instruction, museums, depositories of the arts, mills, post-offices, and other institutions of public benefit; also to individuals whom it may be to the interest of the army to respect.

A safe-guard may consist of one or more men of fidelity and firmness—generally non effective, non-commissioned officers—furnished with a paper setting out clearly the protection and exemptions it is intended to secure, signed by the commander giving it and his staff-officer; or it may consist of such paper delivered to the party whose person, family, house, and property it is designed to protect. These safe-guards must be numbered and registered.

The men left as safe-guards by one corps may be replaced by another. They are withdrawn when the country is evacuated, but if not, they should have orders to await the arrival of the enemy's troops and apply to the commander for a safe-conduct to the outposts.

Form of a safe-guard.

By authority of ———, a safe-guard is hereby granted to [A. B., or the house and family of A. B., or to the college, mills, or property, stating precisely the place, nature and description of the person, property, or buildings.] *All officers and soldiers belonging to the Army of the United States are therefore commanded to respect this safe-guard, and to afford, if necessary, protection to* [the person, family, or property of ———, as the case may be.]

Given at Headquarters the ——— *day of* ———.

A. B., Major-General, Commanding-in-Chief.

By command of the General:

C. D., Adjutant-General.

The act of February 13, 1862, will be printed or written across the face of the safe-guard.

Battle.

Dispositions for battle depend on the number, kind, and quality of troops opposed, on the ground, and on the object of the war; but the following rules are to be observed generally:

In attacking, the advance guard endeavors to capture the enemy's outposts or cut them off from the main body. Having done so, or driven them in, it occupies, in advancing, all points that can cover or facilitate the march of the army or secure its retreat, such as bridges, defiles, woods, and heights; it then makes attacks to occupy the enemy, without risking too much, and to deceive them as to the march and projects of the army.

When the enemy is hidden by a curtain of advanced troops the commander of the advanced guards sends scouts, under intelligent officers, to the right and left, to ascertain his position and movements. If he does not succeed in this way, he tries to unmask the enemy by demonstrations; threatens to cut the advance from the main body; makes false attacks; partial and impetuous charges in echelon; and if these fail he makes a real attack to accomplish the object.

Detachments left by the advanced guards to hold points in the rear rejoin it when other troops come up. If the army takes a position, and the advanced guard is separated from it by defiles or heights, the communication is secured by troops drawn from the main body.

At proper distances from the enemy the troops are formed for the attack in several lines. If only two can be formed some battalions in column are placed behind the wings of the second line. The lines may be formed of troops in column, or in order of battle, according to the ground and plan of attack.

The advanced guard may be put in the line or on the wings, or other positions, to aid the pursuit or cover the retreat.

The reserve is formed of the best troops, of foot and horse, to complete a victory or make good a retreat. It is placed in the rear of the center or chief point of attack or defense.

The cavalry should be distributed in echelon on the wings and at the center, on favorable ground.

It should be instructed not to take the gallop until within charging distance; never to receive a charge at a halt, but to meet it, or, if not strong enough, to retire maneu-

vering; and, in order to be ready for the pursuit, and prepared against a reverse or the attacks of the reserve, not to engage all its squadrons at once, but to reserve one-third, in column or in echelon, abreast of or in the rear of one of the wings. This arrangement is better than a second line with intervals.

In placing artillery in position the following points will be especially regarded :

- 1st. The efficacy of the fire of the batteries.
- 2d. Cover for the pieces from the enemy's fire.
- 3d. The position of the rest of the troops.
- 4th. Facility of movement.

Accuracy is more important than rapidity of fire.

In the attack the artillery should fire on that portion of the enemy whose resistance is most formidable; in the defense, that portion of the enemy's force is to be fired on whose attack is most dangerous for the time being.

Supports should be habitually on the flank of the artillery, and as much as possible protected from fire; they should never be placed in front or rear of a battery.

In battles and military operations it is better to assume the offensive and put the enemy on the defensive; but to be safe in doing so requires a larger force than the enemy, or better troops and favorable ground. When obliged to act on the defensive, the advantage of position and of making the attack may be sometimes secured by forming in rear of the ground on which we are to fight and advancing at the moment of the action. In mountain warfare the assailant has always the disadvantage; and even in offensive warfare in the open field, it may frequently be very important, when the artillery is well posted, and any advantage of ground may be secured, to await the enemy and compel him to attack.

The attack should be made with a superior force on the decisive point of the enemy's position. This attack should be masked by false attacks and demonstration on other points, and by concealing the troops intended for it by the ground, or by other troops in their front.

Besides the arrangements which depend on the supposed plan of the enemy, the wings must be protected by the ground or supported by troops in echelon; if the attack of the enemy is repulsed, the offensive must at once be taken, to inspire the troops, to disconcert the enemy, and often to decide the action. In thus taking the offensive, a close column should be pushed rapidly on the wing or flank of the enemy. The divisions of this column form in line of battle successively, and each division moves to the front as soon as formed, in order, by a rapid attack in echelon, to prevent the enemy from changing front or bringing up his reserves. In all arrangements, especially in those for attack, it is most important to conceal the design until the moment of execution, and then to execute it with the greatest rapidity. The night, therefore, is preferred for the movement of troops on the flank or rear of the enemy, otherwise it is necessary to mask their march by a grand movement in front or by taking a wide circuit.

In making an attack the communications to the rear and for retreat must be secured, and the general must give, beforehand, all necessary orders to provide for that event.

When a success is gained the light troops should pursue the enemy promptly and rapidly. The other troops will restore order in their columns, then advance from position to position, always prepared for an attack or to support the troops engaged.

Before the action the generals indicate the places where they may be found. If they change position they give notice of it or leave a staff officer to show where they have gone.

Orders of commanders on the field of battle should always (when practicable) be communicated in writing, and pocket note-books kept for the purpose. Transcripts from the note-books should, at the first opportunity, be officially recorded, and thus made part of the permanent record. Sometimes it may, however, be necessary to give orders verbally through staff-officers. All important verbal orders should, as early as practicable, be reduced to writing as a formal record. It is of the utmost importance that such verbal orders be given clearly, and communicated literally. No staff-officer shall presume to give any order involving the movement of troops unless it shall first have been given him by his commander, nor to alter, modify, or suspend any order or part of an order so received.

During the fight the non-commissioned officers keep the men in the ranks and enforce obedience. Soldiers must not be permitted to leave the ranks, to strip or rob the dead, nor to assist the wounded.

The wounded will be carried to the ambulance depot by men of the ambulance corps, under the supervision of the medical director.

Sieges.

In the following regulations the besieging force is supposed to be two divisions of infantry and a brigade of cavalry. The same principles govern in other cases.

The general commanding shall select a general officer as "director of the siege," who, under the instructions of the commanding general, shall have charge and control of all the operations of the siege.

The brigadier-generals serve in turn as general of the trenches; one or more of them are detailed daily, according to the front and number of attacks. They superintend the operations, and dispose the guards of the trenches to repulse sorties and protect the works. Officers of the general staff are assigned to them to transmit their orders and attend to the details of service.

The colonels and lieutenant-colonels of infantry alternate for duty in the trenches; one or more are detailed daily. They superintend the service of the guards and workmen in the part of the work to which the general of the trenches assigns them, being posted with troops of their own regiments in preference. The general commanding may place the colonels on the roster with the brigadier-generals.

The commanders of engineers and artillery accompany the first troops before the place, to examine the works and the approaches. When the engineers have completed the reconnaissances of the works, and of each front as far as practicable, the commander of engineers makes a plan of the works, as exact and detailed as possible, and, under the instructions of the director of the siege, draws up the general plan of the siege and discusses it with the commander of artillery in regard to the best employment of that arm. These officers then submit their joint or separate opinions to the general commanding, who decides on the plan of the siege and gives the orders for its execution. Under the authority of the director of the siege, the commander of engineers directs the construction of the works of siege, and the commander of artillery directs the construction of the batteries and magazines. They make daily reports of their operations and a plan showing the progress of the attack.

The medical director establishes the hospitals and organizes the means for transporting the wounded to them.

The general commanding appoints a field-officer of the trenches, who is aided by one or two captains or lieutenants.

The field-officer of the trenches is charged with all the details relative to the assembling of the guards and the workmen. He distributes the guards on the different points of the attack, agreeably to the orders of the general of the trenches, and forms the detachments of workmen for the engineers and artillery. That he may be prepared for the distribution, he receives every day from the adjutant-general a statement of the details for the next day.

On the arrival of the general of the trenches, the field officer of the trenches gives him all the information necessary to enable him to station the troops, attends him in his visits to the trenches, and takes his orders on the changes to be made in the position of the troops. Their execution is intrusted to the commanders of the troops.

The field-officer of the trenches sees that men and litters are always ready to bring off the wounded. One or more companies of the guards of the trenches are put under his immediate orders for the preservation of order and police in the trenches.

The divisions, brigades, regiments, and battalions are encamped during the siege in the order of battle. The service of camp is conducted as heretofore prescribed.

The infantry has two kinds of siege service—the guard of the trenches and the work of the trenches.

The guards of the trenches mount every day by battalions, in such order of detail that all the troops may take an equal share and no part of the line be left too weak.

The battalions for guard are detailed at least twelve hours in advance; they furnish no other details during this tour. If the whole regiment is made out, it leaves a sufficient police guard in camp.

Twenty-four hours, or twelve at least, before mounting guard in the trenches, the battalions detailed for guard do not furnish workmen; and the companies of those battalions whose tour it would have been to work in the trenches do not go there for twenty-four hours after guard, if possible, or at the least twelve.

The workmen who are required for other work than that of the trenches are taken from the roster for fatigue from the battalions and companies not employed in the trenches.

The battalions first for detail for guard of the trenches, and the companies first for detail for work in the trenches, furnish no other details, and are held ready to march at the call of the field-officer of the trenches.

Materials for the siege, such as fascines, gabions, hurdles, pickets, &c., are furnished by the different corps in the proportion determined by the general.

Guards and workmen going to the trenches march without beat of drum, or music.

At all times, and especially on the day the trenches are opened, everything is avoided likely to attract the attention of the enemy. With this view the general may vary the hours of relieving guards.

The commanders of engineers and of artillery make requisitions for workmen in advance, that the details may be made in time to prevent any delay in the work. They should exceed the number strictly required, that there may be a reserve for unforeseen wants. If this reserve is found insufficient the general of the trenches directs the field-officer of the trenches to call for the details provided by paragraph —.

Before the guards and workmen march the field-officer of the trenches arranges them, so that each detachment can reach its ground without confusion. The troops are posted in the trenches according to the position of their regiments in the order of battle, and as far as possible the companies of workmen in like order. The reserves of the workmen are placed at the depot of the trenches, or the nearest suitable place to the works.

The workmen leave their knapsacks and swords in camp and march with their fire-arms and cartridge-boxes, which they place near them while at work. They always carry their overcoats to cover them in resting or when wounded.

The guards always enter and leave the trenches with arms trailed, and the workmen also, unless they carry materials or tools, when the arms are slung.

Intelligent non-commissioned officers or privates shall be permanently detailed as guides to and from the trenches.

Sand-bags, forming loop-holes, are placed at intervals on the parapet to cover the sentinels. They are more numerous than the sentinels, so that the enemy may not know where the sentinels are placed.

When detachments are placed at night in advance of the trenches to cover the workmen, the men sit, or lie down, with their fire-arms in their hands, to hide themselves better from the enemy. The sentinels put their ears to the ground frequently that they may hear troops coming out of the place. To prevent mistakes, the workmen are told what troops cover them and are posted.

No honors are paid in the trenches. When the general commanding the siege visits them, the guards place themselves in rear of the *banquette* and rest on their arms. The colors are never carried to the trenches unless the whole regiment marches to repulse a sortie or make an assault. Even in this case they are not displayed until the general commanding the siege gives a formal order.

The materials of the siege, of all kinds, together with the tools, are collected in part at the depots of the trenches and in part at the opening of the trenches, or in such other places as has been appointed for the convenience of the service by the field-officer of the trenches, on the advice of the commanders of the artillery and engineers. They are in charge of officers of engineers and artillery, with guards or non-commissioned officers of both corps, but if these corps cannot furnish them, the commanders apply for assistance from the infantry.

The workmen in going to the trenches carry such tools and materials as are required by the artillery and engineers. In this case the field-officer of the trenches has notice and superintends it.

The soldiers sent to the trenches go with their cartridge-boxes filled. Cartridges when needed, are sent to the trenches on the requisitions of commanders of battalions, approved by the general of the trenches.

In case of a sortie the guards move rapidly to the places that have been designated by the general of the trenches, and which afford the best defense for the head of the works, the batteries, the communications, or the flanks, or best enable them to take the sortie itself in flank or reverse. Having lined the *banquette* to fire on the enemy, the troops form on the reverse of the trench to receive him. The workmen take arms, retain the positions, or retire with the tools as ordered. The officers commanding the detachments of workmen see that their movements are made promptly and in good order, so as to avoid all confusion in the communications.

The troops that advance beyond the trenches to repulse the sortie must not follow in pursuit. The general of the trenches takes care that they return to the trenches before the retreat of the sortie allows the artillery of the place to open on them. When the workmen return, the officers and non-commissioned officers of the detachments call the roll without interrupting the work, which is immediately resumed.

When it is necessary to dismount cavalry and send them to the trenches they should be employed as near their camp as possible, and posted between the detachments of infantry.

Men belonging to the cavalry may in assaults be employed in carrying fascines and other materials to fill ditches and make passages.

The general officers of cavalry are more particularly employed in the service of posts and detachments placed in observation to protect the siege. They and the field officers of this arm are employed in the command of escorts to convoys, of whatever arms the escort may be composed. When these duties are not sufficient to employ them they take their share of the duty of the trenches.

The officers of engineers and artillery of the trenches make to the general of the trenches a return of all losses in their troops, and such other reports on the work as he requires, in addition to the direct reports to their respective commanders on the details of the service.

At the end of each tour the field-officers of the trenches draw up reports of their tours for the general of the trenches, who reports to the director of the siege.

The commanders of the several corps in the trenches report, when relieved, to their respective headquarters the losses during the tour and the conduct of their own officers and men.

However practicable the breach may appear, or however ruined the works in the rear of it, the heads of storming columns must always be supplied with ladders to get over unexpected obstacles.

The general commanding the siege designates picked companies to protect property and persons, and to prevent pillage and violence from the moment the place is carried. The officers exert themselves to restrain the men.

Where a place is taken by assault, the provisions and military stores and the public funds are reserved for the use of the army.

The commander of engineers will keep a journal of the siege, showing the operations of each day in detail, the force employed on the work, the kind and quality of materials used in them, &c. He will also mark out a plan of the ground, the daily progress of the works, and make the necessary drawings explanatory of their construction.

The commander of the artillery will keep a journal of the operations under his direction, showing the number and kind of pieces in battery, the force employed in serving them, the kind and quantity of ammunition expended, the number of rounds

fired from each piece of ordnance, the effect of the fire, and all other particulars relative to his branch of the service.

These journals and drawings will be sent, after the siege, with the report of the general to the War Department.

Defense of fortified places.

In war every commander of a fortified place shall hold himself prepared with his plan of defense as if at any time liable to attack. He arranges this plan according to the probable mode of attack, determines the post of troops in the several parts of the works, the reliefs, the reserves, and the details of service in all the corps. He draws up instructions for a case of attack, and exercises the garrison according to his plan of defense. In sea-coast works he provides the instructions for the different batteries on the approach of ships.

In framing his plans, he carefully examines the works and the exterior within the radius of attack and investment, the strength of the garrison, the artillery, the munitions of war, subsistence and supplies of all kinds, and takes immediate measures to procure whatever is deficient of troops or supplies, either by requisition on the proper department, or from the means put at his disposal.

On the approach of an enemy, he removes all houses or other objects within or without the place that cover the approaches or interrupt the fire of the guns or the movements of the troops. He assures himself, personally, that all posterns, outlets, embrasures, &c., are in proper state of security.

He shall be furnished in time of war, but before attack is imminent, by the War Department, with a plan of the works, showing all the details of the fortifications and of the exterior within the radius of the attack; with a map of the environs within the radius of investment; with a map of the vicinity, including the neighboring works, roads, water-channels, coasts, &c.; with a memoir explaining the situation and defense of the place, and the relations and bearings of the several works on each other and on the approaches by land and water; all which he carefully preserves and communicates only to the council of defense.

He consults his next in rank and the senior officer of engineers and of the artillery, either separately or as a council of defense. In the latter case he designates an officer to act as secretary to the council, and to record their proceedings and their joint, or separate opinions, which are to be kept secret during the siege. The members may record their opinions over their own signatures. In all cases the commander decides on his own responsibility.

The commander of the place, of engineers, and of artillery, shall keep journals of the defense, in which shall be entered in order of date, without blank or interlineation, the orders given or received, the manner in which they are executed, their results, and every event and circumstance of importance in the progress of the defense. These journals and proceedings of the council of defense shall be sent, after the siege, to the War Department.

There shall be kept in the office of the commander of the place, to be sent, after the siege, to the War Department, a map of the environs, a plan of the fortifications, and a special plan of the front of attack, on which the chief engineer will trace, in succession, the positions occupied and the works executed by the enemy from the investment; and also the works of counter approach or defense, and the successive positions of the artillery and other troops of the garrison during the progress of the siege.

The commander shall defend, in succession, the advanced works, the covered way, and out-works, the body of the work, and the interior intrenchments. He will not be content with clearing the foot of the breaches and defending them by abattis, mines, and all the means used in sieges, but he shall begin in good time, behind the bastions or front of attack, the necessary retrenchments to resist assaults on the main work.

He shall use his means of defense in such manner as always to have a reserve of fresh troops, chosen from his best soldiers, to resist assaults, retake the outworks, and especially to resist the assaults on the body of the place, and a reserve of provisions for the last period of the siege, and of ammunition for the last attacks.

He must, in every case, compel the besieging force to approach by the slow and successive works of siege, and must sustain at least one assault on a practicable breach in the body of the place.

When the commander thinks that the end of the defense has come, he shall still consult the council of defense on the means that may remain to prolong the siege. But in all cases he alone will decide on the time, manner, and terms of surrender. In capitulating he shall not seek or accept better terms for himself than for the garrison, but shall share their fate, and exert his best endeavors for the care of the troops, and especially of the sick and wounded.

No commander in the field shall withdraw troops or supplies from any fortified place, or exercise any authority over its commander, unless the place has been made subject to his orders by competent authority.

Troops on board transports.

Military commanders charged with the embarkation of troops, and officers of the Quartermaster's Department intrusted with the selection of transports, will take care that the vessels are entirely seaworthy and proper for such service, and that suitable arrangements are made in them for the health and comfort of the troops.

The commanding officer of troops to be embarked shall, as soon as possible, examine in person the transport selected by the agent or quartermaster for his troops; and if in his opinion the vessel is not proper, suitably arranged, or of sufficient capacity, he will make a report to that effect, in writing, to the authority ordering the embarkation; and it shall be the duty of that authority to order a board, to consist of not less than three disinterested officers, one of whom shall be a medical officer, to examine and report upon the condition of the vessel. This board may call upon experts to assist them, who shall be paid by the Quartermaster's Department.

All troops on board the transport will, at the earliest moment after embarking, be inspected and organized into squads or companies. The senior officer will assign officers to each detachment or company, and take all measures necessary to put his command in the best state of efficiency to meet any emergency.

When arriving in sight of port he will require from the senior officer of each staff department on board a report touching the accommodation and health of the troops, the manner in which the officers and crew of the transport have performed their duties, the length of the voyage, and any observations which may tend to detect and correct abuses or neglect. These reports he will transmit, with his own report, through the proper channels, to the Adjutant-General of the Army.

Immediately after embarking, the men will be assigned to quarters. As far as practicable, the men of each company will be assigned to the same part of the vessel, and the squads in the same manner to contiguous berths.

Arms will be so placed, if there be no racks, as to be secure from injury and enable the men to handle them promptly; bayonets unfixed and in scabbards.

When troops are changing stations by transport, the ammunition taken will be reduced to the minimum required upon the voyage, unless otherwise specially ordered. Such ammunition as may be absolutely necessary shall be so placed as to be secure from fire.

Frequent inspections will be made of the service ammunition to insure its safety and good condition.

No officer is to sleep out of or to quit his ship, without the sanction of the officer commanding on board.

The guard will be proportioned to the number of sentinels required. At sea the guard will mount with side-arms only.

Sentinels will be kept over the fires with buckets of water at hand promptly to extinguish accidental fires. Smoking is prohibited, *between decks or in the cabin*, at all times; nor shall any lights be allowed between decks, except such ship-lanterns as the master of the transport may direct, or those carried by the officer of the day in the execution of his duty.

Regulations will be adopted to enable companies or messes to cook in turn. No others than those whose turn it is will be allowed to loiter around or approach the galleys or other cooking-places.

The commanding officer will make arrangements, in concert with the master of the vessel, for calling the troops to quarters, so that in case of alarm by storm or fire, or the approach of the enemy, every man may repair promptly to his station. But he will take care not to crowd the deck; the troops not wanted at the guns or to assist the sailors, and those who cannot be advantageously employed with small-arms, will be formed as a reserve between decks.

All the troops will turn out at —— a. m., without arms or uniform, and (in warm weather) without shoes or stockings, when every individual will be clean, his hands, face, and feet washed, and his hair combed. The same personal inspection will be repeated thirty minutes before sunset. The cooks alone may be exempted from one of these inspections per day if necessary.

Recruits or awkward men will be exercised in the morning and evening in the use of arms, an hour each time, when the weather will permit.

Officers will enforce cleanliness as indispensable to health. When the weather permits, bedding will be brought on deck every morning for airing. Tubs may be fixed on the forecastle for bathing, or the men may be placed in the chains and have buckets of water thrown over them.

Between decks will not be washed oftener than once a week, and only when the weather is fine. The boards of the lower berth will be removed once or twice a week to change the straw. Under the direction of the surgeon and the officer of the day, frequent fumigations will be performed between decks.

During voyages in hot weather the master of the vessel will be required to provide wind-sails, which will be kept constantly hung up, and frequently examined to see that they draw well and are not obstructed.

During cooking hours the officers of companies visit the caboose and see that the messes are well prepared. The coppers and other cooking utensils are to be regularly and well washed, both *before* and *after* use.

The bedding will be replaced in the berths at sunset, or at an earlier hour when there is a prospect of bad weather; and at tattoo every man not on duty will be in his berth. To insure the execution of this regulation the officer of the day, with a lantern, will make a tour between decks.

Lights will be extinguished at tattoo, except such as are placed under charge of sentinels. The officer of the day will see to this and report to the commanding officer. The officers' lights will be extinguished at 10 o'clock, unless special permission be given to continue them for a longer time, as in case of sickness or other emergency.

For the sake of exercise the troops will be occasionally called to quarters by the beat "*to arms*." Those appointed to the guns will be frequently exercised in the use of them. The arms and accouterments will be frequently inspected. The metallic parts of the former will be often wiped and greased again.

The men will not be allowed to sleep on deck in hot weather, or in the sun; they will be encouraged and required to take exercise on deck, in squads, by succession when necessary.

At morning and evening parades the surgeon will examine the men to observe whether there be any appearance of disease. The sick will, as far as practicable, be separated from the healthy men. On the first appearance of malignant contagion, a signal will be made for the hospital vessel, (if there be one in company,) and the diseased men removed to it.

A good supply of hospital stores and medicines will be taken on each vessel, and used only for the sick and convalescent.

The surgeon will guard the men against costiveness on approaching a hot climate. In passing through the West Indies to the southern coast, for instance, and for some weeks after landing in those latitudes, great care is required in the use of fruit, as most kinds after long voyages are prejudicial.

In harbor, where there is no danger from sharks, the men may bathe, but not more than ten at a time and attended by a boat.

In fitting up a vessel for the transportation of horses care is to be taken that the requisite arrangements are made for conveniently feeding and cleaning them, and to secure them from injury in rough weather, by ropes attached to breast-straps and breeching, or by other suitable means; and especially that proper ventilation is provided by openings in the upper decks, windsails, &c. The ventilation of steamers may be assisted by using the engine for that purpose.

Horses should not be put on board after severe exercise, or until perfectly cool. In hoisting them on board, the slings should be made fast to a hook at the end of the fall or the knot tied by an expert seaman, so that it may be well secured and easily loosened. The horse should be run up quickly to prevent him from plunging, and should be steadied by guide-ropes. A halter is placed on him before he is lifted from the ground.

On board care is to be taken that the horses are not over-fed. Bran should form part of their rations. The face, eyes, and nostrils of each horse are to be washed at the usual stable hours, and occasionally the mangers should be washed and the nostrils of the horses sponged with vinegar and water.

In loading vessels with stores for a military expedition the cargo of each should be composed of an assortment of such stores as may be available for service in case of the non-arrival of others, and they should be placed on board in such a manner that they may be easily reached in the order in which they are required for service. Each store-ship should be marked at the bow and stern, on both sides, in large characters, with a distinctive letter and number. A list is to be made of the stores on board each vessel and of the place where they are to be found in it; a copy of the list to be sent to the chief officer of the proper department in the expedition or at the place of destination.

Collisions on the water.

The senior officer on board every Government transport will ascertain that the officers thereof are in possession of the rules and regulations for preventing collisions on the water, fixed by the act approved April 29, 1864.

Should a collision take place, each commanding officer is required to furnish the War Department with the following information:

1st. His own report, that of the pilot, the officer of the deck, and other officers who witnessed the occurrence. These reports and statements are to be exemplified by a diagram, and must contain the courses steered; the point at which the vessel was first seen; the bearing; the time when the engine was slowed; when the vessel was stopped; whether in motion; and if so, at what speed at the moment of collision; the direction of the wind; the condition of the weather and atmosphere; what look-outs were placed; what lights were exhibited by both vessels; whether any blame can attach to any one; and if so, to whom, and any and all other facts bearing upon the subject.

2d. Written statements and estimates of damage from officers of the vessel with which the vessel in the Government service collided if they can be obtained.

3d. Survey of the injury to both vessels by Government officers.

4th. If the vessel was in charge of a pilot when the collision occurred, the fact must be established in the reports.

ARTICLE L.

PRISONERS OF WAR.

Commissary-general of prisoners.

In time of war a commissary-general of prisoners will be selected by the Secretary of War. His general duties will be those of an inspector, and all communications relating to prisoners will pass through him. Depots for prisoners will be designated, to which suitable and permanent guards will be assigned, the whole to be under the orders of the commissary-general of prisoners. He will establish regulations for issuing clothing to prisoners, and will direct the manner in which all funds arising from the saving of rations at prison hospitals or stations shall be accounted for and disbursed by the proper disbursing officer in providing such articles as he may deem necessary for the welfare of the prisoners. He is authorized to grant paroles to prisoners on the recommendation of the medical officer attending the prison in cases of extreme illness, but under no other circumstances.

He has authority to call for such reports from officers in command of guards over prisoners as may be necessary for the proper discharge of his own duties, and he will be prepared to furnish such information in relation to prisoners as may be called for by the Adjutant-General.

A full record of all prisoners will be kept in his office in suitable books, giving the name, rank, regiment, and company of each military prisoner, the residence, county, and State of each civil prisoner, with the charges against them, and the time and place of capture or arrest; any special information of importance will be added, from time to time, in the column of remarks. When disposed of by exchange or otherwise, the fact and the authority for it, with the time, should be noted on the record.

He is empowered to visit places at which prisoners are held, and will recommend to the officer whose guards are responsible for them whatever modification in their treatment may seem to him proper or necessary, and report the same to the Adjutant-General of the Army.

He has charge of the United States officers and men on parole and correspondence relating to them. All details concerning them will pass through him.

His duties do not extend to prisoners of state unless specially directed.

When he has occasion to order the transfer of prisoners from one post to another, he will furnish a copy of the order to the general commanding the department in which they are held, that he may be apprised of the movement; and he is authorized to call on department commanders for such assistance in the execution of his duties as the case may demand.

Blanks for monthly returns and rolls of prisoners of war will be furnished from his office, on being called for by the commanders who require them.

Prisoners of war.

A prisoner of war is a public enemy, armed or attached to the hostile army for active aid, who has fallen into the hands of the captor.

Prisoners of war will be disarmed, sent to the rear, and reported as soon as practicable to headquarters.

The enemy's chaplains, medical officers, apothecaries, hospital nurses and servants, if they fall into the hands of the American Army, are not prisoners of war, unless the commander has reasons to detain them. In this latter case, or if at their own desire they are allowed to remain with their captured companions, they become prisoners of war and may be exchanged if the commander sees fit.

Arms, horses, and all military equipments of prisoners (officers and men) must be surrendered to the captor. The sword may be restored to an officer to signalize admiration of his distinguished bravery, or humanity to prisoners he may previously have taken from us. The sword so restored cannot be worn during captivity.

All private property, such as clothing, jewelry, money, &c., of prisoners will be duly respected. Should it be necessary to deprive a prisoner of these articles, a receipt in writing will be given him by the provost marshal, and the articles returned when he is released from captivity, unless there are manifest reasons to the contrary.

Each prisoner will be treated with the regard due to his rank.

Prisoners are to obey the orders given them. They receive for subsistence one ration each, without regard to rank; and the wounded are to be treated with the same care as the wounded of the army. Other allowances to them will depend on conventions with the enemy.

Prisoners of war are subject to confinement or imprisonment, such as may be deemed necessary on account of safety; but they are to be subjected to no other intentional suffering or indignity. The confinement and mode of treating a prisoner may be varied during his captivity according to the demands of safety.

They may be required to work for the benefit of the captor's government, according to their rank and condition.

A prisoner of war who escapes may be shot or otherwise killed in his flight; but neither death nor any other punishment shall be inflicted upon him simply for his attempt to escape.

If, however, a conspiracy is discovered involving the probable death of any of the guards, the conspirators may be rigorously punished, even with death, at the discre-

tion of a military commission or court-martial; and capital punishment may also be inflicted upon prisoners of war discovered to have plotted rebellion against the authority of the captors, whether in union with fellow-prisoners or other persons.

If prisoners of war, having given no pledge nor made any promise on their honor, forcibly or otherwise escape, and are captured again in battle after having rejoined their own army, they shall not be punished for their escape, but shall be treated as other prisoners of war.

Honorable men when captured will abstain from giving to the enemy information concerning their own army. And the modern law of war no longer permits the use of violence against prisoners, in order to extort desired information, or to punish them for having given false information.

A general commanding an army in the field or a department will make arrangements for the safe-keeping and reasonable comfort of his prisoners. For this purpose he will place them under a guard already on duty, or detach a guard for the special service.

In emergencies admitting of no delay the general will act upon his own authority, and give any order in relation to his prisoners the public interest may require, promptly reporting his proceedings to the War Department.

Generals commanding departments or armies in the field may, at their discretion, send their prisoners to the general depots, furnishing a proper roll with them, after which their charge of them will cease.

Immediately upon the arrival of prisoners at a depot the commanding officer will forward to the commissary-general of prisoners a copy of the roll received with them, noting such changes as may have been made by escape or otherwise.

Sick and wounded prisoners of war will be collected at such hospitals as may be designated, under the instructions of the Surgeon-General, for their exclusive use as far as practicable, and a suitable guard will be detailed by the department commander or the general in immediate command, which guard will be responsible for the security of the prisoners. The commander of the guard will make all the returns and reports required of depot commanders.

Convalescent prisoners will be sent to the permanent depots as often as may be convenient.

Any prisoner of war who shall be convicted by a military commission of having robbed or maltreated prisoners from our Army, previously in his hands, shall be subject to any punishment the court may award, even to death.

Officers and soldiers of the United States who are or may become prisoners of war will, *during their imprisonment*, be entitled to and receive the same pay as if they were doing active duty.

Upon their release by the enemy, it will be the duty of the officer commanding the designated depot or rendezvous of delivery to ascertain if the commands to which they belong are still in service. If the company of a prisoner has been mustered out, he will be immediately ordered to report to the mustering officer who mustered out the command, and transportation will be furnished him, or he will be otherwise disposed of as shall be directed by the War Department.

Depots for prisoners of war.

Commanders of depots and other places at which prisoners may be assembled will be directly accountable for them to the Commissary-General of Prisoners, from whom they will receive orders, and to whom they will report direct, in all matters relating to prisoners.

If not otherwise provided, guards for depots and prison-stations will be detailed by the department commander on the application of the Commissary-General of Prisoners, and they will not be relieved or changed without informing him of the fact; but all reports and returns of these guards will be made to department commanders, to whom they are responsible for discipline, as in the case of other troops.

Generals who order temporary depots will appoint suitable officers to take charge, which will be immediately reported to the Commissary-General of Prisoners, and the

officers so appointed will be directed to make all returns and reports required from the permanent depots. Prisoners will be forwarded from the temporary to the permanent depots with as little delay as practicable.

Rolls of prisoners of war.

All rolls, besides giving the rank, regiment, and company of each prisoner, and when and where captured, should state also the date and place of parole or exchange. It should also be stated at the foot of the roll under what special agreement or understanding the paroling or exchange is made. All rolls should be signed by the officer who is in charge of the prisoners at the time they are prepared.

Commanders of departments and of armies in the field, in all cases when having prisoners in possession, will require full rolls to be forwarded without delay to the Commissary-General of Prisoners, with a letter of transmittal showing what disposition has been made of the prisoners, and giving any other information that may be useful.

Commanders of departments, or of armies in the field, will furnish to the Commissary-General of Prisoners full rolls of all United States prisoners of war received by them, either on parole or by exchange, and also of all prisoners of war of the enemy held by them at temporary depots, or who have been exchanged by them.

Commanders of departments or of armies in the field will furnish to the office of the Commissary-General of Prisoners, whenever it is practicable, rolls of the United States troops captured by the enemy, giving the rank, regiment, and company, and the time and place of capture. If known to be wounded, it should be so stated under the head of remarks.

Whenever prisoners of war are released on parole and sent through the lines, the officer who releases them will immediately send exact rolls to the Commissary-General of Prisoners. These rolls are indispensable in effecting exchanges.

The parole.

Prisoners of war may be released, under certain circumstances, on parole.

The term *parole* designates the pledge of individual good faith and honor to do, or to omit doing, certain acts, after he who gives his parole shall have been dismissed, wholly or partially, from the power of the captor. The pledge of the parole is always an individual, but not a private act.

The parole applies chiefly to prisoners of war, whom the captor allows to return to their country, or to live in greater freedom within the captor's country or territory, on conditions stated in the parole.

Release of prisoners of war by exchange is the general rule; release by parole is the exception.

Breaking the parole is punishable with death, when the person breaking the parole is captured again. Accurate lists, therefore, of the paroled persons must be kept by the belligerents.

When paroles are given and received, there must be an exchange of two written documents in which the name and rank of the paroled individuals are accurately and truthfully stated.

A commissioned officer only is allowed to give his parole, and only with the permission of his superior, when a superior in rank is within reach.

No non-commissioned officer or private can give his parole except through an officer. Individual paroles not given through an officer, are not only void, but subject the individuals giving them to the punishment of death as deserters. The only admissible exception is, where individuals, properly separated from their commands have suffered long confinement without the possibility of being paroled through an officer.

When captured officers and men are paroled and released on the field by others than commanders of opposing armies, such paroles are null and void. Any officer or soldier who gives such parole will be returned to duty without exchange, and, moreover, will be punished for disobedience of orders.

In capitulations for the surrender of strong places or fortified camps, the commanding officer, in case of urgent necessity, may agree that the troops under his command shall not fight again during the war, unless exchanged.

The usual pledge given in the parole is not to serve during the existing war unless exchanged. The pledge refers only to the active service in the field against the paroling belligerents or his allies actively engaged in the same war. These cases of breaking the parole are patent acts, and can be visited with the punishment of death; but the pledge does not necessarily refer to internal service, such as recruiting or drilling recruits, fortifying places not besieged, quelling civil commotions, fighting against belligerents unconnected with the paroling belligerents, or to civil or diplomatic service on which the paroled officer may be employed, unless so expressly stipulated in a cartel.

A military parole not to serve until exchanged must not be confounded with a parole of honor to do or not to do a particular thing not inconsistent with the duty of a soldier. Thus, a prisoner of war actually held by the enemy, may, in order to obtain exemption from a close guard or confinement, pledge his parole of honor that he will make no attempt to escape. Such pledges are binding upon the individuals giving them; but they should seldom be given or received, for it is the duty of a prisoner to escape if he can. No pledge or parole of honor extorted from a prisoner by ill usage or cruelty, is binding.

If the Government does not approve of the parole the paroled officer must return into captivity. Should the enemy refuse to receive him, he is free of his parole.

A belligerent government may declare by a general order whether it will allow paroling and on what conditions. Such order is communicated to the enemy.

No prisoner of war can be forced by the hostile government to parole himself, and no government is obliged to parole prisoners of war, or to parole all captured officers, if it parole any. As the pledging of the parole is an individual act, so is paroling, on the other hand, an act of choice on the part of the belligerent.

The commander of an occupying army may require of the civil officers of the enemy, and of its citizens, any pledge he may consider necessary for the safety or security of his army, and upon their failure to give it he may arrest, confine, or detain them.

The obligations imposed by the general laws and usages of war upon the non-combatant inhabitants of a section of country passed over by an invading army cease when the military occupation ceases; and any pledge or parole given by such persons in regard to future acts is null and of no effect.

Exchange of prisoners.

Exchanges of prisoners and release of officers on parole depend on the orders of the general commanding-in-chief, under the instructions of government.

No exchange of prisoners shall be made except after complete capture, and after an accurate account of them and a list of the captured officers has been taken.

All prisoners of war must be delivered at the places designated, there to be exchanged or paroled until exchange can be effected. The only exception allowed is the case of commanders of two opposing armies, who are authorized to exchange prisoners or to release them on parole at other points mutually agreed upon by said commanders.

Exchanges of prisoners take place, number for number, rank for rank, wounded for wounded, with added condition for added condition—such, for instance, as not to serve for a certain period.

In exchanging prisoners of war such numbers of persons of inferior rank may be substituted as an equivalent for one of superior rank as may be agreed upon by cartel, which requires the sanction of the Government or of the commander of the army in the field.

A prisoner of war is, in honor, bound truly to state to the captor his rank, and he is *not to assume a lower rank* than belongs to him in order to cause a more advantageous

exchange, *nor higher rank* for the purpose of obtaining better treatment. Offenses to the contrary have been justly punished by commanders of released prisoners, and may be good cause for refusing to release such prisoners.

The surplus number of prisoners of war remaining after an exchange has taken place is sometimes released, either for the payment of a stipulated sum of money, or, in urgent cases, of provisions, clothing, or other necessities. Such arrangements, however, require the sanction of the highest authority.

A prisoner of war being a public enemy, is the prisoner of the Government and not of the captor. No ransom can be paid by a prisoner of war to his individual captor or to any officer in command. The Government alone releases captives according to rules prescribed by itself.

The cartel.

The cartel under which prisoners of war are exchanged requires the sanction of the Government, or of the commander of the armies in a foreign country.

The exchange of prisoners of war is an act of convenience to both belligerents. If no general cartel has been concluded, it cannot be demanded by either of them. No belligerent is obliged to exchange prisoners of war. A cartel is voidable as soon as either party has violated it.

ARTICLE LI.

GENERAL INSTRUCTIONS TO OFFICERS HAVING CHARGE OF PUBLIC PROPERTY, MONEY AND ACCOUNTS.

All disbursing officers who are required by law to give bonds, shall, previous to their entering on the duties of their respective offices, give good and sufficient bonds to the United States, in such sums as the Secretary of War shall direct, fully to account for all moneys and public property which they may receive; and the officers aforesaid shall renew their bonds whenever required by law, or by the Secretary of War, and whenever they receive a new commission or appointment.

The sureties to the bonds shall be bound jointly and severally for the whole amount of the bond, and shall satisfy the Secretary of War that they are worth, jointly, double the amount of the bond, by the affidavit of each security, stating that he is worth, over and above his debts and liabilities, the amount of the bond, or such other sums as he may specify; and each surety shall state his place of residence.

The Heads of Departments, in submitting requisitions for money to be remitted to disbursing officers, shall take care that no more money than is actually needed is in the hands of any officer.

The Treasury Department having provided depositories for funds under the control of disbursing officers, it is the duty of all officers having public money intrusted to them for disbursement immediately 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 in pursuance of law. The Secretary of the Treasury may, however, when he deems it essential to the public interest, and in places where there is no treasurer or assistant treasurer, especially authorize the deposit of such public money in any other public depository, or 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 payment of public creditors. Funds placed in a depository by the Treasurer of the United States to the credit of a disbursing officer, shall not be transferred to another depository, without special authority.

Any officer receiving money remitted to him upon specific estimates may, if he prefer it and the payments are due, at once disburse the same without waiting to place it in a depository.

All official payments of disbursing officers shall be made in checks upon the authorized depositories, or in lawful money of the United States. When the funds furnished are gold and silver, all payments shall be in gold and silver. When the funds furnished are drafts, they shall be presented at the place of payment and paid according to law,

and payments shall be made in the funds so received for the drafts, unless said funds or said drafts can be exchanged for gold and silver at par. If any disbursing officer shall violate any of these provisions he shall be suspended by the Secretary of War and reported to the President, and promptly brought to trial or restored to his trust and duties as the President may deem fit and proper.—(*Act Aug. 6, 1846.*)

No disbursing officer shall accept or receive, or transmit to the Treasury to be allowed in his favor, any receipt or voucher from a creditor of the United States without having paid to such creditor, in such funds as he received for disbursement, or such other funds as he is authorized by the preceding article to take in exchange, the full amount specified in such receipt or voucher; and every such act shall be deemed to be a conversion to his own use of the amount specified in such receipt or voucher. And no officer in the military service charged with the safe-keeping, transfer, or disbursement of public money shall convert to his own use or invest in any kind of merchandise or property, or loan, with or without interest, or deposit in any bank unless authorized by law and orders in the case so to do, or exchange for other funds, except as allowed in the preceding article, any public money intrusted to him; and every such act shall be deemed to be a felony and an embezzlement of so much money as may be so taken, converted, invested, used, loaned, deposited, or exchanged.—(*Ibid.*)

Any officer who shall directly or indirectly sell or dispose of, for a premium, any Treasury note, draft, warrant, or other public security in his hands for disbursement, or sell or dispose of the proceeds or avails thereof without making returns of such premium and accounting therefor by charging it in his accounts to the credit of the United States, shall, upon conviction of the same before a court-martial, be dismissed the service.—(*Ibid.*)

If any disbursing officer shall bet at cards, or any game of hazard, his commanding officer shall suspend his functions, and require him to turn over all the public funds in his keeping, and shall immediately report the case to the proper Bureau of the War Department.

All disbursing officers in transferring funds shall prepare duplicate invoices to be given to the receiving officer. The receiving officer shall prepare receipts in duplicate, to be given to the officer making the transfer. The invoices and receipts shall show the source or appropriation from which the funds were derived.

An amount appropriated for one purpose must not be used for any other purpose than that for which it was appropriated.

All officers are forbidden to give or take any receipt in blank for public money or property; but in all cases the voucher shall be made out in full, and the true date, place, and exact amount of money in words shall be written out in the receipt before it is signed.

No advance of public money shall be made, except transfers to disbursing officers, and advances by order of the War Department, to officers under orders for distant stations. No payment on contracts for the performance of any service, or the delivery of articles of any description, shall exceed the value of the service rendered, or of the articles delivered, previous to such payment.

No officer disbursing or directing the disbursement of money for the military service shall be concerned, directly or indirectly, in the purchase or sale, for commercial purposes, of any article intended for, making a part of, or appertaining to the department of the public service in which he is engaged, nor shall take, receive, or apply to his own use, any gain or emolument under the guise of presents, or otherwise, for negotiating or transacting any public business, nor shall he be interested in the purchase of any claim whatever against the United States.

No wagon-master, forage-master, or other agent or employé of the Government, shall be interested or concerned, directly or indirectly, in any wagon or other means of transportation employed by the United States, nor in the purchase or sale of any property procured for, or belonging to, the United States, except as the agent of the United States.

No officer or agent in the military service shall purchase from any other person in the military service, or make any contract with any such person to furnish supplies or services, or make any purchase or contract in which such person shall be admitted to any share or part, or to any benefit to arise therefrom, unless especially authorized by the Secretary of War when necessary for the public service.

No person in the military service whose salary, pay, or emoluments is, or 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 any other service or duty whatsoever, unless the same shall be authorized by law and explicitly set out in the appropriation.

All accounts of expenditures shall set forth a sufficient explanation of the object, necessity, and propriety of the expenditures.

The facts on which an account depends must be stated and vouched by the certificate of an officer, or other sufficient evidence.

If any account, paid on the certificate of an officer to the facts, is afterward disallowed for error of fact in the certificate, it shall pass to the credit of the disbursing officer and be charged to the officers who gave the certificate.

Every order issued by any military authority which may cause any expenditure of public money, shall be given in writing, and a copy thereof filed by the disbursing officer with his voucher for the disbursement. An officer shall have credit for an expenditure of money or property made in obedience to the written order of his commanding officer. If the expenditure is disallowed, it shall be charged to the officer who ordered it.

Should any officer of a disbursing department be required to make payments or to furnish supplies not authorized by these regulations, or by law, he will submit to the officer ordering the same his opinion, in writing, of the regulation or law in the case; and, if the officer reiterates the order in writing, the disbursing officer shall then comply with it, and shall at once forward a copy of his opinion and of the order to the head of his department.

Disbursing officers, when they have the money, shall pay cash, and not open an account.

When correct and lawful accounts are due, the disbursing officer will see that they are promptly made out and presented to him for payment; and when so presented they shall, provided the officer have money, be at once liquidated, and a neglect or refusal to do so will be regarded as an offense subjecting the delinquent to trial by court-martial. When the disbursing officer has no funds to pay such accounts within the month, certified accounts in quadruplicate will be prepared, two copies to be given to the seller and two copies to be filed as vouchers to the proper abstract of purchases for the month in which the purchase is made. Payment in such cases to be afterward made only on the duplicate accounts held by the seller, such payment to be entered in the proper abstract of purchases for the month in which payment is made.

When practicable, persons hired in the military service shall be paid at the end of the calendar month and when discharged. Separate pay-rolls shall be made for each month. When a hired person is discharged and not paid, a certified statement of his account shall be given him.

Whenever an officer doing duty as a disbursing agent is relieved from duty he shall furnish a certified list of outstanding debts to his successor, and turn over certified accounts for amounts due and remaining unpaid for which no vouchers have already been issued. He will also transmit a similar list to the head of his department, and turn over to his successor the public money and property, and all official records and papers appertaining to the duties from which he is relieved, unless otherwise ordered.

No officer or agent disbursing public money will pay any claim or account presented through agents or collectors, except on regular power of attorney executed after the account or claim is due and payable, and unless such agent or collector is considered by the disbursing officer amply able to re-imburse the United States or the disbursing officer, in case such claim or account shall, subsequent to payment, prove to be unjust or fraudulent; and when an account is presented in person by an individual who is not known to the disbursing officer, the latter will require such evidence of identity as will secure the Government against fraud.

No trustee process, garnishment, injunction, or attachment can be recognized by the officers of the Government in respect of moneys due creditors of the United States.

Disbursing officers are not authorized to settle with heirs, executors, or administrators, except by instructions from the War Department, upon accounts duly audited and certified by the proper accounting officers of the Treasury.

No officer has authority to insure public property or money.

All disbursing officers are required to keep a cash-book, in which will be entered the amount of public funds received and disbursed, showing the dates, from or to whom, and on what accounts the money is received or paid. This book shall be considered as part of the records of the office, and will be turned over by the officer when relieved to his successor.

All disbursing officers of the Army drawing checks on moneys deposited to their official credit in favor of themselves or bearer, or in favor of any other than a public creditor, will state on the check the object or purpose to which the avails are to be applied.

When officers of staff departments change their stations, the transfer with them to the new station, at the expense of the Government, of their civilian clerks or other employes, is prohibited, except in cases of urgent necessity, for which sanction must first be had of the Secretary of War. Paymasters' clerks are excepted.

The heads of disbursing departments shall take care, by timely remittances, to obviate the necessity of any purchases on credit.

Vouchers for the disbursement of money will specify the quantity and price of each article bought, the name and business place of the person from whom they are procured, the date and manner of purchase, &c. When the vouchers are for service rendered, and like cases, they will state the nature and period of service, rate of pay per day or month, &c.; they will also give a sufficient explanation of the object, necessity, or propriety of the expenditure, attested by the certificate of an officer or by other satisfactory evidence.

Charges against a soldier shall be set against his pay on the muster-roll, but only on clear proof, and never without an inquiry, if the soldier requests it. Charges against an officer to be set against his pay shall be immediately reported to the Secretary of War.—(See Par. —.)

An officer who is in arrears to the Government on settlement of his accounts may have his pay stopped by the Secretary of War, on the recommendation of the Comptroller of the Treasury.

No officer's pay shall be stopped for losses to the Government resulting from any alleged neglect of duty, except by sentence of a general court-martial.

Every officer intrusted with public money or property shall render all prescribed returns and accounts to the Bureau of the Department in which he is serving, where all returns and accounts shall pass through a rigid administrative scrutiny before the money accounts are transmitted to the proper officer of the Treasury Department for settlement.

The head of the Bureau shall cause his decision on each account to be indorsed thereon. He shall bring to the notice of the Secretary of War all accounts and matters of account that require or merit it. When an account is suspended or disallowed, he shall notify the officer, that he may have immediate opportunity to submit explanations or take an appeal to the Secretary of War.

When an account is suspended or disallowed in the proper office of the Treasury Department, or explanation or evidence required from the officer, it shall be promptly notified to him by the head of the proper Bureau of the War Department. All vouchers, evidence, or explanation returned by the officer to the Treasury Department shall pass through the Bureau.

No land shall be purchased for the United States except under a law authorizing such purchase.—(Sec. 7, act May 1, 1820.)

No public money shall be expended for the purchase of any land, nor for erecting armories, arsenals, forts, fortifications, or other permanent public buildings, until the written opinion of the Attorney-General shall be had in favor of the validity of the title to the land or site.

When an officer is relieved from any staff duty at a post, he will turn over to his successor the funds and supplies for which he is accountable, as also all books, papers, orders, &c., pertaining to the office and duties from which he is relieved, and close his accounts.

Rules for making accounts and papers.

The following rules must be observed in making out and forwarding accounts and papers:

1st. Where there are directions printed on the blanks they must be carefully followed.

2d. Accounts of disbursing officers and returns, &c., of officers accountable for public property, are habitually made in duplicate, with duplicate vouchers, one to be retained by the officer, the other to be sent to the proper department for settlement.

3d. No expenditure must be charged without a proper voucher to support it.

4th. The receipt to the voucher must be signed, when practicable, by a principal; when this is not practicable, by a legally appointed agent. He must give place and date of payment.

5th. When an individual makes "his mark" instead of signing his name to the receipt, it must be witnessed.

6th. In all vouchers the different items, with dates and cost of each, must be given. To vouchers for transportation of officers, a copy of the order under which the journey was performed must be appended.

7th. To each voucher for notices inserted in newspapers or posters a copy of the notice or poster will be appended.

8th. Monthly accounts-current must exhibit the number of Treasury drafts and dates of their receipts.

9th. Fractions of cents are not to be taken up on accounts-current.

10th. Every officer who receipts for funds must render an account, clearly showing the transfer, whether he disbursed a portion of the funds or not; and whenever funds are transferred, the name of the officer from whom they are received or to whom they are turned over, with the date, must be given on the account-current.

11th. All copies of papers to accompany letters or accounts should be certified by an officer as "true copies."

12th. Each voucher should be complete in itself, being accompanied by all orders and explanations necessary to make it fully understood.

13th. In computing a fractional portion of any monthly allowance thirty days will be assumed as the length of the month in all cases. In payments for personal services the day of entry into and discharge from service shall both be paid for.

14th. Officers preparing vouchers required to be in sets will distinctly indicate the number of copies composing the set by writing plainly on the face of each the words "signed in duplicate," "signed in triplicate," "signed in quadruplicate," &c., as the case may be.

15th. All disbursing officers are required to retain one complete set of their official papers for their own security and use. These papers shall always be subject to examination by the commanding officer, or an inspecting officer in the presence of the owner.

Advertising and printing.

Advertisements or official newspaper publications, intended to be paid by any administrative department, will be published in the newspapers designated for that purpose by the Secretary of War. But, whenever in the judgment of any officer the interests of the service require that notices shall be inserted in any paper not so designated, he will make application for special authority in the case. Unauthorized newspapers will not be employed, except in cases where the necessity of advertising is imperative, and the time too limited to apply for orders. In such cases the facts will be set forth in the account for advertising.

Officers are not required to publish advertisements in all the authorized newspapers of any locality, at the same time, unless in their judgment the interests of the Government require it, or unless specially instructed to that effect.

All advertisements or official newspaper publications, of whatever nature, intended to be paid for by any administrative department, must be reported to the Secretary of War. The report must be accompanied by a copy of the advertisement, and set forth to what newspapers it has been sent for publication, whether to be published daily or otherwise, and to what date.

Contracts and purchases.

The chiefs of the administrative services shall, under the direction of the Secretary of War, designate, as far as practicable, the places where the principal contracts and purchases shall be made, and supplies procured, for distribution.

All purchases and contracts for supplies or services made for the Army, except personal services, when the public exigencies do not require the immediate delivery of the article or performance of the service, shall be made by advertising a sufficient time previously for proposals respecting the same.

When immediate delivery or performance is required by the public exigency, the article or service required may be procured by open purchase or contract at the places and in the mode in which such articles are usually bought and sold, or such services engaged between individuals.

All commanding officers, and especially those of military departments and districts, will see that early estimates and timely contracts are made for supplies for the several posts in their respective commands. The duty of advertising for proposals for supplies, &c., is imposed upon the chiefs of the different administrative departments.

In advertising for contracts for supplies of forage, fuel, lumber, lime, charcoal, or other articles, which may be supplied from the vicinity of any military post, the conditions of competition must always be such as to open to settlers and farmers near the point of delivery and consumption the opportunity of selling their products directly to the United States in such quantities as may be convenient and advantageous for both parties. Such supplies should, as far as practicable, be procured at first hands. Instructions will be given to post-quartermasters or commissaries to make, under the direction of the post-commander, such advertisements as will secure these ends.

All general and local proposals for such supplies will be received up to the same hour, and opened at the post which is to be supplied, by the post-quartermaster or commissary, in presence of the commanding officer and the bidders or their representatives, if they desire to be present.

Duplicate schedules of all bids will be made by the post-quartermaster or commissary, one of which he shall retain, and the others will be sent with the original bids to the chief of his department at department headquarters, through the post-commander, with recommendations and remarks as to the standing and responsibility of bidders. The commanding officer shall certify on these lists that he was present at the opening of the bids.

In like manner, when a contract is to be made on a large scale for the supply of articles or service for geographical districts or departments, the bids shall be opened by the quartermaster or commissary responsible, in the presence of the commanding officer of the district or department. These bids shall be entered upon duplicate abstracts and forwarded, with recommendations and remarks, through the proper military channels, to the head of the proper Bureau at Washington. The department or district commander shall certify to his presence at the opening of the bids, or, in case of his unavoidable absence, delegate his duty to the officer of the line highest in rank serving at the post or place where the bids are opened.

Advertisements shall be made for a reasonable time, in order to allow persons at a distance to compete for the contract, and when the contract is awarded, a proper time will be given the contractor to make deliveries of the supplies, or to furnish the transportation. The time allowed in each case will be set forth in the advertisement, which will also state by whose authority, or by whose order, it is published.

When the officer of the proper supply-department has reason to believe there is a conspiracy between the bidders, or when the same bidder shall be discovered to have put in two or more bids for the same contract, all such bidders and bids shall be excluded. Each bid shall be accompanied by a deposit of at least 5 per cent. on the estimated value of the contract, which sum shall be forfeited to the United States should the bidder fail to make the contract after it shall be awarded to him. This deposit shall be returned to the bidder on the signing of the contract or the rejection of the bid.

Contracts will be made with the lowest responsible bidder, and purchases from the lowest bidder who produces the proper article. But when such lowest bids are unreasonable they will be rejected, and bids again invited, by public notice.

Slight informalities on the part of the bidder in complying strictly with the terms of the advertisement should not, necessarily, lead to the rejection of the bid made by him, but the interests of the Government should be fully considered in the final award of the contract.

The chief quartermaster and chief commissary of each military department will carefully supervise all estimates and requisitions for supplying military posts in their departments, with special reference to the cheapest markets and the most economical routes of transportation.

No contract for furnishing supplies or transportation in any military department, made by a staff officer of that department, will be considered in force, until it has received the approval of the department commander, with the exception, that where a post is very remote from department headquarters the commanding officer of the post or of the district in which such post is located will be required to take this action. It will therefore be inserted as a condition in all contracts, that they are made subject to the approval of such commanding officer.

Contracts shall be made in quintuplicate, one to be kept by the officer, one by the contractor, two to be sent to the head of the staff bureau—one of them, with an abstract of the bids and a copy of each bid and advertisement, to be retained in that office and the other for the Second Comptroller of the Treasury—and the fifth to be sent by the officer making and signing the same to the returns office of the Department of the Interior within thirty days after the contract is made, together with the bids, offers, and proposals connected therewith, and a copy of any advertisement in the case, the said copies or papers in relation to each contract to be attached together, sealed, and numbered in regular order, numerically, according to the number of papers composing the whole return.—(*Act June 2, 1862.*)

The contractor shall give bond, with good and sufficient security, for the true and faithful performance of his contract.

An express condition shall be inserted in the contracts that no member of Congress, or officer or agent in the military service of the United States, shall be admitted to any share or part therein or any benefit to arise therefrom.—(*Sec. 4, act April 21, 1808.*)

No contract or order for purchase, or any interest therein, shall be transferred by the party or parties to whom such contract or order may be given to any other party or parties, and any such transfer shall cause the annulment of the contract or order transferred, so far as the United States is concerned, unless the transfer shall be authorized by the Secretary of War. Rights of action are reserved to the United States for any breach of such contract by the contracting party or parties.—(*Sec. 13, act July 17, 1862.*)

No contract shall be made except under a law authorizing it, or an appropriation adequate to its fulfillment, except contracts by the Secretary of War for the subsistence or clothing of the Army, which shall not exceed the necessities of the current year.—(*Act March 2, 1861.*)

In making his return to the returns office of the Department of the Interior the officer making the contract shall affix to the same his affidavit in the following form, sworn to before some magistrate or other person having authority to administer oaths:

"I do solemnly swear (or affirm) that the copy of contract hereto annexed is an exact copy of a contract made by me personally with; that I made the same fairly, without any benefit or advantage corruptly to the said or any other person; and that the papers accompanying include all those relating to the said contract as required by the statute in such case made and provided."

And any officer convicted of falsely and corruptly swearing to such affidavit shall be subject to all the pains and penalties now by law inflicted for willful and corrupt perjury.

Contractors shall be required to mark and distinguish, with their name or names, all supplies furnished by them in such manner as the Secretary of War may direct.—(*Sec. 15, act July 17, 1862.*)

The labor of troops or Government employes, or public means of transportation, shall not be used to enable contractors to fulfill contracts, unless in case of manifest necessity, when it shall be done only on the written authority of the post commander, and full deductions shall be made for such service.

Contractors for supplies of fuel will not be allowed to obtain it from a military reservation, unless so specified in the contract, and no permission will be given to cut wood on a military reservation within two miles of a military post if it can be obtained elsewhere within a reasonable distance.

Every contractor for the supply of subsistence, clothing, arms, ammunition, munitions of war, and for every description of supplies for the Army of the United States, shall be deemed and taken as a part of the land forces of the United States and subject to the Rules and Regulations for the Government of the Army. He may be tried by court-martial, and if found guilty of fraud or willful neglect of duty shall be sentenced to fine, imprisonment, or such other punishment as the court-martial shall adjudge.—(Sec. 16, act July 17, 1862.)

It is the duty of every officer in the service to exercise a rigid economy in the public expenses.

All officers doing duty in an administrative department shall at once take up and account for on their returns all public property which may come into their possession by purchase, whether paid for or not, by fabrication, or found by them at their post, station, or other place.

It is the duty of commanders and officers serving in the administrative departments to see that all property captured or seized by officers or soldiers is turned over to the proper department.

All property thus coming into the possession of officers of administrative departments by capture or seizure, or taken up estray, or taken from officers or soldiers serving in the enemy's country, will be taken up on their returns and accounted for by such officers, and used for the public service, unless claimed by owners and ordered by the commanding officer to be returned. In the latter case the receipts of the owners to whom the property is delivered will be taken therefor and the order of the commanding officer filed with the receipts.

Public horses, mules, oxen, tools, implements, and all other public property that it may be useful to mark, shall be branded conspicuously U. S. before being used in the service; and all public property having the brand of the United States, when sold or condemned shall, when practicable, be branded with the letters I. C., except in the case of horses sold to officers.

No public property nor labor hired for the public service shall be used for any private purpose whatsoever not authorized by these regulations.

Public property shall not be transferred gratuitously from one administrative department to another.

If any article of public property be lost or damaged by neglect or fault of any officer or soldier, he shall pay the value of such article, or amount of damage, or cost of repairs, at such rates as a board of survey, with the approval of the commanding officer, may assess, according to the place and circumstances of the loss or damage. And he shall moreover be proceeded against as the Articles of War provide, if the circumstances require it. If the pay of any officer or soldier is wrongfully withheld for arrears or liabilities to the United States a civil remedy is provided by the act of January 25, 1828.—(See Par. —.)

If any article of public property be embezzled, or by neglect lost or damaged by any person hired in the public service, the value or damage as ascertained, if necessary, by a board of survey, shall be charged to him and set against any pay or money due him.

Public property lost or destroyed in the military service must be accounted for by affidavit, or the certificate of a commissioned officer, or other satisfactory evidence.

In settling the accounts of a company commander for clothing or other military supplies, the affidavit of such officer may be received to show the loss of books or vouchers or any matter or circumstance tending to prove that a deficiency was occasioned by unavoidable accident or lost in actual service without fault on his part, or that such supplies had been properly used. Such affidavit, if satisfactory to the Secretary of War, shall be taken as evidence to establish the facts set forth.—(Sec. 2, act Feb. 7, 1863.)

Affidavits or depositions required in the settlement of accounts may be taken before any officer in the list as follows, as may be most convenient:

- 1st. A civil magistrate competent to administer oaths.
- 2d. A judge-advocate.
- 3d. The recorder of a garrison or regimental court-martial.
- 4th. The adjutant of a regiment or post.
- 5th. A commissioned officer.

Public property ordered for sale may be sold at private sale after proper advertisement, according to law, when, in the opinion of the chief of the Bureau, better prices may be had.

An officer issuing stores shall deliver or transmit to the receiving-officer an exact list of them, in duplicate invoices, and the receiving-officer shall return him duplicate receipts. The condition of each article shall be specified in invoices and receipts.

When an officer to whom stores are forwarded has reason to suppose them miscarried, he shall promptly inform the issuing and forwarding officer, and the Bureau of the Department to which the property appertains.

Every officer responsible for public property shall, when practicable, make a careful and complete inventory of such property on or before the last day of each quarter, and shall take up on his returns every article or pound which may be found surplus. He shall make a list of all such surplus, which he shall certify is correct and complete. This list shall be sent to the post or other commander, who shall also certify that all surplus found has been taken up, as far as he can judge. Troop and battery commanders will take up surplus forage at the end of each month, making the certificate required above.

All officers of, or doing duty in, the quartermaster's or subsistence departments at posts, will submit all estimates or requisitions for supplies which they may require, to their immediate commanding officers for their revision and approval prior to forwarding them to the officer from whom the supplies are to be obtained.

It will be the duty of commanding officers of posts carefully to examine these requisitions, and satisfy themselves that the articles enumerated therein are actually required, and that the lists embrace all that is needed for the proper maintenance of the departments at such posts for the time estimated for.

No permanent buildings for the Army, as barracks, quarters, hospitals, store-houses, offices, stables, piers, or wharves shall be erected but by order of the Secretary of War, and according to the plan directed by him, and in consequence of appropriations made by law. And no alterations shall be made in any such public building without authority from the War Department.—(*Sec. 11, act Mar. 3, 1859.*)

All new forts and permanent posts will receive their names from the War Department.

Complete title-papers, with full and exact maps, plans, and drawings of the public lands purchased, appropriated, or designed for permanent military fortifications, will be collected, recorded, and filed in the Engineer Bureau; of the public lands appropriated or designated for armories, arsenals, and ordnance depots, will be collected, recorded, and filed in the Ordnance Bureau; of all other lands belonging to the United States, and under the charge of the War Department, for barracks, posts, cantonments, or other military uses, will be collected, recorded, and filed in the office of the Quartermaster-General.

A copy of the survey of the land at each post, fort, arsenal, and depot, furnished from the proper bureau, will be carefully preserved in the office of the commanding officer.

Condemnation of property.

In order to relieve an officer from liability, or to fix responsibility on account of public property that has become damaged, except by fair wear and tear, or when deficiencies are found in it, it must, before being submitted to an inspector for condemnation, be examined by a board of survey.

To secure prompt action in the disposition of property deemed unserviceable or worthless, an officer having property of this character on hand will forward, through his immediate commanding officer, to the inspector-general of the department or division in which he is serving, a list of the articles which he desires to bring before an inspector. The commander shall forward with this report his own statement of the condition of the articles, and whether, in his opinion, the inspection should be made.

When his report is received by the inspector he will submit it to the commander who, if he deem it expedient, and the value of the property be large, will send an inspector to examine and report upon it. Should he regard this as unnecessary, the commander of the post or other officer may be required to act as an inspector, provided he is not responsible for the property.

Property unfit for the purpose for which it was designed, may often be applied to other uses, and will not be condemned on account of its worn appearance merely, but the fact of its being unserviceable must be fully ascertained before condemnation.

All inspections and reports, having in view the condemnation of public property for whatever cause, may be made by inspectors-general, assistant inspectors-general, and acting assistant inspectors-general, or by inspectors specially designated by the head of an administrative Bureau, by the commander of a department, or by higher authority. In cases of urgent necessity, the commanding officer of a post, if not himself accountable for the property, shall make the inspection. If the inspector deem the property fit for service or issue he will so report, and it shall be received and used. If not, he will forward a formal inspection report to the commander empowered to give orders in the case. Commanding officers will enforce the issue and use of property reported serviceable by the inspector.

The inspector's reports will state the exact condition of each article and what disposition it is expedient to make of it; whether to be destroyed; to be dropped, as of no value; to be broken up; to be repaired; to be repacked, or to be sold. The inspector will certify in his report that he has examined each article and that its condition is as stated.

Articles that are entirely worthless and can be of no further use to the Government, will, immediately after inspection, be so far destroyed by the inspector as to prevent any possibility of future presentation to cover other deficiencies, and such articles as cannot be so destroyed will, when practicable, be marked with the letters I. C., (inspected, condemned.)

The head of an administrative Bureau, an officer commanding a department, or any officer of higher authority, may give orders on the report of the authorized inspectors to sell, destroy, or make such other disposition of the property condemned as the case may require, (the sale of ordnance and ordnance stores alone excepted, for which the orders of the War Department must always be taken,) or this authority may be exercised by the regular inspectors-general and the assistant inspectors-general of the Army upon property that has been inspected by them.

If the property be of considerable value, and there should be reason to suppose that it could be advantageously applied or disposed of elsewhere than within his command, the officer authorized to act will refer the matter to the General-in-Chief for his orders in the case, who, if he deem necessary, will forward it for those of the Secretary of War. No other persons than those above designated will order the final disposition of condemned property, saving only in the case of animals, which should be killed at once to prevent contagion, or of stores that are rapidly deteriorating, in which case the immediate commander, of necessity, must act.

Public property regularly condemned and ordered for sale shall be sold for cash at auction on due public notice and in such market as the public interest may require. The officer making the sale will bid in the property or suspend the sale when in his opinion better prices may be obtained. The auctioneer's certified accounts of the sales in detail will be made in triplicate: one to accompany the account-current, another as a voucher for the articles sold, the third will be retained by the officer. The net proceeds of sales will be applied as the Secretary of War may direct.

No officer making returns of property shall drop from his return any such property as worn out or unserviceable, until it has been condemned, after proper inspection, and ordered to be so dropped.

Every inspector, member of a board of survey, and commander acting on their proceedings will be held responsible that his action has been proper and judicious, according to the regulations and the circumstances of the case.

As far as practicable every officer in charge of public property, whether it be in use or in store, will endeavor by timely repairs to keep it in serviceable condition, for which purpose the necessary means will be allowed on satisfactory requisitions; and property in store so repaired will be issued for further use. Perishable stores will be repacked whenever it may be necessary for their preservation and their value will justify the expense. This expense will be a legitimate charge against the department to which they belong. Public animals will not be condemned for temporary disease or want of condition, but may by order of the commanding officer, after inspection, be turned in for rest and treatment if there is a probability of their being recruited within a reasonable time.

All reports of the inspection of property will be submitted by the inspector, through his immediate commander, to the officer empowered to order final disposition of the property.

Boards of survey.

When public property becomes damaged, except by fair wear and tear, or otherwise unsuitable for use, or a deficiency is found in it, the officer accountable for the same shall report the case to the commanding officer, who shall, if necessary, appoint a board of survey.

Boards of survey have no power to condemn public property. They are called only for the purpose of establishing data by which questions of administrative responsibility may be determined and the adjustment of accounts facilitated; as, for example, to assess the amount and kind of damage or deficiency which public property may have sustained from any cause not ordinary wear, either in transit or in store, or in actual use; whether from accident, unusual wastage, or otherwise, and to set forth the circumstances and fix the responsibility for such damage or deficiency, whether on the carrier or person accountable for the property, or having it immediately in charge, or any other person whomsoever; to make inventories of property ordered to be abandoned when the articles have not been enumerated in the orders; to assess the prices at which damaged clothing may be issued to troops, and the proportion in which supplies shall be issued in consequence of damage or other cause, that renders them at the usual rate unequal to the allowance which the regulations contemplate, and to report on the condition of public property in the possession of an officer at the time of his death or arrest.

Boards of survey will be convened by commanding officers of posts or stations, or by superior authority, and will be composed of not more than three nor less than two commissioned officers of the Army. The officers ordering the board, and the officers responsible in the matters to be investigated, cannot serve on such board. When the commanding officer is himself responsible for the property the board will be ordered by the next higher commander.

Before proceeding to business the following oath will be administered to the board by the senior member, viz: "We do solemnly swear that we will truly and faithfully examine into and report upon all matters submitted for our investigation in the order convening this board of survey, without partiality, favor, or affection: so help us God."

The board shall have authority to summon, administer oaths to, and examine witnesses, and to call for or take such depositions as may be necessary to arrive at a correct understanding of the case.

The party responsible in the matters undergoing investigation shall have the right of being present, impeaching and examining witnesses, or of submitting any evidence that may serve to elucidate his action or liability.

The report of the proceedings will set forth—

- 1st. The order convening the board.
- 2d. Time of convening, and that the board was duly sworn.
- 3d. The evidence taken before the board.
- 4th. The opinion arrived at by the board on all the evidence submitted.

This report will be accompanied by all affidavits and other papers, or copies thereof, which were received in evidence. It will be signed by each member, one copy to be forwarded by the approving officer to the headquarters of the next superior commander, and duplicate copies to the officer accountable for the property.

The action of the board will be complete with the approval of the commanding officer, but may be set aside and another board ordered by higher authority. Should the commanding officer disapprove the proceedings of the board of survey, the case will be sent to the next higher commander, whose decision shall be final. Should the next higher commander be unable to decide the case on the evidence already before him, he will either send an inspector or will himself order a board of survey, preferably of officers from another post, but in no case will any officer be placed on this board who has served on the previous one. In no case will the report of the board supersede the dispositions which the law requires with reference to deficiencies or damage.

ARTICLE LII.

JOURNAL.

Commanding officers of troops marching through a country little known will keep journals of their marches according to the form and directions hereto annexed. At the end of the march a copy of the journal will be retained at the station and another forwarded to the headquarters of the department or division; thence, after a copy has been taken, it will be transmitted to the Adjutant-General for the information of the General-in-Chief and the War Department.

The object of the journal is to furnish data for maps and information which may serve for future operations. Every point of practical importance should therefore be noted, even though not indicated in these directions.

Directions for keeping the journal.

Note-books of the prescribed form shall be furnished by the Quartermaster's Department, and kept at the various headquarters for distribution.

The journal should be kept in the pocket note-book prescribed, or, if one cannot be obtained, in a book made of sheets of paper folded to half the letter size.

The record is to run from the bottom to the top of each page.

The remarks corresponding to each division will be upon the soil, productions, quantity and quality of timber, grass, water, fords, nature of the woods, &c., and important incidents. They should show where provisions, forage, fuel, and water can be obtained; whether the streams to be crossed are fordable, miry, have quicksands, or steep banks, and whether they overflow their banks in wet seasons; also the quality of the water; and, in brief, everything of practical importance.

When a detachment leaves a main column, the point on the route will be noted and the reason given in the remarks.

The commander of the detachment will be furnished with a copy of the journal up to that point, and will continue it over his new line of march.

ARTICLE LIII.

MILITARY OBLIGATIONS AND ETIQUETTE.

The obligation to a strict and conscientious performance of the duties intrusted to him is equally binding on every officer of the Army, of whatever rank.

Commanding officers shall not make eye-servants of the officers under them by unworthy suspicions of neglect or by watching or spying. If, however, it shall come to the knowledge of the commander that an officer is habitually shirking or neglecting his duty, he shall take measures to bring him to account, not only for his neglect, but also as a willful violator of his honor as an officer.

Officers arriving at the seat of government are to report at the Office of the Adjutant-General by recording their names in a book kept for that purpose.

Officers arriving at any military headquarters on duty will, if inferior in rank to the commanding officer, report personally; if superior, by writing or otherwise, as may be convenient.

It is required that an officer who calls or reports officially in person at any headquarters shall present himself in uniform, unless it has been dispensed with by the senior. If not, an explanation will always be tendered by the junior who makes such call out of uniform.

When an officer superior in rank to the post commander shall arrive on official business at any military post, every commissioned officer on duty at the post is expected to pay him an official visit in uniform. When the officer arriving is a general officer, or is entitled to the honors of a general officer, the commanding officer shall be accompanied in his visit by all the commissioned officers at the post, all in full uniform.

Officers are, of course, expected to maintain among themselves the courtesies and amenities of social life as observed between gentlemen. Officers arriving at posts or military stations on visits of convenience or pleasure have a right to expect that the officers at the post visit them socially, and render such offices of courtesy and hospitality as the occasion may demand.

ARTICLE LIV.

MISCELLANEOUS.

Gambling among officers being demoralizing, destructive of harmony, and injurious to discipline, is positively prohibited at every military post, or upon any military reservation. Any officer violating this regulation shall be proceeded against under the ——— Article of War.

Any officer who shall, in his social relations, be guilty of conduct which occasions scandal and disgrace to the reputation of the Army or injury to the harmony and discipline of the service, shall be proceeded against under the ——— or ——— Article of War, according to the nature and character of the offense. And any commanding officer who permits, knowingly, such conduct will be responsible for his neglect, under the ——— Article of War.

The Government has no control over the pay of an officer to compel payment of private debts; yet an honest liquidation of such liabilities is essential to the credit and reputation of the Army. Accordingly any unwarrantable failure or neglect in such matters will be deemed an offense rendering an officer subject to trial and sentence by court-martial under the ——— of the Rules and Articles of War.

Officers entitled to and drawing forage shall not use public animals or conveyances to take them to and from their offices or about the vicinity of their posts or stations, or for any other purpose whatever, unless under circumstances where such use is especially authorized in these regulations.

No officer of the Army on the active list can hold any civil office, whether by election or appointment; and any such officer accepting or exercising the functions of a civil office shall at once cease to be an officer of the Army.—(*Sec. 18, act July 15, 1870.*)

All persons who have served as officers, non-commissioned officers, privates, or other enlisted men in the Regular Army, volunteer, or militia forces of the United States during the war of the rebellion, and have been honorably discharged from the service, or still remain in the same, shall be entitled to wear on occasions of ceremony the distinctive badge ordered for or adopted by the army corps and division, respectively, in which they served.—(*Act July 25, 1868.*)

All officers who have served during the rebellion, as volunteers in the Army of the United States, and have been honorably mustered out of the volunteer service, shall be entitled, upon occasions of ceremony, to wear the uniform of the highest grade they have held by brevet or other commissions in the volunteer service.

The highest volunteer rank which has been held by officers of the regular Army shall be entered with their names respectively upon the Army Register. But these privileges shall not entitle any officer to command, pay, or emoluments.—(*Act July 28, 1866.*)

Under the act approved December 13, 1814, the several officers of the staff of the Army will provide the officers, seamen, or marines of the Navy, when acting on shore in co-operation with the land troops, upon the requisition of the commanding officer of any such detachment, with rations, camp equipage, and necessary transportation. The contract price of any rations so furnished shall be re-imbursed out of the appropriations for the support of the Navy. Upon like requisitions the Quartermaster's Department will furnish the commanding officer of any such detachment, and his necessary aids, with horses, accouterments, and forage during the time they are co-operating with the land forces.

The President is authorized to enlist and employ in the Territories and Indian country a force of Indians, not to exceed one thousand, to act as scouts, who shall receive the pay and allowances of cavalry soldiers, and be discharged whenever the necessity of their further employment is abated, or at the discretion of the department commander.—(*Act July 28, 1866.*)

ARTICLE LV.

STAFF.

The staff is divided into—

- 1st. The general staff, composed of the generals of the Army who command troops, and the officers who aid them in the direction of military operations.
- 2d. The administrative services.

The functions of the general staff relate to the conduct of military operations, under the directions of officers in command.

The administrative services are conducted by special staffs, the directions of which are located at the seat of Government, and constitute Bureaus of the War Department, under the orders of the Secretary of War.

All staff-officers assigned to commands are under the exclusive orders of their commanding officers. The functions of their offices are performed in accordance with the regulations prescribed by the War Department.

Commanding officers of military divisions, departments, or districts will forward direct to the departments at Washington, copies of all orders affecting officers of the staff under their command. It is highly important that advices of leaves of absence, changes of locality, duties, &c., of subordinate officers of the staff, be promptly communicated to the heads of their respective departments.

An officer in charge of a general depot or agency, or employed in purchasing supplies, is accountable to the head of the staff-department in which he is serving. So far as the operations of a depot pertain to a geographical division or department, the staff-officer in charge is under the orders of the commander of the same.

Chiefs of the general and of the special staffs will form a chain of subordination among themselves. Thus, the chief of an administrative service of an army corps will have a direct authority over the chief of the same service of a division in the same corps in matters relating exclusively to the affairs of his department. But whenever a superior in an administrative service shall desire to give an order to his inferior, which affects the immediate commander of that inferior, or any other department of the staff, he shall apply to his own immediate commander, and if the order be approved, it shall be issued through the chief of staff, or adjutant-general, and transmitted to the next inferior commander.

Officers of administrative services report to their immediate commanders the state of the supplies and whatever concerns the service under their direction, and receive their orders and communicate to them those from their superiors in their own department, immediately on their receipt. Every commander shall hold his staff-officers to a strict observance of this regulation.

GENERAL STAFF.

ARTICLE LVI.

ADJUTANT-GENERAL'S DEPARTMENT.

All general orders, orders of detail of instruction, of movement, and all general regulations for the Army, are communicated to the troops through the Office of the Adjutant-General.

The Adjutant-General of the Army is charged, under the Secretary of War and General-in-Chief, with the details of the organization of the Army, and of volunteers and militia when called into service; with the record of military appointments, promotions, resignations, deaths, and other casualties; with the registry and filling up of commissions, and with their distribution; with the records which relate to the *personnel* of the Army, and to the military history of every officer and soldier; with the duties connected with the recruiting service; the registry of names of soldiers; their enlistments and descriptive lists, and of deaths, discharges, desertions, &c.; with the preservation of monthly returns of regiments, depots, and posts, and the muster-rolls of companies; with examination of applications for pension previous to final action by the Pension-Office, and of inventories of the effects of deceased officers and soldiers; with examination of claims for personal services, prior to action by the accounting-officers of the Treasury, or by the Paymaster-General; and with the distribution of blank forms of rolls, returns, &c.

The annual returns of the militia of the several States and Territories, of the ordnance, arms, accouterments, and munitions of war pertaining to the same, required by law to be made to the President of the United States, are filed, and the general returns of the militia annually required to be laid before Congress, in conformity with the act of March 2, 1803, are prepared and consolidated in this office.

Instructions for keeping the principal record-books, and transacting the clerical business of the Bureaus of the War Department, and at division and department headquarters, will be furnished on application to the Adjutant-General.

Orders.

"General Orders" are issued from the headquarters of the Army alone, and are prohibited from any other office. Orders from other headquarters will be styled "Orders," or "Special Orders."

Special orders are such as relate only to particular objects and individuals. They need not be published to the whole command of the officer who issues them. Besides the individual to whom they are sent direct, they are communicated to others whom they interest.

Orders of the President and Secretary of War affecting the Army, other than those relating to the administrative duties of the Bureaus, will be communicated to the General-in-Chief of the Army, who will cause them to be published in general or special orders, as the case may require.

General orders, or orders, are to be numbered in one series, special orders in another. Each series for an army, army-corps, division, or brigade in the field, will commence and terminate with a campaign. At headquarters of the Army, in geographical divisions and departments, regiments, companies, and garrisons, they will commence and terminate with the year. Court-martial orders and circulars are to be numbered in series by themselves.

The parole, countersign, and watch-word are issued from headquarters of the highest in command. They are in the nature of orders, but are neither general nor special, nor are they numbered.

A general order, an order, and an important special order must be read and approved by the officer whose order it is before it is issued by the staff-officer.

The head of the order will indicate the source from which it emanates, as well as the place and date; and the foot of the order will cite the name of the commander who gives the order, as for example:

GENERAL ORDERS }
No. 1. }

HEADQUARTERS OF THE ARMY,
ADJUTANT-GENERAL'S OFFICE,
Washington, January 1, 1865.

By command of General _____ :

_____,
Adjutant-General.

For a division :

ORDERS }
No. 6. }

HEADQUARTERS FIRST DIVISION SOUTHERN ARMY,
New Orleans, December 23, 1864.

By order of Major-General _____ :

_____,
Assistant Adjutant-General.

The same form will be observed in the orders of a geographical division and department, or a detachment or post consisting of more than one company.

A company order will omit the word "headquarters," and in lieu of it will give the letter of the company and regiment to which it belongs.

Orders of commanders of artillery and engineers in the field will be headed "Artillery," or "Engineer Headquarters," of such army or army-corps.

The place at which an order is issued should be very particularly mentioned, and if beyond the frontiers the position should be identified with some remarkable object, as "Camp Cooke, near Fort Benton, Montana Territory."

Orders may be put in the form of letters, but generally should be in the strict military form, and sent through the office of the adjutant or adjutant-general of the command.

Orders are transmitted habitually through all the intermediate commanders in the order of rank.

Orders and instructions, whose nature leaves no discretionary power in intermediate commanders to modify or suspend them, may be transmitted direct to the officer under whose immediate authority they are to be executed; for instance, an order for the discharge of a soldier direct to the post-commander, copies being furnished to the intermediate commanders as heretofore.

Communications from superior to inferior officers will be answered through the same channel as received.

Orders for any body of troops will be addressed to the commander, and will be opened and executed by the commander present, and published or distributed by him when necessary.

The orderly hour having been fixed at each headquarters, staff-officers will attend in person or send their assistants to obtain the orders of the day: The chief of staff of an army-corps, to general headquarters; the chief of staff of a division, to army-corps headquarters; the chief of staff of a brigade, to division headquarters; the adjutant of a regiment, to brigade headquarters; first sergeants of companies, to regimental headquarters.

A file of the printed orders will be kept with the headquarters of each regiment, with each company, and at each military post, and will be regularly turned over by the commander, when relieved, to his successor.

During marches and active operations, and when the regular orderly hours cannot be observed, all orders will be either sent direct to the troops, or the respective commanders of regiments or corps will be informed when to send to headquarters for them. Under the same circumstances orders will be read to the troops during a halt, without waiting for the regular parades.

Orders to any officer to make a tour of travel on duty, as for the inspection or payment of troops, &c., shall designate the troops and posts he shall visit, and the order in which he shall visit them, and, when practicable, the route of travel.

Copies of all orders of the commanders of armies, departments, divisions, and detached brigades, and of the superintendent of the recruiting service, will be forwarded at their dates, or as soon thereafter as practicable, in separate series, on full sheets of letter-paper, or as printed, to the Adjutant-General's Office.

Except when expenditure of money or extraordinary responsibility is involved, an officer cannot demand an order in writing. When an officer receiving an order thinks it involves such responsibility, he shall make a statement in writing setting forth in detail his reasons for requesting the order in writing. If these reasons be vexatious or frivolous the officer making them renders himself liable to punishment for insubordinate conduct.

A staff-officer communicating a verbal or written order shall state whose order it is. Failing in this the order is of no effect.

Urgent circumstances may require a commanding officer to give an order in violation of these regulations. For its propriety and necessity he is responsible to his seniors in command. His juniors cannot plead that this is a violation of law, but must obey the order unless such order should be manifestly against the laws of the land.

As a general rule the last order received must be obeyed. In case the last order is in violation of a previous order given by a common superior, the junior must make known the existence of such order. If the last order is then reiterated it must be obeyed.

To *revoke* an order is to annul it from its date, so as to make it of no effect. To *rescind* an order is to stop its operation from the date of the order rescinding, or from any date therein fixed.

Military correspondence.

All official correspondence between a commander and his juniors will be conducted by the adjutant at regimental or post headquarters; the assistant adjutant-general at the geographical division, department, or district headquarters; the adjutant-general at general headquarters; and written communications are to be addressed accordingly in the ascending line of correspondence.

The same rule will be observed in verbal applications, thus: A lieutenant will obtain the sanction of his captain before applying for indulgence to a higher commander.

All official letters, applications, and reports from generals and commanders of regiments or posts, which are designed to be laid before the General-in-Chief of the Army, or intended for geographical division, department, or district headquarters, or for the chief of any staff department, are to be signed by the commanding officers themselves.

Written communications from a commander to those under his command may be made by his staff-officer.

When staff-officers communicate the orders and instructions of their commanders they will premise, "I am directed by."

Every staff-officer must sign his own communications and orders. His assistant cannot sign them by his order. If the assistant sign them, it must be by order of the common commander of the two.

Officers making written communications and reports will append their official signatures, legibly written, as determined, by the commissions under which they are serving.

Officers having equal commands—as division, department, regiment, or post—sign all communications to each other without reference to the relative rank of the officers corresponding. This does not apply to correspondence between a regimental commander and an officer of his regiment on regimental duty, though each should be in command of a post.

The post-office address of an officer's station will, in all practicable cases, be given in his official letters when "In the field," "Headquarters ——" "Camp ——" or where other similar designations of locality do not with sufficient definiteness indicate the place to which communications may be sent him.

Officers of the administrative services who are assigned in orders from the War Department and are on duty in a military geographical division or department, will transmit their estimates and correspondence with the chiefs of Bureaus through the division or department commander, and will submit to him reports of their operations, and of public funds and property in their charge, *as he may require*. Their estimates must have his approval or disapproval indorsed thereon. Officers of those services assigned to posts, stations, or commands, will in like manner transmit their estimates and correspondence to the chiefs of those services in the geographical department through their immediate commanders.

Officers of the administrative services assigned to charge of general depots, or to the duty of purchasing for supply of troops over and above those embraced within the military departments in which they are located, will be required to submit to the department commander only such estimates and correspondence as relates to his command. In all other matters their communications will be directly with the heads of their Bureaus in Washington.

In ordinary cases accounts, returns, requisitions for stores, estimates for funds, certificates of disability, applications for leave of absence, transfers, and communications to be forwarded, &c., need not be accompanied by letters of transmittal, but forwarding officers should indorse upon them their approval or remarks. When more than one roll or return is transmitted at a time, they will be enumerated in a list inclosed in the same envelope.

Official letters should generally refer to one matter only. In regard to an enlisted man, the company and regiment must be stated.

All communications on public service are to be marked on the cover "Official business."

Official communications shall be folded, briefed, recorded, &c., as shall be prescribed by the Adjutant-General of the Army. The rules so prescribed by the Adjutant-General shall be printed in pamphlet form and one copy furnished to every headquarters and to each officer of the Army.

Correspondence on military details, and duty with the Executive Departments of the Government, is prohibited to either officer or soldier, unless specially invited by the Heads of such Departments.

Communications direct from the President or head of an Executive Department to an officer will be acknowledged and answered direct to the source whence they emanate.

Officers and soldiers are prohibited from sending communications, or preferring claims or requests for indulgence, redress of grievances, or any matter touching their military service, except through the proper military channels. Applications made in any other mode will not be entertained, but will be construed as a breach of discipline.

Anonymous communications on official matters will under no circumstances be noticed.

No officer of the Regular Army will be officially addressed by any other than the title attached to his lineal or staff rank in the Regular Army, or that of the rank under which he is actually serving.

Diagram No. — shows the channels of communication between the department commander and his command.

Reports.

The date of appointment, of detail, and of removal of all staff-officers, or of officers selected for duty in staff-departments, which may entitle them to receive additional pay, will be immediately reported by the officer making such appointment, detail, or removal, to the adjutant-general and to the paymaster of the department or command to which such officers belong.

All officers on detached duty will report, on the last day of each month, to the commanders of their posts, of their regiments or corps, and to the adjutant-general, their stations, the nature of their duties, and the authority placing them thereon, likewise each change of address.

No Bureau of the War Department shall require the officers of that Department to make any report except on matters relating to the duties of his department. Nor shall any officer other than commanders and authorized inspectors report, or make any official communication upon the management of any post or regiment, or of any staff-department, except through the commander or chief thereof.

Muster-rolls, returns, &c.

All rolls and returns required to be forwarded to the Adjutant-General's Office will be made on printed blanks furnished, and according to the forms prescribed. Manuscript documents as substitutes are prohibited, unless it shall be made manifest that the proper printed forms could not have been received in time; but in no case shall the manuscript differ from the printed forms, except that the notes of instruction may be omitted.

Returns and rolls must contain, in a clear and intelligible form, all the information required by the notes on the blanks. Questions of pay, of pensions, of accountability, and often of military reputation, can only be settled by reference to these official records, which the officer on signing certifies to be correct. Returns and rolls, being certified under the Rules and Articles of War, are held as superior evidence, and therefore demand the utmost care and attention in their preparation.

Regimental returns must be made in the name of the colonel, and company returns in the name of the captain, whether present or absent.

Instructions and forms for making rolls, returns, &c., and a list of the papers required from each command in the Army, will be furnished the proper officers on application to the Adjutant-General.

Muster and pay rolls.

At each regular muster, one ordinary muster-roll and three muster and pay rolls are to be made. The muster-roll will be transmitted by the mustering-officer to the Adjutant-General within three days after the muster. Two copies of the pay-rolls are for the paymaster, the other is to be kept with the company records for reference.

On the muster-rolls companies are designated by the name of the captain, whether present or absent.

The calculations on the pay-roll are made by the paymaster, and will be transcribed by the company commander or under his direction, on the copy retained with the company.

The muster and pay rolls of the stewards, ward-masters, and nurses will be made out by the medical officer in charge of the hospital.

Soldiers in hospitals, patients, or attendants, except stewards, shall be mustered on the rolls of their companies if they be present at the post.

Monthly returns.

Commanders of divisions, departments, regiments, corps, and stations, make to the Adjutant-General monthly returns of their respective commands. Captains make company returns monthly to regimental headquarters. Department and regimental returns are forwarded as soon as all the subordinate returns are received; all others on the 1st day of the next month.

Post-returns are in quadruplicate—one copy to be sent direct to the Adjutant-General, one to division, one to department headquarters, and one retained at the post.

Every commander of a separate body of troops, whether engaged in campaign, in field-service, or occupying a temporary camp, or simply in transit from one post to another, will make the monthly returns required from commanding officers of posts, &c. Any detachment, so far separated from the main body to which it belongs as to render it impracticable for the commander of the latter to make the muster and inspection enjoined by the general regulations, is considered as a separate command within the meaning, and for the purpose, of this regulation. These returns will exhibit, separately, the several regiments, detachments, and staff corps, and the strength of each garrison which may be within the command.

Field-returns.

Besides the stated returns of the troops such other field-returns and reports will be made as may be required by proper authority.

Immediately after a battle there shall be roll-calls, and examinations of the battlefield, of ambulances, and hospitals, to ascertain what men are killed, wounded, or missing; and, as soon as practicable after any action or affair, a return of the killed, wounded, and missing will be made, in which the name, rank, and regiment of each officer and soldier will be specified, with such remarks and explanations as may be requisite for the records of the War Department, or be necessary to establish the just claims of any individual who may have been wounded, or the heirs and representatives of any killed in action, taking care to specify the nature of the wound, the time and place of its occurrence, the company, regiment, or corps, and the name of the captain, colonel, or other commanding officer. The first muster-rolls after the battle must be reconciled, if possible, to the said return by full explanatory notes of all changes.

Returns of captured property.

A return of all property captured will be made by the commanding officer of the troops by whom such capture was made, to the Adjutant-General, in order that it may be disposed of according to the orders of the War Department.

Blanks—books.

Printed forms and blanks will be furnished by the Adjutant-General to the commanders of regiments, corps, companies, and posts, on their requisitions, made quarterly or oftener if necessary. The receipt of these forms and blanks will be immediately acknowledged, and afterward accounted for on the next monthly returns.

The blank-books and books of instruction, which are furnished from the Adjutant-General's Office, will be obtained and are to be accounted for in the same manner as blank forms.

When it is necessary to save clerk-hire, or promote the efficiency of the Army, commanding officers of divisions and departments may direct printing to be done at their headquarters.

Subordinate commanders are prohibited from ordering any printing except when authorized by department commanders or when it is manifestly impracticable to obtain the printed matter from the heads of Bureaus at Washington in time for use. Whenever practicable, application for authority to have printing done will be made, before ordering the work, to the War Department.

The publication of military orders in newspapers is unauthorized, and will not be paid for unless it shall appear, upon examination of the bills at the War Department, that the orders charged for were necessary and could not have been made to reach those for whose information or government they were intended through the ordinary military channels.

Roster and details for service.

There are two tours of service:

1. Service with arms.
2. Fatigues—duties without arms.

The first tour will comprehend—

1. Detachments for reconnoitering, foraging, scouting, &c.
2. Outposts.
3. General courts-martial, and courts of inquiry.
4. Detachments to protect laborers on military or civil works.
5. Interior guards at general depots, magazines, and general hospitals.
6. Guards of honor, or personal guards.
7. Regimental and garrison courts-martial.
8. Detachments for protecting fatigue parties.
9. Police or camp and garrison guards.
10. Boards of surveys—councils.
11. Orderlies.
12. Stable guards form a separate roster, and count above fatigues.

The second tour will comprehend—

1. Armed working parties in trenches, field fortifications, &c.
2. Unarmed working parties in trenches, field fortifications, or other military works.
3. Unarmed working parties on civil works.
4. Ordinary fatigues in camp or garrison.

Every service not enumerated as of the first tour shall be reputed "*fatigues*."

Service performed by detail will be equalized on the principle, the longest off, the first on, duty.

Rosters will be kept exhibiting the officers and non-commissioned officers by name and grade, the privates in alphabetical order.

The rosters are distinct for each class; officers are named on them in the order of rank. The details are taken in succession in the order of the roster, beginning at the head, for duties of the 1st tour, and at the foot for duties of the 2d tour.

Lieutenant-colonels and majors form the first roster, kept at division or department headquarters. They are detailed for duties of the 1st, 2d, and 3d classes of the 1st tour, and for the 4th and 5th classes when their importance warrants it.

Captains form the second roster. They are detailed for the 3d, 4th, 5th, 6th, 7th, 8th, 9th, and 10th classes of the 1st tour. Their roster for the 3d, 4th, 5th, and 6th classes are kept at division or department headquarters. Their roster for the 7th, 8th, 9th, and 10th classes are kept at regimental or post headquarters. They have no fatigue duties except the superintendence of issues to their companies.

First and second lieutenants form the third roster, and are entered alternately, one first and one second, or two first and one second lieutenants, according to the number of each grade. They are detailed for the 1st, 3d, 4th, 5th, 6th, 7th, 8th, 9th, and 10th classes of the first tour. Their rosters by name and grade for the 3d class, and by grade alone for the 4th, 5th, and 6th classes, are kept at division or department headquarters, and by name and grade for 4th, 5th, 6th, 7th, 8th, 9th, and 10th classes at regimental or post headquarters.

Non-commissioned officers form the fourth roster, kept by grade at regimental or garrison-headquarters, for 4th, 5th, 6th, 8th, 9th, and 11th classes, and by name and grade for these and for 12th class, and for duties of the 2d tour, by the company commander.

Privates form the fifth roster, kept by the company commander.

The roster of the musicians will be kept by the drum-major, or by the sergeant-major when there is no drum-major.

The duties of field-officer of the day will be performed by lieutenant-colonels and majors. Of officer of the day at regimental or garrison headquarters, where there are present four or more captains of the line for duty, by captains. At small posts the duties of officers of the day will be performed by captains and lieutenants in the same roster.

At posts where there are present for duty four or more captains of the line, one or more lieutenants shall be detailed as officer of the guard, and one lieutenant shall also be detailed as officer of police. These officers shall report to and be under the immediate orders of the officer of the day.

Commanders of regiments are not subject to detail, except for class 3d, unless the regiment is detailed as a whole for a special duty.

When entire regiments or companies perform service by detail, rosters shall be kept in accordance with the above principles.

Cavalry and mounted artillery are not to be detailed on fatigues, unless absolutely necessary.

At posts and stations garrisoned by mixed commands, officers of cavalry take their turns of all garrison duties, with other officers.

Cavalry will furnish its full quota of garrison in addition to its own stable guards, but no detail for extra or daily duty, except to furnish their proper proportion for service in hospitals. They do their own police duty, both as to barracks and stables.

Mounted artillery serving with troops of other arms will furnish their own park and stable guards, police, &c.; and both officers and men will be exempt from details of a similar character in garrison, camp, or on the march.

The park and stable guards of artillery will, when practicable, be mounted on the common parade with the other guards and under the supervision of the same staff-officer. On being turned off they will be reported to the officer of the week of their respective batteries.

The officer of the week is detailed by roster from the officers of the battery and performs all the duty of an officer of the day for the battery, in addition to other duties devolved upon him by the battery commander.

All details from mounted artillery for armed service shall conform to the elements of the arm, as single gun, section, and battery.

Soldiers of mounted batteries will not be detailed for extra or daily duties outside of their batteries except to furnish their proportion of hospital attendance. They will perform no general fatigue service except on extraordinary occasions.

Officers of mounted artillery are detailed on general and garrison courts-martial, and for councils, boards of survey, &c., on rosters with other officers of the garrison.

When an officer whose tour it is, is not able to take it, or is not present at the hour appointed, the next takes it. If his absence is caused by duty of the same tour, it passes to his credit. When a guard has passed a chain of sentinels, or a police guard has reached its post, the officer whose duty it was cannot then take it. He takes the tour of the officer who has taken his. When an officer is prevented by sickness from taking his tour it passes until he is for duty. These rules apply equally to non-commissioned officers and soldiers.

At posts where the number of officers is not sufficient for the ordinary reliefs, the services of the third and seventh classes will not exempt a member from being detailed as officer of the day where the court sits at the post to which the member is attached.

When a court-martial adjourns *sine die*, or for three days, the president will report the fact to the commanding officer of the post. During such temporary adjournment all members of the court belonging to the post (except the judge-advocate) will be liable for detail for any other duty at the post.

Soldiers march with knapsacks on all duties of the 1st, 2d, 4th, 5th, and 6th classes, 1st tour, and with arms and equipments complete on all working parties out of the camp, unless otherwise ordered.

In the cavalry and mounted artillery dismounted men and those whose horses are not in order are preferred for the detail for dismounted service. Those who are mounted are never employed on those services if the number of the other class is sufficient.

Every non-commissioned officer and soldier in the cavalry and mounted artillery detailed for dismounted service must, before he marches, take to the first sergeant of the troop, or chief of his piece, his horse equipments and his valise ready packed. In case of an alarm the first sergeant, or chief of piece, sees that the horses of these men are equipped and led to the rendezvous.

Recruiting service.

The recruiting service will be conducted by the Adjutant-General under the direction of the Secretary of War.

Field-officers will be selected as superintendents, without reference to roster, and all officers on the general recruiting service will report to them for orders and instructions.

The detail of all officers on recruiting service will be for two years unless sooner relieved.

Regimental commanders are *ex-officio* superintendents of recruiting service for their regiments.

Captains of companies will not be detailed for the recruiting service. Subalterns will be detailed by regimental commanders, by roster, unless the officer whose detail it is be unfitted, by character or habits, for such service, in which case a report in writing will be made to the Adjutant-General of the fact.

The number of subalterns required from each regiment will be determined by the Secretary of War and announced in orders.

A recruiting party will consist generally of one officer, one non-commissioned officer, and as many musicians and privates as may be deemed necessary by the superintendent. The parties will be sent from the principal depots, and care must be taken to select suitable men.

Officers on the general recruiting-service are not to be ordered on any other duty, except from the Adjutant-General's Office.

Duties of superintendents.

The general superintendents will designate the recruiting-stations, assign the officers, and furnish them with recruiting-funds. They will instruct recruiting-officers to send direct to them requisitions for necessary recruiting-funds, clothing, camp and garrison equipage, arms, accouterments, &c.

The superintendents will make monthly estimates for recruiting-funds, embracing all the officers who may require them. Estimates will be sent without a letter of transmittal in the prescribed form.

Requisitions for clothing, camp and garrison equipage, arms, accouterments, &c., will be consolidated by the superintendent and forwarded to the proper departments through the Adjutant-General. They should be made quarterly.

Supplies of clothing, camp and garrison equipage, arms, and accouterments, when ordered, will be sent direct to each station.

For subsistence to recruiting-stations see Regulations of the Subsistence Department. When Army rations are issued for recruits, savings on the rations should be applied for their benefit, as in companies.

The superintendents will transmit to the Adjutant-General consolidated monthly returns of the recruiting-parties under their superintendence, according to directions on the prescribed forms, accompanied by one copy of the enlistment of each recruit enlisted within the month. Enlistments transmitted through superintendents will be subjected by them to a rigid scrutiny before being forwarded to the Adjutant-General, and, if defective, will be returned to the recruiting-officer for correction.

When recruits are sent from a depot or station to a regiment or post, a muster and descriptive roll, and an account of clothing of the detachment, will be given to the officer assigned to the command of it, and a duplicate of the muster and descriptive roll will be forwarded to the Adjutant-General by the superintendent, who will note on it the names of all the officers on duty with the detachment, and the date of its departure from the depot or station.

Tours of inspection by superintendents will be made only on instructions from the Adjutant-General's Office.

Branch-stations will be established only by orders from superintendents.

Superintendents may order officers to visit their branch-stations, not oftener than once a week, and for such journey they will be allowed the actual expenses of transportation.

The superintendent will report all officers or soldiers who may be incapable or negligent in the discharge of their duties. Where a recruiting-party fails to get recruits from any cause other than the fault of the officer, the superintendent will transfer the party to a more eligible station. Every change so made, with the reasons therefor, will be reported to the Adjutant-General on his tri-monthly report.

Whenever a station is closed, the superintendent will give the necessary instructions for the safe-keeping or disposal of the public property, so as, if possible, not to involve expense for storage.

Superintendents will fix office-hours for officers on duty at rendezvous.

Duties of recruiting-officers.

Recruiting-officers will pay strict personal attention to the duties of their stations, and will be present during the office-hours fixed by the superintendent, unless especially excused by him. They will in no case absent themselves from their stations without authority from the superintendent.

The cultivation by recruiting parties of a good understanding with the people of the neighborhood may tend much to advance the interests of the service, and often be the means of procuring good men. If it be generally known that the enlistment is on fair terms, that the pay is sufficient to induce respectable young men to enter the service, and that no others will be received, objections to joining the Army will, in a great measure, be removed.

The recruiting-officer will give particular attention to the personal appearance of his men. He will see that they are neat, and that the permanent party wear their military dress in a becoming manner, especially when permitted to go abroad.

Recruiting-officers will not allow any man to be deceived or inveigled into the service by false representations, but will in person explain the nature of the service, the length of the term, the pay, clothing, rations, and other allowances to which a soldier is entitled by law, to every man before he signs the enlistment.

No minor shall be enlisted except as musician, and by special authority; nor shall any man be enlisted who is over thirty-five years of age, except by special authority. (*Act March 16, 1802.*) This restriction does not apply to re-enlistments. The oath of enlistment of the recruit is final legal evidence as to his age, but in doubtful cases, recruiting-officers must be very particular in ascertaining the true age of a recruit.

The length of term of enlistment, qualifications of recruits as to age, height, &c., enlistment of married men, payment of bounties and premiums, and other matters depending on law or the requirements of the service, will be regulated from time to time, as necessary, by instructions from the Adjutant-General's Office.

It is the duty of the recruiting-officer to be always present at the examination of recruits, and to see that it is conducted in strict conformity with the regulations. He will accept no man of known bad character, or whose appearance indicates improper habits.

No soldier will be re-enlisted who has not served his previous enlistments honestly and faithfully, or from whose discharge the character has been cut off.

After the nature of the service and terms of enlistment have been fairly explained to the recruit, the officer, before the enlistments are filled up, will read to him and offer for his signature the annexed declaration, to be appended to each copy of his enlistment:

I, ———, desiring to enlist in the Army of the United States for the period of ——— years, do declare that I have neither wife nor child, that I have never been discharged from the United States service on account of disability or by sentence of a court-mar-

tial, or by order before the expiration of a term of enlistment, or with a discharge from which the character was cut off, and I know of no impediment to my serving honestly and faithfully as a soldier.

Witness : _____

It must be explained to the recruit that any false statement in his declaration will be fraud on his part in the enlistment, and will subject him to trial by general court-martial.

If the recruit is to be enlisted as a musician and is under twenty-one years of age, his parent, guardian, or master must sign a consent to his enlisting, which will be added to the preceding declaration in the following form :

I, _____, do certify that I am the [father, only surviving parent, legal master, or guardian, as the case may be,] of _____; that the said _____ is _____ years of age, and I do hereby give my consent to his enlisting as a soldier in the Army of the United States for the period of _____ years.

Witness : _____

The forms of declaration (and of consent in case of a minor) having been signed and witnessed, the recruit will then be duly inspected by the recruiting-officer and surgeon, if one be present, and if accepted he will be permitted to remain at the station at least one day in order to have time fully to consider the subject.

As soon thereafter as practicable, and within six days after his enlistment, the following "oath of enlistment and allegiance to the United States" will be administered to the recruit :

OATH OF ENLISTMENT AND ALLEGIANCE.

UNITED STATES OF AMERICA,
State of _____, Town of _____ :

I, _____, born in _____, the State of _____, and by occupation a _____, do hereby acknowledge to have voluntarily enlisted this _____ day of _____, 187-, as a soldier in the Army of the United States of America for the period of _____ years, unless sooner discharged by proper authority; and do also agree to accept from the United States such bounty, pay, rations, and clothing as are or may be established by law. And I do solemnly swear that I am _____ years and _____ months of age; that the declaration made by me and appended hereto, is true to the best of my knowledge and belief, and that I know of no impediment to my serving honestly and faithfully as a soldier for _____ years under this enlistment contract with the United States. And I, _____, do also solemnly swear that I will bear true faith and allegiance to the United States of America, and that I will serve them honestly and faithfully against all their enemies or opposers whomsoever for the full term of my enlistment, unless sooner discharged by proper authority; and that I will observe and obey the orders of the President of the United States, and the orders of the officers and non-commissioned officers appointed over me, according to the Rules and Articles for the Government of the Armies of the United States.

Subscribed and duly sworn to before me this _____ day of _____, A. D. 187-.

Enlistments must in all cases be taken in triplicate. The recruiting-officer will send one copy to the Adjutant-General with his monthly account, a second to the superintendent with his monthly returns, and a third to the depot at the time the recruits are sent there. In cases of soldiers re-enlisted in a regiment, or of regimental recruits, the third copy of the enlistment will be sent at its date to regimental headquarters for file.

When ordnance-sergeants or hospital-stewards re-enlist, the recruiting-officer will immediately send the second copy of the enlistment direct to the Adjutant-General, and the third copy to the station of the soldier for file.

Enlistments must be filled up in a fair and legible hand. The real name of the recruit must be ascertained, correctly spelled, and written in the same way whenever it

occurs. The Christian name must not be abbreviated. Numbers must be written and also expressed by figures. Each enlistment must be indorsed as indicated on the blanks furnished, the number in each month to correspond with the names alphabetically arranged.

Whenever a soldier re-enters the service the officer who enlists him will indorse on the enlistment, next below his own name and regiment, "second (or third, &c.) enlistment," as the case may be, together with the name of the regiment and the letter of the company in which the soldier last served, and date of his discharge from former enlistment. This information the recruiting officer must obtain, if possible, from the soldier's discharge, which should, when practicable, be exhibited.

Re-enlistments must be forwarded with recruiting accounts, although any bounty due on them may not have been paid. When bounty is subsequently paid, the soldier's receipt is to be taken on a voucher showing date and place of re-enlistment, company and regiment, and by whom re-enlisted.

When a discharged soldier is again enlisted, the recruiting officer will enter the fact of such re-enlistment, with the date and place at which it was made, upon the certificate of his discharge from his former enlistment, which the soldier ought to have in his possession.

The filling up of, and indorsement on the enlistment, will be in the handwriting of the recruiting officer.

To facilitate the final settlement of accounts of discharged soldiers, the name of the State, and town, where each recruit was enlisted will be recorded on all muster, pay, and descriptive rolls.

Enlistments must in no case be antedated.

Recruiting-officers will not, without authority from the Adjutant-General's Office, employ private physicians for the special purpose of examining recruits prior to their enlisting.

If it be necessary, as in case of sickness, to employ a physician, the recruiting-officer may engage his services, by contract, on reasonable terms, by the visit or by the month. If by the month, the examination of the recruits must be stated in the contract as part of his duty. In vouchers for medical attendance and medicines, the name of each patient, date of and charge for each visit, and for medicine furnished must be given, and the certificate of the physician added that the rates charged are not above the usual rates of the place. The physician will be paid from the recruiting-funds.

On all vouchers for premiums for bringing recruits, and fees for oaths of enlistment, the names of the recruits for which the expenditure is made must be given. The vouchers may be made in form of consolidated receipt-rolls, authenticated by the officer's certificate that they are correct.

When recruits are examined by a physician his signature must be affixed to the enlistment. If no physician be employed the fact must be stated on the enlistment.

Immediately after a man has enlisted the recruiting-officer will have his hair cut close, cause him to be well washed from head to foot, and dressed in clean under-clothing.

Only caps, and such other articles of clothing as are indispensable for immediate use, will be issued to recruits at the station, and no other uniform will be given them till after they have passed the inspection subsequent to their arrival at the depot.

It is the duty of the recruiting-officer to see that the quarters for the men are comfortable, and supplied with such conveniences and bedding as are allowed in barracks; that the provisions are good and regularly supplied; that they are properly cooked and economized; and that there be regularity in the messes, and due decorum preserved at all times. Should the men be sick it will be his particular care to see that they are not neglected, but that every essential comfort is procured for them.

Every officer commanding a recruiting-party will procure the necessary transportation, forage, fuel, straw, and stationery, taking the requisite vouchers. No soldier must be a party to any contract.

The instruction of recruits will commence at the station from the day of enlistment. The superintendent will see that all recruiting-officers give particular attention to this subject.

Recruits will be sent from stations to depots under charge of a non-commissioned officer every ten days, or oftener if practicable, provided the number disposable exceeds three.

The transportation of recruits to depots, and from one recruiting-station to another, will be paid from the recruiting-funds; transportation of officers and enlisted men on the recruiting-service will be paid in the same manner, except when first proceeding to join that service, and when returning to their regiments after having been relieved.

Whenever an officer is relieved or withdrawn from the recruiting-service he will pay over the balance of any unexpended recruiting-funds in his possession to the officer appointed to succeed him, or to the paymaster if no officer be so designated; and if there be no paymaster or other proper officer convenient to receive such balance, the amount will be deposited to the credit of the Treasurer of the United States with the most convenient assistant treasurer, or other designated depository of public money. In either case the officer will forward to the Adjutant-General the evidence of the disposition he may make of the funds, and report the fact to the superintendent.

If an officer's station is changed, or he be temporarily relieved from recruiting-duties, his money-accounts will not be closed; they will be kept open till the end of the month, so that all money received and disbursed in the month may be embraced in one account.

Written contracts will be made, on the approval of the superintendent, by recruiting-officers for the rent of stations upon the most reasonable terms possible, and will be immediately reported to the Adjutant-General. The rent will be paid from the recruiting-funds.

Blanks.

Superintendents of recruiting service will make timely requisitions on the proper departments at Washington for such printed blanks as may be necessary. Recruiting officers will make requisitions for blanks on their superintendent.

Blanks for the regimental recruiting service are furnished to company commanders by the regimental commander.

Furniture and stationery.

The articles of furniture and police-utensils which may be absolutely necessary at a recruiting station may be procured by the officer in charge of the station on the special authority of the superintendent; and any article of furniture purchased without such authority previously obtained will be charged to the officer who makes the purchase.

Necessary stationery will be purchased monthly or quarterly, not to exceed per quarter at each station seven and a half quires of paper, thirty quills, or twenty-four steel pens and two holders, one bottle of mucilage, one pint-bottle of ink, one bottle of red ink, five ounces of sealing-wax, one quire of cartridge-paper, and one hundred and twenty-five envelopes; four sheets of blotting board, and two pieces of tape. If necessary, an additional supply of one-fourth of these rates will be allowed to the recruiting officer having charge of one or more auxiliary stations distant from his permanent station. At the principal depots the allowance must be fixed by the wants of the public service.

To each office-table is allowed one ink-stand, one paper-folder, one ruler, one eraser, one piece of India-rubber, and as many lead-pencils as may be required, not exceeding four per annum.

Such blank-books as may be necessary are allowed to the general superintendent and at permanent recruiting depots; also one descriptive book for the register of recruits at each permanent station. Blank-books will be purchased by recruiting officers under instructions from the superintendent.

When a recruiting officer is relieved, the blanks, books, and unexpended stationery, with all the other public property at the station, will be transferred to his successor, who will receipt for the same. If no successor be appointed they will be sent to the depot.

Letters addressed to the Adjutant-General "on recruiting service" will be so indorsed on the envelope, under the words "Official business."

Accounts, returns, &c.

The following are the accounts, returns, &c., to be rendered by officers on recruiting service:

To the Adjutant-General by superintendent:

1. Consolidated return of the general recruiting service, (monthly,) with enlistments.
2. Tri-monthly report of the general recruiting service, (as soon as all the tri-monthly reports of recruiting officers are received.)
3. Report of funds deposited to the credit of the superintendent, (Saturday of each week.)
4. Monthly estimates of funds required for the transportation of recruits from stations to depot, and expenses for the recruiting service.
5. Account-current, in duplicate, (monthly.)
6. Abstract of disbursements on account of contingencies, with vouchers; also one copy without vouchers, (monthly.)
7. Abstract of recruiting funds transferred to officers, with vouchers, and a copy without vouchers, (monthly.)
8. Return of recruiting property at the headquarters of the general recruiting service, with abstract of purchases, (quarterly.)

To the Adjutant-General by recruiting officers:

1. Report of funds on hand, (every Monday.)
2. Tri-monthly report of station, (10th, 20th, and last day of each month.)
3. Recruiting account-current, (monthly;) two copies, one with vouchers and one copy without vouchers; and one copy of enlistment paper of each recruit.
4. Abstract of disbursements on account of contingencies, (monthly;) two copies, one with and one without vouchers.
5. A muster-roll of all enlisted men at the rendezvous, including the names of all who may have joined whether by enlistment or otherwise, died, deserted, been transferred or discharged, during the two months embraced in the muster-roll.
6. Return of recruiting property, (quarterly;) one copy.

To the superintendent by recruiting officers:

Tri-monthly reports.

1. The tri-monthly report of recruiting service will be forwarded on the 10th, 20th, and last day of each month.
2. All recruits enlisted, white and colored, for cavalry, artillery, and infantry, will be entered on the same tri-monthly report. They will be kept separate by ruling additional lines, as shown in the ordinary form. Where a branch station is occupied the number there enlisted will also be stated in the column of remarks. Officers on taking permanent or temporary charge of stations will state on the first and last tri-monthly reports made by them the date of assuming and relinquishing such charge.
3. The number of men comprising the recruiting party will be given, and the name of every member of a party who may be transferred, joined, or have deserted since last report.
4. Tri-monthly report of deserters, with one copy of the enlistment paper and examination form of each recruit who may have deserted from the station.
5. When a recruit deserts *en route* to depot, the person in charge will not deliver his enlistment paper at the depot. He will return it to his commanding officer, who will forward it with the necessary descriptive list to the office of the superintendent.
6. Tri-monthly return of deserters apprehended, surrendered, or received, both at stations and depots.
7. Whenever the reward is paid for the apprehension of a deserter, the fact will be stated on the return. The name of the depot the deserter is transferred to will be given.
8. When an officer is not supplied with the regular form of return, the blank form of descriptive list of deserters will be substituted, changing the heading wherever necessary.

NOTE.—The two last reports are not required in blank, and need only be made when desertions actually occur, apprehensions are made, or other facts are to be reported.

Monthly reports.

9. The monthly reports and returns will be forwarded within three days after the expiration of the month. Any delay on the part of recruiting-officers necessitates the retention of the superintendent's reports to the Adjutant-General.
10. Monthly return of recruiting party, with one copy of the enlistment papers of each recruit enlisted. On the return, only men enlisted for the general service, white

and colored, the latter separate from the former, joined from depot, and deserters received, will be taken up and accounted for.

11. The "alterations since last return" in the body of the report will comprise the names, &c., of all men transferred to or from the recruiting party, desertions and deserters apprehended and surrendered, and men confined by civil authority, with the necessary dates and remarks. In the case of deserters joined during the month, care should be taken to show whether they were apprehended or voluntarily surrendered, where and when deserted, and the organization to which they formerly belonged. When practicable to obtain it this information should never be omitted. On the back of the return the names of the men comprising the recruiting party, when and where enlisted, and by whom, will be given. The printed notes on this return will be complied with.

11½. Duplicate muster-rolls for pay of the permanent recruiting party, which may be sent direct to the nearest paymaster when authorized by the superintendent. A duplicate of this roll will be retained at the station.

12. Muster and descriptive roll. This roll must show the money value of clothing (if any) drawn by each recruit. If the recruits be ordered to proceed from the rendezvous direct to join any regiment or post, these rolls and accounts of clothing will be delivered to the officer in command of the detachment; and a duplicate will be sent to the superintendent.

13. Abstract of disbursements.

14. Abstract of transportation vouchers. These abstracts are not printed specially for the recruiting service, but are made out on plain paper ruled for the purpose.

15. Monthly statement of deserters undergoing the sentence of a court-martial and awaiting trial and charges at general service depots. All changes occurring on the roll of prisoners after its rendition will be noted on subsequent statement.

16. Estimate for recruiting funds. Blank forms of the estimate are supplied by the superintendent. Estimates for clothing, camp and garrison equipage, arms and accouterments.

17. Acknowledgment of orders and circulars will be forwarded to the superintendent on the 15th and last days of each month.

18. To the Quartermaster-General, (when required to disburse quartermaster funds or receive property belonging to that department:)

Such money and property returns as may be required by the regulations of that department.

19. To the Chief of Ordnance:

A quarterly return of arms, accouterments, ammunition, and of all ordnance stores as required by the department.

20. To the Commissary-General of Subsistence, (when required to receive property belonging that department:)

Such money and property returns as may be required by the regulations of that department.

21. To the superintendent by depot commanders, not included in the above:

1st. Daily memorandum report of disposable recruits.

The recruiting-officer will forward monthly, direct to the officer whose duty it is to make the payment, an abstract of all accounts made by him and forwarded to the superintendent for approval.

Duties of the examining surgeon.

Surgeons will attend at the stations as often and at such hours as the recruiting-officer may establish. The examination of recruits will be conducted in the presence of the recruiting-officer.

The mode of examining a recruit, and standard for rejection or acceptance, laid down in Tripler's Manual, will be the guide both to examining-surgeons at stations and to boards of inspectors at depots.

Medical records.

A register of the medical examination of recruits will be kept by the surgeon at each recruiting station and depot.

A report of recruits examined during the preceding month will be transmitted on the first day of each month to the Surgeon-General, who will furnish blanks for the purpose as well as blank registers of medical examination of recruits. When the registers are filled they will be forwarded to the Surgeon-General.

Depots for collecting and instructing recruits.

The depots for recruits are established by orders from the Adjutant-General's Office.

To each depot there will be assigned a suitable number of officers to command and instruct the recruits, and, when necessary, such number of enlisted men as may be designated at the Adjutant-General's Office will be selected for the permanent party to do garrison duty and for drill-masters.

The number of recruits at depots to be assigned to each arm and regiment is directed from the Adjutant-General's Office.

The recruits are to be dressed in uniform according to their respective arms. They are to be well drilled in the school of the soldier, that of the battalion, and in the exercise of field-pieces. Duty is to be done according to the strict rules of the service.

The superintendent will cause such of the recruits as are found to possess a natural talent for music, to be instructed, in addition to his drill, on the fife, bugle, drum, or other military instrument.

Boys specially enlisted to learn music, who prove incompetent, and who are not fit for the duties of soldiers, must be discharged. To insure the enlistment of those only who have a natural talent for music, they should, if practicable, be first taken on trial.

Regiments will be furnished with field music on the requisition of their commanders, made from time to time direct on the superintendents. When requested by regimental commanders, the superintendents will endeavor to have suitable men selected from the recruits or enlisted, for bands.

Company-commanders will make requisition for artificers, mechanics, and skilled laborers to their regimental commanders, who will make their requisition for such men direct on the superintendent.

At every depot pains will be taken to form from the permanent party a body of competent cooks, some of whom will be sent with every large draft of recruits ordered to regiments.

To give encouragements to recruits, and hold out inducements to good conduct, the commanding officer of the depot may promote such of them as exhibit the requisite qualifications to be *lance-corporals* and *lance-sergeants*, not exceeding the proper proportion to the number of recruits at the depot. These appointments will be announced in orders in the usual way, and will be continued in force until they join their regiments, unless sooner revoked. No allowance of pay or emoluments is to be assigned to these appointments. They are only to be considered as recommendations to the captains of companies and colonels of regiments for the places in which the recruits may have acted; but such non-commissioned officers are to be treated with all the respect and to have all the authority which may belong to the office of sergeant and corporal.

Permanent parties at depots, and recruiting parties and recruits, will be mustered, inspected, and paid in the same manner as other soldiers.

Before recruits are sent from recruiting depots to regiments or companies, the amounts due by them to the laundress having been verified and audited, will be entered on a roll made for the purpose, and will be paid by the paymaster on his next visit to the post, the receipt of the laundress to the amounts paid being the voucher. The same amounts will be entered on the muster and descriptive roll of the recruit as "amount paid laundress," (naming them,) to be deducted from the pay of the soldiers at their first subsequent payment.

Recruits are not to be put to any labor or work which would interfere with their instruction, nor are they to be employed otherwise than as soldiers in the regular duties of garrison and camp.

The Rules and Articles of War are to be read to the recruits every month after the inspection.

Inspection of recruits at depots.

The depot-commander will cause a critical inspection to be made of every recruit received at a depot two days after his arrival; and should any recruit be found unfit for service, or to have been enlisted contrary to law or regulations, he shall assemble a *board of inspectors* to examine into the case. A board may also be assembled in a special case when a concealed defect becomes manifest in a recruit at any time during his detention at the depot.

Every detachment of recruits ordered from a depot to a regiment or post shall, immediately preceding its departure, be critically inspected by the depot-commander and surgeon, and, when necessary, a board of inspectors will be convened. No recruit will be sent who is defective or sick.

Boards for the inspection of recruits will be composed of the commanding officer, the senior medical officer of the Army present, and, if possible, the three senior line officers present on duty at the depot.

Rejected recruits.

In all cases of *rejection* the reasons therefor will be stated in a special report, to be made by the board, which will also show when, where, and by whom the recruit was enlisted. This report, together with the surgeon's certificate of disability for service, will be forwarded by the commander of the depot to the Adjutant-General through the superintendent. In all such cases the articles of clothing issued to the recruit, with the price of each article, will be indorsed on the certificates of disability. If the recommendation of the board for the discharge of the recruit be approved, the authority therefor will be indorsed on the certificates, which will be sent back to be filled up and signed by the commanding officer, who will return the same to the Adjutant-General's Office. In all cases the superintendent will cause an extract of the proceedings of the board of inspectors to be furnished the officer making the enlistment. Upon receipt of this extract, the officer will promptly render a special report, in explanation, to the Adjutant-General.

The board will state in the report whether the disability or other cause of rejection existed before his enlistment, and whether with proper care and examination it might not have been discovered.

When a recruit is rejected and discharged in consequence of the non-observance of the recruiting regulations by the recruiting-officer, he shall be charged with the expenses of enlistment of the rejected recruit.

Recruits sent to regiments.

When a detachment of recruits is ordered from the depot, the proper officer of the Quartermaster's Department will be previously duly notified, that he may provide transportation along the whole route to be passed over, and have officers or agents of his Department at the several points of transfer from one conveyance to another, to insure prompt and safe movement.

Comfortable passenger cars shall always be furnished recruits on railroads. When the transportation furnished is not in accordance with the contract, the officer in charge of the troops will note on the transportation order the kind of transportation furnished, whether first, second, or third class, and such other information as may guide the Quartermaster's Department in making a proper payment of the account, and no quartermaster shall pay for any transportation of a better class than that actually furnished.

An officer intrusted with the command of recruits (or other troops) about to start on a march without a medical officer, will call on the surgeon of the post, who will furnish him a box containing a few simple medicines, with written directions for their use on emergency, in cases of diarrhœa, severe colds, &c.

Detachments of recruits *en route* to regiments should be supplied with cooked rations when traveling by rail. Sugar, coffee, and other portions of the rations not issued in kind shall be commuted by the Subsistence Department, and the money given to the officer in charge of the detachment to be expended in the purchase of coffee, &c., while *en route*. Hot coffee should be provided at suitable stopping-places by telegraphing ahead.

An officer intrusted with the command of recruits ordered to regiments will, on arriving at the place of destination, forward the following papers :

1. To the Adjutant-General and the superintendent, each, a descriptive roll and account of clothing of such men as may have deserted, died or been left on the route, with date and place ; also a special report of the date of his arrival at the post, the strength and condition of the party when turned over to the commanding officer, and all circumstances worthy of remark which may have occurred on the march.

2. To the commanding officer of the regiment or post the muster and descriptive roll furnished him at the time of setting out, properly signed and completed by recording the names of the recruits present, and by noting in the column of remarks, opposite the appropriate spaces, the time and place of death, desertion, apprehension, or other casualty that may have occurred on the route.

Should an officer be relieved in charge of a party of recruits *en route* before it reaches its destination, the date and place and name of the officer by whom he is relieved must be recorded on the roll of the party.

The original muster and descriptive roll of every detachment, with remarks showing the final disposition of each recruit, and the regiment and letter of the company to which he may be assigned, will be signed and forwarded to the Adjutant-General by the commanding officer who makes the assignment. If the recruits embraced in one roll happen to be assigned to different posts the original roll is to continue with the last party to its destination, each commander completing it so far as concerns the recruits left at his post. When this is not practicable, extracts from the original roll are to be made by the authority which distributes the recruits to accompany the several parties, and to be forwarded to the Adjutant-General as in case of the original roll.

The commanding officer of the regiment or post to which the recruits are sent will, on their arrival, make an inspection of their condition. In case of any appearance or evidence of neglect or unnecessary suffering or hardships *en route* he will report the facts direct to the Adjutant-General.

Regimental recruiting service.

The regimental recruiting service will be conducted in the manner prescribed for the general service.

At every station occupied by his regiment or any part of it, the regimental commander will designate a suitable officer to attend to the recruiting duties, which selection will not relieve such officer from his company or other duties.

The regimental recruiting-officer will, with the approbation of the commanding officer of the post or station, enlist or re-enlist all suitable men who can be obtained. He will be governed in rendering his accounts and returns by the rules prescribed for the general service ; and when leaving a post, will turn over the funds which may be in his hands to the senior company officer of the regiment present, unless some other be appointed to receive them.

VOLUNTEERS AND MILITIA IN THE SERVICE OF THE UNITED STATES.

Volunteers can only be called or received in the service of the United States by orders from the President, which orders, except in cases of emergency, are not given without sanction of a special act of Congress.

The act of July 29, 1861, authorizes the President, in certain cases, to call forth the militia of any or all the States, and provides for the trial and punishment of such as fail to obey his orders.

The act approved July 17, 1862, provides that whenever the President of the United States shall call forth the militia of the States to be employed in the service of the United States, he may specify in his call the period for which such service will be required, not exceeding nine months ; and the militia so called shall be mustered in and continue to serve for and during the term so specified, unless sooner discharged by command of the President. If by reason of defects in existing laws, or in the execution of them in the several States or any of them, it shall be found necessary to provide for enrolling the militia and otherwise putting this act into execution, the President is authorized in such cases to make all necessary rules and regulations ; and the

enrollment of the militia shall in all cases include all able-bodied male citizens between the ages of eighteen and forty-five, and shall be apportioned among the States according to representative population.

"Sec. 2. *And be it further enacted*, That the militia when so called into service shall be organized in the mode prescribed by law for volunteers."

The muster-in.

Whenever volunteers or militia are called into the service of the United States, the requisition will be made on the governor of the State or Territory in which they are to be raised, and the number of officers, non-commissioned officers, and privates will be stated in the requisition.

The governors of States are, legally, the authorities for raising volunteer regiments, and commissioning their officers. Accordingly no organizations raised independently of such authority will be recognized in the United States service.

Only officers of the Regular Army will be detailed to muster into and out of the service of the United States, and no officer will make these musters unless detailed for the purpose by authority from the War Department.

Until regiments or independent companies are organized and mustered in, they will be under the control of the governor of the State; but all requisitions for quartermaster's, medical, and ordnance stores, all contracts for fuel, straw, and subsistence, and all requisitions for transportation, must be approved by the officer appointed to muster in the troops, and countersigned by the superintendent of the recruiting-service, when there is one appointed for the State or Territory.

No officer or enlisted man of volunteers or militia is properly in the service of the United States, or authorized to receive pay, until mustered in by the proper officer; and no officer is properly out of service until discharged in orders, or mustered out by the proper officer. One copy of the rolls or order in each case must be forwarded to the Adjutant-General's Office.

General and staff officers of militia are not to be mustered into service without special orders. When circumstances require, orders will issue from the War Department for the organization of brigades, divisions, &c., and for the muster in of general and general staff officers for such organizations.

General and staff officers of volunteers are appointed by the President. The latter are not the personal staff of the former, but when assigned to brigades, divisions, &c., remain permanently attached to the same, even though the commanding generals be changed. Such officers, if appointed by any other authority, will not be recognized or paid.

The aids authorized by law are appointed from officers in the service by their generals, and accompany them as their personal staff, wherever they go on duty.

When a chaplain is allowed to a regiment, he will be appointed by the regimental commander, on the vote of the field-officers and company-commanders present on duty with the regiment at the time the appointment is to be made.

No person shall be appointed a chaplain in the United States Army who is not a regularly ordained minister of some religious denomination, and who does not present testimonials of his present good standing as such a minister, with a recommendation for his appointment as an Army chaplain from some authorized ecclesiastical body, or not less than five accredited ministers belonging to said religious denomination.

Chaplains appointed to volunteer regiments will be mustered into the service in the same manner as regimental commissioned officers, and thereafter borne on the field and staff rolls of the regiment. Before mustering a chaplain into service the mustering-officer will require from him a copy of the proceedings on which his appointment is based, which, if found conformable to the requirements of the law, will be indorsed by the mustering-officer and forwarded to the Adjutant-General's Office for file with the muster-in roll.

No regimental bands will be mustered in without special authority from the Adjutant-General's Office.

The organization of companies and regiments must always conform to the legal organization of the Regular Army, unless otherwise prescribed by law.

No commissioned officer of any grade in excess of the legal organization will be recognized. Any commander or mustering-officer who may acknowledge or receive as in service any such officer, will be brought to trial for neglect of duty and disobedience of orders. No person acting in the capacity of a supernumerary will, under any circumstances, be permitted to receive pay and allowances from the Government, and paymasters making payment to such supernumeraries will be held individually accountable for amounts so paid.

The officers of all volunteer organizations will be regarded as having been commissioned on the day they were mustered into the service of the United States, and will take rank in their respective grades and only be entitled to pay from that date, even though previously on duty and under orders.

When volunteers are to be mustered into service of the United States, officers and enlisted men will be minutely examined by a medical officer, to ascertain whether they have the physical qualifications necessary for the military service. And in case any individual shall be discharged within one month after entering the service for a disability which existed at that time, he shall receive neither pay nor allowances, except subsistence and transportation to his home. The certificate given by the surgeon will in all cases state whether the disability existed prior to the date of muster, or was contracted after it.

The mustering-officer will be careful that men from one company or detachment are not borrowed to swell the ranks of others about to be mustered. No volunteer will be mustered in who is unable to speak the English language, without authority from the Adjutant-General's Office.

No minor under the age of eighteen years will be mustered into service except by special authority.

Officers charged with the duty of mustering in volunteers or militia, will take care that the muster-in rolls contain all the information that may in any way affect their pay, following the directions on the printed blanks.

The date of muster, in the caption, will be the day of arrival of the company, with organization complete, at the place of general rendezvous, in compliance with orders from the proper authority, but not a prior date to that specified in the order. Unless otherwise specially directed, the term of service and issue of public supplies commence with the date of muster without regard to the date of enrollment or that of previous company organization.

It shall be the duty of the officer, designated to muster and inspect volunteers or militia, to forward muster-rolls of each company, and of the field and staff of each regiment, also a consolidated return, by regiments and corps, of the force received into service, direct to the Adjutant-General of the Army. In heading the rolls reference will be made to the particular act or acts of Congress under which the troops are called into service. If there be no such act, then to the act of February 28, 1795, amended by the acts of July 29, 1861, and July 17, 1862.

As soon as the organization is complete it shall be carefully inspected and mustered by the mustering-officer, who will see that at least the minimum number of each company is present; no absentees will be counted.

When the muster is completed the fact will be reported to the Adjutant-General of the Army, and to the commanding general of the department in which the troops are at that time. Returns of the troops will be transmitted with the report, and notice will be given when the troops will be equipped and ready to march. The mustering-officer will see that requisitions for arms, equipments, clothing, &c., are promptly forwarded to the departments proper.

When there is difficulty in collecting the requisite number of men to complete a reg-

iment, or other accepted organization, the men may be mustered in as fast as they can be recruited. In such case the following rules will be observed :

1. At the company *rendezvous enrollment lists*, corresponding in form and requirements to the muster-in roll, will be made up and retained, and the names of the members will be enrolled thereon as they present themselves. As the men are enrolled they will be sent to the commanding officer of the *general mustering rendezvous*, with a complete transcript from the enrollment list, stating name, date of enrollment, the officer by whom enrolled, the company and regiment to which they belong, whether or not they have taken the oath of allegiance prescribed for those entering the service, and such other information as may be useful. Enlisted men should be mustered in from date of enrollment, provided they commence duty and were entirely subject to regulations and the orders of United States officers from that date ; otherwise they will be mustered in of the date the muster is actually made.

2. When the men of a company have been mustered by more than one officer, the fact must be stated on the muster-rolls, opposite their names, under the head "By whom mustered," and these rolls must be signed by each of the mustering-officers when practicable.

3. When one-half of a company has been mustered into service the first lieutenant thereof can also be mustered in ; and when the organization of the company is completed the captain and second lieutenant can be so mustered, provided the said officers entered regularly on duty at the dates their respective portions of the company were mustered in, and continued to serve constantly with the command.

4. Field and staff officers of regiments can be mustered into service upon the completion of the organization of regiment or companies, as follows :

The lieutenant-colonel, when four companies are mustered ; the major, when six companies are mustered ; the colonel, chaplain, surgeon, adjutant, quartermaster, assistant surgeon, and any other field and staff officers authorized by law, when the entire regiment is mustered, but the musters shall not be made, as indicated, unless the officers actually served with the command entitling them to a muster. Officers joining *after* the muster in of the command will at once apply for a muster, which shall be of the date of joining for duty.

5. The mustering-officer may, when in his opinion it will be to the interest of the service, and on the recommendation of the governor of the State, muster in the adjutant, quartermaster, and medical officers, to aid in recruiting and organizing the regiment.

6. The non-commissioned staff will in no case be mustered in till the regiment is complete. Until the organization of the companies is complete, private soldiers may be lanced as non-commissioned officers. The non-commissioned officers of a company cannot be appointed until the muster of the company has been completed.

7. Necessary subsistence will be procured upon returns signed by the mustering-officer.

The following rules will be observed in all musters into the service after a regiment has once been organized :

1. Vacancies occurring among the commissioned officers in regiments will be filled by the governors of the States by which the regiments were furnished ; but the commission to a vacancy shall not be issued until the duly appointed mustering-officer has reported the vacancy as existing. Information of such appointments will, in all cases, be furnished to the Adjutant-General of the Army.

2. An officer must present his commission or appointment from the governor of the State.

3. The mustering-officer must ascertain from the records of the regiment or organization, such as muster-rolls, monthly returns, and morning reports, that a vacancy exists.

4. If an officer has been duly commissioned and a vacancy exists, and he is *physically* fitted for duty, he may be mustered into the service from the date on which the muster-in actually takes place.

5. No muster-in shall be dated back without authority from the Adjutant-General except upon proof that it could not have been made at an earlier date, which proof shall consist of the certificate of the officer, accompanied by that of his regimental or detachment commander, setting forth that he has had no opportunity to be mustered in before the time at which he now presents himself. These certificates must be attached to the copy of the muster-in roll intended for the Adjutant-General.

6. No officer shall be mustered in to date back beyond the time that he has actually been performing the duties of the grade into which he desires to be mustered, nor beyond the time at which a vacancy is proved to have existed by the regimental or company records. When an officer or soldier receives a commission or appointment advancing him to a higher grade, and has no opportunity to be mustered in, he shall be mustered on the next muster-roll in his proper grade, and a remark to the following effect will be made on the muster-rolls opposite his name: "Received commission (or appointment) from the governor of the State of ———, as ——— in the ——— regiment of ——— volunteers, on ——— day of ———, waiting muster-in since that date." If on the muster and pay rolls the applicant appears mustered for pay in one grade, he cannot be mustered into the service to cover the same period as of any other, unless the receipt of commission is noted on the rolls.

7. Musters into and out of service must be made for each grade of commissioned officers, as well as when enlisted men or citizens are appointed commissioned officers.

8. Musters in and out must be made on separate rolls. Officers or enlisted men of different companies or regiments must not be mustered in or out on the same rolls.

8. No person will be taken up on any muster-rolls as an officer until mustered into the service of the United States as such, whether he be commissioned by the governor or not, unless he be appointed or commissioned by the President. Paymasters will closely observe and report all violations of this paragraph.

10. A muster once made will in no case be altered, except by authority from the Adjutant-General of the Army, and all applications for alterations must pass through the mustering officer, if possible.

11. Officers receiving commissions to a regiment outside of the army or military department in which their regiments are serving must apply, through the mustering officer, to the Adjutant-General for a muster-in under the new commission.

12. Enlisted men receiving commissions will be discharged simultaneously with the muster-in as an officer, but of the date prior to that muster. If the commission is to a regiment outside of the army or military department in which the soldier's company is serving, application for the discharge as an enlisted man, and muster-in as a commissioned officer, will be made by the mustering officer to the Adjutant-General of the Army at Washington.

General rules.

No volunteers or militia from any State or Territory shall be mustered into the service of the United States, on any terms or conditions confining their service to the limits of said State or Territory.—(*Act February 12, 1862.*)

Officers of the volunteer forces are not to correspond directly with the authorities of the States in which their regiments were raised, in order to procure supplies of clothing and other stores in excess of regulation allowance. After an organization is mustered into service officers and men will, in all respects, be governed by the regulations of the Army of the United States.

Officers on detached duty will report monthly to the commanders of their posts, regiments, or corps, and to the Adjutant-General, their stations, the nature of their duties, and the authority placing them thereon; likewise each change of address.

Officers of the volunteer service tendering their resignations will forward them through the intermediate commanders to the officer commanding the department or *corps d'armée* in which they may be serving, who is authorized to grant them honorable discharges. This commander will immediately report his action to the Adjutant-General of the Army, who will communicate the same to the governor of the State to which the officer belongs. The tender of resignation, upon which the order is based, will be forwarded with it. A clear statement of the cause will accompany every resignation. If on account of physical disability, the required medical certificate to accompany the tender of resignation must state the nature of the disease, wound, or other disability; the period during which the officer has suffered under its effects, and if contracted in the line of duty. If the disability existed prior to entrance into the United States service, the fact should be distinctly stated.

Paymasters will make no payments to regimental officers absent on detached service from their regiments and companies, until they have first fully satisfied themselves that the command of the officer so absent is in the service of the United States. In all cases where they find supernumerary officers in service they will immediately report the fact to the Adjutant-General of the Army for the action of the War Department.

Regimental officers of volunteers shall be paid on the muster and pay rolls of their regiment, company, or detachment, and not otherwise, except when the officer may be on detached service without troops, or on leave of absence in orders, in which latter case the fact of payment must be noted on the order by the paymaster.

Names of officers and men taken prisoners by the enemy must not be dropped from the muster-rolls either for pay or final discharge, but will be placed at the foot of the list of names in their respective companies until they are exchanged or discharged. Field and staff officers will be placed at the foot of the list of field and staff.

A pamphlet containing minute instructions concerning the muster of volunteers will be furnished, when necessary, by the Adjutant-General of the Army.

The muster-out.

As a general rule volunteer and militia regiments about to be discharged will be returned to the State in which they were raised in time to be mustered out at the expiration of their service.

Officers charged with the duty of mustering out militia or volunteers will take care that the muster-rolls contain all the information that may in any way affect their pay; the distance from the places of residence to the place of general rendezvous or organization, and the date of arrival, must be stated in each case; the date and place of discharge, and the distance thence to the place of residence; all stoppages for articles furnished by the Government must be noted on the rolls; and in cases of absence at the time of discharge of the company, the cause of absence must be stated. The directions on the printed blanks must be carefully observed. When the necessary information cannot be obtained, the mustering officer will state the reason.

Where the company is discharged at a place other than that of muster-in, and the officers and men, or any of them, are to be furnished with transportation to some other place nearer their homes, then the distance for travel, in the proper column, will be calculated from the place to which the transfer is furnished, and the persons so transported may be furnished with subsistence in kind or paid the per diem allowance therefor, as they may prefer, and paid for a reasonable number of days, on the passage, beyond the date of muster for discharge; and the number of days aforesaid—the average time of transit—will be determined by the mustering officer, on consultation with the chief quartermaster, and stated by the mustering officer and captain in a note on the muster-roll, also whether subsistence has or has not been furnished in kind for the passage.

The rolls for the muster-out will be compared with those of the first muster. All persons on the first rolls and all who have been mustered into the organization since the first muster, if absent, must be accounted for on the muster-out roll, under the proper heading, as "dead," "captured," "discharged," &c.

Whenever volunteers or militia are mustered out of service, the entire regiment or other organization will be considered as mustered out at one time and place, except prisoners of war, who will be considered as in service until released by the enemy, with an allowance of time necessary for them to return to their respective places of enrollment. With officers and men of this class, commanding officers of regiments and companies will exercise great care in stating in the remarks on the muster-out rolls the dates and places of capture, thus: "Prisoners of war, captured at ———, December —, 18—."

Officers and men absent from their commands on detached service, sick in hospital, paroled, or exchanged, will be furnished with transportation by the Quartermaster's Department to the place where the regiment is to be mustered out, in time to be present at the said muster. If from sickness, or other proper cause, they cannot be sent in time, as above directed, they will be sent to the point indicated as soon thereafter as practicable. Transportation will be furnished upon the requisition of the commanding officer under whom the officer or soldier may be serving, or of the surgeon in charge of the hospital where he may be sick. The descriptive lists of the men will accompany them, and be turned over to the officer charged with mustering out the force, by whom (after the data therein have been entered on the muster-out rolls) they will be forwarded to the Adjutant-General of the Army.

When the regiment, company, or other command of a regimental officer is mustered out, the officer will be considered as mustered out therewith, and at the same "time and place." An officer "is held to service" for the full term of his muster only when his proper command is retained in service. In all cases where a regimental officer is retained in service after the muster out of his command, the commander responsible for such retention will be held to a rigid accountability for the violation of regulations.

It is the duty of officers absent from their commands on detached service, sick, or otherwise, to keep themselves fully advised as to the dates at which their commands go out of service, so that they may be mustered out and discharged therewith. Officers neglecting this precaution will be held to a strict accountability. In cases of doubt, timely application should be made to the Adjutant-General of the Army for information.

Commanding generals of departments and armies will, on the last day of each month, direct an inspection to be made at army, department, corps, division, brigade, and other headquarters, within their respective commands, with the view of ascertaining if any regimental officers of the volunteer forces have been retained in service, in violation of the regulations after the muster-out of their regiments or companies. As soon as the inspection at any headquarters is completed, the commanding general of the army or department will make immediate report to the Adjutant-General's Office, as follows:

1. Name, rank, and regiment of the officers, if any, retained.
2. Name of the general or other officer responsible for the retention, and the orders, if any, authorizing the same.
3. If the officers retained endeavored in due time to ascertain if the terms of service of their commands were near their expiration or had expired.
4. If the officers retained rendered to their regimental commanders the reports required by Army regulations; also, if said officers were informed, at any time, officially or otherwise, that their commands had been mustered out.

Commanders of rendezvous for drafted men and volunteers, superintendents of volunteer recruiting-service, and all other officers acting directly under the orders of the War Department, will direct similar inspections, and make reports, embracing the points enumerated in the foregoing, of officers detached and under their orders.

Any officer ascertained to have been irregularly retained will forthwith be relieved from duty and ordered to report, by letter, to the Adjutant-General of the Army, with a view to his muster-out as of the date his command was so mustered.

While troops are awaiting payment, supplies will be furnished by the respective supply-departments on the usual requisitions and returns, countersigned by the mustering-officer.

Until after payment and the final discharge of the troops, the mustering-officer will see that they are kept together, and under discipline.

The mustering-officer will, under regulations to be established by himself, take possession of, and carefully preserve the regimental and company records, also the colors which were issued by the United States to the respective regiments, and hold them subject to orders from the Adjutant-General of the Army.

As soon as practicable after arrival at the State rendezvous, the mustering-officer will see that the arms and other public property brought to the State by the troops are turned over to the proper officer of the supply-department thereat.

The chiefs of the supply-departments will have officers of their departments to provide supplies, transportation, &c., and receipt for public property.

When large bodies of troops are to be mustered out and paid with dispatch, rendezvous may be designated by the Adjutant-General of the Army, near the field of service, where regiments shall be mustered out before being transported to their homes. In such case the following rules will be observed:

1. Commanding generals will see that regimental and company officers have their records always so completed and arranged that, at any time, the muster-out rolls may be prepared without delay.

2. In preparing the muster-out rolls, corps, department, division, and brigade commanders will hold regimental officers to a strict accountability, in order to insure accurate and complete records of the enlisted men, by which to establish the just claims of the non-commissioned officers and privates who have been wounded, or of the representatives of those who have died from disease or wounds, or been killed in battle.

3. Prior to the departure of regiments from the rendezvous where mustered out, all public property (except arms, colors, and equipage required *en route*) will be turned over to, and cared for by, the proper officers of the supply-departments concerned.

4. So soon as the rolls of a regiment are completed, with its arms, colors, and necessary equipage, it will be placed *en route* to its State, and to the rendezvous therein at or nearest which it was mustered in.

5. Immediately on arrival at the State rendezvous the regiment will be reported to, and taken control of, by the mustering-officer, who will lend all needful assistance in his power to the paymaster, with the view to prompt payment of the troops.

The regimental officers will be held to a strict accountability for the discipline of their commands and preservation of public property.

The mustering-officer of the division to which the regiment belonged in the field will take possession of the copies of the muster-out rolls intended for the field and staff, companies and paymaster, also the company and regimental records, with all surplus blank rolls, returns, discharges, &c., in possession of regimental and company commanders, or other officers, and after boxing them up, place them under the special charge of a discreet and responsible officer of the regiment. The sole duty of said officer will be to care for and preserve said rolls and records while *en route*, and, on arrival at the State rendezvous where payment is to be made, to turn them over to the mustering-officer.

Whenever volunteers or militia are mustered for final discharge, on the expiration of their term of service, a discharge will be furnished for each officer and soldier, whether present or absent.

The blanks for these must be filled with great care and neatness, and signed, with official rank affixed, (at the left hand,) by the colonel for the field and staff, by captains for their respective companies, and on the right hand by the mustering-officer, and returned to said commanders by the mustering-officer, for delivery to the individuals. The discharges of absentees will be retained by the mustering-officer for delivery to them when they present themselves.

FORM OF DISCHARGE.

TO ALL WHOM IT MAY CONCERN:

[COAT OF ARMS.]

Know ye, that _____, a _____ of Captain _____ company, (—) _____ Regiment of _____ Volunteers, who was enrolled on the _____ day of _____, one thousand eight hundred and _____, to serve _____ years, or during the war, is hereby discharged from the service of the United States, this _____ day of _____, 18—, at _____, by reason (of being mustered out of service on the expiration of his term.) *No objection to his being re-enlisted is known to exist.

Said _____ was born in _____, in the State of _____, is _____ years of age, _____ feet _____ inches high, _____ complexion, _____ eyes, _____ hair, and by occupation when enrolled a _____.

Given at _____, this _____ day of _____, 18—.

Commanding Company (or Regiment.)

A. B.,
Captain — U. S. Infantry
and Mustering-Officer.

* This sentence will be erased should there be anything in the conduct or physical condition of the officer or soldier rendering him unfit for duty in the Army.

Where troops are mustered out of service final statements must not be given. The muster-out rolls take the place of final statements in such cases.

A discharge in orders, or by order of the proper authority, is in all cases a muster out of service of the United States, and no muster-out rolls will be furnished, but in all such cases final statements must be given.

Every volunteer honorably discharged from the service is entitled to transportation to the place of his enrollment, either in kind or in money. If transportation in kind is offered by the Government, officers and men declining to accept the same will forfeit all claim for transportation allowance, either by commutation or in kind. Officers and men after discharge are entitled to subsistence in kind from place of muster out to place of enrollment, or commutation therefor, at the rate of one ration for every twenty miles, as fixed by regulations.

STATE MILITIA.

The adjutant-general of each State and Territory, and of the District of Columbia, in accordance with the act of Congress approved March 2, 1803, should make to the Adjutant-General of the Army, annually, on or before the first Monday in January, a return of the militia of the State, Territory, or District, and of the arms, accouterments, and ammunition received from the United States. To produce a uniformity in the said returns, blank forms will be furnished for the purpose.

These returns, when received, will be consolidated, and, as required by the act above referred to, laid before Congress on or before the first Monday of February. They will also be embodied in the Army Register.

A transcript of the returns of arms, equipments, &c., will be furnished the Chief of Ordnance, and form the basis of the annual issue of ordnance-stores for the use of the militia. The ordnance or ordnance-stores due to any State or Territory, or to the District of Columbia, under the acts of 23d April, 1808, of 3d March, 1825, and the 7th section of the Army appropriation act approved March 3, 1855, will be supplied as provided by paragraphs 55, 56, 57, and 58, of Regulations for the Ordnance Department on the requisition of the governor of any State or Territory, or of the District of Columbia. Requisitions for ordnance or ordnance-stores for arming and equipping the militia will specify the number and kind of articles required, and to what place, and to whom to be sent, and will be transmitted direct to the Chief of Ordnance.

ARTICLE LVII.

INSPECTOR-GENERAL'S DEPARTMENT.

This Department, under the laws of the United States, the Army Regulations, and such orders as may from time to time be issued by the Secretary of War and the General-in-Chief, provides for the inspection of the Army, and of all matters relating to its operations.

The inspectors-general will be stationed at points designated in orders from the War Department or headquarters of the Army, and will be exclusively under the orders of the Secretary of War and the General-in-Chief of the Army, performing such inspection and other duties as from time to time may be required of them, and rendering their reports direct to the Secretary of War or the General-in-Chief.

The assistant inspectors-general will, in orders from the Adjutant-General's Office be assigned to duty at the headquarters of the different military geographical divisions and the headquarters of the most important departments. In departments to which no assistant inspectors-general of the Army can be assigned, the commander of each will nominate, through the Adjutant-General of the Army, two field-officers (preferably majors) not belonging to organizations within the department, and not regimental commanders, one of whom will, when the exigencies of the service permit, be selected to perform the duties of inspector-general, and if he accept the detail, it will be announced in orders from the Adjutant-General's Office; and each officer so assigned will be known, and officially subscribe himself, as acting assistant inspector-general.

The assistant and acting assistant inspectors-general will perform their duties under the orders of the commanders to whose headquarters they are attached.

No officer detailed as acting assistant inspector-general from the line of the Army will be continued upon that service for a longer period than four years.

Inspections will be made on specific orders, clearly setting forth their objects. These orders will be exhibited to the officers whose troops or affairs are to be examined and reported upon, and every opportunity will be given them to make explanations upon, the spot of all apparent neglects or violations of regulations.

Officers making inspections of troops in the field or at military posts or stations on the frontier will forward the report of each inspection as soon after it is made as practicable.

Any matter requiring immediate action by the head of an administrative Bureau, or the officer ordering the inspection, should be directly and specially reported, if the emergency should not admit of the delay incident to the transmission of the report in ordinary course. Inspecting officers, before transmitting their reports to the commanders upon whose staffs they are serving, will indorse thereon the remedies, if any, that have been resorted to by the immediate local commanders for the correction of irregularities or evils that have been brought to their notice by the inspectors.

All inspection reports, *not confidential*, will at as early dates as practicable be forwarded through the regular channels of transmittal to the Adjutant-General of the Army, and by him will be referred to the Inspector-General at the headquarters of the Army, who will carefully examine them and furnish to the authorities extracts of such matters as should be brought to their attention. The reports will then be filed away in the office of the Inspector-General so as to afford easy access for future reference.

In order that the authorities may be fully advised as to what corrections have been applied, and to enable them to judge of the action necessary to be taken at superior headquarters, all commanders, through whose offices copies of inspection reports have to pass in the regular channel of transmittal to the headquarters of the Army, will cause to be indorsed upon those reports the action taken by them respectively.

When the inspector is superior in rank to the officer whose affairs he is ordered to investigate, or when invested with authority for such action from his commander, he may give orders upon the spot, in the name of the commander, for the correction of manifest abuses and irregularities, promptly reporting his action for the approval and sanction of his commander, and at the same time notifying all other officers affected by such orders.

When regularly designated inspectors are not available for special inspections that are absolutely necessary, other competent officers may be ordered to make them.

The regulations contemplate an inspection of posts and troops at the end of every month by their commanding officers, and at musters by the mustering officers. Inspectors will take means to assure themselves that these inspections are regularly and carefully made. Although reports of monthly inspections are not required beyond those on muster-rolls, yet anything that is important to bring to immediate notice at headquarters will be made the subject of special communication.

Confidential information respecting matters affecting the public service which commanding generals should possess will be made the subject of oral or written special reports. Statements, however, affecting the character or standing of commissioned officers, or liable to produce mischief if incorrect, should not be based upon mere rumor, but upon definite ascertainment of facts. The harmony of the service, as well as justice to individuals, requires this.

Inspecting officers assigned to stations will report their arrival at their posts by letter to the Inspector-General at the headquarters of the Army, and thereafter report at the end of every month their station and employment. Copies of all orders received by them for tours of inspection will be forwarded to the Inspector-General at Washington, with the dates of departure from and return to their posts in obedience thereto.

DUTIES OF INSPECTORS.

The general duties of inspectors comprise the inspection of troops, supplies, posts, camps, garrisons, fortifications, depots, arsenals, transports, &c., investigation into military discipline and administration, the inspection of public property for condemnation, and inquiry into Indian affairs, so far as they have military significance.

The special duties of inspectors extend to every branch of military affairs, or having interest in a military point of view. Their sphere of inquiry in particular cases is defined and limited only by specific instructions given in each case.

Through their inspectors, military commanders at proper intervals, as well as on special occasions, are made acquainted with the exact condition of their entire commands.

The efficient discharge of their duties necessarily requires of inspectors a thorough knowledge of military laws and regulations, the rules and customs of service, the general principles of the profession, the systems of instruction for the several arms of the service, and the cultivation of habits of study, critical observation, and impartiality.

Inspection of troops and posts.

The inspector will critically observe the men, their physique, soldierly bearing, and appearance, the sufficiency, condition, uniformity, and fit of their clothing, the condition of their arms, accouterments, and equipments. He will examine into their discipline, instruction, and proficiency, their knowledge of their duties, as defined by the Articles of War, the General Regulations, and the customs of service, their acquaintance with and skill in the use of their weapons, the frequency of their exercise and recitations in the tactics of their particular arm, their adaptability to the particular service assigned them, and their readiness for the field, scout, escort, or other duty.

The specialties of each arm will be kept in view by the inspector. In the inspection of infantry, he will ascertain the frequency or infrequency of target-practice, and whether a record is kept as required; also, if the troops are practiced in marching with and without full kit. In the inspection of cavalry, their proficiency in the use of carbine, pistol, and saber will be ascertained, and it will be noted whether the service to be performed is such as cavalry alone is best fitted for, or whether it can be as well performed by dismounted troops. In the inspection of artillery, it will be ascertained if the troops are well acquainted with the various kinds of ordnance used in the service; whether they understand the loading of shells, the timing of fuses, and other matters pertaining to the preparation of ammunition and projectiles; whether they are instructed in ranges, and skilled in pointing; whether the ammunition is properly, conveniently, and safely cared for, stowed, and packed; and whether artillery practice has been had, is practicable, or is required. The field-pieces, carriages, appliances, ammunition, and projectiles will be also subjected to rigid inspection.

In the inspection, both of cavalry and artillery, particular attention is to be given to the troop and battery horses, and to the care of them as regards shelter, forage, shoeing, veterinary treatment, grooming, riding, and use. The quality, condition, and care of the harness and horse equipments will also be noted.

The sufficiency, quality, variety, and cooking of the food of the soldier will be carefully examined into.

Examination will be made of the company records and funds; whether the former be complete and correct, and the latter properly accumulated and expended.

The inspector will see that every man borne on the company-rolls is accounted for; that all on the rolls are fully equipped as soldiers; whether the numbers actually in ranks at inspection correspond with the morning report. A particular account of absentees from inspection will be required.

Inspectors will report those officers who, from habitual intemperance, or immoral or vicious habits, are disqualified from properly performing their military duties; whether the officers appear to have been properly instructed and discharge their duties with zeal and ability; whether unanimity and harmony prevail in the command; whether the system of command, instruction, and treatment of the non-commissioned officers and private soldiers, as enjoined by regulations, has been strictly pursued; and the use of profane, coarse, and offensive language carefully avoided by officers of all grades toward enlisted men.

Comparisons may be instituted between organizations, and the cause of marked differences investigated. Unusual delay in paying the troops will be inquired into and reported. Any soldier having a well-grounded complaint will be permitted to lay the same before the inspector, apart from the influence and presence of his officers, and these complaints will be inquired into by the inspector.

Careful inspection will be made of barracks, quarters, guard-house, prisons, hospital, magazines, store-houses, stables and other buildings connected with the post, as well as of stores of every description. The condition of the post school, the management, and application of the post fund, will be investigated.

The situation of the Indian question rendering data relative to the Indian tribes on the frontier especially important, it is directed that officers on their first inspection, and subsequently, whenever changes occur, make full and explicit investigations and reports upon the following points :

1. The names and designations of the different tribes and bands of Indians in the vicinity of the command inspected, their numbers, localities, and ranges, their habits and manner of subsisting, whether upon their own resources exclusively, or in part or entirely upon Government supplies. Whether they are at peace or war with the whites or with the other Indian tribes. What portion of their warriors use fire-arms, and whence these and their ammunition are obtained. Whether they use horses in war and the chase, and are well supplied with them.
2. If reservations have been assigned them by the Government, whether they live permanently thereon, or wander away, and where their families remain during different seasons of the year when the warriors are absent.
3. Whether they cultivate the soil, and to what extent; whether they hunt, and what game.
4. The estimated white population in the different adjacent sections of the frontier, and the nature of their avocations. Whether the whites depredate upon the Indians, or the Indians upon the whites, and whether complaints are made by either to the military authorities; if so, state particulars.
5. Whether the laws of February 13, 1862, prohibiting the introduction of spirituous liquors into the Indian Territory, is violated, and if the military authorities have taken any steps to prevent it.
6. The number of troops it would be necessary to detach for the occupation of different posts, and to guard supplies and depots, should the troops be required for active field service.

The inspector will ascertain the amount of transportation and supplies in the different administrative departments available for expeditionary movements, as well as the estimated resources of the adjacent country.

From what points hay and grain are obtained, and at what distances from the forts wood and timber can be had, and if the supply of these is sufficient to subserve the purposes of the garrison, and for how long.

If any supplies can be procured to better advantage than from the points whence they are received; and if so, what articles, and from what points.

If there are any military organizations among the citizens of the country for defense against Indians; and what.

A detailed account of all the different routes of communication through the country, the water-courses, mountain-passes, and distances given as accurately as they can be obtained; whether wood, water, and grass are abundant; whether the streams are liable to rise so as to obstruct travel; and, if so, at what seasons.

Itineraries of the routes traveled, with camping places, courses, and distances, should be made.

If any of the roads are traveled by emigrants or miners; and the estimated numbers per annum.

If escorts are required for or furnished to travelers, stages, or mails; if so, at what places and to what extent.

The most economical and expeditious routes for supplying the different posts, the most favorable seasons of the year for sending the supplies from the furnishing depots, and the time usually consumed in their transit.

Inspecting-officers should take advantage of their opportunities to collect all information regarding the principal features and resources, topographical, geographical, industrial, &c., of their sections of country, and any other matter of interest in a military point of view as may be useful for reference at the Inspector-General's Office in Washington.

Inspection of the administrative and disbursing departments.

Inspectors will ascertain and report the habits, capacity, efficiency, and integrity of officers; whether they are familiar with the details of their duties; whether they are prompt, accurate, and courteous in conducting their business; whether they are interested in contracts or connive at peculations; whether issues and payments are made strictly in compliance with law and regulations; and whether any employé can be discharged without detriment to the service.

The inspector will call for and critically examine all accounts and vouchers of disbursing-officers whose transactions they are required to inspect. The cash on hand will be accurately counted, and its agreement with the account-current or summary statement verified. It will be observed whether or not disbursing-officers comply with the law relative to keeping the public funds for which they are accountable with the proper public depositories of the Government, and whether the accounts-current and summary statement accurately describe the amount of funds on deposit in currency or in coin, and the place of deposit for each amount. The persons employed and things hired will be seen, so far as may be practicable, and the necessity for their employment and hire established. The quantity and quality of stores on hand will be reported, and the care taken for their preservation noted. Especial attention will be given to the amount of transportation in any officer's possession, its use and condition, and whether any unauthorized animals are fed public forage, or occupy public stables to the exclusion of public animals; whether mounted officers use their own or public animals; whether public animals or transportation are improperly used.

Inspection of the medical department.

Inspectors will report whether the medical officers seem to be competent and zealous in the discharge of their duties.

Whether the hospital is conducted in conformity to existing regulations; whether supplies are abundant and of good quality; whether the percentage of sick has been large or mortality considerable; whether any men have been kept for long periods on the sick-list for trivial or equivocal complaints; whether epidemic or contagious diseases have prevailed; whether vaccine inoculation has been practiced; and whether the hospital is well situated, and the wards well ventilated and clean.

Strictly medical inspections are made by medical officers under the direction of the Surgeon-General.

Whenever the inspector deems it necessary to elicit facts in transactions wherein the United States is a party, he is authorized, under section 2 of the resolution of Congress approved April 10, 1869, to summon, administer oaths to, and examine witnesses.

All inspectors-general, assistant inspectors-general, and acting assistant inspectors-general will keep records of the various services performed by them during each year, and the results thereof will be embodied in annual reports, to be transmitted direct to the Inspector-General's Office at Washington by the 1st of October.

ARTICLE LVIII.

CORPS OF ENGINEERS.

The Corps of Engineers, embracing its commissioned officers and companies of sappers, miners, and pontoniers, constitutes a special arm of the service, and is charged with all duties relating to the selection, purchase, and survey of the sites, and the plan, construction, and repair of all fortifications, whether permanent or temporary, and their care when not garrisoned; with all channel and river obstructions, including torpedoes, required for coast defense; with all works for the attack and defense of places; with all fixed and movable bridges for the passage of rivers; with all lines, redoubts, intrenched camps, bridge heads, &c., required for the movements and

operations of armies in the field, and with making such reconnaissances and surveys as may be required for these objects.

It is also charged with the survey, plan, and construction of harbor and river improvements; with military and geographical explorations, reconnaissances, and surveys, including the geodetic survey of the lakes; and with all engineer duties confided to other departments than that of war which may be specially assigned to the corps by acts of Congress or orders of the President of the United States.

The Chief of Engineers will be stationed in Washington, and is charged, under the direction of the Secretary of War, with the command of the Engineer Department, including the direction of its Bureau; with the regulation of the duties of the officers and troops of the Corps of Engineers, as well as of all agents and others who may be employed under his direction within the limits of his department; and have the exclusive control of such officers and agents in everything relating to their stations and official duties, excepting when they are assigned to other military commands.

He shall supervise all disbursements by officers or agents of the corps, and his approval of their accounts, so far as relates to the propriety of the expenditure and price paid, shall be final.

He shall personally inspect the public works under the charge of officers or agents of his corps, as often as he deems it necessary.

With the approbation of the Secretary of War, he shall regulate and determine the number, quality, forms, and dimensions of the necessary vehicles, pontoons, tools, implements, and arms, and other supplies and materials for the use and service of the engineer troops, to be fabricated, as far as practicable, in the engineer and ordnance establishments of the Government.

He shall present to the Secretary of War, on or before the 15th day of October in each year, a report of the operations of the Engineer Department for the year ending on the 30th day of June preceding, with such suggestions relative to its affairs as he may deem expedient, accompanied by an estimate of funds required for the service of the department for the ensuing year.

There shall be attached to the headquarters of the Chief of Engineers, and to the Bureau, as many officers as the Secretary of War may deem necessary, and through whom the commander of the corps may issue orders and instructions.

The Secretary of War will assign, from time to time, to any military division, department, district, fort, garrison, or post, to troops, or to an army in the field, such officers or troops of the Corps of Engineers as the service may require, who, while so assigned, shall be detached from the command of the Chief of Engineers, but will make to him the reports and returns required by these regulations.

Engineer officers and troops not so assigned will not be diverted from their special duties except in cases of marked public exigency; and when so diverted, the officer of the corps will immediately report the same to the Chief of Engineers, transmitting a copy of the orders he may have received; and the officer issuing the orders shall transmit a copy direct to the War Department for the decision of the Secretary of War.

Engineer officers will cause to be made exact plans of all military works executed under their direction, and in case of attack or defense, will cause exact journals to be kept, showing by drawings and descriptions every particular of each day's events. These plans and descriptions, together with maps of all surveys and reconnaissances, with explanatory reports or memoirs, will be carefully preserved and transmitted at suitable opportunities to the Chief of Engineers at Washington.

When officers of the Corps of Engineers in the execution of a specific duty shall be quartered with a military command, but not placed specially under the orders of the commanding officer, they shall be entitled to all the rights and courtesies of their rank.

Officers of the Corps of Engineers engaged in the construction of fortifications or other public works are entitled to the same allowance of quarters, fuel, &c., as are provided by the general regulations for officers at garrisoned posts or other fixed stations, to be paid from the appropriation for such works.

There shall be a board of engineers for the preparation or revision of the plans of the permanent fortifications required for the defense of the territory of the United States, to consist of not less than three officers of the corps, to be designated by the Chief of Engineers, with the sanction of the Secretary of War. Whenever the defense of a particular locality is under consideration, the local engineer will be associated with the board as a member, if in the opinion of the Chief of Engineers it is desirable and can be done consistently with his other duties. The Chief of Engineers will submit the reports of this board with his views thereon to the Secretary of War. This report shall be submitted by the Secretary of War to a mixed board, to be composed of engineer, ordnance, and artillery officers, who will examine and report, through the General-in-Chief, upon the whole subject-matter under such instructions as the Secretary of War may prescribe.

There shall be a board of engineers for the preparation or revision of plans of river and harbor improvement, and of such other works of the Engineer Department, except fortifications, as may be referred to it. This board shall consist of not less than three officers of the corps, to be designated by the Chief of Engineers, with the sanction of the Secretary of War. The engineer in charge of an improvement may be associated with the board while that work is under consideration. The Chief of Engineers will submit the reports of the board with his views thereon to the Secretary of War, without whose order no important engineer work shall be executed.

A dissenting member of either of the boards may present, through the board, his own project, with memoir, plans, and estimates.

Two members of either of the engineer boards shall constitute a quorum for the transaction of routine business, and the orders of the senior officers shall be authority for the journeys made by members and for the necessary expenditures incurred by the board in pursuance of its duties.

Plans of every kind for public works under the Engineer Department which have been sanctioned by the Secretary of War must not be departed from in any particular, without the express permission of the same authority.

All quarters for officers and soldiers, all workshops, store-houses, and other buildings required at permanent fortifications for the use of the garrison, shall be constructed and kept in repair by the Corps of Engineers, as a part of the work. When occupied by a garrison, minor repairs may be made by the Quartermaster's Department, under the direction of the commanding officer.

No alteration will be made in any fortification, or in its casemates, quarters, barracks, magazines, store-houses, or any other building belonging to it, nor will any building of any kind, or work of earth, masonry, or timber, be erected within the fortification, or on its exterior within a mile, except under the direction of the Chief of Engineers and by authority of the Secretary of War.

In any work carried on under the direction of the Chief of Engineers, his authority must be obtained for the erection of temporary wharves and buildings required in the progress of the work, and for the purchase of surveying-instruments, professional books, maps, and charts, of the means of transportation of surveying-parties, and of any vessel or boat. His approval shall also be required for the employment and rate of compensation of civil assistants, clerks, and draughtsmen. In cases enumerated above, when, from the urgency of the work, antecedent authority has not been obtained, approval after the fact may be given by the Chief of Engineers.

In time of war, the approval of the general under whom the engineer-officer may be serving shall be the authority for similar expenditures.

The Chief of Engineers shall determine the extent of office-room and furniture necessary for each officer and agent disbursing under his direction, and his approval of the expenditure for the same shall be sufficient.

An officer of the corps or agent in charge of any work of construction, or survey, or of any operation involving the expenditure of money, shall disburse the money for the same, and when informed of the funds applicable thereto, he will furnish the Chief of Engineers a project of the manner in which it is proposed to apply it, with an estimate of the probable monthly expenditures.

Public works in charge of the Corps of Engineers shall be inspected at least once a year, and when completed, by such officers of the corps as the Chief of Engineers, with the approval of the Secretary of War, shall designate.

When the Chief of Engineers shall be satisfied, from the statement of the constructing-officer, and the results of the inspections above directed, that any fortification is in all respects complete, so far as the functions of his department are concerned, he will give official notice thereof to the Secretary of War, in order to its being turned over for occupation by the troops; and until its completion shall have been announced, no work shall be occupied by troops, except by the special order of the Secretary of War.

Repairs of instruments may be made under direction of the officer using them, and the cost thereof charged to the work at which they are in use.

Officers of the Corps of Engineers, or on engineer-duty, traveling on service connected with works of internal improvement, will be paid the regular mileage or amount of transportation allowed by regulations, out of the specific appropriation for the benefit of which the journey was performed. When traveling on any other duty the mileage or actual expenses of the above-named officers will be paid by the Pay Department.

Persons employed on engineer-service above the grade of ordinary mechanic may receive mileage for travel on duty under orders at a rate not to exceed 10 cents per mile, to be paid from the appropriations applicable to the works upon which such persons are employed.

The following reports and returns for works of the Engineer Department shall be sent to the Chief of Engineers by the officer in charge within ten days after the expiration of the month or quarter:

1. Monthly report of operations. (Form 1.)
2. Return of officers and hired men. (Form 2.)
3. Quarterly account-current, (in duplicate,) (Form 3.)
4. Abstract of disbursements, (in duplicate.) (Form 4.)

With vouchers. (Forms 5 and 6.)

Within twenty days after the expiration of the quarter—

5. Return of public property received and expended at each work. (Form 7.)
6. A report, in time to reach the Bureau by the 1st of September, of the operations on each work or survey during the fiscal year ending June 30 preceding, with the necessary drawings, showing the condition of the work, the extent and costs of the principal operations, (as brick-work, stone-work, earth-work, surveys,) accompanied by a summary statement of the expenditures during the year; a detailed estimate of the funds required for the next year, and an estimate of the amount required to complete the work. This report should conclude with a recapitulation, giving a brief of its more important facts and interesting particulars, in such form that it may be embodied without change in the annual report of the Chief of Engineers.

When disbursements are made by the same individual on account of different works, a separate set of accounts for each must be kept and rendered as above required, as well as separate estimates, returns and reports, the accounts being accompanied by a general account-current (Form 3) and general abstract of disbursements (Form 4) of receipts and expenditures during the quarter on all the works.

The following books and files for each work will be kept by the officer in charge: A book of letters received; a book of letters sent, with indexes for the same; file of letters received; file of orders received; a journal, containing a daily record of the occupations of the persons employed on the work; a book of materials, in which must be entered, under the appropriate head, every kind of material received, specifying date of delivery and payment, from whom received, the kind, quality, price, and cost; in this book the various articles will be entered under the same heads as in the quarterly return of property; a ledger, in which an account will be opened with every person of whom materials or supplies are purchased for the work, including every person not on the rolls; an account book, containing entries (according to Form 4) of all expenditures and copies of the quarterly accounts-current, and estimate of funds; a roll-book, showing the name, occupation, rate of pay of each hired person, and time made by him daily in each month; a book of miscellanies, containing accounts of experiments and miscellaneous information relating to the work.

Printed forms allowed will be furnished from the Bureau when required.

THE ADMINISTRATIVE SERVICES.

ARTICLE LIX.

THE ORDNANCE DEPARTMENT.

The Ordnance Department is, under the direction of the Secretary of War, charged with the selection of all sites for and construction of arsenals and ordnance depots, the purchase and manufacture of all "ordnance and ordnance stores" for the Army, the distribution and disbursement of all moneys appropriated by Congress for these purposes, and such other duties as may be imposed on it by the Secretary of War.

The Chief of Ordnance, with such assistants as the Secretary of War may deem necessary for the proper administration of his Department, will be stationed in Washington. All other officers will be assigned to armies in the field, to arsenals, depots of arms, places of manufacture, or wherever their service are required, by orders from the Adjutant-General's Office, on the recommendation of the Chief of Ordnance; and when assigned to an arsenal, depot of arms, or place of manufacture, they will not be subject to local military commanders, unless it be so prescribed in their orders.

The officers of the Ordnance Department shall, under the direction of the Chief of Ordnance, have charge of all armories, arsenals, and ordnance depots, and of all property belonging to the Ordnance Department not issued to the troops. They shall furnish all arms, ordnance, and ordnance stores required for the military service, on proper requisitions and orders.

When deemed necessary by the Secretary of War, the Chief of Ordnance will assemble, at such time and place as may be necessary, a "board of ordnance," to consist of from three to five officers, who may be charged with the duty of investigating and advising upon such subjects connected with the Ordnance Department as may be submitted to it by the Chief of Ordnance.

The senior officer of the Ordnance Department attached to any army in the field shall, under the direction of the commander of such army, have the charge and direction of the depots of ordnance and ordnance stores for the supply of such army. All orders relating thereto shall be regularly transmitted to him through or by the commander of the artillery of such army. He will ascertain the actual and probable wants of the army relative to his department, and be prepared to furnish supplies at the shortest notice. He will also correspond with the Chief of Ordnance and with the officers at the nearest arsenal, so as to anticipate, if possible, and provide for all wants of the army connected with his department.

The general denomination "ordnance and ordnance stores" comprehends all cannon and artillery carriages and equipments; all apparatus and machines for the service and maneuver of artillery; all small-arms, accouterments, and horse equipments; all ammunition and all tools, machinery, and materials for the ordnance service; horses, horse medicines, materials for shoeing, and all horse equipments whatever for the artillery.

In the purchase of horses for the artillery, the Ordnance Department will be governed by the rules laid down in the General Regulations. The board to inspect and receive the horses shall be composed of artillery officers, and, if possible, the captain of the battery for which the horses are intended shall be a member of said board.

Ordnance and ordnance stores shall be provided by fabrication, by contract, or by open purchase, as may be most advantageous to the public service. Officers of the Ordnance Department shall be charged with making all purchases of ordnance and ordnance stores, except when otherwise specially directed by the Secretary of War.

No change will be made in the established models or patterns of ordnance and ordnance stores for the service of the United States without the approbation of the Secretary of War.

Inspections of armories, arsenals, and ordnance-depots shall be made by the Chief of Ordnance, or other officer specially designated by the Secretary of War, whenever in his opinion such inspection is necessary.

At these inspections it shall be the special duty of the inspecting-officer to see that the laws, regulations, and orders of the Department are faithfully executed. He will ascertain whether the persons employed at the armories and arsenals are efficient in the performance of their duties; whether the number exceeds that required to execute, by constant employment, the business of the establishment. It shall also be his duty specially to examine the arsenal reports and estimates.

At the conclusion of each inspection of an armory, arsenal, or ordnance-depot, the inspecting-officer will report to the Ordnance Bureau its condition, and especially each and every departure from the established models and patterns in all articles fabricated; whether the laws, regulations, and orders may have been violated, or in what respects they have not been carried into full operation; and whether, in his opinion, the number of men or animals employed could be reduced without interfering with the regular business of the establishment.

The officer in command of an arsenal, armory, or ordnance-depot, shall, under the direction of the Chief of Ordnance, make and publish the rules for its internal government, procure the necessary materials and tools, engage the workmen, assign their grade, and appoint the necessary foremen. The cause for discharging or displacing a foreman shall be reported to the Ordnance Bureau.

The ordnance store-keeper shall disburse the funds on the certificate of the officer in command, upon each pay-roll or other account, stating the sum total in words and figures; and, under the direction of the officer in command, have the care and custody, and make the returns of the ordnance and ordnance-stores, except those in current use, for which, including draught-animals, the officer in command is accountable.

When there is no store-keeper, or in case of his absence, the commanding officer is accountable for all the ordnance-property and funds, unless authorized by the Ordnance Bureau to devolve the accountability on another officer.

Materials to be consumed or expended are issued on written orders from the officer in command to the store-keeper, who shall make quarterly abstracts of such issues (Form 9) as his voucher, to be certified by the officer in command.

The officer in command shall turn over to the store-keeper invoices of stores received, to be receipted for by him, and shall furnish to him abstracts of articles fabricated, purchased, repaired, &c., from which the store-keeper shall make the quarterly abstracts, to be certified by the officer in command. All articles purchased, fabricated, or repaired, are to be inspected under the direction of the commanding officer before being paid for or turned into store.

The date when orders for supplies are received, or stores received at, or issued from, an arsenal or armory, shall be reported on the report of work done, (Form 10,) and on statement of stores received and issued, (Form 28.)

Hired men in the ordnance-service shall be engaged and employed by the hour, and paid monthly only for such hours and parts of hours as they actually work, except men on piecework, and such other persons as the commanding officer may consider it necessary to employ on monthly wages, owing to their liability to be called upon for service at all times.

Workmen in an armory or arsenal shall be paid as far as practicable by piecework. The price of piecework shall be fixed, according to the skill and labor it requires, by the commanding-officer, under the direction of the Chief of Ordnance.

Any increase of wages shall be promptly reported to the Ordnance Bureau, with the necessary explanations.

The money value of any piece of work spoiled by the fault or incompetency of a workman shall be charged to him on the pay-roll.

A fair rent shall be charged monthly on the pay-roll to the hired men who occupy public quarters, except the master-armorer and clerks at an armory. The rent-roll (Form 12) shall be returned, monthly, to the Ordnance Bureau.

No buildings or other permanent works or improvements will be undertaken without the sanction of the Secretary of War. The plans and estimates for them are to be sent to the Ordnance Bureau by the month of August in each year.

No trees on the public grounds will be removed or destroyed without authority from the Chief of Ordnance.

None but strong draught-horses are to be purchased for the ordnance-service, nor without authority from the Chief of Ordnance.

The enlisted men of ordnance shall be enlisted in the grade of second-class privates. They may be mustered, at the discretion of the officer in command, in any grade for which they are competent, and in which there is a vacancy, except the grade of sergeant. Promotions to that grade require the sanction of the Chief of Ordnance. Enlistments (Form 23) are to be in duplicate—one retained, the other forwarded to the Ordnance Bureau. The number and grade of enlisted men to each armory, arsenal, or ordnance-depot, will be directed by the Chief of Ordnance. They may be discharged for cause before the expiration of enlistment by order of the Secretary of War.

When a permanent change in the command of an armory, arsenal, or ordnance-depot occurs, the officer relieved shall prepare and adjust all accounts, both for money and for stores. He shall make and give to the officer relieving him a certified abstract of all outstanding debts, and no outstanding claims other than those embraced in such abstract shall be settled without instructions from the Ordnance Bureau.

In case of the temporary absence of the officer duly assigned to the command of an armory, arsenal, or other ordnance-depot, the command shall devolve upon the assistant to the commanding officer highest in rank other than the ordnance store-keeper. Should there be no commissioned officer of ordnance present on duty, the command will devolve upon the ordnance store-keeper.

All ordnance-stores, previous to being put into store or into current use, shall, when practicable, be distinctly and permanently marked, so as to be identified as the property of the United States, and with the place and year of fabrication. All boxes containing valuable and portable ordnance-stores, such as muskets, carbines, pistols, &c., shall be sealed at all times, both in store and when turned over for transportation.

In time of peace ordnance and ordnance-stores are issued only by authority from the Ordnance Bureau of the War Department. In war, to supply troops in service, on the order of any general or field officer commanding any army, garrison, or detachment; provided, that previous to issues to the militia or volunteers, they shall have been regularly mustered into the service, and the requisition (Form 20) approved by the mustering and inspecting officer of the United States, or by a general or field officer commanding in the regular service. In case of an issue not specially directed from the Ordnance Bureau, the order for the issue will be promptly transmitted to the Bureau by the issuing-officer.

No ordnance or ordnance-stores shall be issued otherwise than as provided for in these regulations, except by special authority from the Secretary of War, or in cases of emergency; and when issues are made under this exception the order therefor shall be immediately forwarded to the Ordnance Bureau, accompanied by a statement of the reasons for the issue. Any ordnance-supplies issued on such urgent occasions will, if not expended, be stored at some convenient ordnance-depot when the urgency ceases.

The arms, accouterments, and horse-equipments required by an officer for his own use in the public service, may be issued to him on payment of the regulated price, (Form 3—b,) to be passed to the credit of the proper appropriation at the Ordnance Bureau.

Ordnance and ordnance-stores, in charge of any ordnance-officer or agent of the Ordnance Department, or the commander of any regiment, company, or detachment, shall in no case be loaned to individuals, used for private purposes, or diverted from their legitimate use.

Requisitions (Form 20) for ordnance and ordnance-stores for the use of regiments, companies, detachments, or military posts, shall, in time of peace, be transmitted to the general or commander of the geographical or district department within which such regiment, company, detachment, or military post or station is situated, for action. Requisitions for the Military Academy are to be transmitted to the Secretary of War.

The commander of each company or detachment will be accountable for ordnance and ordnance-stores issued to his command. The commander of each post will be accountable for all ordnance and ordnance-stores at the post not issued to the company or detachment commanders, or not in charge of an officer of ordnance, or a store-keeper.

An ordnance-sergeant in charge of ordnance-stores, at a post where there is no commissioned officer, will be held responsible for the safe-keeping of the ordnance-property, and be governed by the regulations of the Ordnance Department in making issues of the same, and in preparing and furnishing the requisite returns. If the means at his disposal are not sufficient for the preservation of the ordnance-property, he shall report the circumstances to the Chief of Ordnance.

Where there is no ordnance-sergeant on duty at a post, the commanding officer may detail an efficient non-commissioned officer to perform the duties. Such non-commissioned officer shall be paid extra-duty pay at the highest rate, to be paid by the Ordnance Department on proper vouchers, approved by the commanding officer.

When it becomes necessary to detail enlisted men of a command for a period of ten days or longer, to repair or clean arms, ordnance, or ordnance-stores, they shall be regularly detailed for such duty by order of the commanding officer, approved by the department commander, and shall be entitled to extra-duty pay of the highest or lowest rate, as may be fixed by the nature of the work and the order of the commanding officer. Such extra-duty pay shall be paid by the Ordnance Department on vouchers approved by the commanding officer.

When arms, accouterments, and equipments need repairs that cannot be made by the troops, the commanding officer may send them to be repaired to the most convenient arsenal. No unserviceable articles shall be exchanged for others when they can be made serviceable by repairs.

Ordnance and ordnance-stores in the hands of troops, and not required for use, shall be turned into store in as good order as possible, at the most convenient ordnance-depot, for which the officer or agent in charge shall give a receipt stating their condition.

Ordnance and ordnance-stores at any military post, not an ordnance-depot, which are considered by the commanding officer unnecessary for the service of the post, shall be transported to an arsenal or ordnance-depot, provided the removal of such ordnance and ordnance-stores shall be first sanctioned by an inspector-general, or by the commander of the department in which they are situated. Officers commanding posts will report all such stores to the commander of the department or to an inspector-general, who shall designate the place to which they shall be removed.

It is made the special duty of all officers turning in arms, either to ordnance-depots or to company store-rooms, to have them carefully inspected and see that they are not loaded. Officers receiving arms that have been in the hands of troops, shall likewise have them inspected and see that no loaded arms are received in the store-houses.

Barrels, chests, cases, or boxes in which arms or other ordnance stores have been conveyed to a command may be expended in making targets, coffins, head-boards to graves, &c., when, in the opinion of the commanding officer, they are of no further use to the Ordnance Department. When so used, they will be dropped from the returns.

When ordnance, ordnance stores, tools, or materials at an arsenal or ordnance depot are reported unserviceable, they shall be examined by an officer of the Ordnance Department specially designated for that purpose, who will note on the inventory such as may be unsuitable for issue, either on account of not being of standard pattern or not in suitable repair. He shall recommend such as may be suitable for general issue, and also such as, in his opinion, should only be issued under extraordinary circumstances; also such as should be repaired, broken up, or sold. Should it appear to the inspector that any of the stores or tools are too much worn or of too little value to justify the expense of breaking up or selling, he will recommend them to be dropped from the return as useless. Such arms or stores as the inspector may consider repairable shall be reported specially to the Chief of Ordnance, who will give orders for their repair at the arsenal or depot, or for their transfer to another, as he may decide to be most advantageous.

All articles condemned and ordered for sale will, as a general rule, be disposed of at public auction, under the superintendence of such officers and at such places as may be designated for that purpose by the Chief of Ordnance, the required public notice of the sale being previously given. The Chief of Ordnance will, when practicable and, in his opinion, advisable, fix limits below which such articles shall not be sold.

Officers of militia or volunteers in the service of the United States shall make returns and account for ordnance and ordnance stores in the use of the troops under their command, as required in the regular service. Every man to whom issue of ordnance and ordnance stores is made will be held accountable for them. If lost through neglect, they will be charged against the loser on the muster-rolls. Commanders of companies will be held pecuniarily responsible that this regulation is enforced.

Ordnance and ordnance stores for the use of the militia of any State or Territory, under the act for arming and equipping the militia, shall be issued only upon special orders from the Secretary of War.

Expenses of the issue and delivery of ordnance and ordnance stores to the States, at any point within the State designated by the governor, are paid by the United States from the appropriation for arming and equipping the militia. The officers of the Ordnance Department provide for its transportation and the payment of the expenses.

The accounts with the several States and Territories are kept in the Ordnance Office. Muskets and other small-arms, accouterments, field-artillery equipments, and ammunition of the pattern adopted for the troops of the United States may be issued at the request of the governor of the State or Territory when the quota due and the Government supplies will permit.

Receipts (Form 5—B) will be prepared in triplicate by the issuing officer, and transmitted for the signature of the governor, or officer or agent appointed by him to receive the stores, one of which, when returned, shall be forwarded, by the issuing officer, to the Ordnance Bureau.

Directions in detail for the inspection and proof of all ordnance and ordnance stores shall be issued by the Chief of Ordnance, with the approbation of the Secretary of War. Ordnance and Ordnance stores procured by contract or open purchase are required to pass the same inspection and proof as if fabricated at the arsenals.—(See *Ordnance Manual*.)

The purchase of and contract for cannon, projectiles, powder, small-arms, and accouterments are made or specially ordered by the Chief of Ordnance, under the direction of the Secretary of War.

In each case the inspector shall give to the contractor triplicate inspection certificates, (Forms 31, 33, and 35,) and transmit to the Ordnance Bureau an inspection report, (Forms 30, 32, and 34.)

The inspecting officer shall transmit to the Ordnance Bureau a consolidated report in July (Form 36) of their inspection of ordnance and projectiles during the year ending 30th of June preceding, and quarterly and annual reports (Forms 36 and 37) or their inspection of small-arms, barrels, &c. Inspectors shall retain copies of their inspection reports, to be turned over to their successors. At an armory the quarterly and annual inspection reports (Forms 36 and 37) are signed by the commanding officer and master-armorer.

Reports of defects in the quality or condition of ordnance supplies will, in all cases, besides naming the articles, describe the particular pattern or model, when and where made, and whence, when, and from whom received, with such other information as will aid the Ordnance Department in taking the proper measures for correcting the defect.

The necessary assistant inspectors of small-arms will be procured from the armories. No assistant shall inspect oftener than twice in succession the arms made at the same private establishment. The inspector will have the inspected arms boxed and sealed in his presence.

The following accounts, reports, and returns are required to be sent to the Ordnance Bureau as specified:

Weekly—every Saturday—Statement of funds on hand, (Form 18.)

Monthly—within ten days after the month to which they relate—Reports of stores received and issued, (Form 28,) to be sent by the commanding officer. Account-cur-

rent, (Form 17,) with abstract of disbursement, in duplicate, (Form 16.) Rent-roll, also in duplicate, and all other appropriate vouchers, (Forms 12, 13, and 14,) to be sent by the disbursing officer; also a statement of receipts and expenditures under each appropriation, (Form 19.) A statement of principal stores on hand, (Form 29.) A return of hired men, (Form 21.) A report of work done, (Form 10.) A return of officers and enlisted men (Form 22) by the commanding officer, and a statement of expenditure for permanent improvements and repairs, (Form 26.)

Quarterly—within thirty days after the quarter—A property return, (Form 1,) with abstract and vouchers, (Forms 2, 3, 4, 5, 6, 7, 8, 9,) by every person accountable for ordnance property, except that in current service at armories and arsenals. Returns for posts and for companies or detachments will be made separately. An estimate of funds (Form 13) to be sent to the Ordnance Bureau by the commanding officer of an armory, arsenal, or ordnance depot.

Annually—to be sent by the commanding officer in time to be received at the Ordnance Office during the month of August—Return of tools in current service, (Form 1.) Statement of funds received and expended, (Form 27.) Estimate for the fiscal year, annual inventory, (Forms 24 and 25.) Annual report of the principal operations.

ARTICLE LX.

QUARTERMASTER'S DEPARTMENT.

This Department, under the Secretary of War, provides the quarters and transportation of the Army; storage and transportation for Army supplies; Army clothing and equipage; cavalry horses, fuel, forage, straw, material for bedding, and stationery, and for incidental expenses of the Army.

The Quartermaster-General, with such assistants as the Secretary of War may deem necessary for the proper administration of his Department, will be stationed at Washington. All other officers will be assigned, on his recommendation, by orders through the Adjutant-General's Office, to armies in the field, to military geographical divisions and departments, by the commanders of which they shall be assigned according to the requirements of the service.

The following are the incidental expenses of the Army paid through the Quartermaster's Department: per diem to extra-duty men employed under the direction of the Quartermaster's Department; to clerks and messengers in the various Bureaus of the War Department; to clerks at the geographical division, department, regimental, and post headquarters; of the pursuit and apprehension of deserters, of the burial of officers and soldiers, of hired escorts, of expresses, interpreters, spies, and guides for the Army; the compensation of clerks to officers of the Quartermaster's Department; of veterinary surgeons employed in the Quartermaster's Department; of forage and wagon-masters; the purchase of medicines for horses; the expenses of supplying posts with water; and, generally, the proper and authorized expenses for the movements and operations of an army, not expressly assigned to any other department.

Barracks and quarters.

Under this head are included the buildings for the use of the Army, as barracks, quarters, hospitals, store-houses, offices, stables, chapels, school and reading rooms.

No permanent military post will be built except on the recommendation of the General-in-Chief of the Army, approved by the Secretary of War, and after the requisite appropriations have been made by Congress.

These conditions having been fulfilled, a notification will be sent to the commander of the geographical department in which the post is to be located, who will order a board of three competent officers, to consist of one regimental officer, one medical officer, and, when practicable, one engineer, to proceed to the point where it is desired to locate the post, select the site, decide upon a plan, &c.

The board will make a careful examination of the country within the limits specified in the order, and select the best position which can be found, with reference to health, convenience of water, wood, forage, building materials, and ease of access. Should there be several locations, the advantages and disadvantages of each will be carefully compared.

The board will make a full report of its work, accompanied by a map, topographical sketches of the country, and a plan, or plans, of a post adapted to the localities. Any member of the board may make a minority report, which must be sent in with the report.

The department commander will forward the report of the board, with his remarks and recommendations, through the General-in-Chief, to the Secretary of War for approval.

The Secretary of War having approved the plans will return them to the department commander, with orders to build the post, and no further orders, instructions, or approval of plans of buildings, by the Secretary of War, will be necessary.

The department commander will direct the chief quartermaster of the department to make the necessary arrangements for building the post.

This may be done, preferably by contract, or by mechanics and laborers employed by the Quartermaster's Department.

If a contract is decided upon, it shall specify each and every building to be erected, as in the list hereafter given, the materials to be used, and the time when the whole is to be completed.

Should it be necessary, troops will be sent to the vicinity of the post to give protection to the contractor and his employes, but the commander will not be permitted to interfere in any way whatever with the work.

Should the contractor slight any portion of his work, or fail to comply with the specifications in the erection of any building, the commander may notify him of his error, and, if necessary, report the fact to the department commander.

When the post is sufficiently completed for occupancy, a board of officers, of whom one shall be the commanding officer of the troops who are to occupy the post, one a competent officer of the Quartermaster's Department, and one a medical officer, shall be ordered to make a careful inspection of and minute report upon each building, and no building shall be accepted or payment made, except upon a satisfactory report of this board.

If the post is to be built by the Quartermaster's Department, a competent officer of that department will be selected to take charge of the work.

Troops will be sent to the vicinity, if necessary, and such details of extra-duty men to aid in the work will be made as in the opinion of the commander of the troops will be conducive to economy and the prompt completion of the post.

Store-houses will be first erected; then quarters for the men; then the hospital. If the number of mechanics and laborers permit, work on all these buildings will be carried on at the same time.

As fast as completed, and previous to being occupied, the buildings will be inspected by a board, of which one member shall be a medical officer. Selection of company quarters to be made according to rank of captains, whether the captains be present or not.

Buildings.

The following are the buildings at each post. No others will be erected, nor will any change whatever be made in the number or character of the buildings, without the express sanction of the Secretary of War:

For each company at a post—

One set men's quarters, including kitchen, mess, wash, and store rooms, first sergeant's room, office, and sinks.

One set captain's quarters, with necessary out-buildings.

Two sets lieutenant's quarters, with necessary out-buildings.

Four sets laundress's quarters, with necessary out-buildings.

For troop of cavalry one stable, with saddle and forage room.

For battery of mounted artillery one stable, with saddle and forage room, and one gun-shed.

General buildings.

One hospital, with the necessary out-buildings.

One magazine.

One bake-house.
 One guard-house and prison.
 One commanding officer's office, at least two rooms.
 One commissary store-house, with office and issuing room.
 One quartermaster's store-house, with office and issuing room.
 One forage-house.
 One stable or corral for quartermaster's animals.
 One blacksmith's shop.
 One carpenter-shop.
 One wheelwright-shop.
 One saddler's shop.
 One issuing room for butcher or beef contractor.
 Two ice-houses, (where ice can be put up.)
 One school-room.
 The size of these buildings will depend on the number of troops constituting the full garrison.

At every post of two or more companies there shall be a separate building for the commanding officer's quarters, with out-buildings.

At every post there shall be one or more sets of quarters, with out-buildings, for the medical officer.

At every *chaplain* post quarters shall be provided for the chaplain, and a house provided in which to hold religious services.

The plans of buildings as laid down in these regulations will be strictly adhered to, and no building will be erected except on the plans herein prescribed, except by the express authority of the Secretary of War.

The number of rooms and quantity of fuel for officers and men are as follows :

	Rooms.			Cords of wood per month.	
	As quarters.	As kitchen.	As office.	From May 1 to Sept. 30.	From Oct. 1 to April 30.
*The General	10	1	2	10
The Lieutenant-General	7	1	1½	7
A major-general	5	1	1	5
A brigadier-general or colonel	4	1	1	4
A lieutenant-colonel or major	3	1	1	3½
A captain or chaplain	2	1	1	3
A lieutenant	1	1	½	2
The General commanding the Army			5	5
The commanding officer of a geographical division or department			3	3
An assistant or deputy quartermaster-general; an assistant commissary-general of subsistence; an assistant surgeon-general; the assistant judge advocate-general; and the assistant and deputy paymaster-general, each			2	2
The commanding officer of a regiment or post; a paymaster; quartermaster; assistant quartermaster; commissary of subsistence; and military store-keeper, each			1	1
The senior ordnance officer at the headquarters of a geographical division or department			1	1
The assistant adjutant-general at the headquarters of the Army; the assistant adjutant-general; the Inspector-General or assistant inspector-general; the Medical Purveyor, and medical purveyor of a geographical division or department, each			1	1
An acting assistant quartermaster; an acting commissary of subsistence; a regimental or post adjutant, when approved by the department commander, each			1	1
A wagon and forage master; sergeant-major; ordnance sergeant; commissary sergeant; medical cadet; hospital steward; regimental veterinary surgeon; and principal musician, each	1	½	1
Each non-commissioned officer, musician, private, and officer's servant	1-12	1-6
Each necessary fire for the sick in hospital at military post or station, to be regulated by the surgeon and commanding officer, not exceeding	½	2

	Rooms.			Cords of wood per month.	
	As quarters.	As kitchen.	As office.	From May 1 to Sept. 30.	From Oct. 1 to April 30.
For general hospitals, when necessary, not exceeding for each bed.				1-12	1-6
Each guard-fire, to be regulated by the commanding officer, not exceeding					8
Each necessary fire for military courts or boards, at a rate not exceeding					2
Store-house of a commissary, quartermaster, medical purveyor, when necessary, not exceeding					1
A regimental or post mess	1			‡	1
Each employé of the Quartermaster's or Subsistence Department to whom subsistence in kind is issued by the Government				1-12	1-6
†To each authorized laundress and hospital matron	1			‡	1
For chapel, reading, or school room, one room and such fuel as may be necessary, to be provided upon the requisition of the chaplain, approved by the commanding officer	1				

* NOTE.—The allowance for fuel and quarters to the General of the Armies of the United States, when his headquarters are in Washington, D. C., is at the rate of \$300 per month.

† Each authorized laundress and hospital matron will be entitled to one room as laundry.

The chaplain's quarters will be set apart at every chaplain post. He will not be disturbed in these, further than by a reduction of his allowance when that of the other officers is reduced. Nor will he be allowed to choose other quarters.

Acting assistant surgeons of the Army, assigned to duty or serving at posts, will be entitled to the same allowance of fuel and quarters in kind as is now granted to assistant surgeons of the Army with rank of first lieutenant; but this shall not give them the right of choice of quarters over any commissioned officer.

The allowance of quarters may be reduced, *pro rata*, by the commanding officer when the number of officers and troops makes it necessary. When the public buildings are not sufficient to give the air-space required, the surplus of men will be placed in tents, and the commanding officer shall report to the commander of the department for authority to hire quarters, or for other necessary orders in the case.

In allotting quarters officers shall have choice according to rank; but the commanding officer may direct the officers to be so quartered as to be convenient to their troops, when a manifest necessity exists.

An officer arriving at a post may select quarters occupied by a junior; but having made his choice he must abide by it, and shall not again at the post displace a junior unless himself displaced by a senior.

The set of rooms to each quarters will be assigned by the quartermaster, under the direction of the commanding officer; basements and attics not to be counted as rooms.

Officers cannot choose rooms in different sets of quarters.

When public quarters cannot be furnished to officers at stations without troops, or to enlisted men at general or department headquarters, the Quartermaster's Department will hire quarters at rates to be fixed by the Secretary of War.—(*Act July 15, 1870.*)

When an officer arrives at a station, if he be entitled to quarters and fuel, he shall make a written requisition for them on the officer of the Quartermaster's Department stationed there, accompanied by a copy of the order placing him on duty. If he be in command of troops his requisition must embrace his whole command and designate the number of officers of each class or grade, as well as non-commissioned officers, musicians, artificers, private soldiers, servants, authorized laundresses, and horses.

At all stations where stabling is provided for public animals, it shall also be provided for the authorized horses of forage officers, upon proper requisition.

At stations where stabling is not provided for public animals, the Quartermaster's Department shall hire stabling for the authorized horses for forage officers stationed there.

Bunks or bedsteads, benches, and tables shall be provided for soldiers' barracks and hospitals. Heating and cooking stoves shall be provided for barracks and quarters, and heating stoves for hospitals when necessary. They are not to be removed from them except by the quartermaster of the station, on the order of the commanding officer.

Plain furniture, such as chairs, tables, bedsteads, bureaux, wash-stands, and wardrobes shall be provided for officers' quarters. Such furniture shall be furnished to every set of assignable quarters, and shall be considered and numbered as part of the quarters, from which it shall not be removed. It will be taken up and carried upon the quartermaster's returns as public property.

When quarters are to be occupied or allotted, an inspection of them shall be made by the commanding officer and quartermaster. Statements, in duplicate, of their condition and of the fixtures and furniture in each room shall be made by the quartermaster and revised by the commanding officer. One of these shall be retained by the officer entering on occupancy of the rooms and the other by the quartermaster.

When an officer relinquishes quarters, another inspection will be made by the commanding officer and quartermaster, and the condition of quarters and furniture compared with the condition as shown by the statement. Any injury to rooms or furniture, other than fair wear and tear, shall be paid for by the officer responsible therefore, in addition to which he shall be liable to arrest and trial for neglect of duty, should the commanding officer deem it necessary for the interests of the service.

An annual inspection of the public buildings at the several stations shall be made at the end of June by the quartermaster, who shall make the following reports: 1st. Of the condition and capacity of the buildings, and of the additions, alterations, and repairs that have been made during the past year. 2d. Of the additions, alterations, and repairs which are needed, with plans and estimates in detail. These reports the commanding officer shall examine and forward, with his views, to the Quartermaster-General through the proper military channels. This information will be tabulated in the office of the Quartermaster-General for easy reference.

Necessary repairs of public buildings not provided for in appropriations shall be made, as far as practicable, by the labor of the troops.

When private buildings occupied as barracks or quarters, or lands occupied for encampments, are vacated, the immediate commanding officer and quartermaster shall make an inspection of them and a report to the Quartermaster-General of their condition, and of any injury to them by the use of the United States. If the quartermaster making the inspection is not the officer paying the rent of the buildings or grounds thus vacated, he shall report the fact and date of vacation to the officer of the Quartermaster's Department paying the rent.

Military posts evacuated by the troops, and lands reserved for military use, will be put in charge of the Quartermaster's Department, unless otherwise provided.

Gas will not be introduced into nor gas-fixtures put up in any barracks, quarters, hospitals, military prisons, guard-houses, offices, or warehouses at a post, without the authority of the Secretary of War. When so authorized, all expenses will be paid by the Quartermaster's Department.

The furniture for each office will be two common desks or tables and six common chairs; and when necessary, one stove or pair of andirons, a shovel, tongs, poker, and coal-scuttle.

A mess-room, and fuel therefor, are allowed whenever three or more officers at a station unite and form a mess; but not to more than one mess at the same station, nor to officers who live at hotels or boarding-houses.

The standard size of a room for officers' quarters is 225 square feet north of 38° north, and 270 square feet south of that latitude. In all cases the room shall be 15 feet wide.

When public quarters cannot be furnished to enlisted men at general or department headquarters, quarters will be commuted at a rate fixed by the Secretary of War, and fuel at the market price delivered.

All quarters, barracks, hospitals, &c., occupied, shall be sufficiently heated, and the Quartermaster's Department shall furnish such stoves and ranges as may be necessary for cooking for all officers, men, laundresses, and others in Government employ, and for heating all their authorized rooms.

Where officers occupy quarters rented for their use, as in cities, or not at forts or military posts, neither furniture or stoves will be supplied by the Government. The rent of quarters must provide rooms with the furniture and fire-places or stoves necessary for health and comfort.

Whenever officers are ordered in arrest or for trial from their proper stations to other military posts, they may, during the time they remain at such posts, be allowed to draw in kind the authorized allowance of fuel and to occupy public quarters, provided there are vacant quarters which can be assigned to them, without infringing upon the rights of other officers regularly on duty and stationed at the post. Officers occupying quarters and drawing fuel, under the provisions of this paragraph, will forfeit any and all claims to quarters and fuel at the places where they may have been serving, upon the receipt of the order detaching them therefrom.

Fuel.

Merchantable hard wood is the standard fuel; the cord is 128 cubic feet. Two cords of soft wood, 1,500 lbs. anthracite, or 30 bushels bituminous coal, may be issued in lieu of one cord of hard wood, at the option of the officer entitled, when the cost of the fuel selected is not greater than that of the allowance in hard wood.

Fuel issued is public property, and that which is not consumed must be returned to the quartermaster and taken up on his property return; with this exception, however, that fuel issued to troops and not actually used in quarters may be used in baking their bread.

In September, October, November, December, January, February, March, April, and May, the allowance of fuel is increased one-fourth at stations from the 31st degree to the 43d degree north latitude, and one-third at stations north of the 43d degree.

One-sixth of the allowance of fuel may be issued in kindling-wood.

Fuel shall only be issued in the month when due.

At posts at great elevation above the sea-level, or which may be otherwise exceptionally exposed to extremes of cold, the Secretary of War may, on the application of the post-commander, authorize such increase of fuel as may be necessary for the health and comfort of the troops.

Forage.

The forage ration for horses is fourteen pounds of hay and twelve pounds of grain; for mules, fourteen pounds of hay and nine pounds of grain; for oxen, twenty pounds of hay and twelve pounds of grain. Grain to be issued in the following order of preference, viz: oats, corn, barley, other grain. Corn-fodder or other long forage may be issued when necessary in lieu of hay at the same rate.

The above allowance may be reduced, or hay or grain alone issued, whenever the state of the supplies or the necessities of the service render either of these measures necessary. Commanding officers will prescribe what part shall be issued.

In special cases of hard service the commanding officer may authorize the ration of grain to be increased, not more than three pounds; the order to this effect shall be given in writing, and he will make an immediate report of the facts in the case to his next superior commander.

When one part of the ration, whether of grain or hay, cannot be furnished, the general commanding an army in the field or a military department may direct an increased issue of the part which can be furnished, the increase not to exceed one-half of the hay ration or one-third of the grain ration.

The forage provided by the Quartermaster's Department for any command shall be issued and used, except in cases when the same shall be found unfit by a board of survey.

Forage will be issued to officers on duty, in the month when due, for the private horses actually kept by them at their proper station, or at the place where they may be serving, not exceeding in number as follows: General, eight; Lieutenant-General, six; major-general, five; brigadier-general and colonel, each, four; lieutenant-colonel and major, each, three; captains and lieutenants of cavalry and mounted artillery, chaplains and other officers having the cavalry allowance, each, two. Forage will be allowed to mounted officers for mules instead of horses, when the exigencies of the service make it necessary to use the former instead of the latter. This will not authorize officers to make the substitution on drills and parades, or under ordinary circumstances on any duty under arms.

Officers temporarily employed on staff or other special duty, under circumstances which entitle them to be provided with public horses by the Quartermaster's Department, may, if they provide themselves with private horses in lieu of public horses, draw forage for them while on such duty.

No officer shall sell the forage issued to him for his private horses. This will not prevent the exchange of the forage issued by the Quartermaster's Department for forage of a different kind when necessary or desirable.

Forage issued to public animals is public property; what they do not actually consume is to be returned to the quartermaster and properly accounted for.

Private animals of forage officers in the public service are entitled to the same allowances as to stabling, forage, bedding, medical attendance, &c., as public animals.

Straw.

In barracks twelve pounds of straw per month, as bedding, will be allowed to each enlisted man, authorized servant, and laundress.

The allowance and change of straw for the sick is regulated by the medical officer, with the approval of the commanding officer.

Four pounds of straw per day is allowed for bedding for each animal in public service.

At posts where straw cannot be procured, the same weight of hay will be issued in lieu of straw.

Straw not actually used as bedding shall be accounted for as other public property.

Stationery.

Issues of stationery for official purposes are made quarterly, in quantity as follows:

	Quires of writing-paper.	Sheets of envelope-paper.	Sheets of blotting-board.	Number of envelopes.	Number of steel pens.	Pints of mucilage.	Pints of ink.	Ounces of sealing-wax.	Pieces of office-tape.	Number of pen-holders.	Number of lead-pencils.	Ounces of red ink.
Commander of an army, geographical division or department, what may be necessary for himself and staff for their public duty.												
Officers of the general staff, Engineer Corps, and administrative services, the prescribed blank-books and printed forms, and the stationery required for their public duty.												
Commander of a military district, or brigade, for himself and personal staff	30	24	6	1,000	144	1	3	12	24	12	12	6
Officer commanding a regiment, for himself and staff	30	24	6	1,000	144	1	3	12	24	12	12	6
Commanding officer of a company	10	10	3	250	48	1	1	4	6	6	3	2
Commanding officer of a post of not less than five companies, for himself and staff	20	20	4	750	72	1	2	8	12	8	4	4
Officer commanding a post of more than two and less than five companies	15	15	4	500	60	1	2	6	8	8	4	4
Commanding officer of a post of two companies	10	10	3	250	48	1	1	4	6	6	3	2
Commanding officer of a post of one company or less	10	10	3	250	48	1	1	4	6	6	3	2
A lieutenant-colonel or major on duty and not in command of a regiment or post	10	10	3	250	48	1	1	4	6	6	3	2
All officers, including chaplains, not enumerated above, when on duty and not supplied by their respective departments, and an ordnance-sergeant or other non-commissioned officer in charge of a military post, that required for the transaction of his public business, not exceeding	6	3	1	50	24	1	1	2	4	4	2	2

Quills may be issued in place of steel pens and at the same rate.

When an officer is relieved he shall transfer the office stationery to his successor.

To each office-desk or table are allowed one ink-stand, one paper-folder, one ruler, one piece of rubber, one eraser, and to each authorized office at a military post or station, not in the field, one letter-copying press and book.

Office and table furniture and necessary stationery for military courts and boards will be furnished on the requisition of the judge-advocate or recorder, approved by the presiding officer.

Extra-duty men.

Details for extra duty shall be made only on the written order of the post or detachment commander, and when in his opinion such details are necessary. Men on extra duty will be returned to duty with their companies on the written order of the commander. The immediate commander is responsible that no more men are so detailed or for a longer period than necessary. When it shall appear to the department commander that any post commander has employed men on extra duty unnecessarily, he shall call for an explanation, which, if not satisfactory, will be sent, with the indorsement of the department commander, through the proper military channels, to the Secretary of War. Should the Secretary of War disapprove the action of the post or detachment commander, the amount paid to the extra-duty men, so unnecessarily employed, may be charged to and deducted from the pay of the commanding officer ordering the same.

When it is necessary to employ soldiers as artificers or laborers in the construction of permanent military or other public works, or other constant labor of not less than ten days' duration in any case, they shall receive, in addition to their regular pay, the following compensation therefor: artificers and non-commissioned officers employed as overseers of such work, not exceeding one overseer for every twenty men, thirty-five cents per day, and enlisted men employed as laborers twenty cents per day. The non-commissioned officers and soldiers so employed are to be mustered as extra-duty men. The allowance of thirty-five cents per day is to be paid to those employed as mechanics and overseers, and to clerks in the Bureaus of the War Department, at the headquarters of the Army, military divisions, departments, regimental and post headquarters, and to the authorized clerks in the employment of post quartermasters and commissaries. But no man shall be rated and paid as a clerk, overseer, or mechanic who is not actually employed as such. No soldier shall be rated at the higher rates except by written order of the commanding officer.

On the muster-rolls of hospitals, the enlisted men detailed to perform the duty of hospital-attendants will be mustered as "nurses or cooks."

Artificers when on extra duty are entitled to extra-duty pay as other soldiers.

The commanding officer may, on the application of the company commander, detail one or more tailors of a company on extra duty, to alter or make up the clothing issued to the soldiers. The tradesmen so detailed shall be reported on extra duty and receive the higher rate of pay. These men will be taken up on the papers of the quartermaster, but will remain under the control of the company commander.

Enlisted men of the Ordnance and Engineer Departments are not entitled to extra-duty pay.

Ordnance-sergeants, not being ordnance-soldiers, are, when placed on extra duty, entitled to extra-duty pay.

Eight hours shall constitute a day's work for all laborers, workmen, and mechanics. Extra-duty men are paid in proportion for any greater or less number of hours they are employed in each day.

A report, in duplicate, of the extra-duty men to be paid by the Quartermaster's Department will be made monthly, certified by the officer under whose direction the men are employed, and approved by the commanding officer. One of these will be transmitted direct to the Quartermaster-General, and the other retained by the officer.

Persons and articles hired.

The Quartermaster-General shall, under the direction of the Secretary of War, regulate, as far as practicable, the employment of hired persons required for the service of the Quartermaster's Department.

Persons and articles employed and hired in the Quartermaster's Department shall be reported monthly to the Quartermaster-General, by the officer under whose direction they are employed. (See Form 1.)

When persons hired for service in the Quartermaster's Department are no longer required, they will be immediately discharged.

Whenever practicable, a written agreement or contract should be made with all persons employed in the following form :

I, _____, do hereby agree to serve the Government of the United States honestly and faithfully as _____ for the period of _____, unless sooner discharged, for the sum of _____ per month or day and (one ration.)

Any employé of the Quartermaster's Department who shall desert the service in violation of his contract, or who may be discharged by reason of disobedience of proper orders, shall, in addition to his liability to punishment under the Articles of War, forfeit all pay and allowances which may be due him.

When persons or articles hired in the Quartermaster's Department are transferred, duplicate descriptive lists will be furnished at once to the officer to whom they are transferred ; the latter will take up the persons and articles so transferred upon his report, (Form —,) and in transmitting this report to the Quartermaster-General will file with it one of the duplicates of said descriptive lists.

A copy of the authority under which civilians are employed will be forwarded to the Quartermaster-General with the report of persons and articles hired.

Reward for deserters.

The Quartermaster's Department will pay the reward for deserters, or the necessary expenses incurred in their apprehension.

Army transportation.

When troops are moved or officers travel with escorts or stores, the means of transportation shall be provided for the whole command. The requisition of the commanding officer, setting forth the number of officers and men, officers' servants, laundresses, horses, and the quantity of baggage to be transported, accompanied by an official copy of the order for the movement, will be furnished to the quartermaster who is to provide the transportation. Officers who, by their own fault, fail to avail themselves of the means of transportation thus provided, will be considered as having forfeited all claim to any allowance for transportation under the order.

When there is more than one route to the point of destination, the cheapest will be selected, provided it be compatible with the health, comfort, and well-being of the troops.

On transports, cabin-passage will be provided for officers, and reasonable and proper accommodations for the troops, also separate apartments for the sick, for laundresses and their children, and facilities for cooking for the whole command. When transports are chartered, a charter-party in quintuplicate will be executed by the quartermaster and the owner or authorized agent of the vessel. The copies of the charter-party will be disposed of in the same manner as other contracts.

Orders upon carriers for the transportation required will be issued by the quartermaster in the prescribed form. The order for the movement, or a sufficient extract therefrom, and the requisition for the transportation required under it, will be copied upon the back of the transportation order, and the correctness of such copies or extract will be certified by the quartermaster. The officer in command of the troops moved, or the senior in charge of a party, will receipt upon the order for the exact transportation received. The transportation order thus issued and receipted will be filed by the disbursing-officer paying for the same in support of his voucher.

Arrangements made by the Quartermaster's Department for the transportation of troops or supplies will not be changed except in cases of emergency, when the facts in the case will be at once reported to the Quartermaster-General and department commander by the officer directing the change.

Tariffs, or certified schedules, of rates of such railway and other transportation companies as have furnished transportation for troops or supplies, will be forwarded to the Quartermaster-General by officers paying accounts for such services.

Evidence or certificate must be furnished that the person who receipts for moneys in behalf of a transportation company or line is duly authorized to do so.

Officers and enlisted men are entitled to be furnished with transportation at public expense only when traveling on duty by order of competent authority. Officers on leave of absence and soldiers on furlough travel at their own expense.

Transportation of officers and enlisted men on the recruiting service, when first proceeding to join that service, or returning therefrom to their regiments after being relieved, will be provided by the Quartermaster's Department.

In change of station without troops, the Quartermaster's Department, on proper requisition, will furnish to officers entitled to forage transportation in kind for the authorized horses they have in actual service.

When it is deemed inexpedient by the officer ordering the movement to transport such horses from one station to another, they shall be turned over to the Quartermaster's Department, at a valuation to be determined by a board of officers convened by the commanding officer, which valuation shall not exceed two hundred dollars, (\$200,) and shall be paid by the quartermaster receiving the horses.

The Quartermaster's Department provides transportation for officers, their baggage, servants, and horses, in kind only. For transportation by conveyances not owned or operated by the Government, the quartermaster will issue a transportation order. This shall show the name and rank of the person transported, or in charge of the party or command, the number of officers, men, servants, and laundresses; the point of departure and destination; the railroad, steamboat, or stage line by which the journey is to be performed; the through rate at which payment is to be made; and if more than one order is issued, its proportion of the through rate should be stated on each. This transportation order shall provide not only for the transportation of the officer, but for that of his servants, baggage, and horses, as provided by regulations. Duplicates of orders of this form for the transportation of troops will not be issued.

When transportation is granted to persons not in the military service, full explanation will be given therefor.

The quartermaster who receives orders to furnish transportation will, when practicable, issue transportation orders for the whole journey, and take up the requisition. A separate order shall be given for each portion of the route which requires a change of transportation.

The receipt on the transportation order should in all cases be filled out with the exact number of persons transported, and signed by the officer or other person in charge of the party or command.

The officer in charge of the party shall indorse on the transportation order the *quality* or *class* of transportation furnished. Should the class of transportation be changed after the officer shall have given up the order for transportation, he shall make a report of the facts direct to the Quartermaster-General, who is required to see that no payment is made for a class better than that actually furnished.

When individual soldiers or small parties are ordered from one part of the country to another, the quartermaster at the initial point may purchase through ticket or tickets, and furnish to each man to be transported. In this case the receipt on the transportation order may be signed by the quartermaster himself and an explanation made of the facts.

When the cost of transportation is to be charged to the soldier transported, the quartermaster will certify on the furlough or order in the possession of the soldier the transportation he has furnished and the cost. He will also notify the soldier's company, or other proper commander, of his action, and certify on the transportation order that the proper officer has been duly notified.

Erasures, interlineations, or alterations, if made against the interests of the Government, must be explained on the transportation order by the issuing or other competent officer, otherwise the transportation should be settled for in accordance with the order before change or modification.

Accounts for transportation of troops and supplies are paid only at points designated by the Quartermaster-General, and must be supported by the certificate of the owner or agent of the transportation line or company that the rates charged therein did not exceed those charged the public, at the time the transportation was furnished.

Blank transportation orders are furnished by the Quartermaster-General. They should be securely kept to prevent their falling into the hands of unauthorized persons.

Sub-vouchers to vouchers for moneys paid for transportation of troops or supplies, will be effectually canceled by writing across the face the date of payment and by whom paid.

When Army supplies or officers' baggage are to be moved, each package shall be directed and its weight and contents marked on it.

Transportation will be provided upon the requisition of the officer in charge of the stores, accompanied, in the case of baggage, by a copy of the order authorizing the movement. Invoices and receipts, setting forth the number of packages, marks, contents, and weight of each package or class of packages, will be exchanged between the issuing and forwarding officers.

The baggage transported is limited to camp and garrison equipage and officers' baggage. Officers' baggage shall not exceed, mess-chest and all personal effects included, as follows:

Rank.	In the field.	Changing station.
Major-general	1, 000 pounds.	2, 500 pounds.
Brigadier-general	750 pounds.	2, 000 pounds.
Field-officers	500 pounds.	1, 800 pounds.
Captains	250 pounds.	1, 500 pounds.
Subalterns	150 pounds.	1, 000 pounds.

This amount may be reduced, *pro rata*, by the commanding officer, whenever in his opinion such reduction is necessary.

Such transportation as may in the opinion of the commanding officer be necessary, shall be provided for the mess furniture, extra clothing, camp and garrison equipage, &c., of troops on marches or *en route* by water or rail, and also sufficient transportation for authorized laundresses, as will enable them at all times to perform their appropriate duties.

Regimental and company libraries and desks will be transported; also, forstaff officers, the books, papers, and instruments connected with their duties, and for medical officers, their medical chests. In doubtful cases under this regulation, and whenever baggage exceeds the regulated allowance, the officer in charge of the transportation will report to the commanding officer, who will order an inspection, and all excess will be rejected.

*Transportation for sanitary supplies will be furnished only on the requisition of the medical director.

Transportation of the weight of baggage allowed for subalterns in the field and changing stations will be allowed acting assistant surgeons under similar circumstances, also in joining their first stations, and on the termination of their contracts, to the place of making the contract.

The necessary transportation to be provided for the hospital service, including the sick, will be furnished by the Quartermaster's Department upon requisition of the senior medical officer, approved by the commanding officer.

When clothing or other military supplies for the recruiting service are sent from arsenals or depots, the transportation, drayage, and handling of such supplies until they are delivered to the recruiting-officer, will be paid by the Quartermaster's Department.

Transportation by express agency is prohibited, except when the nature of the property or the importance of more speedy delivery imperatively demands it. The circumstances rendering the transportation necessary will be set forth by the officer requiring it, and officers forwarding public property by express will indicate, either upon the express company's receipt or in the letter of advice to consignee, the amount properly payable for the carriage, and where, and by whom, payable.

An officer is not entitled to transportation in kind for his baggage in addition to mileage. Books, papers, instruments, medical chests, &c., contemplated in ninth paragraph on page 154 are excepted.

An officer transferred at his own request from one station, regiment, or company to another, is not entitled to transportation at public expense for himself, servants, horses, or baggage.

Railroad, steamboat, and stage transportation companies will be required to transport *free* for each person traveling on a military transportation order, the same allowance of baggage as for private individuals who pay their own fare.

Wagons, ambulance-wagons, and their equipments for the transportation service of the Army, are furnished by the Quartermaster's Department, and, when practicable, will be fabricated in the Government establishments, but will not be purchased or manufactured except by authority of the War Department.

Ambulance-wagons will not be used except for the transportation of the sick or wounded, and in urgent cases only for medical supplies.

Covered spring-wagons shall be furnished by the Quartermaster's Department for officers, their clerks, and funds, over routes where railways, steamboats, and stage-lines are not available, when such officers are traveling under orders, and for carrying mails. Such means of transportation will be in full for the officer and his clerks. No more than one spring-wagon will be furnished to any one officer for the above purposes for any one journey, but more than one officer may be transported in the same wagon. The means of transportation thus provided will remain in charge of the Quartermaster's Department, and will be returned to that department when the special journey for which it was furnished has been performed. Light wagons will also be furnished to transport escorts and baggage.

Orders detaching an officer for a special duty imply, unless otherwise stated, that he is thereafter to join his proper station.

Orders to an officer *on leave of absence* to rejoin the station or troops he left, will not carry transportation.

In changes of station an officer entitled to transportation shall be entitled to transportation in kind for his authorized servants. In other cases than change of station, general and field officers traveling under orders are entitled to transportation in kind for one servant; and other officers who, from sickness or disability, require a servant will be allowed transportation in kind for one.

When an inspector-general or assistant inspector-general on a tour of inspection is obliged to take a clerk, he shall be entitled to the transportation in kind of such clerk; and special inspectors, when ordered on such tours, and authorized to take a clerk by the chief of a Bureau, department commander, or higher military authority, will be entitled to a similar allowance.

Private physicians, employed under contract as medical officers for the Army, are entitled to transportation in kind when they accompany troops, or when traveling under orders on military duty without troops.

Whenever it shall become necessary for troops, military supplies, or persons in the military service of the Government, to pass on public duty over a turnpike, bridge, or ferry, (authorized to collect tolls or ferriage,) the officer in command of such troops,

or in charge of such persons or supplies, will apply to the officer of the Quartermaster's Department at the most convenient station for orders upon the turnpike, bridges, or ferry; and accounts accruing for such service, accompanied by such orders duly received, will be presented to the nearest disbursing quartermaster for settlement. Whenever it is impracticable to obtain the orders of a quartermaster, the person in charge of the party passing over such turnpike, bridge, or ferry, will give a certificate for the services, setting forth the number and description of persons and quantity and character of supplies passed, the rates to be allowed, and that the travel is on public duty. Before payment of such accounts the disbursing quartermaster will satisfy himself that the rates charged do not exceed the authorized or usual rates, and that the indebtedness was incurred on public account and was necessary for the public service.

When public property is to be moved, transportation shall be provided on the requisition of the officer having charge of it, on the forwarding quartermaster, accompanied by certified invoices setting forth the number and marks of the packages, and the contents thereof. Each package shall be addressed, and the contents marked on it, and duplicate invoices and receipts in bulk, will be exchanged between the issuing and forwarding officer. In doubtful cases the order of the commanding officer will be required.

Bills of lading in quadruplicate shall be executed for the stores thus transported. The original to be delivered to the carrier; one with each invoice of the stores sent to the consignee, and the quadruplicate to be retained by the forwarding officer.

The bill of lading should show the number of packages or articles, marks, contents, and weights of each class, and should specify the rate at which each class of freight is to be transported, in the following manner, viz: $\frac{1}{20}$, $\frac{1}{40}$, $\frac{1}{30}$, $\frac{1}{10}$, &c., the numerators indicating the class, the denominators the rates.

When wagons, ambulance-wagons, caissons, gun-carriages, &c., are shipped, the bill of lading will show whether they are to be transported whole or taken apart. They should be shipped in parts, except in cases of emergency.

The number of animals, of bales of hay, and their weight, and of pieces of lumber and their measurement, &c., should also be expressed.

When stores are received in good order at destination, the consignee will receipt the original and duplicate bills of lading, and return the duplicate to the forwarding officer. In the certificate of the receiving officer the weight of the stores delivered will be expressed in words as well as figures.

If the bill of lading is receipted by any other officer than the one to whom the stores were consigned, the officer signing should show that he is duly authorized to receive and receipt for the property, and why the consignee does not receipt for it. Agents or clerks are not authorized to receipt bills of lading, if a commissioned officer is present.

No payment will be made for freight on stores shipped and not delivered at destination, or delivered in a damaged condition, when for such loss or damage the carrier is responsible, unless the amount of such loss or damage is deducted from any money due him. When the responsibility for or amount of loss or damage cannot be readily ascertained by the officer to whom the property was consigned, it will be determined by a board of survey. The bills of lading should be indorsed in accordance with the finding of the board, and should show what articles were lost or damaged, their weight, and the amount chargeable to the carrier.

Accounts for transportation will habitually be settled with the last carrier, in whose favor only the bill of lading should be receipted.

The original bill of lading only is payable. Should it be claimed that this has been lost or destroyed, proof will be required. A bond of indemnity, payable to the United States, securing it against loss by the recovery and presentation of the original, shall be taken. All the papers in the case shall be transmitted to the Quartermaster-General for the decision and directions of the Second Comptroller. Without such decision and directions no payment will be made except upon the original of any bill of lading.

When transportation is furnished by Government conveyance the bill of lading will state that no payment should be made thereon.

When mounted parties are sent out after deserters, on expresses, or other duties where forage cannot be taken, the officer or non-commissioned officer in command, shall, if possible, purchase such forage as may be necessary, giving orders therefor on the quartermaster at the nearest military post. The quartermaster is required to pay such accounts at the regulated price, and will always be provided with funds for this purpose.

The baggage-trains, and all the means of transportation, continue in charge of the proper officers of the Quartermaster's Department, under the control of the commanding officers.

Horses and mules will be purchased only when authorized by the War Department.

When horses or mules are to be purchased by the Quartermaster's Department, for service in that Department, a board of cavalry or artillery officers, constituted, as nearly as possible, as prescribed for the purchase of cavalry horses, shall be appointed to inspect and receive them. This board shall be governed, as far as is applicable, in its action by the rules laid down for purchase of cavalry horses.

Mules must be over four years of age; strong, stout, compact, well-developed animals in full health; free from any blemish or defect which would unfit them for severe work; not over 15½ nor under 13½ hands high, and must have shed the four front colt's teeth, and developed the corresponding four permanent teeth, two in each jaw.

Horses of mounted officers.

In the field, on the frontier, or in active service, the commanding officer may authorize a mounted officer, who cannot otherwise provide himself, to purchase from the proper department his authorized horses at the actual cost of the horse or horses selected, when it can be ascertained, and when not, at a fair valuation, to be fixed by a board of three officers, when practicable. A horse so purchased shall not be exchanged or returned, nor shall an officer avail himself of this privilege a second time, unless he shall be deprived of the use of a horse by unavoidable casualty, or compelled to dispose of him by reason of change of station, or by other exigencies of the public service.

National cemeteries.

Superintendents of national cemeteries when on duty at their stations are allowed as follows, viz: one office-desk, two pine tables, six common chairs, one heating-stove, one cooking-stove and furniture therefor, one bed-sack, one ax, one water-pail, one iron bunk, one hatchet, one lantern, one book of letters received, and one of letters sent.

These articles, as well as tools used in the police of the cemetery, will be borne on the returns of the officer of the Quartermaster's Department in whose charge or in whose district the cemetery is. He will transfer them to his successor when relieved, taking his receipt therefor. He will hold each superintendent directly responsible to himself, by proper receipts, for the articles issued to him, and will promptly report to the Adjutant-General of the Army (through the Quartermaster-General) the loss of any articles, and their value, which may properly be charged against the pay of the superintendent, that the Paymaster-General may be duly notified. He will also immediately notify the district paymaster.

The superintendents of national cemeteries are entitled to medical treatment and necessary medicines in case of sickness of themselves and families; and if stationed near a military post will be attended by the post surgeon. In all other cases the officer in charge of the cemetery shall procure medical assistance and medicines for the superintendent, and charge them against the Government, on vouchers Nos. 10 and 14, Quartermaster's Department. But such accounts will not be paid unless they shall appear indispensable and reasonable in amount. The vouchers when paid are entered on abstract C.

An annual inspection of each cemetery will be made about the end of June, by the quartermaster or other officer specially designated for that purpose, and the following reports shall be made by the inspecting-officer:

1st. Of the condition and extent of the cemeteries, of the number of graves in each, and of the improvements, alterations, or repairs that have been made during the previous year.

2d. Of the additions, improvements, and repairs that are needed, with estimate of cost.

The commanding officer of the post or department in which the cemetery is located shall examine this report and forward it with his views to the Quartermaster-General.

Burial of officers and soldiers.

The expenses of the burial of officers killed in action, or who die when on duty in the field, or who die and are buried at military posts or general hospitals, and of non-commissioned officers and soldiers, will be paid by the Quartermaster's Department. When ordered by the Secretary of War or a department commander, the expenses of the burial of officers who die at other places will be paid in the same manner. The arrangements will be governed by the rank of the officer, and his position as compared with that of persons in civil life.

Veterinary instruments and horse-medicines.

The standard of horse-medicines for the Army in the field and in hospitals is the supply table, as follows.

Standard supply.

Articles.	QUANTITIES FOR THREE MONTHS.							
	For field service.				For hospital service.			
	100 horses.	200 horses.	500 horses.	1,000 horses.	100 horses.	200 horses.	500 horses.	1,000 horses.
Aloes.....	1	2	3	4	2	4	6	8
Alcohol.....	$\frac{1}{2}$	$\frac{1}{2}$	1	1 $\frac{1}{2}$	$\frac{1}{2}$	1	2	3 $\frac{1}{2}$
Asafetida.....	$\frac{1}{2}$	$\frac{1}{2}$	$\frac{3}{4}$	1	$\frac{1}{2}$	1	1 $\frac{1}{2}$	2
Alum.....	1	2	4	8	2	4	8	16
Blister-liquid.....	$\frac{1}{2}$	1	2	3	1	2	4	6
Bluestone.....	$\frac{1}{2}$	$\frac{3}{4}$	1	2	1	1 $\frac{1}{2}$	2	4
Borax.....	1	1 $\frac{1}{2}$	3	4	2	3	6	8
Calomel.....	$\frac{1}{2}$	$\frac{1}{2}$	$\frac{1}{2}$	$\frac{3}{4}$	$\frac{1}{2}$	$\frac{1}{2}$	1	1 $\frac{1}{2}$
Castile soap.....	10	15	20	30	20	30	40	60
Ground flaxseed.....	8	10	15	20	16	20	30	40
Gambbee powders.....	2	3	4	6	4	6	8	12
Hartshorn.....	$\frac{1}{2}$	$\frac{1}{2}$	$\frac{3}{4}$	1	$\frac{1}{2}$	1	1 $\frac{1}{2}$	2
Lunar caustic.....	$\frac{1}{2}$	$\frac{1}{2}$	$\frac{3}{4}$	1	$\frac{1}{2}$	1	1 $\frac{1}{2}$	2
Laudanum.....	1	1 $\frac{1}{2}$	2	4	2	3	4	8
Simple cerate.....	2 $\frac{1}{2}$	5	5	10	5	10	10	20
Mercurial ointment.....	$\frac{1}{2}$	1	1 $\frac{1}{2}$	2	1	2	3	4
Mustang liniment or Mameluke liniment.....	2	3	4	6	4	6	8	12
Olive-oil.....	$\frac{1}{2}$	1	2	3	1	2	4	6
Oil linseed.....	$\frac{1}{2}$	1	2	3	1	2	4	6
Oil turpentine.....	$\frac{1}{2}$	$\frac{1}{2}$	1	1 $\frac{1}{2}$	$\frac{1}{2}$	1	2	3 $\frac{1}{2}$
Powell's liniment.....	2	3	4	6	4	6	8	12
Resin.....	$\frac{1}{2}$	1	1 $\frac{1}{2}$	2	1	2	3	4
Salts.....	2	3	4	6	4	6	8	12
Sulphur.....	$\frac{1}{2}$	$\frac{1}{2}$	1	2	$\frac{1}{2}$	1	2	4
Salt-peter.....	1	2	3	5	2	4	6	10
Sweet spirits niter.....	$\frac{1}{2}$	1	2	3	1	2	4	6
Sugar lead.....	1	2	4	5	2	4	8	10
Tar.....	$\frac{1}{2}$	$\frac{1}{2}$	1	1 $\frac{1}{2}$	$\frac{1}{2}$	1	2	3 $\frac{1}{2}$
Tartar emetic.....	$\frac{1}{2}$	$\frac{1}{2}$	$\frac{3}{4}$	1	$\frac{1}{2}$	1	1 $\frac{1}{2}$	2
DRESSINGS.								
Adhesive plaster.....	1	1 $\frac{1}{2}$	2	4	2	3	4	8
Muslin, (coarse).....	10	12	15	20	20	24	30	40
Red flannel, (coarse).....	2	3	4	6	4	6	8	12
Sponge.....	$\frac{1}{2}$	1 $\frac{1}{2}$	3	4	1 $\frac{1}{2}$	3	6	8
Silk for ligature.....	$\frac{1}{2}$	$\frac{1}{2}$	$\frac{1}{2}$	1	$\frac{1}{2}$	$\frac{1}{2}$	1	2

Standard supply—Continued.

Articles.	QUANTITIES FOR THREE MONTHS.								
	For field service.				For hospital service.				
	100 horses.	200 horses.	500 horses.	1,000 horses.	100 horses.	200 horses.	500 horses.	1,000 horses.	
INSTRUMENTS.									
Abcess-knives, (2 blades)	number..	1	1	1	1	2	2	2	2
Ball-forceps	number..	1	1	1	1	2	2	2	2
Corkscrews	number..	1	1	1	1	2	2	2	2
Funnels	number..	1	1	1	1	2	2	2	2
Graduate glasses	number..	1	1	1	1	2	2	2	2
Mortar and pestles, (iron)	number..	1	1	1	1	2	2	2	2
Needles	dozen..	1	1	1	1	2	2	2	2
Probes	number..	1	1	1	1	2	2	2	2
Rowing-needles	number..	1	1	1	1	2	2	2	2
Scales and weights	number..	1	1	1	1	2	2	2	2
Springs	number..	1	1	1	1	2	2	2	2
Spring-lancet	number..	1	1	1	1	2	2	2	2
Straight scissors	number..	1	1	1	1	2	2	2	2
Spatulas	number..	1	1	1	1	2	2	2	2
Trocars	number..	1	1	1	1	2	2	2	2
Tenaculums	number..	1	1	1	1	2	2	2	2

This table will not be deviated from except in extreme emergencies, and then only for hospital use, when the reasons must be clearly and satisfactorily stated.

Requisitions will be made quarterly, in duplicate, and the supplies will be purchased from the Medical Department.

Quartermasters will hold veterinary surgeons strictly responsible for the instruments issued to them, and in case of loss through carelessness or damage from neglect, the cost price of the instruments so lost or damaged will be charged to them.

Quartermasters responsible for medicines and dressings will take care that these articles are used for their legitimate purposes, and will hold the veterinary surgeons strictly accountable for their loss or damage through neglect.

Clothing, camp and garrison equipage.

The purchases and contracts for all articles of clothing, camp and garrison equipage are made at such points and by such officers only as may be specially designated for that duty by the Quartermaster-General, under the direction of the Secretary of War.

Officers purchasing clothing, camp and garrison equipage, are officially and pecuniarily responsible that the articles purchased are fully up to the regulation standard. They are in the same manner responsible for the acts of their agents or inspectors, and will be held strictly accountable for them.

Supplies of clothing and equipage will be sent by the Quartermaster-General from the general purchasing depot to the officers of his Department for issue to the Army.

These supplies will be sent in packages. Each package will be numbered and addressed to the officer to whom forwarded, and the contents of each, and the size of the clothing in it, will be marked upon it.

Officers receiving these packages will give duplicate receipts for the clothing and equipage as invoiced to them, if the packages as received and marks agree with the invoice and appear rightly marked and in good order; if otherwise an examination will be made by a board of survey. The report of the board, in case of damage or deficiency, will be transmitted, one copy to the Quartermaster-General, and one, with receipts for the articles actually received, to the officer forwarding the supplies.

The following will be the allowance of tents for the sick, their attendants, and hospital supplies:

Commands.	Hospital tents.	Common tents.
For one (1) company	1	1
For a command of three (3) companies	2	1
For a command of five (5) companies	3	2
For a command of seven (7) companies	4	3
For a command of ten (10) companies	5	4

When changing station in time of peace, and tents are required for shelter on the march, the allowance of equipage will be as in permanent camp.

During the winter months such tent-stoves as are provided by the Quartermaster's Department will be issued for use with tents.

One sash is allowed to each sergeant-major, quartermaster-sergeant, commissary-sergeant, ordnance-sergeant, hospital-steward, principal or chief musician, chief bugler, and first sergeant. One knapsack with great-coat straps, one haversack, and one canteen will be allowed to each enlisted man. These, and the shoulder-knot and all metallic hat and cap ornaments and equipage in the use of the men, will not be entered on the returns as issued, but, while fit for service, will be borne on the return as on hand in use. If lost or destroyed by the fault or neglect of the person in whose use they are, they will be charged to him on the muster-roll. When this property shall become unfit for service it will be turned over to the quartermaster of the depot or post for disposition as in the case of other unserviceable property.

Bed-sacks and mosquito or sand-fly bars are provided when necessary for troops in garrison, and iron pots may be furnished instead of camp-kettles.

The authorized flags, colors, standards, guidons, drums, fifes, bugles, and trumpets, and the prescribed regimental, company, and post books will be provided by the Quartermaster-General, upon estimates of the officers of the Department. They will be issued for use upon requisition approved by the commanding officer.

Commanders of companies draw from the quartermaster, upon requisition approved by the commanding officer, the clothing of their men and the equipage for the use of the officers and men of their companies. The equipage of other officers is drawn on their own requisitions and receipts. The term *company commander*, as here used, is applicable to commissioned officers only, and does not include non-commissioned officers in temporary charge of a company.

Clothing for issue to the non-commissioned staff, authorized band, and to all enlisted men detached from their companies, placed under the adjutant and subject to his command, is to be drawn on the requisition and receipt of the adjutant and issued by him. Receipts from non-commissioned officers for clothing (except for their individual use upon receipt-rolls) will not be recognized as vouchers to returns.

Ordinarily, company commanders will procure and issue clothing to their men quarterly. When necessary, in special cases, it may be issued at other times.

Company commanders or other officers issuing clothing to soldiers will at the time take the receipts of the men for the articles issued to them on a receipt-roll in duplicate. These receipts will be witnessed separately by an officer other than the issuing officer, or, in the absence of such an officer, by a non-commissioned officer. The witness to be witness to the fact of the issue and signature of the soldier. The several issues to a soldier must be entered separately on the roll, and all vacant spaces filled with a parallel, (thus —.) This roll is a voucher to the return of the issuing officer.

Each soldier's clothing account is kept by the company commander in a company book. This account sets out only the money value of the clothing which he received at each issue, for which his receipt is entered in the book and witnessed as in case of an issue.

For the first six months after a first enlistment, not more than one-half of the pay of a recruit shall be deducted in payment of clothing.

Soldiers will be charged or credited on each muster-roll with the amounts that may be due from or to them on account of clothing, and their clothing accounts will be settled whenever they are paid by the paymaster, except as provided in the preceding paragraph.

When a soldier is transferred or detached, the amount due to or by him on account of clothing, will be stated on his descriptive list. When clothing is issued to a soldier, while on detached service, the money value of it will be charged on his descriptive list by the issuing officer.

When a soldier is discharged, the amount due to or by him for clothing will be stated on the final statements.

Commanding officers may order the necessary issues of clothing to prisoners and convicts, taking deserters' or other damaged clothing when there is such in store.

When provided with clothing for that purpose, issues to prisoners of war will be made by the quartermasters at the stations where the prisoners are confined, with the assistance and under the supervision of an officer detailed for the purpose. The receipts of the prisoners upon the receipt-roll, witnessed by the officer assisting in the issue, will be the quartermaster's voucher.

All issues of clothing and of quartermaster's stores to prisoners of war will be regulated by general orders.

Requisitions for clothing for sick and wounded soldiers in general hospitals, or depots of sick, are to be made by the medical officer in charge.

Clothing will be issued to hospital-stewards, and their clothing accounts kept by the medical officer under whose immediate direction they are serving.

Officers in charge of general hospitals will have the clothing and equipage and descriptive lists of soldiers in hospitals carefully preserved, and will note on their descriptive lists the money value of clothing issued to them while in hospitals.

The officer in charge of a general hospital, or such other officer on duty therein as he may designate, will draw the clothing, issue it, and render the required returns of it to the Quartermaster-General.

Officers of the Army may purchase at the regulation price from the Quartermaster's Department such articles of uniform clothing as they actually need, certifying that the articles so drawn are intended solely for their personal use. They may also purchase at the regulation price a reasonable quantity of underclothing and shoes for their authorized servants when there are no other means of procuring them.

Such articles of Army underclothing and shoes as may be necessary to the health and comfort of citizen employes, and which they cannot otherwise obtain, may be sold to them when in the opinion of the commanding officer it is to the interest of the service.

Upon the requisition, approved by the commanding officer, of the medical officer in charge of any hospital or depot of sick and wounded soldiers, a gratuitous issue will be made of such articles of clothing as may be necessary to replace that lost by them from the casualties of war, or destroyed to prevent contagion. The necessity of the issue to be certified by the officer making the requisition.

No other gratuitous issues of clothing will be made without special authority from the Secretary of War, based upon an official report of a board of survey in each case, setting forth the facts, with copies of the orders under which the clothing was lost, showing that it was lost, not by the fault of the men, but in consequence of orders given by sufficient authority. Issues thus made will be of clothing in kind, not payments of money.

When unserviceable camp and garrison equipage is transferred, the invoices will be accompanied by a copy of an inspection report, or report of a board of survey. If no such report has been made the fact will be noted on the invoices.

Officers receiving supplies of clothing and equipage are required to render quarterly returns of them to the Quartermaster-General agreeably to the prescribed form. The returns should always be made out in duplicate, with proper vouchers. The vouchers to these returns consist of invoices of the supplies received, and receipts for their issue or transfer, and such other papers as may be necessary to account fully for the property. When the vouchers are too numerous to enter each upon the return, abstracts accompanied by vouchers may be used; but when abstracts are used, duplicates thereof must accompany the return.

Advertising and printing.

The advertisements recognized as proper charges against the Quartermaster's Department are those relating to supplies or transportation of the Army, the sale of quartermaster's property, and the procurement of supplies, service, and material furnished by the Quartermaster's Department.

Regimental, company, and post books authorized by the regulations, and printed blank forms for the officers of the Quartermaster's and Pay Departments, and for inspectors-general, will be procured by timely requisition on the Quartermaster-General.

In case of printing necessary to promote the efficiency of the Army, and not expressly allowed by Army Regulations or existing orders, the necessity and propriety of the work must be clearly set forth in the vouchers. Whenever practicable it is the duty of the officer, before ordering the printing, to apply to the War Department for authority in the case. Samples of the work must accompany the vouchers, and, when the paper is furnished by the printer, that fact must also be stated.

Every officer doing duty in the Quartermaster's Department shall keep the following books, of the size and in the form most convenient:

1. Bank-book.
2. Check-book.
3. Cash-book.
4. Letters sent.
5. Letters received.
6. Morning-report book.

Telegrams and indorsements are included in letters sent and received. The first two of these books an officer may carry away, with such of his retained papers as he thinks it necessary to keep with him, when he is relieved from his post. The others are part of the records of the post or station, to be turned over to his successor and preserved at the post or station until it is discontinued, when they should be forwarded to the Quartermaster-General's Office for preservation.

The morning-report book shall show the number of employes present and absent, and how employed, the number of public animals present and absent, and how employed, and all animals fed on public forage, the amount and kind of transportation at the post, the amount of forage daily fed, and the amount remaining on hand, &c. This book shall be sent to the office of the post commander at the hour designated for the morning reports of companies.

F All officers and agents doing duty in the Quartermaster's Department who may receive public money or property on account of that Department, (including clothing and equipage,) other than by purchase, for their individual use or for the use of their servants, as provided in these regulations, or who may have under their direction persons and articles employed and hired, shall render such reports, accounts, and returns as are hereinafter required.

Quarterly returns of quartermaster stores.

One copy, with abstracts and vouchers complete, to be forwarded to the Quartermaster-General within twenty days after the expiration of the quarter to which it pertains; the other copy to be retained by the officer for his protection.

As soon as possible after its receipt by the Quartermaster-General the returns will be examined in his office. Suspensions or disallowances will not be made on account of slight informalities which do not affect the validity of a voucher, but the officer's attention will be directed to them by suitable advisory remarks.

The examination having been completed, the officer making the return will be notified of all errors and irregularities found therein, and granted three months, if stationed east of the Rocky Mountains, or six months, if serving west thereof, to correct them. If the necessary correction in the return be not made within the prescribed time, the proper commanding officer shall be requested by the Quartermaster-General to appoint a board of survey to ascertain the value of any articles for which the officer fails to account, and as soon as the valuations are received by the Quartermaster-General he will report the facts to the Secretary of War, who, when he shall deem it necessary, will direct the Paymaster-General to stop their amount from the pay of the delinquent officer. The Paymaster-General will notify the Quartermaster-General of the stoppage, which notice will be filed with the officer's return.

As soon as the return shall have been fully corrected it will be forwarded to the Third Auditor of the Treasury for settlement, under the direction of the Secretary of War, accompanied by a report of errors and the manner in which they have been removed, including a statement of the ascertained money value of the deficient articles of property.

Upon receipt of the return by the Auditor it will be examined so far as to ascertain if the quantities of public property and stores on hand at the date of the last return are correctly restated in the present return, and a report of any errors in such restatement will be promptly transmitted to the Quartermaster-General, who will take such measures for their correction as herein prescribed for errors in other portions of the return.

The Third Auditor, reviewing the remarks and the action of the Quartermaster-General upon the errors and irregularities contained in the return, will submit any portion thereof that he may deem necessary, with his own views, to the Secretary of War.

Whenever the errors have been corrected or compensation therefor made as provided, and the action of the Quartermaster-General concurred in by the Auditor, or sustained or modified by the Secretary of War, the returns will be regarded as settled, and the Auditor will so certify to the Quartermaster-General for the information of himself and the officer concerned.

The return, abstracts, vouchers, and supplementary papers will remain in the custody of the Third Auditor, subject at all times to their temporary recall by the Quartermaster-General, or to the inspection of any person duly authorized by that officer or by the Secretary of War.

Accounts for the purchase of handcuffs, balls and chains, shackles, leg-irons, &c.; the incidental expenses attending military executions; the expense of the burial, when authorized, of civilians who die while in the employment or custody of the military authorities; accounts for legal services; for the services of detectives, special police, and for the transportation of civilians not in the employ of the Army, are payable from the appropriations for "contingencies of the Army," and will be entered on abstract "C."

When a payment is made on account of contingencies, or of another department, the voucher, if for purchases, must be accompanied by the approved requisition for the articles, and, whether for purchases or services, by the order of the commanding officer directing the quartermaster to pay the account. Articles purchased for another department will not be taken up by the quartermaster on his property return, but he will file the receipt of the officer to whom they were transferred with the voucher for the purchase. The voucher will be entered on abstract "C."

The property returns and accounts-current shall be made in accordance with the notes printed on each, and be accompanied by the abstracts and vouchers required in these regulations.

When a single voucher, return, or any other paper is transmitted by mail to the Quartermaster-General's Office, no letter of transmittal is necessary. If several papers are inclosed in one envelope, a list thereof should accompany them in the same envelope.

Company commanders, and other officers who are not doing duty as quartermasters, and who are not disbursing money, but who are responsible for public property received from the Quartermaster's Department, such as horses, clothing, equipage, &c., will forward to the Quartermaster-General the quarterly returns of the property for which they are accountable, accompanied by the required vouchers.

Officers serving in the Quartermaster's Department will report to the Quartermaster-General useful information in regard to the routes and means of transportation and of supplies, and will keep themselves informed of the condition of the depots, and of roads and other communications.

ARTICLE LXI.

SUBSISTENCE DEPARTMENT.

This Department, under the Secretary of War, provides for the purchase and distribution of subsistence stores and supplies, and the distribution and expenditure of the money appropriated by Congress for the subsistence of the Army.

The Commissary-General, with such assistants as the Secretary of War may deem necessary for the proper administration of his Department, shall be stationed at Washington. All other officers will be assigned, on the recommendation of the Commissary-General, by orders through the Adjutant-General's Office, to armies in the field, to geographical military divisions and departments, by the commanders of which they shall be assigned according to the requirements of the service.

Subsistence supplies.

These supplies shall be procured, transferred, issued, sold, and otherwise disposed of as herein prescribed, and shall comprise: First, articles composing the ration; those authorized to be provided for issue in lieu of the ration; canned fruits and vegetables, and all articles specially authorized by the Secretary of War to be provided for sale or issue to officers and enlisted men; and forage for beef-cattle, denominated *subsistence stores*. Second, the necessary means for handling, issuing, and preserving these stores, and for performing commissary duties, such as coopers' and other tools, scales, measures, stationery, &c., denominated *subsistence property*.

Subsistence supplies for the Army shall be procured by the authorized officers of the Subsistence Department: First, when time and circumstances permit, by contract. Second, by purchases made in open market.

When open-market purchases are made, the fact will immediately be reported to the Commissary-General of Subsistence, with a detailed statement of the quantity, quality, and kind of each article so purchased, the name of the seller, and the circumstances which rendered such mode of purchase necessary.

In purchasing and packing subsistence supplies, care should be taken that in kind, quantity, package, &c., they are adapted to the nature and the extent of the transportation to which they are to be subjected; to the climate to which they are to be exposed; to the character of the shelter they are to have; to the length of time they are to be kept, and to any other circumstances or conditions which can be anticipated.

When supplies are to be delivered by contractors or other sellers, they will be thoroughly inspected before acceptance by the commissary, who, when his own personal inspection or that of one of his clerks or other regular employes is not deemed by him to be sufficiently reliable, or when the quantity of stores to be received is large, may select and employ some competent and expert person to make such inspection, paying the necessary expenses therefor as a contingent expense of the Subsistence Department. Certificates that such inspection service has been rendered must accompany the accounts.

Beef-cattle will be purchased by gross or net weight, preferably by the latter. When presented for acceptance, whether under formal contracts or otherwise, they must be accurately weighed if practicable. They will be accounted for on the officer's return of subsistence stores by their number and aggregate net weight. The net weight will be determined by deducting from the live weight 45 per cent. when the animal weighs 1,300 or more pounds; 50 per cent. when weighing less than 1,300 and over 800 pounds; and 60 per cent. when weighing less than 800 pounds. This mode of deter-

mining the net weight of beef-cattle will govern only when they are in condition to yield fresh beef of a good and marketable quality. In cases where cattle are offered, not in such condition, they will be rejected, or if circumstances render their reception or purchase indispensable, a higher and specially determined percentage of deduction will be adopted.

When the cattle of a herd presented for acceptance cannot be weighed, their net weight will be determined as follows: the cattle will be separated into three lots, according to their apparent weight, heavy, medium, and light, or into a greater number of lots if the herd is large and the cattle of great diversity in weight. From each of these lots one average animal will be selected, killed, dressed, and trimmed, as herein prescribed, and its quarters accurately weighed. The dressed weight thus ascertained (necks and shanks excluded) will be accepted as the average net weight of the lots of cattle from which they are severally taken.

In all contracts for beef-cattle it should be stipulated that they should be kept without food and water at least six hours immediately preceding weighing, and the manner prescribed in paragraphs and (see page 165,) for determining the net weight must be inserted.

In open market purchases of cattle to be made only when time or special circumstances do not admit of reducing to writing the terms of purchase agreed upon—these modes of determining the net weight must be understood and accepted by the party supplying the cattle.

Hay, corn, fodder, or other articles of feed suitable for beef-cattle, may be purchased for their subsistence when sufficient pasturage cannot be secured, such articles to be accounted for on the return of subsistence stores, and to be fed to the cattle in such quantity as may be necessary in order to supply the troops with beef of a good and marketable quality.

Commissaries receiving subsistence supplies from contractors or other sellers will require each and every package to be distinctly marked with the name of the contained article; the actual gross tare and net weights or quantity, (except pork, salt beef, or other articles which have fixed standard weights;) the property mark of the Subsistence Department; the initials of the purchasing officer; the date of purchase, and the name and place of business of the seller. Beef-cattle will be plainly branded at the time of receipt on the left hind quarter with the letters U. S.

The name of each person from whom subsistence supplies have been purchased and received during the month, whether under formal contracts or in open-market purchases, and the articles and quantities thus obtained, whether paid for or not, must be entered on the proper abstracts, to accompany the account-current and returns for the month.

Officers on duty in the Subsistence Department who have not been authorized to purchase the subsistence supplies necessary for their issues will make timely requisitions for them on the proper purchasing or depot commissaries. If any part of the required supplies can be obtained in the vicinity of the place at which they are needed for issue on terms advantageous to the Government, the requisition will be accompanied by a detailed statement showing such fact. If this statement is deemed satisfactory, authority will be given the officer making the requisition to procure the supplies himself, and he, in making the purchase, will be governed by the requirements of the preceding paragraphs.

Storage.

Good and sufficient store-houses, sheds, panlins, or other proper and adequate means for covering and protecting subsistence supplies, will be provided by the Quartermaster's Department on the requisition of the commissary, approved by the commanding officer.

Commissaries will give constant personal attention to the care of the supplies in their charge, and will see that their store-rooms are kept dry and well ventilated. When practicable, each kind of subsistence stores will be placed by itself; the packages arranged so as to allow the air to circulate among them, and to permit the kind, quantity, and age (date of purchase) of each lot to be readily ascertained. The packages should be placed on skids, or be otherwise properly dunnaged. Barrels which contain pickle or other liquids should be piled in tiers only when limited store-room renders it necessary, and then never more than three tiers high, each tier resting on skids

placed near the chime-hoops. At short intervals of time, all packages of subsistence stores must be examined by the officer responsible for them, who will select for further inspection, early issue, repacking, rebrining, repairing, &c., those that seem to require such action. He will submit to the commanding officer an inventory of the stores found to be unfit for issue or use, and which require the action of an inspector.

Coal-oil, gunpowder, quicklime, and other articles of like specially dangerous nature will not be kept in or about commissary store-houses.

Transfer of supplies.

The Subsistence Department will be responsible for and have control over the transportation of its supplies. Purchasing and depot commissaries will arrange for all transportation of their supplies whenever rail or water transportation can be contracted for or hired.

Where supplies are to be transported to posts away from rail or water, the commissary will make requisition upon the depot quartermaster at the place or point where such supplies leave rail or water for the Government wagons, &c., necessary for their transportation to their destination. If the quartermaster cannot furnish such Government transportation, the commissary will hire wagons or contract for the delivery of the supplies at the place of destination. At points of transshipment, where there are no suitable public buildings, the commissary will hire or build such store-houses as may be necessary to preserve the supplies.

The commissary shipping the supplies will make out bills of lading in quadruplicate, one copy to be given to the parties transporting the supplies, two to be sent to the officer to whom the supplies are sent, the fourth to be retained by himself. He will also transmit invoices in duplicate to the receiving officer.

The receiving officer will indorse upon the bills of lading the condition in which the supplies are received, and return one copy to the invoicing officer, retaining another himself. The copy in the hands of the transportation agent will be likewise indorsed and returned to him.

The receiving commissary will transmit to the invoicing officer duplicate receipts, corresponding with the invoices, if the supplies actually received agree with them, or so nearly that the deficiency does not exceed the small amount of wastage usually and unavoidably attending transportation, or the percentage of wastage allowed on his own certificate.

If he finds any deficiency not attributable to ordinary wastage in transportation any damage or any considerable discrepancy between the invoices and the quantity or description of supplies actually received, he will at once apply to the commanding officer for a board of survey to fix the responsibility of such loss or damage. Should the board find the carrier responsible, the full value of such loss or damage shall be charged on the bill of lading and deducted from the freight bill.

The receiving commissary will forward to the invoicing officer a copy of the proceedings of the board. He will also transmit to him duplicate receipts for the stores actually received.

The receiving commissary will exert himself to ascertain the causes of the deficiency, the time and place when any loss or damage occurred, and to obtain all the information possible in regard to the matter, which information shall be laid before the board.

When beef-cattle are transferred from one officer to another they will be weighed, if practicable, and their net weight as well as their number stated in the invoices and receipts. If they cannot be weighed their weight will be estimated. When beef-cattle are required to be driven from one post or depot to another the transferring commissary will hire and employ the necessary herdsmen when soldiers are not available for the purpose.

The ration.

A ration is the daily allowance of subsistence provided by law for one person, and is composed of twelve ounces of pork or bacon, or twenty ounces of fresh or salt beef, eighteen ounces of flour or twenty ounces corn meal, or sixteen ounces of hard bread; and to every one hundred rations, fifteen pounds of beans or ten pounds of rice, eight pounds of green coffee, or six pounds eight ounces of roasted (or roasted and ground)

coffee, or two pounds of tea, twelve pounds of sugar, one gallon of vinegar, twenty ounces of adamantine candles, four pounds of soap, four pounds of salt, and two ounces of black pepper.

In lieu of the articles composing the regular ration there may be purchased and issued, when deemed beneficial to the health of the troops, or necessary from special circumstances, as follows: in lieu of the ration of pork or bacon, twelve ounces of dried or jerked beef, or one and one-half pounds of fresh mutton, or fourteen ounces of dried fish, or eighteen ounces of pickled or fresh fish; in lieu of the ration of flour, &c., twenty ounces of wheat or other meal; and to every one hundred rations, in lieu of beans or rice, fifteen pounds of peas or hominy, or eight pounds of dried apples or peaches, or nine pounds and six ounces of desiccated potatoes, or six pounds and four ounces of desiccated mixed vegetables; in lieu of sugar, two gallons of molasses; in lieu of vinegar, four gallons of pickles, pickled onions, kraut, or curried cabbage; in lieu of black pepper, one ounce red pepper. Acids, and so-called concentrated vinegar, will, under no circumstances, be issued to the troops in lieu of vinegar.

As potatoes, onions, and other fresh vegetables may usually be cultivated by companies and other organized commands, or purchased with funds arising from the sale of savings from the ration, they will not be regarded as components of the Army ration to be habitually supplied by the Subsistence Department, either for issue or sale. But when fresh vegetables are not so supplied, the commissary shall, on the written order of the commanding officer, procure supplies of such vegetables as may be recommended by the medical officer as necessary for the health of the troops. Such vegetables shall be sold to officers and troops at cost price, exclusive of transportation, or issue in lieu of any article of the ration, at such rate as may be recommended by the medical officer, with the approval of the commanding officer.

Officers in charge of principal depots or purchasing stations will render to the Commissary-General of Subsistence monthly statements of the cost and quality of the ration in all its parts, at their stations.

Issues.

The oldest stores on hand at any post or depot, if in good condition, shall be first used, except in special cases, when it shall be otherwise ordered by a department commander.

Such portion of the ration as may be required for consumption will be drawn and removed at once from the commissary store-house. The remainder will be carried by the commissary to the credit of the company savings. No portion of the ration once removed from the store-house will be received or purchased as company saving, except in case of exigency, and on the order of the commanding officer.

Issues to troops.

Issues will be made to troops on ration returns signed by their immediate commander and ordered by the commanding officer of the post or station. These returns will call for only such limited quantity of stores as can be received and properly cared for by the troops drawing. They will therefore ordinarily be made for but a few days at a time. They will be consolidated for the post or regiment when practicable, and will embrace only the number of enlisted men and authorized laundresses actually present.

When rations are drawn for a few persons separately from their organized company, hospital, or mess, the names of such persons will be written on the ration return.

In order that an authorized laundress may draw rations while temporarily separated from her command, the officer commanding the company, &c., to which she belongs, must designate her by name, in writing, to the commanding officer of the post or station where she may temporarily be, as entitled to rations. The rations of laundresses are not to be commuted, and they can only be drawn at a military post or station where stores are on hand for issue.

Issues to civilians.

One ration a day may be issued to each civilian employed with the Army, when the circumstances of his service make it necessary and the terms of his engagement provide for it. These rations will be issued on returns similar to those used for troops, signed

by the officer in charge of the men, and ordered by the commanding officer of the post or station. The rations of civilians will not be commuted.

At remote frontier posts or stations, the commanding officer may direct the gratuitous issue to indigent citizens of small quantities of such parts of the ration as he may deem absolutely necessary to the interests of humanity.

Issues to Indians.

When subsistence can be spared from the supplies on hand at a military post, the commanding officer may, at his discretion, direct their issue in small quantities to Indians visiting such post, the returns to be signed by the proper Indian agent when present, and ordered by the commanding officer. Indians will not be continuously subsisted from Army supplies, nor will stores be transferred to Indian agents except by the special orders of the Secretary of War.

Extra issues.

These issues will be made on returns signed by the officer in charge of the guard; by the commissary; by the assistant adjutant-general or adjutant of the headquarters; by the quartermaster or other officer accountable for the public animals, as the case may be, and ordered by the commanding officer of the post or station.

Until otherwise directed by the War Department the following extra issues may be made on proper returns, when approved and ordered by the commanding officer, as necessary for the public service:

Adamantine candles at the following rates per month, viz:

To each separate camp or garrison guard, 12 pounds.

To each cavalry or light artillery stable guard, 10 pounds.

For use in commissary's office and store-house, 5 pounds.

To the headquarters of a fort, post, or camp, 5 pounds.

To the headquarters of a regiment or brigade, 10 pounds.

To the headquarters of a military district, 15 pounds.

To the headquarters of a division or geographical department, 20 pounds.

To the headquarters of an army-corps or geographical division, 30 pounds.

To the headquarters of each separate army of greater strength than one army-corps, 40 pounds.

Two ounces of salt per week to each public animal and to each authorized private animal in public service. The number of animals and the period for which the salt is drawn will be stated on each return and so entered on the abstract.

Such vinegar as may be necessary, not exceeding two gallons per week, to each hundred horses, may be issued to troops and mounted batteries for sanitary purposes.

When there is no adequate hospital fund for the purchase of such articles, the commanding officer may order extra issues of soap, candles, and vinegar to a hospital, on the certificate of the medical officer in charge, that such issues are necessary for the proper care of the sick.

When there is no company fund the commanding officer may order the issue to troops of antiscorbutics, in small quantities, on the certificate of the senior medical officer present that such issues are necessary for the health of the troops.

Issues to hospitals.

Issues to hospitals will be made on ration returns, signed by the medical officer in charge and ordered by the commanding officer of the post or station. These returns will be made for a few days at a time, and will embrace such articles of the ration as are required for actual use for the sick and authorized attendants present.

The necessary expense for subsisting a soldier placed temporarily in a private hospital on the advice of the senior surgeon of the post or detachment, sanctioned by the commanding officer, will be paid by the Subsistence Department, such accounts before payment to be forwarded to the Commissary-General of Subsistence for his action.

Hospital fund.

The saving arising from an economical use of the rations of the sick and attendants in a hospital, shall constitute the hospital fund.

The rations or parts of rations not drawn shall be paid for by the commissary and taken up by him as purchased, as in the case of company savings. The amounts shall be paid to the senior medical officer at the post or station, and shall be expended by him, *exclusively* for the benefit of the men in the hospital, in the purchase of such articles of diet, comfort, or convenience as may be required.

On each issuing day a settlement will be made between each company and the hospital of any difference of rations arising from men going to hospital after being drawn for in their companies, or returned to duty after being drawn for in hospital. Such settlement will be sent in to the commanding officer with the returns, and he will see that it is correct, and that the rations due are promptly paid.

The account of the hospital fund shall be kept by the senior medical officer at the hospital, and shall be subject to the inspection of the commanding officer of the post or station, and other authorized inspectors, and returns of it will be rendered quarterly, or oftener if required, to the medical director of the geographical department through the post commander.

When a post is abandoned and the companies composing the garrison separated, any hospital fund remaining on hand shall be turned over, *pro rata*, to the companies from whose men the saving was made, and taken up by the company commanders as company fund.

At general hospitals or detached depots of sick, the return of hospital fund shall be made through the Adjutant-General to the Surgeon-General of the Army.

When a general hospital or detached depot of sick is abandoned or discontinued, any fund remaining on hand shall be transmitted to the Surgeon-General, to be applied by him for the benefit of other hospitals which may be destitute of funds.

When required by the medical director or senior surgeon of a division, department, or district, the hospital fund of a general or depot hospital may be in part expended for the benefit of the sick of dependent hospitals, posts, or detachments.

Sales.

Sales of damaged subsistence supplies will be made on due public notice, and in such market as the interest of the service may require. A copy of the inspection report, order, or authority for the sale; the notice of sale; the auctioneer's statement of sales, exhibiting the names of purchasers, the articles and quantities sold, prices obtained, &c., will accompany the proper return.

Subsistence supplies in good condition, but not required for use in the military department or division wherein they are held, will be disposed of by orders from the Commissary-General of Subsistence. In urgent cases, such as the abandonment of a post, their rapid deterioration, &c., these supplies may be sold as prescribed, or otherwise properly disposed of, on the order of the department commander.

An officer of the Army, on his certificate that they are for his personal or proper family use, or for an officers' mess, of which he is caterer, may purchase from the Subsistence Department the articles, except forage for beef-cattle, denominated as subsistence stores, paying cash therefor on delivery at contract or invoice price. The commanding officer will compare these certified lists of purchases with the commissary's abstract of sales to officers, and, if correct, so certify. Commanding officers of companies, when authorized by the post commanders, may purchase subsistence stores for their company messes and authorized laundresses, on the same conditions, and in like manner.

When any officer of the Army is without funds with which to purchase subsistence stores, he may give duplicate receipts to the commissary for the articles required, certifying that they are for his own personal use or that of his family, that he is without funds, and that he has pay due. These receipts shall specify the articles purchased, the cost price of each, and the sum total. This sum total shall be entered by the officer on his pay account for the month in which the purchase is made, thus: "Purchased of Lieutenant A. B., A. C. S., at Fort ———, on the ——— day of ———, 187—, subsistence stores to the amount of ——— dollars ——— cents."

The paymaster paying the account will stop the amount so entered from the officer's pay, and will take it up on his "miscellaneous receipts."

The commissary selling stores in this way, shall make a return each month to the Commissary-General of the names of the officers purchasing, with the date, the price of each article, and the sum total. The articles so sold will be dropped from the subsistence return as "sales to officers," but will not be entered upon the same abstract as sales to officers for cash.

The Commissary-General will make a monthly statement to the Paymaster-General of the amount of such sales, with the names, rank, and regiment of the officers purchasing, with dates and places.

Any officer purchasing stores in this way, who shall fail to enter the amount on his pay account as directed, will be reported to the Secretary of War, who, if not satisfied with the explanation given, will cause the officer so failing to be brought before a court-martial under the first section of the act approved March 2, 1862.

When subsistence stores can be spared without detriment to the troops, the commanding officer may authorize their sale in small quantities to persons necessarily employed with the Army, for their personal use; and when a surplus of provisions is on hand he may authorize their sale to Indian agents for issue to the Indians of the respective agencies, such sales to be for cash on delivery at total cost, including transportation and all other expenses.

When the beef killed by the commissary, at any post or station, is more than is required for the authorized issue and sales to officers and others authorized to purchase, and when there is danger that the surplus may spoil before it can be issued, the commissary is authorized, on the order of the commanding officer, to sell such surplus to citizens, at not less than cost price. The proceeds will be taken up and accounted for in the same manner as money received by sales to officers.

Subsistence supplies may be sold to any department of the military service of the United States for public use, when the amount on hand will admit of it. Such sales to be at contract or invoice prices.

The articles and quantities of supplies sold to officers, to companies, or other organizations of enlisted men, to civilians employed with the Army, to Indian agents, at auction, to departments of the military service, &c., and the net proceeds thereof, will be reported separately on the proper abstracts, returns, and account-current for the month.

At remote frontier posts and stations where subsistence cannot otherwise be procured, the commanding officer is authorized to direct the sale to emigrants or other citizens, of small quantities of such parts of the ration as may be absolutely necessary. The price paid to be total cost, including transportation and all other expenses.

Empty barrels, boxes, hides, and other contingent property not required for public use, the disposal of which is not otherwise provided for, will be carefully preserved, and sold, from time to time, as may be convenient. The net proceeds of such sales will be accounted for as prescribed in the preceding paragraph.

Tobacco.

Chewing-tobacco of a quality equal to that known as "navy plug," and smoking-tobacco of a standard grade, to be determined by the Commissary-General of Subsistence, will be furnished by the Subsistence Department and sold to the enlisted men of the Army at cost prices, exclusive of the cost of transportation, in such quantities of either kind as they may individually desire, not exceeding a total amount of sixteen ounces per man per month. These sales will be made, once in each calendar month, on tobacco returns made in duplicate, duly signed, approved, and presented to the commissary by the company commander, who will receive and receipt for the total quantity of tobacco called for by them, and will deliver to the men the kind and quantity set opposite their respective names, charging them on the next muster and pay-rolls with the cost thereof. Commissaries making these sales will, after filling up the column of "cost," complete and sign the required indorsement on the tobacco returns and deliver one copy to the company commander for file with the company records, the other copy to be forwarded to the Commissary-General of Subsistence with the commissary's abstract of issues of tobacco. Officers in command of companies at the time of muster, and who sign the muster-rolls, will be charged by the Paymaster-General with the cost of all tobacco furnished for issue to their companies during the period covered by such rolls, and not charged thereon to the enlisted men who received it.

Wastage and gains.

The actual and unavoidable wastage arising during transportation, in making issues, or resulting from evaporation, leakage, or other like causes, as also any gains that may have arisen, will be ascertained at the end of each month, or when most convenient, by taking an accurate inventory of the stores on hand. The actual deficiency or gain thus found, will be reported on the return of subsistence stores. When the wastage so ascertained does not exceed 4 per cent. on the amount of the actual issues of pickled, salt, or dried meats; dried or pickled fish; flour, hard bread, corn or other meal, sugar, vinegar, molasses, sirup, soap, dried fruit, pickled vegetables, and salt; or 2 per cent. on the amount of the actual issues of beans, peas, rice, hominy, coffee, tea, candles, black pepper, and tobacco, the commissary's certificate will be accepted as a voucher therefor; as also for salt and vinegar used in rebrining or pickling stores, or for waste of stores in overhauling or repacking them. No wastage is allowed on issues of fresh beef furnished directly by the contractor, or on canned articles.

Wastage on issues exceeding the percentages specified in the preceding paragraph, or on articles on which wastage is not allowed; errors in the estimated weight of beef-cattle; losses of cattle strayed, stolen, or died; from fire; deficient or unsuitable store-houses; by theft; by vermin; bursting of cans, &c., must be satisfactorily accounted for: 1st. By boards of survey; 2d. By affidavits; 3d. By certificates of disinterested commissioned officers, or other satisfactory evidence, according to the nature and magnitude of the loss, and circumstances of the case.

Commutation of rations.

No persons, except those who are by law entitled to rations, will be allowed commutation therefor.

Commutation will not be allowed to recruiting-parties while at their stations, nor to soldiers serving where subsistence in kind is provided by the Government, unless specially authorized by the Secretary of War. When practicable, persons entitled to rations must draw them in kind at the place and time they are due, or forfeit their claim to them.

Commutation is allowed to soldiers while on furlough by competent authority, also when stationed where the Government does not otherwise provide for their subsistence, on satisfactory evidence that they have not received rations or an equivalent therefor for the period for which commutation is claimed. In these cases the rate of commutation shall be 30 cents per day, unless otherwise ordered by the Secretary of War.

Payment of commutation to a soldier on furlough shall not be made until he has returned to duty at his proper station, and can be paid only from the date to which he has been subsisted, as officially stated upon his furlough, which must be presented at the time of payment, having thereon the certificate of a commissioned officer that the soldier has returned to duty at its expiration, or satisfactorily explained his failure to do so. The commissary who pays such commutation will indorse the fact of such payment upon the furlough, which may be then returned to the soldier if he desires to retain it. The fact of such indorsement to be certified on the accounts by the paying officer.

When a soldier is detached under proper orders, and cannot draw or carry his rations, they will be commuted at one dollar per day, or at such less rate as the Secretary of War may direct, to be paid by the commissary when due, or, on the order of the commanding officer, and in traveling, in advance, for the necessary number of days' travel by the proper route to be taken. The voucher shall show on its face the nature and extent of the duty or journey the soldier was directed to perform, and by the certificate of a commissioned officer, or the affidavit of the soldier, that it was impracticable for him to draw, carry, and cook his rations, and will be accompanied by the order detaching him, or an authenticated copy of it. When the original order cannot be given up by the soldier the amount paid him for commutation will be noted thereon, with time and place of payment, duly signed by the commissary.

Company savings.

The Subsistence Department shall purchase at contract, first cost, or invoice prices, such sound and well-conditioned articles of the regular ration (fresh beef excepted) as may be saved by an economical use or management thereof. This is intended to em-

brace only the savings of companies, hospitals, or other organized commands, and bakeries. The purchase bills, in duplicate, will be made out in the letter, name, or proper designation of the company, hospital, or command to which the savings belong, and will be paid to the actual commanders of companies, to officers in charge of bakeries, hospital, &c., by any officers of the Subsistence Department having funds for the purpose, preferably, and always when practicable, by the officer who takes up the stores, and in the month in which he accounts for them. The name of the company commander or medical officer, the letter or name of the company from which the savings are purchased, as well as the articles and quantities, must be entered on the abstract of purchases for the month.

Extra duty.

The commanding officer of a post will, on the requisition of the assistant commissary of subsistence, detail for duty in the Subsistence Department such non-commissioned officers and privates as may be necessary. When on such duty continuously for not less than ten days they will be entitled to extra pay at the rate of thirty-five cents per day if employed as clerks or mechanics, and twenty cents per day if employed as laborers, to be paid by the Subsistence Department.

Subsistence of recruiting parties.

Recruiting parties and recruits at stations will, when circumstances permit, be subsisted by rations in kind, issued by the Subsistence Department. When this is impracticable or inconvenient, they will be subsisted under contracts to be made by the officers in command of the stations, for the full Army ration, or for such rations cooked and served, constituting "table board." When it is deemed necessary by the general superintendent of the recruiting service to provide for full rations or for cooked rations, or equivalent table board and lodgings, constituting full board, in one contract, the amounts to be paid for the subsistence and for the lodgings must be separately stated in the contract. In such cases the whole account will be paid by the Subsistence Department on vouchers duly certified by the recruiting-officers.

Under circumstances rendering it for a limited time impracticable for recruiting-officers to enter into formal contracts for the subsistence or for the subsistence and lodgings of the men of their parties, they may for the necessary and limited time, and under the special approval of the superintendent of the recruiting service, pay from recruiting funds the actual and necessary expenses for either "table board" or "full board," as the good of the service may require, which amount will be refunded by the proper department.

Accounts.

Every officer intrusted with funds or supplies of the Subsistence Department, is required to render his accounts therefor monthly, to be forwarded within ten days after the expiration of each month, addressed to the Commissary-General of Subsistence, Washington, D. C., with a list of the principal papers.

Commissaries will prepare duplicate sets of their monthly papers of accountability, one for transmission to the Commissary-General of Subsistence, and the other for retention by the commissary. When completed, properly folded, and indorsed, they will be arranged as follows: 1st. The account-current, with receipts and invoices of funds; the abstract of contingent disbursements, with its vouchers, and any other purely money papers, filed together under one band or tie. 2d. The return of subsistence stores; the abstract of purchases, with its vouchers; the invoices received in the month, with, if numerous, an abstract thereof, and all other papers upon which such stores have been received; all abstracts of issues and of regulated sales; receipts, with or without an abstract; accounts of auction or other special sales; certificates of wastage, of loss, and any other papers accounting for subsistence stores disposed of, filed together in the order in which they shall be entered upon the returns under one band or tie. The return of subsistence property; the abstract of purchases of such property, with its vouchers; the invoices, with, if numerous, an abstract thereof, and all other papers upon which such property has been received; all receipts, with or without an abstract; accounts of auction or other special sales; certificates of loss and of expenditures, and any other paper upon which subsistence property has been disposed of, filed under one band or tie, will be rendered quarterly.

On reaching the Office of the Commissary-General of Subsistence, the return of provisions and of subsistence property will be subjected to examination and action similar to that provided for the property-returns of the Quartermaster's Department.

The Commissary-General of Subsistence will prescribe such forms as he may deem necessary for accounts, returns, abstracts, and other official papers required to be used in the rendition of accounts, and in transacting the business of the Subsistence Department.

Affidavits or certificates accounting for losses, extraordinary wastage, for stores or property expended in preserving stores or packages, &c., must set forth fully and clearly the facts of the case, the quantities involved, &c., and must be properly verified.

The want of printed blanks will furnish no valid excuse to a commissary for delay or failure in the rendition of his monthly or other accounts, returns, &c. The Subsistence Bureau will usually furnish blanks, but when officers are not supplied they must rule out forms to correspond with those prescribed. No charge for printing other than that prescribed in these regulations will be allowed, unless specially authorized by the Secretary of War.

Abstracts of issues.

Issues to regulars, to volunteers, to militia, to civilians employed with the Army, to Indians, to hospitals, of tobacco, and extra issues, will be entered on separate abstracts, each to be certified by the officer commanding at the time they are presented for verification. The abstract of issues to hospital will also be certified by the surgeon in charge; but if from any cause his signature cannot be obtained in season, it may be dispensed with, the commanding officer so certifying on the abstract. The original ration returns will be retained by the commanding officer who certifies to the abstracts, the latter, after completion, being the commissary's vouchers for the issues.

Abstracts of issues to regulars, to civilians, &c., will show in the column of "remarks" the company, regiment, or particular staff department of the civilians to whom the issues have been made. When an abstract requires more than one sheet of paper the sheets will be numbered in series, the total at the foot of each sheet to be carried to the head of the next.

Abstracts of issues to Indians will give, when practicable, the cost of such issues, including the expenses of transportation. Subsistence stores and property must be arranged on all returns, invoices, receipts, abstracts, &c., in the order they appear on the prescribed forms.

Officers on duty in the Subsistence Department, whose stations or duties are such as to require them personally to receive and hold public funds in their possession, will be allowed a suitable iron safe, to be furnished by the commissary from whom they usually receive their subsistence stores, on special requisition approved by the commanding officer.

A commissary or other officer on duty in the Subsistence Department may, when specially authorized by the chief commissary of the military division, department, or district in which he is serving, pay duly certified accounts for authorized subsistence supplies delivered to his predecessor, provided the commissary-book of the post shows such supplies to have been received but "not paid for." When such payment is made the fact will be officially noted in the commissary-book, opposite the entry of the articles. All accounts of a doubtful character will, before payment, be forwarded to the Commissary-General of Subsistence for his action.

At each occupied military post a commissary-book and a record-book will be kept by the commissary. In the former will be entered all returns of subsistence stores, and property, and abstracts of purchases of subsistence stores, and of property; the two latter must show whether the stores purchased have been paid for or not. In the latter will be copied all letters, orders, instructions, or other authoritative papers relating to the administration of the duties of the Subsistence Department, either given or received by the commissary, and necessary to be known by a successor. These books will not be removed from the post.

Agents of the Subsistence Department authorized to hold funds or property in their own names, and to account for them to the Subsistence Department, and to the accounting officers of the Treasury, cannot be appointed without special authority, in each case, from the War Department.

Assistant commissary-generals and commissaries are authorized to procure, either by purchase, construction, or requisition, as may be most convenient and economical, such suitable desks, tables, chairs, or other articles of office-furniture as are necessary for the convenient performance of their official duties.

On the last day of each month the officers of the Subsistence Department (not those acting as such) will report by letter to the Commissary-General of Subsistence their stations and duties during the month.

Acting assistant commissaries of subsistence shall, when performing duty in the Subsistence Department, receive \$100 a year in addition to their pay.—(*Act July 15, 1870.*)

Notes.

Hard bread can be redried in boxes, without removal therefrom, by being exposed for a few hours to a temperature of 140 degrees Fahrenheit. The small amounts of hard bread necessary to be kept at posts can be kept good for a long time by being occasionally redried in the post ovens, after the removal of the ordinary batch of bread.

For the proper storage of 25,000 complete rations a room 25 by 30 feet is required, or say 750 square feet of floor surface.

A box 4 by 4 inches square and 3.6 inches deep will contain one quart, or 57.75 cubic inches.

A box 5 by 5 inches square and 4.6 inches deep will contain a half gallon, or 115.5 cubic inches.

A box 24 by 16 inches square and 28 inches deep will contain one barrel, (large whisky-barrel,) or 10,752 cubic inches.

A box 8 by 8.4 inches square and 8 inches deep will contain one peck, or 537.6 cubic inches.

A box 16 by 16.8 inches square and 8 inches deep will contain one bushel, or 2,150 cubic inches.

Rate per bushel at which certain cereals, esculent roots, &c., shall be estimated :

One bushel of corn, (on the cob,) at 70 pounds.

One bushel of corn, (shelled,) at 56 pounds.

One bushel of corn-meal, at 50 pounds.

One bushel of hominy, at 45 pounds.

One bushel of rye, at 56 pounds.

One bushel of buckwheat, at 52 pounds.

One bushel of barley, at 48 pounds.

One bushel of wheat, at 60 pounds.

One bushel of beans, at 60 pounds.

One bushel of peas, at 60 pounds.

One bushel of onions, at 60 pounds.

One bushel of beets, at 60 pounds.

One bushel of carrots, at 60 pounds.

One bushel of turnips, at 60 pounds.

One bushel of potatoes, at 60 pounds.

One bushel of fine salt, at 60 pounds.

One bushel of bran, at 20 pounds.

One bushel of malt, at 38 pounds.

One bushel of dried apples, at 24 pounds.

One bushel of dried peaches, at 32 pounds.

One bushel of oats, at 32 pounds.

Schedule of tares prescribed by the Treasury Department for the government of the collectors of customs and others interested :

- Cheese—10 per cent. for casks or tubs.
 Coffee—Rio, 1 per cent., single bags; 2 per cent., double bags; all other coffee actual tare.
 Cocoa—2 per cent., bags; 8 per cent., ceroons.
 Chicory, 2 per cent., bags.
 Melado—11 per cent.
 Pepper—2 per cent., bags; 4 per cent., double bags.
 Pimento—2 per cent., bags.
 Rice—2 per cent., bags.
 Sugar—12½ per cent. for hogsheads; 12 per cent. for tierces; 10 per cent. for barrels; 14 per cent. for boxes; 2 per cent. for bags; 2½ per cent. for mats.
 Salt—Fine, in sacks, 3 pounds for each sack.
 Alum—2 pounds each sack, coarse or ground.
 Teas—Duty to be levied on the net number of pounds, as per invoice, when from China or Japan; all others actual tare by weight.

ARTICLE LXII.

PAY DEPARTMENT.

This Department under the Secretary of War, is charged with making all payments due to officers and all to soldiers, except those devolved by regulations on other administrative services.

The Paymaster-General, with such assistants as the Secretary of War may deem necessary for the proper administration of his Department, shall be stationed at Washington. All other officers of this Department will, on the recommendation of the Paymaster-General, be assigned to duty with armies in the field, to military geographical departments, and by their commanders to such stations as will best secure the regular and prompt payment of the troops and the safety of the public funds.

The pay districts will conform, as nearly as possible, to the limits of military geographical departments, and the chief paymaster in each will be attached to the staff of the department commander.

The troops will be paid every two months, if it be practicable, and as near as may be after the musters prescribed by law. When any cause prevents such payments the paymaster whose duty it is to make them will promptly report the reasons to the Paymaster-General, through his department commander.

The Paymaster-General will take care, by timely requisitions and remittances, that the paymasters are supplied with the necessary funds to pay the troops.

He will report to the Adjutant-General any case of neglect on the part of regimental or company officers to furnish the proper periodical rolls for payment and the proper final statements to soldiers discharged from service.

When the Paymaster-General has discovered that an officer has drawn pay more than once for the same time he will notify the officer so overdrawing, and report the fact to the Adjutant-General. In all such cases the officer will be required to make a report of the circumstances of the case to the Secretary of War, through the military channels.

No advances of public money shall be made by paymasters, except to disbursing-officers of the department, and advances by order of the Secretary of War to officers ordered to distant stations.

No officer entering the service under an appointment by the President is entitled to receive pay until the paymaster shall be satisfied that the acceptance of the appointment has been filed in the Adjutant-General's Office.

No paymaster can, at his option, create a legal claim on the United States by advancing his private funds or borrowing money for disbursement. No lien exists against the Government in such cases.

Chief paymasters of districts.

Chief paymasters of pay-districts will ascertain at the proper periods, by official inquiry of the proper commanders, the number of troops of the different arms serving

in their respective districts, and, on the data thus obtained, forward, every alternate month, to the Paymaster-General, estimates of the funds necessary for the next ensuing muster-period, stating the amount required under each appropriation.

The department commander is responsible for the prompt and regular payment of the troops. The chief paymaster of each district is responsible for any failure of funds necessary for the purpose.

Chief paymasters of districts are required to transmit to the Paymaster-General monthly lists of paymasters serving under their orders, with remarks as to the efficiency of each. They have authority to order the dismissal of any paymaster's clerk for cause, reporting their action immediately to the Paymaster-General.

Chief paymasters of districts, when forwarding communications from their subordinates, should indorse on them their remarks, opinion, or recommendation, without letters of transmittal; but they will not forward communications asking instructions or orders upon matters of official business which the chief himself is competent to pass upon and determine.

Duties of paymasters.

Each paymaster is entitled to one clerk, whom he appoints by nomination, through the Paymaster-General, for the confirmation of the Secretary of War. In the letter of nomination he must give the name, age, residence, and the State from which appointed, and inclose the required oath of office. The paymaster may accept the resignation of his clerk, or dismiss him for cause, in either case promptly reporting the fact to the Paymaster-General. When the exigencies of the service make it necessary, one or more extra or additional clerks may be employed, with the sanction and approval of the Secretary of War.

No paymaster or paymaster's clerk shall be interested in the purchase of any officer's pay-account, soldier's final certificate, or other claim against the United States, nor directly or indirectly take compensation for making collections from officers or soldiers of amounts due, or claimed to be due, to traders or other persons. Any violation of these requirements will subject the parties offending to prompt arrest and trial by a court-martial.

Every paymaster is held officially responsible for the acts of his clerk in all matters pertaining to, or connected with, his official duties. Ignorance of the malfeasance of the clerk cannot be admitted to excuse the paymaster.

When a paymaster is to travel with public funds in an enemy's country, or on frontier routes where the safety of the funds may be in danger, he will make application to the department commander for orders to insure the guards and escorts necessary for his safety and that of his funds.

Paymasters will note on the vouchers upon which they make payments by checks the numbers, dates, and amounts of the checks, and the depositories upon which drawn.

Paymasters cannot take cognizance of the accounts of military decedents. These are adjusted by the accounting-officers of the Treasury.

When paying on the final papers of a discharged soldier, the paymaster must in all cases note on the soldier's discharge (adding his signature thereto) as follows: "Paid in full," (stating the items, and amounts, with date and place.)

Paymasters must show on their accounts-current the amounts received and disbursed, and the balance on hand under each appropriation. A copy of the accounts-current will be transmitted to the chief paymaster.

The receipts for transfer of funds must state the amount transferred under each appropriation, and the fiscal year to which the appropriation belonged, thus: "Pay of the Army, 1870-'71;" that is, for the fiscal year ending June 30, 1871.

Disbursements of the appropriations for each fiscal year being required to be kept distinct, separate abstracts and accounts-current must be rendered accordingly.

Paymasters will, in all cases, take receipts for the full amount of the officer's pay, and carry the amount to the abstract of disbursements, giving receipts to the officer for any stoppages made. Stoppages or deductions from the pay of officers, and all receipts, of whatever nature, except transfers of funds, must be taken up by the paymaster on his abstract of receipts, showing date of receipt, from whom, on what account, and amount received, and carried from thence in gross to his account-current as "miscellaneous receipts." The collection of a stoppage against an officer will also be noted on the officer's voucher.

Paymasters will deposit with a designated depository of the United States the amount of their "miscellaneous receipts," obtaining therefor duplicate receipts, the original to be forwarded with the account-current, the duplicate to be retained.

When an officer is paid advance-mileage, the paymaster will take the officer's receipt, charge the amount advanced on his abstract of disbursements to "mileage," and indorse the payment on the officer's orders. In making up an officer's account for a balance of mileage due him, the paymaster will make up the account for the whole distance traveled, deduct the amount advanced, as shown by the indorsement on the officer's order, and charge the balance paid as above to "mileage."

The weekly statement must show the total amount of funds for which the paymaster is accountable, stating what portion thereof is on deposit, and where, at the date of report.

Paymasters will render their accounts bi-monthly only, to wit, on and including the last day of each alternate month, beginning August 31, 1871. There must be no departure from this requirement unless compelled by some unavoidable circumstance, which must be stated.

All Treasury certificates payable by this department will be paid at the office of the Paymaster-General only.

Payments, except to officers and discharged soldiers, shall be made on duplicate muster and pay rolls, those of the regimental field and staff signed by the regimental commander, those of companies and detachments by the company or detachment commander, those of the hospital by the surgeon, and all countersigned by the mustering and inspecting officer.

The muster-rolls are to embrace all the data necessary to insure justice to the soldier, and to guide the paymaster in making his payments. Thus, when a man is entitled to the benefits of the second section of the act of August 4, 1854, the following remark should be placed opposite his name: "\$2 per month for five years' continuous service." If he be entitled to \$1 additional for subsequent periods of five years' continuous service, the remark will then be "\$3 per month for ten years' continuous service," "\$4 per month for fifteen years' continuous service," &c. For soldiers coming under the provisions of the third and fourth sections of the act, note as follows: "\$2 per month for certificate of merit," "\$2 per month for five years' continuous service," according to the facts of the case. When a soldier is entitled to installments of bounty, a remark should be entered, showing the particular character of the bounty due, the installment due, and under what law or general order.

Officers are paid on certified pay-accounts in duplicate. Discharged soldiers on duplicate final accounts. These latter are made up from data stated on their duplicate final certificates, both of which must be produced to the paymaster, who is not authorized to pay on a single certificate. An officer leaving the service shall, before receiving final payment, produce certificates of non-indebtedness to the United States, make affidavit to the correctness of his pay-account, and to all the facts therein set forth. state his place of residence, the date when his service terminates, and that he is not indebted to the United States on any account whatever.

When the date of enlistment or last payment of a soldier is not stated on the muster-rolls, by reason of non-receipt of descriptive list, or of other defects in his history, he should be paid from date of joining the company for duty, as certified on the rolls by the company commander. Any arrears that may be subsequently found due him, being covered by the proper explanatory remark on the rolls, will be paid at a future payment.

Officers' certified pay-accounts, the muster-roll of the soldier in service, and the final certificates of the soldier discharged, are the vouchers upon which payments to troops

are made. The officers who sign these respective vouchers are responsible for the facts stated. Payments made in accordance with the facts, if they be erroneous, will acquit the paymaster, unless they be of such a character as upon their face to demonstrate their own error. In all cases of overpayment the excess is chargeable against the person so overpaid, and may be deducted from the next or any future payment. When such overpayment is caused by an erroneous statement of the facts on the face of the voucher, and the person overpaid has mean time left the service, it may be charged and collected from the officer who has certified such error of facts.

An officer of the Army permitted to accept a temporary appointment, from the proper authority, to a grade in the militia or volunteer forces in actual service of the United States, shall be entitled to the pay and emoluments of the grade in which he serves. But in no case can an officer receive the compensation of two military commissions or appointments at the same time.

An officer appointed by the President, whose appointment failed to be confirmed by the Senate, but expired by constitutional limitation, may be paid to date when he received official notification thereof, provided he was in performance of duty to that date, as certified by his commanding officer or other competent authority.

An officer on leave who resigns will be paid to the date given in the acceptance of his resignation. An officer on duty who resigns will be paid to the date on which the notice of the acceptance of his resignation was received at his station, provided he continued on or for duty till that time.

An officer dismissed by sentence of court-martial will be paid to the date when the order approving the sentence was received at the post where the officer was at the time stationed, if no other date be specified in the sentence, or in the order promulgating it, as the termination of his service and pay.

No officer can be paid but for one staff office, though he be doing the duty of two or more staff offices at the same time.

Officers assigned to duty which requires them to be mounted shall, during the time they are so employed on such duty, receive the pay and allowances of cavalry officers of the same grade, respectively.—(*Sec. 2, act July 17, 1862.*) Such assignment must have the approval of the Secretary of War.

It is the province of the Secretary of War alone to determine and fix for all grades, by the official records of the Adjutant-General, the commencement and termination of the service of an officer or enlisted man. Claims for services not so determined and fixed must, in all cases, be forwarded to the Adjutant-General for the necessary action.

Officers are entitled to pay only from the date of acceptance of their appointments, or from date of promotion. No officer will be allowed to enter upon the performance of any duty under an original appointment or promotion until he shall have accepted. No paymaster will pay such officer under said appointment or promotion unless he shall be satisfied that the acceptance has been filed with the Adjutant-General.

The day of entry into and discharge from service will be allowed in payments; so, also, of service performed from one given date to another.

An acting assistant commissary of subsistence is paid the additional pay per month, upon the certificate of the Commissary-General of Subsistence, of the performance of the duty for the time charged.

An officer may transfer his pay account, when due, by a proper indorsement on its face, stating to whom transferred; and such transferred account may be paid by any paymaster on being satisfied of the genuineness of the signature, and that the officer is under no stoppages or other disability as to pay.

It shall not be obligatory on an enlisted man to draw his pay at each payment of the troops. A soldier who has several months' pay due may be paid the whole or a part at his option. Thus, a soldier having eighteen months' pay due him, and desiring to draw two months' pay, may draw for the two months longest due, leaving the remainder in the hands of the Government. So much of the pay standing to his credit on the muster-roll, as accrued previously to the last payment of his company or command preceding his arrest or confinement for an offense subjecting him to trial by general court-martial, shall not be subject to forfeiture, except for desertion.

Non-commissioned officers and soldiers while in arrest or confinement under charges shall not be permitted to draw any pay due them.

A transfer of a claim for pay due by a non-commissioned officer or soldier previous to discharge is invalid; a transfer subsequent to discharge is valid when it is made in writing, by indorsement on the final certificates and witnessed by a commissioned officer. The witnessing officer must also indorse the fact of transfer upon the discharge, and note on the final statements that such indorsement on the discharge has been made.

At least one week previous to the discharge of a soldier, his company or other immediate commander will notify, by mail, the paymaster, by whom the soldier desires to be paid, of the fact of such discharge, and the amount due on the final certificates.

No payments will be made on discharge papers by any paymaster except on receipt of such notification, unless he may be otherwise satisfied of their genuineness and of the personal identity of the claimant.

An officer who travels on military duty without troops, escort, or military stores, and under specific orders in the case from a proper superior, or a summons to attend a military court, shall receive ten (10) cents per mile, or, if he prefers it, transportation in kind for himself, and his allowance of baggage, for the whole journey. No allowance of transportation will be paid when the means of travel are provided by the Government, which will be done in cases of necessity. Mileage is computed by the nearest post-route. Distances will be computed from official tables prepared and furnished by the Paymaster-General, with the approval of the Secretary of War.

An officer who attends a general court-martial or court of inquiry, convened by authority competent to order a general court-martial, will be paid, if the court is not held at the station where he is at the time of serving, one dollar a day while attending the court and traveling to and from it if entitled to forage, and one dollar and twenty-five cents a day if not entitled to forage. The judge-advocate or recorder will be paid, besides, a per diem of one dollar and twenty-five cents for every day he is necessarily employed in the duty of the court. A citizen witness shall be paid his actual transportation or stage fare, and three dollars a day while attending the court and traveling to and from it, counting the travel at fifty miles a day.

If an officer travel on public duty without orders, he will report the case to the superior who had authority to order the journey, and his approval shall allow the usual mileage.

Any enlisted man who travels on military duty under proper authority is entitled to transportation in kind. A discharged officer or soldier is entitled to traveling pay and allowances from the place where he is discharged to the place of his enrollment or enlistment, unless transportation in kind has been offered or furnished to him, except when discharged by sentence of court-martial, or for cause involving fraud on his part, or by civil authority, or at his own request or that of his friends.

In reckoning the traveling allowance to discharged officers or soldiers, the distance is to be estimated by the shortest mail-route; if there be no mail-route, by the shortest practicable or usually traveled route. Traveling allowances of soldiers are computed by taking the distance in miles from place of discharge to place of enlistment, and giving one day's pay and subsistence for every twenty (20) miles of such distance. In computing for traveling allowance on discharge, if the fraction (at the rate of twenty miles to a day) be half a day or more, payment will be made for a full day; if less, the fraction will not be considered.

A soldier discharged on the expiration of his term, by reason of re-enlistment, is entitled to travel pay and subsistence to place of last enlistment.

Sergeants of the Ordnance Department (not "ordnance sergeants" of posts) receive no clothing or clothing allowance from the Government. All other enlisted men of ordnance are entitled to clothing. Sergeants and corporals of ordnance are entitled to one and a half rations per day, the commutation value of which is paid them as traveling subsistence on discharge. Privates of ordnance are entitled to one daily ration only.

Forfeitures and stoppages.

When, by report of the Second Comptroller of the Treasury, or otherwise, it is ascertained that an officer of the Army is in arrears to the United States; the Secretary of War will order stoppages of his pay to the amount of such arrears, but such stoppage shall not exceed in any one month the one-half of said officer's monthly pay. The Paymaster-General shall give notice to the paymasters of the Army of the total amount of such stoppages and the sums to be deducted from each month's pay. No paymaster shall make any payment not in accordance with such notice, until he has notification that the stoppage is withdrawn or until the amount stopped exceeds the amount of arrears; in which case he may pay, reserving the amount stopped and accounting for it. Only the *pay* of an officer can be stopped. Mileage, court-martial allowances, &c., must be paid him even though in arrears.

Overpayments to an officer are to be deducted from his subsequent pay accounts, even if they have been assigned. The assignee takes the account subject to all risks of stoppage.

Whenever stoppages are noted on pay accounts or muster-rolls, it shall be the duty of the paymaster to withhold the amounts. The Paymaster-General shall transmit to the Second Auditor of the Treasury in the month of May, annually, a statement exhibiting the amount of such stoppages up to the 31st December next preceding, in favor of the department on account of which the stoppage was made. These amounts will be subsequently refunded to the appropriation to which they legally belong.

Paymasters will deduct from the pay of all enlisted men twelve and a half cents per month for the Soldiers' Home fund.

One dollar per month is to be retained from the pay of each private soldier of the Army, except those of ordnance and engineers, until he is discharged.

When an improper payment has been made to any soldier and disallowed in the settlement of the paymaster's accounts, the paymaster will report the fact to the commander of the company in which the soldier is mustered, who will note the same on the next rolls, to be adjusted at next payment.

Authorized stoppages to re-imburse the United States, the paymaster, or the laundress; will be charged on the muster-rolls and take precedence in the order here stated.

Deserters forfeit all pay and allowances due at the time of desertion. Stoppages and fines shall be paid from their future earnings if apprehended and continued in service. In reckoning the time of service and the pay and allowances of a deserter, he is to be considered as again in service when delivered up, or surrenders to the proper authorities.

No deserter shall receive pay before trial or till restored to duty without trial by the authority competent to order the trial. Such restoration to duty of a deserter cannot operate to restore pay and bounty accrued before apprehension, or the right to bounty subsequently accruing, unless it be accompanied by full pardon for the offense.

In case of a soldier's death, desertion, or discharge without pay, or the forfeiture of his pay by a sentence of a court-martial, the lawful stoppages due the paymaster or laundress will be noted on the muster-roll, to be satisfied as far as may be out of any undrawn pay.

A soldier dishonorably discharged by sentence of court-martial forfeits pay and allowances, except the necessary issues of subsistence and clothing in kind, from date of arrest, prior to trial, and till so discharged.

Officers or soldiers confined by the civil authority for crime forfeit their pay during such confinement, unless discharged therefrom after trial and acquittal, or without trial because by the civil authorities held innocent of any offense; and the fact of such discharge without trial, or of trial and acquittal, is required to be explicitly stated on pay-accounts or muster-rolls.

Every enlisted man discharged as a minor, or for disease which existed prior to enlistment, or for other cause involving fraud on his part in the enlistment, or by civil authority, shall forfeit all pay and allowances due at the time of discharge, and shall not receive final certificates.

Accounts, returns, and special reports.

The following regular periodical returns are required of paymasters :

1st. Weekly statements of deposit balances on hand and where deposited. (In duplicate, both copies to be sent to the Paymaster-General, who, after comparing them, will forward one copy to the Treasurer of the United States.)

2d. Monthly personal report. (In letter through the Adjutant-General to the Paymaster-General.)

3d. A general account-current, to be transmitted bi-monthly. Each account to be accompanied with abstracts of payments and the vouchers embraced, and with abstracts of receipts.

4th. Estimates of funds by chief paymasters of districts for succeeding months, (Form 1,) to Paymaster-General.

All accounts, returns, statements, and reports now required by the regulations of the Paymaster-General's Office will be rendered direct to the Paymaster-General by each officer of the Pay Department. But district or department chiefs may require their subordinates to make to them any statements or reports they may deem necessary for their information in the execution of their supervisory duties.

The account-current will exhibit the receipts and expenditures for the period embraced, and must state the place or places where the balance due the United States is deposited.

The abstracts of disbursements must be made out under the following heads :

Pay of the Army.—(Monthly pay to officers an account of salary, including the increase for length of service ; pay of enlisted men ; pay of contract surgeons ; pay of messengers to paymasters ; extra-duty pay to hospital cooks and nurses ; travel pay and commutation of subsistence to discharged men ; retained pay ; allowance for forage and quarters paid the General and Lieutenant-General ; and payments to soldiers in lieu of clothing not drawn ; mileage.)

General expenses.—(Postage on letters and packages received and sent by officers of the Army on public service ; cost of telegrams ; compensation of officers on duty as members, judge-advocates, recorders, or witnesses before a general court-martial ; military commissions or courts of inquiry, or of citizen witnesses attending such courts ; traveling expenses of paymasters' clerks ; pay of Military Academy—all payments to the professors, instructors, teachers, cadets, and musicians at the Military Academy.)

It is not the duty of paymasters or their clerks to write out the vouchers upon which officers demand payment, nor to make copies of orders upon which payments are based, and which are necessary to sustain the vouchers.

Volunteers and militia.

No volunteers or militia shall be paid until regularly mustered, as provided in the general regulations.

The payments to volunteers and militia will, in all cases, be made by the duly appointed and authorized paymasters of the Army.—(See "*Volunteers and Militia*" in the *service of the United States*, p. 122.)

Paymasters while making payments to troops shall be in uniform.

ARTICLE LXIII.

THE MEDICAL DEPARTMENT.

This Department, under the Secretary of War, provides for the purchase and distribution of the medical stores and supplies for the use of the Army, and for the distribution and expenditure of the moneys appropriated by Congress.

The Surgeon-General, with such assistants as the Secretary of War may deem necessary for the proper administration of his Department, shall be stationed in Washington. All other officers of the Department will be assigned, on the recommendation of the Surgeon-General, by orders from the Adjutant-General's Office, to armies in the field,

to geographical military divisions and departments, and by their commanders to duty with troops, or to stations according to the interests and requirements of the service.

The Chief Medical Purveyor is the chief purchasing and disbursing officer of the Medical Department, and is charged, under the direction of the Surgeon-General, with the purchase, and distribution to issuing officers, of the medical supplies for the Army. He will also fill such properly approved requisitions as may be made on him.

Assistant medical purveyors are the disbursing and issuing officers of the Medical Department, and are charged with the payment of such accounts against it as may be properly approved and authorized. They shall keep on hand at their respective depots such quantities of supplies as may be deemed necessary by the Surgeon-General, replacing the same by timely requisitions upon him. They shall make purchases of such articles only as are required for immediate use or as may be specially authorized by the Surgeon-General.

In cases of emergency, the nature of which must be stated, medical purveyors may promptly issue supplies on special requisitions made directly upon them. Except in such cases, they shall issue medical supplies only on the order of the Surgeon-General, or the approval of a medical director.

In issuing medical supplies, medical purveyors will ordinarily be governed by the standard supply table; but when articles are required in large quantities for use in hospitals, and at permanent posts, and not for re-issue, or for field service, they are authorized to disregard the size of packages designated in that table; and issue in such packages as they may deem most advantageous to the public service.

Medical purveyors are directed to have all surgical instruments made in the best manner, of the best materials, and according to patterns approved by the Surgeon-General. Each instrument is to be inspected, and each chain-saw tested on fresh bone by them, or under their supervision, before being paid for or issued.

Medical purveyors shall keep the following books of record, furnished from the Surgeon-General's Office, and turn them over to their successors: Record of letters received; of letters and indorsements sent; of moneys received and disbursed; of orders given for medical stores; and of employés.

When not acting as purveyors, they are assignable by the President to duty, as other medical officers.

When authorized by the Secretary of War, clerks, mechanics, and laborers may be employed at purveying depots, and paid by medical disbursing officers on proper rolls.

Medical store-keepers are charged, under the direction of the Surgeon-General and medical purveyors, with the storing and safe-keeping of medical supplies, and with the duties of receiving, issuing, and accounting for the same, according to regulations. If a medical store-keeper be assigned to the depot of a medical purveyor, he shall prepare all requisitions under his direction and subject to his approval.

Medical store-keepers shall keep the following books of record, furnished from the Surgeon-General's Office, and turn them over to their successors: Record of letters received; of letters and indorsements sent; of articles received; of requisitions and issues; of invoices of packages turned over to the Quartermaster's Department; of contents of packages; of articles expended; of employés; and of articles and quantities on hand.

Medical supplies transferred to medical store-keepers by medical purveyors will be receipted for as invoiced without breaking packages, provided that the number of packages correspond with the invoice, that they be in good shipping condition, and that there be no reason to suppose the contents broken or defective.

Medical store-keepers shall cause the medical supplies issued or transferred by them to be well packed, each article designated by the name of the maker or vendor, and each package legibly and correctly marked with the address of the officer for whom it is intended, with its weight, contents, and whether medicines, hospital stores, instruments, dressings, books, stationery, bedding, clothing, furniture, or miscellaneous.

Medical officers shall report to the Surgeon-General and to the issuing officer all defects observed in the quality, quantity, or packing of medical supplies, or in the material or construction of their surgical instruments, and shall state the name of the vendor or maker, and that of the issuing officer.

Medical purveyors and store-keepers will give bonds in such sums as the Secretary of War may require, and with security to be approved by him.—(*Act July 17, 1862.*)

All medical disbursing officers shall prepare at the end of each calendar month, and when, from change of duty or otherwise, they cease to disburse, a duly certified monthly account-current, in duplicate, of all public funds on hand at the date of their last returns, received, disbursed, or transferred during the month, balance on hand, and the place of deposit; an abstract of funds received, in duplicate; an abstract of disbursements, in duplicate. One copy of the account-current; one of the abstracts of receipts, with proper vouchers, which will consist of invoices of all moneys received by transfer, and accounts of all moneys received from sales; and one of the abstract of disbursements, with proper vouchers, shall be transmitted direct to the Surgeon-General within ten days after the expiration of the month; the others, with a complete set of vouchers, shall be retained.

Before the close of each fiscal quarter, medical purveyors shall send to the Surgeon-General an estimate of funds needed for the ensuing quarter. Requisition for outfits of medical supplies shall state the number of men, or beds, to be supplied, and whether the articles are needed for a general hospital, permanent post, or field service.

Requisitions to replenish medical supplies are to be made in detail in duplicate, on the 30th June and 31st December. These duplicates will be transmitted by different mails. They are to be made for those articles only that actually are or are likely to be deficient, and they must exhibit the quantity of every article on hand, whether more is wanted or not. In preparing them, medical officers shall generally conform to the standard supply table, both in the respective articles and quantities asked for; but should additional articles or increased quantities be required, satisfactory reasons therefor must be assigned. At remote posts requisitions may be made at such times and for such periods as shall be specially authorized by the Surgeon-General.

Acting assistant medical purveyors at field depots, and the senior medical officer of every hospital, regiment, post, or detached command, shall forward their requisitions for medical supplies to the medical director under whom they may be serving. The medical director will approve or modify the requisitions at his discretion, and, in ordinary cases, transmit them to the nearest purveyor for issue. If, however, in the opinion of the medical purveyor the articles asked for are peculiar in nature or extravagant in quantity, he shall, when the circumstances of the case permit, forward the requisition to the Surgeon-General for instructions.

Special requisitions shall consist of a list of the articles and of the respective quantities required, and of the quantity of each article required remaining on hand, with a certificate, properly dated and signed, that they are necessary for the public service. They are not intended to take the place of the regular semi-annual requisitions, and are only permissible in cases of emergency.

Carbolic acid, sulphate of iron, charcoal, and other articles, will be furnished by medical purveyors, when needed, as antiseptics or disinfectants in Government hospitals. Quicklime, chlorinated lime, and disinfectants for the use of posts, must be obtained from the Quartermaster's Department.

The transfer of surgical instruments, issued to medical officers for their personal use, is positively forbidden, unless authorized by the Surgeon-General. Each medical officer shall retain these instruments in his immediate possession, so long as he remains in the Army, and will be held responsible for their complete and serviceable condition, and for their easy accessibility at all times. If the instruments be lost, destroyed, or damaged, they must be replaced or repaired as soon as possible by means of a requisition upon the nearest medical purveyor, setting forth fully the causes of such loss or damage. If the loss or damage result from the unavoidable casualties of the service, the expense of replacing or repairing the instruments will be paid by the Medical Department; if from any other causes, such expenses must be paid by the medical officer.

Surgical instruments, medicine-cases, panniers, and mess-chests that need and are worth repairing, will be invoiced and sent, when circumstances permit, to the nearest medical purveyor, and are not to be submitted to inspection with a view to condemnation, unless the probable expense of transportation and repair will exceed the value of the articles.

When it is necessary to obtain medical supplies and recourse cannot be had to a medical purveyor, they may be purchased by the medical officer, with the approval of the commanding officer. These supplies shall be paid for on duplicate vouchers. Medical officers will exercise great care to avoid, by proper requisitions, the necessity for making direct purchases.

Medical officers shall take up and account for all medical supplies of the Army that come into their possession, and report, when possible, to whose account they are to be credited.

When the medical supplies are sold at public auction, the officer responsible for the property shall prepare an account of sales, in duplicate. He shall also prepare an invoice, in triplicate, of the articles sold. The original of the account of sales, accompanied by the original of the invoice, will be forwarded as a voucher to his money accounts; the duplicates of the account of sales will be filed with his retained set of vouchers. The duplicate of the invoice is to be sent to the Surgeon-General as a voucher, with his next property return, on which the articles sold shall be accounted for, and the triplicate filed with his retained set of vouchers.

Medical officers receiving money from the sale of public property shall deposit it without delay in the nearest Government depository, to the credit of the Treasurer of the United States, taking duplicate certificates of deposit therefor. The original shall be sent as voucher to the abstract; the duplicate retained by the officer.

Assistant medical purveyors and store-keepers shall make, at the end of each quarter, a return, in triplicate, of medical supplies on hand at last return, received, expended, issued, sold, and remaining on hand; also a quarterly abstract of receipts and issues, in triplicate, which shall state the names of the persons from whom supplies have been received; of those to whom they have been issued; the quantities transferred, and the dates. One copy of this abstract, accompanied by a complete set of vouchers, and of the return, will be transmitted to the Surgeon-General at the end of the quarter; and by the next mail another copy of each without vouchers.

All other medical officers in charge of medical supplies shall make annually, on the 31st December, in triplicate, returns of medical supplies on hand at last return, received, expended, issued and sold, and remaining on hand, including personal instruments; and all officers shall render similar accounts when relieved from the duty to which their returns relate. No separate abstract of receipts and issues will ordinarily be required. One copy of this return, accompanied by a complete set of vouchers, which will consist of invoices of all property received, and receipts for all property issued, will be promptly transmitted to the Surgeon-General, and by the next mail another copy without vouchers.

In exceptional cases a certified invoice may, in the absence of a receipt, be offered by the issuing officer as a substitute for the proper voucher, together with such additional evidence as he may possess in regard to the transfer.

Medical directors will be assigned, by order of the Secretary of War, to military geographical divisions and departments only, except during active operations, when they may be assigned, by the same authority, to armies. The medical director shall perform the duties of attending surgeon at the headquarters to which he may be assigned.

The medical director should acquaint himself by frequent inspections, either in person or otherwise, with the actual condition of the medical service in the command to which he is attached, and will make such recommendations to his commander as will preserve and increase its efficiency.

Besides the reports required by regulations, he will make such special reports to the Surgeon-General as will, at all times, keep him fully informed of the sanitary condition of his department, or army.

Whenever the limits or forces of a department are changed, the medical director

will furnish without delay, to the medical director of the command, to which medical officers are transferred, a list of their names, with such other information as may be of value. He shall inform the Surgeon-General of all such changes on their occurrence.

All requisitions, claims, or official communications which require the action of the Surgeon-General should be forwarded to him through the medical director.

The medical director shall keep the following records in books, furnished from the Surgeon-General's Office, and such others as may be necessary to preserve a clear account of his official course, and shall turn them over to his successor: Of letters received; letters and indorsements sent; orders; requisitions; hospital fund; discharges; deaths; medical officers; hospital stewards; reports received.

On the last day of each month the medical director shall make to the Surgeon-General the following returns, viz: Of medical officers; of private physicians under contract; of hospital stewards; of the ambulance corps, when in service.

A board of not less than three medical officers will be appointed, from time to time, by the Secretary of War, to examine applicants for appointment, and assistant surgeons for promotion, and no one shall be so appointed, or promoted, until thus examined, and found qualified.

All candidates for appointment in the Medical Corps must apply to the Secretary of War for an invitation to appear before the medical examining board. The application must be in the handwriting of the candidate, stating age and birthplace, and be accompanied by testimonials from professors of the college in which he graduated, or from other physicians of good repute. Candidates must be between twenty-one and twenty-eight years of age, and graduates of a medical college having a thorough and complete course of medical education, evidence of which must be submitted to the board before examination. The morals, habits, physical and mental qualifications, of each candidate will be subjects for careful examination by the board, and a favorable report will not be made in any case in which there is a reasonable doubt. The board will report the merits of the candidates in the several branches of the examination, and their relative merit in the whole, according to which, if vacancies exist within two years thereafter, the approved candidates will receive appointments and take rank in the Medical Corps. An applicant failing at one examination may be allowed a second after one year, but not a third.

No allowance will be made for the expenses of persons undergoing examination, as this is an indispensable prerequisite to appointment, but those who are approved, and receive appointments, will be entitled to transportation on obeying their first order. If the result of the examination of a candidate be satisfactory, he will, if required, be offered a contract for duty as acting assistant surgeon until he can be appointed or commissioned as assistant surgeon.

When an assistant surgeon has served three years he is subject to be examined for promotion. If he decline the examination, or be found disqualified by bad habits or lack of professional acquirements, he shall be reported to the President of the United States for the action of a retiring board.

General hospitals, and hospital transports, are under the exclusive control of the Surgeon-General, and will be governed by such regulations as the Secretary of War may approve. They shall not be diverted from their special purposes by orders of local or department commanders or of officers of other staff departments.

Commissioned medical officers assigned to duty in charge of general hospitals, or hospital transports, act under the instruction of the Surgeon-General, and are not subject to the orders of local commanders, other than those of geographical military divisions or departments.

At general hospitals of five hundred or more beds, an officer of the line or of another department, inferior in rank to the surgeon in charge, may be detailed to act as quartermaster and commissary of subsistence, under the direction of the surgeon in charge. At general hospitals of one thousand beds, one such officer may be detailed as quartermaster and another as commissary.

Necessary guards, and means of transportation, may be furnished to general hospitals, upon application of the medical director or Surgeon-General.

The Secretary of War fixes the number of civilians to be employed by the Medical Department. The Surgeon-General shall distribute these according to the wants of the service, on the application of surgeons in charge, approved by the medical directors. These employés shall be paid by the Medical Department.

Ordinarily, attendants to general hospitals will be allowed as follows: Three stewards to hospitals of less than four hundred beds; one steward to each one hundred, in hospitals of four hundred or more beds; one nurse to every ten; one matron to every twenty; one cook to every thirty; and one ward-master, who shall be a non-commissioned officer, to every fifty beds. The stewards shall be assigned by the medical director or the Surgeon-General. The other enlisted men will be furnished by the commanding general on the application of the medical director.

All plans for the construction of, repairs, additions and alterations in, hospitals, involving expenditure of public funds, with the exception of minor repairs, shall be submitted to the Surgeon-General for the decision of the Secretary of War.

At posts already established no building shall be erected for hospital purposes until the opinion of a medical officer has been obtained, in writing, as to the merits of the site. If the commanding officer disapprove this opinion, he shall return the same to the medical officer, with his reasons indorsed thereon. In case of disagreement between the commanding officer and medical officer all the papers will be sent to the department commander, whose decision shall be final. Requests for the erection of, additions to, or alterations in regulation hospitals will be made by the medical officer through the commanding officer.

Medical directors will be authorized by the Surgeon-General, when necessary, to provide special hospital accommodations for sick and wounded officers.

The senior medical officer of a post is charged with the management, and is responsible for the condition of the hospital, which is at all times subject to inspection by the commanding officer or a duly authorized inspector.

Ordinarily the allowance of attendants to post hospitals shall be as follows: To a post, garrison, or command in the field of one company, one steward, who shall also be ward-master, one nurse, one cook, and one matron; for every additional company, one nurse; and where the command exceeds five companies, one ward-master (if practicable, a non-commissioned officer) and one matron; at arsenals where the number of enlisted men is not less than fourteen, one matron is allowed. The senior medical officer will select from the command suitable cooks and nurses, and at posts where there is no hospital steward, a soldier to act as steward, all with the approval of the commanding officer. He will also appoint and discharge the matrons. Whenever practicable, cooks and nurses will be taken from the privates, and be exempt from other duty, but shall attend the parades for muster, the monthly and weekly inspections of their companies, unless specially excused by the commanding officer.

The senior medical officer shall make up the muster and pay rolls of the hospital stewards, nurses, and matrons, and of all soldiers in hospital, sick, or on duty detached from their companies, on the forms furnished from the Adjutant-General's Office. He shall also make up the rolls of the cooks and nurses for extra-duty pay.

The senior medical officer of each hospital, post, regiment, or detachment, shall keep the following records and deliver them to his successor: a register of patients; a register of surgical operations; a register of patients' effects; a register of deaths and interments; a case, diet, and prescription book; medical history of the post; copies of requisitions, annual returns, and all other reports; record-books of all orders and letters relating to his duties, according to such forms as the Surgeon-General may furnish.

The senior medical officer of each hospital, post, regiment, or detachment, shall prepare and forward the following reports:

1. A daily report of the sick and wounded for the commanding officer.
2. A monthly report of sick and wounded, to be made out in duplicate, on the last day of each month; one copy to be sent to the medical director, and the other direct to the Surgeon-General. This report to include all cases of disease, whether in quarters or in hospital.

3. A monthly report of hired nurses and cooks, to be made out, in duplicate, on the last day of each month; one copy to be sent to the medical director, and one to the Surgeon-General.

4. A monthly statement of the hospital fund to the Surgeon-General, through the medical director. An invoice of all durable articles purchased during each month from the hospital fund is to be prepared, in triplicate, and certified by the medical officer in charge of the hospital. One copy of this invoice will be forwarded to the Surgeon-General, with the copy of the statement of the hospital fund for the month, and the other copies used as directed in clause 7.

5. Quarterly reports of wounded, of surgical operations, and of wounded remaining under treatment at the beginning of the quarter. These reports are to be made out on March 31, June 30, September 30, and December 31, of each year, and forwarded to the Surgeon-General.

6. An annual sanitary report in duplicate on the 31st December. These reports shall be sent to the medical director, by whom one shall be forwarded, with his remarks, to the Surgeon-General.

7. A return of durable property purchased from the hospital fund, to be made out, in duplicate, on December 31, or whenever relieved from the charge of it, and forwarded to the Surgeon-General with one copy of the invoice mentioned in clause 4. The third copy will be kept with the officer's retained copy of his return.

When a post is abandoned, or a detachment is broken up, the medical officer will report the fact without delay to the medical director and the Surgeon-General, and shall make the required reports of sick and wounded to date, without waiting for the termination of the periods specified in other cases.

The diet of patients in hospital will be regulated, as far as practicable, according to such tables as may be issued by the Surgeon-General.

At all post hospitals, such number of hospital-tents shall be kept on hand as will accommodate a number of beds equal to that in hospital. They should be received for by, and be under the control of, the medical officer, but are to be used in emergencies only.

Medical and official publications furnished from the Surgeon-General's Office to surgeons in charge of post and other hospitals belong to the hospital library, and are to be properly filed and preserved therein.

The "ambulance" or field-hospital service, in time of war, will be conducted under the orders of the medical directors, in conformity with such instructions as shall be issued, from time to time, by the Surgeon-General and the general commanding.

Hospital stewards will be under the immediate command of the senior medical officer of the post or detachment. Hospital stewards on duty at posts will not be detached except by order of the Surgeon-General or the department commander.

When a hospital steward is discharged by expiration of service or other cause, a special report of the fact will be made to the Surgeon-General by the medical officer in charge, who will also state the character, efficiency, and capacity of the steward, as far as his knowledge extends.

When it is necessary to employ a private physician in the military service, the Surgeon-General, the medical director, or, in emergencies, the commanding officer of a detachment may do so, by a written contract at a stated compensation, to be fixed from time to time, in orders, by the Secretary of War.

He shall receive the fuel, quarters, and transportation or mileage of an assistant surgeon.

Leaves of absence not to exceed thirty days in one year, except when given for wounds received in the discharge of duty, may be granted, on recommendation of medical directors, to private physicians under contract.

A contract with a private physician, made by the Surgeon-General or the medical director of a department, will be annulled only by the direction of those officers, or by that of the commanding general of a military division or department.

In all cases a copy of the contract shall be transmitted forthwith to the Surgeon-General, through the medical director, and the medical director shall at once discontinue the contract, whenever the necessity for it shall cease, except in cases provided for in paragraph —, (page 186.)

The accounts of contract physicians will be paid by paymasters, and are to be made out in the ordinary form of an officer's pay account, vouched for by a certificate thereon by the commanding officer that it is correct and according to contract. The payment shall be made under the same rules that govern in the payment of officers at the same station.

At "surgeon's call" the sick of the companies will be conducted to the hospital by a non-commissioned officer, who will hand to the surgeon, in his company sick-book, a list of all the sick of the company, on which the surgeon shall state who are to remain, or go into hospital; who are to return to quarters as sick or convalescent; what duties the convalescents in quarters are capable of; what cases are feigned; and any other information in regard to the sick of the company he may have to communicate to the company commander.

Soldiers in hospital, and attendants, shall be mustered on the rolls of their proper commands, if they are present at the post.

When a soldier in hospital is detached from his company, so as not to be mustered with it, his company commander shall promptly send to the hospital his descriptive list and account of pay and clothing, on which the surgeon shall enter all payments, stoppages, and issues of clothing to him while in hospital. When he leaves the hospital the medical officer shall certify and remit his descriptive list, showing the state of his accounts. If he is discharged from the service while in hospital, the surgeon shall make out his final statement for pay and clothing, and in all cases promptly notify the Adjutant-General and the company commander of the date, place, and cause of such discharge. If he die in hospital, the surgeon shall take charge of his effects, and make the reports required in the general regulations concerning soldiers who die absent from their companies.

Sick and wounded soldiers, discharged while in hospital by expiration of term of service, will be entitled to medical treatment in hospital, and to the usual ration during their disability, or for the period considered proper for them to remain under treatment. But a discharged soldier who has left the hospital shall not be re-admitted, except upon the written order of the commanding officer, or the medical director.

When a soldier in hospital is discharged by expiration of service, and his disability is such as should entitle him to the benefits of the Soldiers' Home, the medical officer will make such certificate on the discharge as will enable the authorities to take proper action in the case.

Whenever a patient is transferred from the care of one medical officer to another, the account of his case, taken from the records, shall accompany him.

In all cases of death from disease or accident, the history of the case shall be accompanied by the records of the autopsy, which shall always be made, unless specially objected to by the relatives of the deceased, or impracticable, for reasons which must be stated.

All pathological specimens of interest, accompanied if possible by complete histories of the cases, shall be forwarded to the Army Medical Museum.

Hospital clothing belongs to the Government, and shall only be worn by patients, and during their stay in the hospital. Each article will be marked as hospital property. But when sick soldiers are transferred from one hospital to another, the hospital clothing necessary for their comfort may be sent with them, properly invoiced, and accompanied by a check list, giving the names of the men in whose possession it is.

Tents, clothing, hospital furniture, and any other stores that have been used in the treatment of contagious diseases, shall be burned.

An important part of the duty of a medical officer is the supervision of the hygiene of the post or command to which he is attached, and the recommendation of such measures as he may deem necessary to prevent or diminish disease among the troops.

For this purpose he shall at least once a month examine and note in the medical history of the post the sanitary condition of the quarters, including all buildings belonging to the post, the character and cooking of the rations, the amount and quality of the water supply, the drainage, clothing and habits of the men, and make a report in writing to the commanding officer, with such recommendations as he may deem proper.

If the action recommended be deemed impracticable or undesirable, the commanding officer shall indorse his objections on the report, and forward it to the department commander; a copy shall be furnished the medical officer, who shall note them upon the medical history of the post, and forward them, with a copy of his recommendation, to the medical director.

Medical officers shall attend officers, their families, servants, enlisted men and civil employés of the Government, and the laundresses authorized by law, at the places where they are on duty. Medicines and hospital stores will, when necessary, be dispensed to all persons entitled to medical attendance.

When medical attendance is required by officers or enlisted men on duty, or for the authorized servants of such officers, and the attendance of a medical officer cannot be had, the officer, or if there be no officer, then the enlisted man, may employ a private physician of the allopathic or homeopathic school, at his option, and a just account therefor shall be paid by the Medical Department.

The account shall state the name of the patient, the date of the charge for each visit, and for medicines, (Form 52.) The physician shall make an affidavit that the account is correct, and the charges are not higher than the customary charges of the place.

The officer shall make his certificate, or the enlisted man his affidavit, to the correctness of the account; that he was on duty at the place, and the circumstances preventing him from receiving the services of a medical officer. If the charge is against a deceased officer, or enlisted man, the physician shall make the affidavit required, and that he has been paid no part of it.

At remote posts, and stations, where other medical attendance cannot be obtained, a civilian, whose condition requires it, may be taken into the hospital on the order of the commanding officer, and under such circumstances shall be entitled to the same attendance, food, medicines, or medical stores as an enlisted man.

No charges for consultation fees will be paid by the Medical Department, nor will any account for medical attendance or medicines be paid, if the officer or enlisted man be not on duty or traveling under orders.

Accounts for the board, nursing, and medical attendance of sick soldiers in private hospitals, shall be sent to the Surgeon-General for settlement.

Medicines and hospital stores may be dispensed to civilians at posts where they cannot be obtained by purchase; gratuitously to those who are unable to pay, and at a fair valuation in other cases. The funds derived from such sales shall be disposed of as directed in paragraph —.

Medical officers shall keep a record of all recruits examined by them. Books for this purpose will be furnished to all recruiting-stations by the Surgeon-General, to whom they shall be returned when filled. A monthly report (which shall be an exact copy of the record) of all recruits examined shall be made to the Surgeon-General.

At such posts as may be designated by the Surgeon-General, a meteorological register shall be kept by the senior medical officer.

The Quartermaster's Department will furnish transportation for the instruments, professional books, and medicine-chests of medical officers, and for specimens sent to the Army Medical Museum.

Upon the march, or in battle, medical officers shall habitually be attended by a mounted orderly, carrying a medical case, and such instruments as may be considered necessary.

As soon as practicable after every action, the senior medical officer on duty with a regiment or detachment shall transmit, through the proper channels, to the medical director, in duplicate, lists of wounded, and classified returns of wounds and injuries of the command to which he is attached. The medical director shall immediately forward one set of these lists to the Surgeon-General, and retain the other to accompany his report to his commanding general.

The death of a medical officer, contract physician, or hospital steward will be specially reported by the attending surgeon or the nearest medical officer to the medical director and the Surgeon-General.

Application for permission to transfer sick men from one military department to another is to be made to the Surgeon-General by the medical director.

All blank forms that are required by medical officers shall be obtained directly from the Surgeon-General; ordinarily requests shall be for a six months' supply. With armies in the field they shall be obtained from the medical director.

All empty boxes, cans, and bottles in which medical supplies were received at permanent posts, not required for further use in hospital, shall be disposed of at private or public sale, at least once a year, by the medical officer in charge. He will turn over the net proceeds of such sales, without delay, to the nearest Government depository. In the field they may be expended when not required for future use.

Medical property will be condemned only upon the recommendation of an inspector, or other officer, specially detailed for that purpose by the department commander, and upon the forms used for the condemnation of other military property.

Whenever it is deemed advisable, the Surgeon-General may authorize contracts to be made for washing for general hospitals and hospital transports. Surgeons from civil life, who tender their services for the benefit of the sick and wounded in the field, under the invitation of the Secretary of War, will each be allowed transportation to and from the place at which their services may be needed, and while so employed a public horse, a tent, servant, and the privilege of purchasing subsistence-stores from the Subsistence Department.

In time of war the Ambulance Corps will be organized in accordance with the act of Congress approved March 11, 1864.

ARTICLE LXIV.

BUREAU OF MILITARY JUSTICE.

This Bureau, under the direction of the Secretary of War, is charged with receiving, revising, recording, and reporting upon the proceedings of all courts-martial, courts of inquiry, and military commissions, and such other duties as have been prescribed by the Judge-Advocate-General of the Army.

The Judge-Advocate-General, with such assistants as the Secretary of War may deem necessary for the proper administration of his Department, shall be stationed in Washington. The other officers of the Bureau shall be assigned to geographical military divisions and departments, on the recommendation of the Judge-Advocate-General.

The Judge-Advocate-General will at once report, for the action of the Secretary of War, all fatal irregularities, and illegal and unusual sentences. But when a case has been disposed of it will not be re-opened without instructions from the President.

The Judge-Advocate-General gives an opinion on questions of construction of military law when called upon by the proper authority.

All communications pertaining to questions of military justice must be addressed to the Judge-Advocate-General.

It is the duty of a judge-advocate, serving with an officer who has power to convene courts-martial, to examine critically all records of such courts, and submit reports upon them to the reviewing officer, to assist him in his action. He will also forward to the Bureau of Military Justice, at the end of each month, a list of all cases tried within his jurisdiction during the month.

Neither a State court nor a State officer of any kind can discharge, upon *habeas corpus*, a person held to the military service of the United States, though it may appear that the party when enlisted was under age, and that the enlistment was without the consent of his parent or guardian.—(*Decision Supreme Court, March 4, 1872.*)

It is the duty of an officer to whom a writ of *habeas corpus* is issued by a State judge to make return to the writ, stating the fact that the prisoner is held under authority or color of authority of the United States, and to decline to produce him.

Courts-martial.

Any general officer commanding an army, or colonel commanding a separate geographical department, may appoint a general court-martial whenever necessary. But whenever such officer shall be the accuser or prosecutor of any officer in the army under his command, the court shall be appointed by the President of the United States.

In time of war, general courts-martial may be appointed by the commander of a division or unattached brigade; but when such commander shall be the accuser or prosecutor, the court shall be appointed by the next higher commander.

In appointing a general court-martial, as many members will be detailed, from five to thirteen inclusively, as can be assembled without manifest injury to the service. The decision of the officer appointing the court, as to the number that can be assembled without manifest injury to the service, is conclusive.

A president of the court will not be appointed. The officer highest in rank, present, will be president.

Form of order appointing a general court-martial; the last paragraph omitted when the court can be assembled with thirteen members:

HEADQUARTERS, ETC.

A general court-martial is hereby appointed to meet at _____, on the _____ day of _____, or as soon thereafter as practicable, for the trial of _____, and such other prisoners as may properly be brought before it:

Detail for the court.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

8. _____
9. _____
10. _____
11. _____
12. _____
13. _____

Judge-Advocate.

No other officers than those named can be assembled without manifest injury to the service.

By order of

Commanding.

Assistant Adjutant-General.

In the detail the members will be named, and they will take place in the court in the order of their rank.

The place of holding a court is appointed by the authority convening it.

The duties of members and of judge-advocates of courts-martial are of such grave importance to the discipline of the Army, that no officer liable to such service should neglect an opportunity of acquiring a knowledge of military law and the practice of military courts.

Whenever the officer convening a court-martial may deem necessary, the order may direct the court to sit without regard to hours. Unless so directed in the order, any proceedings of the court outside of the hours specified in the Articles of War are illegal and will vitiate the proceedings.

The president of a court-martial, beside his duties and privileges as member, is the organ of the court to keep order and conduct its business. He speaks and acts for the court in each case where the rule has been prescribed by law, regulation, or its own resolution. In all their deliberations the law secures the equality of the members.

The president is required to see that the members attend the sittings of the court in full uniform, whenever practicable, and that they maintain perfect order and decorum. He will prohibit all conversation, all letter-writing, or other practice not consistent with the closest attention to the business of the court.

The Articles of War do not confer on a court-martial the power to punish its own members. For disorderly conduct a member is liable as in other offenses against military discipline; and a neglect or refusal to obey the orders of the president given in the maintenance of order shall be punished as disobedience of orders of a proper commanding officer.

Members of a court-martial cannot ask verbal questions of witnesses. Every question shall be put in writing by its proposer, and passed through the president to the judge-advocate, who will read it aloud. Any member, the judge-advocate, or the accused, may object to a question as soon as asked. The objection shall be reduced to writing, and all discussion on the points involved must be in closed court.

Details to supply vacancies on courts-martial must always be made by the authority appointing the court; and in no case can this authority be delegated to any other officer.

In case of the illness or inability of a member to attend the sittings of a court, either before or after the commencement of a trial, the court may adjourn from day to day, for a reasonable time, if it be probable that the absent member will be enabled to appear within that period. Should the seat of a member or members be vacated permanently, a general court-martial will proceed with the trial, unless the number falls below the minimum prescribed by law.

Officers assembled to constitute a court-martial may meet and adjourn from day to day when there is not the legal complement present to proceed to trial; but no other act of theirs can be recognized.

The day and place of meeting of a court-martial can only be changed by the authority ordering the same, or higher authority.

A court, after having entered upon a trial which has to be suspended on account of the absence of witnesses, or other cause, may take up a new case and proceed with it to its termination before resuming the trial of the first case.

It is the duty of a court-martial to reject any illegal or improper charge which does not substantially present an offense known to the military law.

A general court-martial cannot appoint a judge-advocate or direct the junior member to act as such. No other than the judge-advocate appointed by the power convening the court can legally act.

Previous to their arraignment, it is the duty of the judge-advocate to correct errors and omissions in the charges and specifications against all persons to be tried. But he cannot change their form after they have been approved by the proper authority without consent of such authority.

The judge-advocate shall summon the necessary witnesses for the trial; but he shall not summon any witness at the expense of the Government, nor any officer of the Army, without the order of the court, unless satisfied that his testimony is material and necessary to the ends of justice.

Every judge-advocate of a court-martial or court of inquiry has power to issue the like process to compel witnesses to appear and testify which courts of criminal jurisdiction within the State, Territory, or district where such military courts shall be ordered to sit, may lawfully issue.—(Sec. 25, act March 3, 1863.)

Judge-advocates of courts-martial, courts of inquiry, and military commissions, will insert the names in full in all certificates of attendance given to persons summoned as witnesses or employed as interpreters, and in the case of an officer his rank and regiment, in order that the quartermaster, who pays accounts on such certificates, may be possessed of the requisite data.

Judge-advocates of courts-martial who may find it necessary to subpoena witnesses will send the subpoenas, whenever it is possible, through the proper military channels.

The judge-advocate, as an officer of the Government, conducts the prosecution; yet, when the accused has no counsel it is the duty of the judge-advocate to advise him of his legal rights, to take care that he does not suffer from ignorance of them, and that he has an opportunity to offer such pleas as may be proper.

The judge-advocate or recorder will, without unnecessary delay, transmit the proceedings of the court to the officer by whose authority it was constituted and convened.

It is the duty of the judge-advocate to have a fair copy of the record of each day's proceedings made, in the intervals between the sessions of the court.

The judge-advocate is presumed to be the legal adviser of the court. He has a right to be heard in all discussions, but has no vote on the decisions of the court. Great care should be exercised by officers appointing courts-martial in the selection of judge-advocates.

REPORTERS, CLERKS, INTERPRETERS.

In ordinary cases the judge-advocate of the court will himself take down the testimony and make up the record. An enlisted man may be detailed to copy out the record.

In important cases, where the other duties of the judge-advocate will not allow him to take down the testimony, an enlisted man may be detailed for this purpose, and to make the fair copy of the record.

When suitable enlisted clerks cannot be obtained, civilians may be employed in important cases, on written application of the judge-advocate, with the approval of the court, upon authority to be given by the officer who convenes the court.

The employment of phonographic reporters will only be authorized in cases of great importance, and only by direction of the Secretary of War. Such reporter may take down the proceedings and testimony, in the first instance, in short-hand.

All reporters, clerks, and interpreters employed by military courts, must be sworn to the faithful performance of their duties.

Reporters and clerks are never to be permitted to take down, or copy, the findings, sentence, or recommendation of the court, which must always be done by the judge-advocate in person. Nor are they to remain in court when its doors are closed for deliberation.

Phonographic reporters will be allowed not exceeding ten dollars per day, and when the place of meeting of the court is changed, their actual traveling expenses. Civilian clerks and interpreters are to have a reasonable compensation, which must be certified by the president and judge-advocate of the court, and approved by the authority ordering their employment. Enlisted men detailed as clerks to courts will receive the highest rate of extra-duty pay allowed by law.

CHARGES AND SPECIFICATIONS.

Specifications should be framed with reference to the form of the charge, so as accurately to sustain it by facts, dates, and places, while excluding all superfluous matter. They should designate the accused by his name, surname, rank, and the regiment, or corps, and company to which he belongs.

Although, in the specification to charges, time and place ought to be laid with as much certainty as practicable, still it is sufficient in law to prove the offense to have been committed at or near the place and on or about the date specified.

The commander who prefers a charge may, in the exercise of a just and legal discretion, when the act falls under different Articles of War, elect under which to charge it, or may charge it variously as in the several counts of an indictment. But when an offense is of that specific quality that it cannot be stated or described except in the language of a particular Article of War, to which a known and distinct penalty is attached, the charge must be laid under the specific article, that the court may impose the punishment thereby prescribed.

It is not proper to cumulate charges; that is, charge a series of offenses, each trifling in itself, and which would not, taken singly, support a serious charge. But if each and every specification would in itself, if proven, support the charge, there is no reason why offenses committed during a period running back for any time within two years should not be tried at the same time. Such specifications are not to be considered cumulative.

Under whatever article a charge is laid, the specification to it must state the offense in terms appropriate to that article, and not in terms which necessarily refer to some other article.

It is not necessary that a charge should specify that the offense was in violation of an Article of War, but it may be framed in the language of such article.

Drunkenness on duty, in the sense of the Article of War, may be charged against an officer who, while in the exercise of any command, or in the performance of any duty for which he should be prepared at a moment's warning, is found unfit, from drunkenness, to properly perform his duty, as during a tour as officer of the day; while in command of, or on duty as medical officer, at a post; while on parade or drill; when detailed or ordered to execute any duty requiring his attention from day to day, &c.

Distinct facts are not to be included in the same charge or specification, but must appear in distinct charges or specifications.

The date of expiration of service of a soldier, and the date of his confinement on the specific charge, should be noted, on the charges.

No material changes shall be made at the headquarters of the officer authorized to order the court, in the charges and specifications preferred by an officer over his signature. If the charges as sent up be not approved, they will be returned to the officer preferring them for revision.

Previous to their arraignment, it is the duty of the judge-advocate to correct errors and omissions in the charges and specifications against all persons to be tried. But he cannot change their form after they have been approved by the proper authority, without consent of such authority.

Whenever any officer shall be put in arrest, or any person in the land-forces confined, for a stated offense cognizable by a general court-martial, the jurisdiction of such court shall be deemed and taken to have at once attached, although charges in due form may not have been prepared; provided, however, that the time limited by law within which charges must be served or the arrest cease, shall not have expired.

It is the duty of the judge-advocate to furnish the accused or prisoner, within a reasonable time before trial, with a copy of the charges and specifications preferred against him, provided he shall make the request and no copy has already been furnished, and generally, in the cases of enlisted men, to acquaint them with the nature of the charges against them prior to their being called into court.

Proceedings on trial.

The court shall, for reasonable cause, grant a continuance to either party for such time and as often as shall appear to be just: *Provided*, That if the prisoner be in close confinement, the trial shall not be delayed for a period longer than sixty days.—(Sec. 29, act March 3, 1863.)

Upon application by the accused for postponement on the ground of the absence of a witness, it ought distinctly to appear on his oath: 1st, that the witness is material, and how; 2d, that the accused has used due diligence to procure his attendance; and 3d, that he has reasonable ground to believe, and does believe, that he will be able to procure such attendance within a reasonable time stated.

Whenever the same court-martial tries more prisoners than one, and they are arraigned on separate and distinct charges, the court is to be sworn at the commencement of each trial, and the proceedings in each case will be made up separately.

Any officer on trial has a right to know who is the author of the charges against him.—(*Sec. 1, act May 29, 1830.*)

The accused is entitled to counsel as a right. He should make written application to the court for permission to introduce the person selected as his counsel, and if there be no valid objection to such person, he must be admitted as counsel on the trial. Refusal to admit counsel, except for just cause, will invalidate the proceedings.

The judge-advocate, the president, or any member of the court, may testify as a witness, either for the prosecution or defense.

The court having assembled for the trial of a case, the members arrange themselves on the right and left of the president, according to seniority. The judge-advocate at the opening of each session calls the names of the members. The prisoner is then brought into court without irons.

The following is the order of proceeding with the trial:

1. The order appointing the court is read aloud by the judge-advocate.
2. The judge-advocate asks the prisoner if he has any objection to be tried by any particular member or members of the court. The statement in reply to challenge should be made on the honor of the member; and the court must be cleared while deliberating on the validity of the objection, and the member challenged must also retire.
3. The question of objection to members having been settled, the judge-advocate administers the oath to the members of the court, and the president of the court to the judge-advocate, in the presence of the prisoner.
4. The charges and specifications are read to the prisoner, and he is asked to plead to them.
5. Witnesses are then called one by one, and duly sworn before testifying. A witness having been examined for the prosecution, the prisoner must be invited to cross-examine him. If for the defense, the cross-examination by the judge-advocate follows the direct examination by the accused. Members of the court should put no questions until after the cross-examination. The testimony of each witness is read over to him to enable him to verify or correct it—this after all his evidence has been given.
6. After witnesses are examined, and depositions and documentary testimony (which may be introduced anywhere in their appropriate place) are read, the accused is called upon for his defense, if he wish to submit one. The judge-advocate may reply to the defense, if he deem proper.
7. The court is then closed for deliberation. It is usual for the judge-advocate to read to the court all the proceedings in a case before the vote is taken. After mature deliberation and discussion, the vote is then taken by specification and charge, beginning with the junior member. A majority of the votes determines the verdict, except in the cases where the prisoners are sentenced to suffer death, as specified in the 87th Article of War. If there be a tie-vote, the verdict is in favor of the accused. If the verdict be "guilty," each member will hand a sentence to the judge-advocate, in writing. These are all read to the court and a vote taken in the manner prescribed on the lightest first. If this is rejected, then on the next lightest, and so on until a sentence is agreed upon.

In every case where facts are alleged in support of a plea in bar, the court, before recognizing the plea, must take full evidence to prove the alleged facts.

A general court-martial may, by proper animadversions, bring to the notice of the military commander to whom its proceedings are sent any conduct of the prosecutor or other military persons which may be developed before the court in the due course of trial.

Evidence.

In all cases where the punishment of the offense charged is discretionary, and especially where the discretion includes a wide range of punishment, notwithstanding the accused pleads "guilty," it is the duty of the court to receive such testimony as is necessary to illustrate the actual character and degree of the offense.

In receiving evidence the court should aim not only to obtain such knowledge of the case as is essential to enlighten its judgment in measuring the punishment, but to spread upon the record the means to enable the reviewing power intelligently to judge of the verdict.

Depositions of witnesses residing beyond the limits of the State, Territory, or district in which military courts shall be ordered to sit, may be taken in cases not capital by either party, and read in evidence, provided the same shall be taken upon reasonable notice to the opposite party and duly authenticated.—(Sec. 27, act March 3, 1863.)

When a court has been reconvened after sentence, for a reconsideration of its action, it is not competent for it to take any new evidence whatever, and no order should be made requiring a court to reconvene for such purpose.

While one witness is giving his testimony all other witnesses should be sent out of court.

The accused may always make either a verbal or a written defense or statement, but the testimony of accused persons shall not be taken in their own cases.

The finding.

If a charge is laid expressly and exclusively under one Article of War, the court cannot find the accused not guilty under that article, but guilty under another article; if the charge be "conduct unbecoming an officer and a gentleman," the verdict cannot be guilty of "conduct to the prejudice of good order and military discipline."

If the facts be found, but without criminality, the finding should be in this form: "The court finds the facts as stated, but attaches no criminality thereto," instead of "Guilty, but attach no criminality."

If the degree of criminality proved fall short of that charged, but be of the same nature, the court should acquit the accused of the charge, but find him guilty of the inferior offense. Thus he may be not guilty of "desertion," but guilty of "absence without leave."

The sentence.

The legal punishments for soldiers by sentence of a court-martial according to the offense, and the jurisdiction of the court, are: death; confinement on bread and water diet; solitary confinement; hard labor; ball and chain; forfeiture of pay and allowances; discharges from service; reprimands, and all other punishments authorized by the Articles of War; and, when non-commissioned officers, reduction to the ranks. Solitary confinement or confinement on bread and water shall not exceed fourteen days at a time, with intervals between the periods of such confinement, not less than such periods, and not exceeding eighty-four days in any one year.

Ordnance sergeants and hospital stewards, though liable to discharge, may not be reduced. They may be tried by garrison or detachment courts-martial by permission of the department commander.

The sentence should in every case be commensurate with the character of the offense. A court-martial shall in all cases, where the punishment is left to its discretion, take into consideration all mitigating circumstances. When the punishment is not discretionary, the members may sign a recommendation to mercy. It will not be embraced in the body of the sentence, nor in the proceedings, but be attached to them. Only such members as concur in the recommendation will sign it.

Where the Article of War is mandatory as to penalty the sentence must conform thereto.

The sentence in capital cases should not fix the place, day, or hour for its execution. These should be left to the discretion of the commander under whose orders the sentence must be executed.

The period of confinement should be given *in terms*, and not generally, "for the remainder of his term of service;" and in fixing it regard should be had to the length of time the prisoner has already suffered confinement.

A court-martial may sentence an enlisted man to confinement for a period extending beyond the term of his enlistment. In such cases he will be discharged on the day of the promulgation of the sentence.

Except where sentence has been passed on an offender already under sentence, every term of penal servitude or of imprisonment is to be reckoned to commence on the date of issuance of the general court-martial order promulgating the proceedings, unless thirty days shall have elapsed from the day on which the original proceedings and findings were signed by the judge-advocate and president, in which case the time of servitude or imprisonment shall be reckoned as commencing from the date on which the proceedings, findings, and sentence were thus signed, unless the reviewing authority designates an intermediate or earlier one.

The sentence should always specify "dishonorable discharge" where such is the intent, or is called for by the nature of the offense.

The idea of punishment or degradation should not be associated with the honorable and important duty of guards, by imposing sentences of extra tours of guard duty.

In cases requiring a two-thirds vote, the sentence should not read, "all the members," but "two-thirds of the members concurring therein," otherwise the votes of the particular members are disclosed.

Courts-martial, except in cases which may arise under the 32d Article of War, have not authority to find a verdict of debt against a soldier, and to direct, by their sentence, the payment of debts to traders or other persons. They may, if they see fit, in order not to deprive a soldier of the means of discharging honestly his proper pecuniary obligations, ascertain the amount due from him to the laundress, and except that amount as a *sum stated*, from the fine or forfeiture imposed in the sentence; but such amount so excepted must be paid to the laundress.

In case property or money stolen is brought into court and identified, the owner may claim it, and the court will order it to be restored to him.

Officers and soldiers may be sentenced by general court-martial to confinement in a penitentiary for offenses which are so punishable by the criminal laws of the State or Territory in which the offense was committed.

The authority which has designated the place of confinement, or higher authority, can change the place of confinement or mitigate or remit the sentence.

Record of proceedings.

Every court-martial shall keep a complete and accurate record of its proceedings. The record shall be clearly and legibly written, as far as practicable without erasures or interlineations. The pages to be numbered, with a margin of one inch on the left side of each page, and at the top of the odd and bottom of the even pages; through this last margin the sheets to be fastened together; the documents accompanying the proceedings to be noted and marked in such manner as to afford an easy reference. It must show that the court was organized as the law requires; that the court and judge-advocate were *duly* sworn in the presence of the prisoner; that he was previously asked whether he had any objection to any member, and his answer thereto. A copy of the order appointing the court will be entered on the record in each case.

When more than one case is tried, the record of each case must be made separate and complete, as if it were the only case.

The record of each day's session must show which of the members were present and which absent.

The record must exhibit the whole action of the court upon all points on which the validity of the trial may depend—as the admission of counsel for the accused, or, if refused, on what grounds; the challenge of a member, whether sustained, and whether the member was placed on his honor; the fact that the prisoner was asked if he desired to question the witness in defense, and his reply, &c.

The plea of the prisoner, the finding of all the specifications and charges, and the sentence must be *accurately* recorded.

The proceedings in each case must be authenticated by the signatures of the president and judge-advocate after the sentence.

The adjournment *sine die* of a military court should be authenticated by the signatures of the president and judge-advocate.

Whenever a court-martial is reconvened by the proper authority for the purpose of reconsidering its finding or sentence, or for other proper revision, the letter, order, or memorandum, or a copy thereof, containing the instructions to the court and the reasons for requiring a revision, is to be attached to and form part of the proceedings. No additional evidence for the prosecution or defense can be received on the revision, and no portion of the original minutes can be altered.

While it then becomes the duty of the court to attentively consider the observations of the reviewing authority, and the whole of the proceedings, it nevertheless must determine, under its judicial oath, whether to revoke, amend, or adhere to the former finding and sentence.

The proceedings of *all* military courts will be indorsed by the judge-advocate (or recorder) as follows:

Proceedings of a ——— court ———, convened at ———, ———, 18—, (date of meeting of the court).

———, president.

———, judge-advocate, (or recorder).

Prisoners tried, (*arranged in the order of trial.*)

1. Pvt. ———, Comp'y ———, — Regt. of ———.

2. Pvt. ———, Comp'y ———, — Regt. of ———, &c.

Review of proceedings.

If the officer who convenes a court be relieved in command before action is taken upon the proceedings, his successor in the command is the proper reviewing officer.

The decision and orders of the reviewing officer must be written upon the record at the end of each case, although the case is to be forwarded for final action to a higher authority.

The decision and orders must be signed by the reviewing officer, and not by a staff-officer.

If the reviewing officer disapprove the sentence of a court without remanding the record for further consideration, the sentence remains inoperative, unless he at the same time confirm it.

If the reviewing officer disapprove the sentence as inadequate, he has no power to substitute one more severe.

The reviewing officer should promptly return for correction all records in which fatal defects or omissions occur; and, when necessary, should reconvene the court, if it has not been dissolved, to make the necessary corrections before taking final action upon them. But if the court has been already dissolved, or for other cause cannot be re-assembled, the sentence will be inoperative.

The reviewing officer has no right to compel a court to change a sentence when, upon being reconvened by him, it has adhered to its former decision.

When the command of an officer who convenes a court is discontinued before the termination of the proceedings, it devolves upon the next higher military authority to take action on the proceedings.

The terms *mitigate* and *commute* imply an abatement of the severity of the sentence imposed by a court. A mitigation is generally a reduction in kind of the sentence, as shortening the period of confinement; remitting part of a stoppage of pay. A commutation is changing a sentence to one less in severity and of a different kind, as dishonorable discharge instead of death; suspension from rank and pay for a given period instead of dismissal.

A reviewing officer may remit for good cause any unexpired portion of a sentence previously approved by him. Any unexpired portion of a sentence of a soldier who has, since trial, been permanently transferred to another command, may in like manner be remitted by the commander having power to remit, to whose jurisdiction the soldier has been so transferred.

The power to pardon or mitigate the punishment ordered by a court-martial is vested in the authority confirming the proceedings, and in the President of the United States. A military commander superior to the officer confirming the proceedings may suspend the execution of the sentence when, in his judgment, it is void upon the face of the proceedings, or when he sees a fit case for executive clemency. In such cases the record, with his order prohibiting the execution, shall be transmitted to the Bureau of Military Justice for the final orders of the President.

The judge-advocate shall transmit the proceedings, without delay, to the officer having authority to review them, who shall state at the end of the proceedings, in each case, his decision and orders thereon. The original charges should also be returned.

Miscellaneous.

The original proceedings of all general courts-martial, after the decision on them of the reviewing authority, and all proceedings that require the decision of the President under the 65th and 89th Articles of War, and copies of all orders promulgating the proceedings of courts-martial, are to be promptly forwarded to the Bureau of Military Justice.

The proceedings of regimental, battalion, garrison, and detachment courts-martial will be transmitted by the officer appointing them, as soon as his action upon them has been completed, to the department headquarters for the supervision of the department commander, and then are to be forwarded by him for file in the Bureau of Military Justice.

Soldiers in the land-forces of the United States, tried by general court-martial and sentenced to dishonorable discharge, as a condition-precedent to the performance of hard labor or other penalty, shall, nevertheless, so long as they may remain in military custody in execution of sentence, be amenable and subject to trial before a general court-martial for all offenses not capital, and to the prejudice of good order and military discipline, committed by them while in such military custody, and the punishment awarded therefor shall be in addition to the punishments to which the prisoners had been previously sentenced.

In every garrison or regimental court-martial, the junior member of the court shall be its recorder, and shall take the first oath prescribed in the 69th Article of War with the other members of the court.

This oath having been taken, the fact will be recorded as follows:

"The court, including the recorder, was then duly sworn according to law in the presence of the prisoner."

Attendance at a court-martial, the members of which shall have been assembled and sworn, is to be regarded as a tour of duty, though the court shall be dissolved without trying any person.

Courts-martial and courts of inquiry have like power to call for all adequate proofs of the matter in issue, and to summon witnesses as other courts of the United States in criminal cases. Every summons should be drawn with reasonable precision and should state the title of the cause, the number of the order by which the court was convened, by what authority, and the time and place at which the witness is required to be present.

Officers or enlisted men receiving a summons to attend as witnesses before a court-martial, or in civil courts outside the limits of the department in which they may be serving, will, prior to departure, in obedience thereto, forward the same through the proper channels to the commander of the department, in order that the necessary orders may be issued to enable them to obey the same. In cases of urgency, and at remote posts, post commanders may authorize immediate departure in obedience to the summons, making special report of the facts to the department commander for approval of their action. Should a post commander be himself so summoned, his action will conform to the foregoing. It is hereby strictly enjoined upon judge-advocates of courts-martial who may find it necessary to subpoena military witnesses to send the subpoenas, whenever it is possible, through the military channels.

For civilian witnesses the following general form of subpoena is prescribed:

GENERAL COURT-MARTIAL ROOM,
_____, _____, 18—.

The President of the United States of America:

To _____, greeting: Pursuant to the 25th section of the act of Congress, approved March 3, 1863, you are hereby required to be and appear, in your own proper person, on the _____ day of _____, 18—, at _____ o'clock in the _____ noon, before a general court-martial of the United States, convened at said _____, by virtue of Special Orders No. —, of _____, from the headquarters of the Department of the _____, to testify and give evidence, all that you may know, concerning the pending case, then and there to be tried, of the United States *versus* _____, accused of _____ under the laws of the United States, and have you then and there this precept.

Witness, (here insert name of presiding officer,) president of said court, this _____ day of _____, 18—.

(Name.) _____,
(Rank.) _____,

Every member of and witness before a court-martial or court of inquiry will be entitled to receive from the judge-advocate or recorder a certificate in the following general form:

I hereby certify that _____ has attended the general court-martial convened at _____, by virtue of Special Orders No. —, of _____, headquarters Department of the _____, the following-named days, (in case of _____,) viz: _____, _____, _____, making, in all, _____ days, and that he was summoned to attend from _____.

Dated _____, _____, 18—.

(Name:) _____,
(Rank:) _____,
Judge-Advocate, General Court-Martial.

Whenever any part of the sentence awarded by a court-martial is remitted or mitigated, at any period subsequent to the date of the order promulgating the proceedings of the court, a copy of the order announcing this remission or mitigation will be immediately forwarded to the Bureau of Military Justice.

The actual execution of every sentence of a military court must be promptly certified to the authority ordering the trial by the officer under whose order or direction the sentence shall have been executed.

The proper administration of justice in an army is essential to its discipline and good government. It is, therefore, not only within the authority, but it is the duty of every commander attentively to inspect and supervise the proceedings of courts-martial within his command.

Courts of inquiry.

No court of inquiry can be ordered except by direction of the President of the United States, unless demanded by an accused. Where an officer or a soldier shall think himself injured by reports or scandals derogatory to his character or standing, he may apply to his immediate commander, who, if he deem it necessary, may order a court of inquiry to investigate the facts. The organization and proceedings of the court shall be in accordance with the rules laid down in the 91st, 92d, and 93d Articles of War. After the court shall have acted upon the proceedings, they shall be sent through the proper military channels to the Judge-Advocate General.

The order convening a court of inquiry must state whether the court is to report the facts or not; also, whether or not it is to give an opinion. It may be ordered to report the facts with or without an opinion. By "facts" is understood not the testimony merely, but the conclusion gathered from weighing all the testimony.

A court of inquiry is not confined by the rules of evidence governing courts-martial, but may allow greater latitude in the evidence offered.

A member of a court of inquiry may be objected to for sufficient cause.

The limitation as to time in the 88th Article of War does not apply to transactions which may be investigated by a court of inquiry.

It does not follow as a matter of course that a court of inquiry shall be ordered because demanded.

A court of inquiry may sit with closed doors, if the nature of the investigation make it expedient.

The form of proceeding in a court of inquiry is similar to that in a court-martial.

An officer who is out of service is not entitled to a hearing by a court of inquiry.

The party concerned cannot, as a matter of right, demand a copy of the record of a court of inquiry.

The finding or opinion of a court of inquiry is not an adjudication, but simply a report. It is not a conviction or acquittal, to be pleaded in bar of trial by court-martial.

ARTICLE LXV.

SIGNAL SERVICE.

The Chief Signal-Officer of the Army has charge, under the Secretary of War, of all signal-duty and of all books, papers, and apparatus connected therewith for the equipment and management of field electric telegraph in active service, and with the special duty of the observation and giving notice by telegraph and signal of the approach and force of storms.

The duties of signal-officers in the field are, first, to acquire, by reconnoissance, a knowledge of the country in which the Army is operating, and of the situation, movements, and designs of the enemy; and to collect and report systematically all information from whatever source, as from stations of observation, scouts, guides, &c., for the information of the commanding general; second, to furnish the quickest transmission of intelligence within the lines of the Army, and to connect detached portions of the forces by the most rapid communications, as by aerial or electric telegraphs, courier lines, &c.; third, to secure communication with the naval forces of the United States whenever land and naval forces are in co-operation.

The Chief Signal-Officer of the Army will, so far as practicable, provide that each company and post be furnished with such instructions and equipments as may be required for any contingency in which the duties of his department may be necessary.

Such articles of signal equipments or signal stores will be furnished particular companies or posts, as in the opinion of the Chief Signal-Officer their circumstances may require.

All articles of signal equipment or supply will be receipted for by the company or other officers to whose charge they may be sent, and will thereafter be regularly accounted for to the Chief Signal-Officer on forms to be furnished for this purpose.

The Chief Signal-Officer of the Army may, with the approval of the Secretary of War, furnish, upon official application made to him, such instructions, equipments, or supplies for any naval forces or station of the Government as may be required to assure communication between the land and naval forces, or for necessary practice and tuition.

He will establish, from time to time, the ciphers to be used in communication by signal or by field telegraphs, and shall designate the officers under his orders who shall be made acquainted therewith.

Communications transmitted by signal or by field telegraphs will not be revealed to others than those officially entitled to receive them.

The chief signal-officer with an active army will keep a record of all messages and reports transmitted under his control, and will specify of each the date, hour of receipt and of delivery.

As many officers and enlisted men as may be necessary will be detailed from the Army, by direction of the general commanding in chief, or the commanding general of an army in the field, upon the recommendation of the Chief Signal-Officer; but prior to such detail, both officers and men shall be examined and approved by a military board convened for that purpose.

The Secretary of War has power to detail six officers and not to exceed one hundred non-commissioned officers and privates from the battalion of engineers for the performance of signal duty; but officers of engineers will not be so detailed unless especially applied for by the Chief Signal-Officer of the Army.—(Sec. 2, act July 23, 1866.)

Officers detailed for signal duty will be styled "acting signal-officers."

Officers detached from their regiments or corps for signal duty will report immediately for orders to the Chief Signal-Officer of the Army, after which they will not be relieved from such duty except by orders from the Secretary of War.

"Acting signal officers" receive the pay and emoluments of cavalry officers of their respective grades.—(Sec. 1, act February 22, 1862.)

Enlisted men on signal duty in the field shall be mounted upon Government horses whenever necessary for the proper discharge of their duties.—(Sec. 22, act July 23, 1866.)

Signal or acting signal officers wherever serving will be in charge of and responsible for all property pertaining to the signal service at the posts or places at which they may be stationed.

All officers accountable for signal funds, property, or stores, will render returns for the same in the manner and upon the forms prescribed by the Chief Signal-Officer, by whom copies of said forms, with the rules regarding their rendition, will be furnished.

Officers serving in the Ordnance and Quartermaster's Departments will issue to signal parties of the army serving in their vicinity such supplies as may be necessary for their proper equipment, on the requisition of the officer in charge of such parties. Subsistence stores will be issued to signal parties in like manner by officers of the Subsistence Department.

When men lose, through neglect or carelessness, or dispose of telescopes, field-glasses, or other supplies belonging to the signal service, they will be charged for the same at double the cost price of the article.

Acting signal-officers and instructors for the signal service, wherever serving, will report monthly to the Chief Signal-Officer their location and duties, and will render to him such reports in reference to their especial service as he may deem necessary for the proper information of the Secretary of War or the General-in-Chief of the Army.

The duties pertaining to the signal service will be distinguished and designated as "Signal Service" in any mention of them in official papers or reports.

Acting signal-officers for divisions or departments, and the necessary assistants in the Office of the Chief Signal-Officer, will be designated by the General-in-Chief on the recommendation of the Chief Signal-Officer.

RULES AND ARTICLES OF WAR.

AN ACT establishing Rules and Articles for the government of the armies of the United States.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That, from and after the passing of this act, the following shall be the Rules and Articles by which the armies of the United States shall be governed; and it is hereby declared, that the term "officer," wherever used in these articles, unless otherwise specially qualified, shall apply to all commissioned officers in the military service of the United States; and the term "soldier," in these articles, shall embrace all warrant officers, non-commissioned officers, and enlisted men.

ARTICLE 1. It is earnestly recommended to all officers and soldiers diligently to attend divine service; and all persons subject to these Rules and Articles of War, who shall behave indecently or irreverently at any place of divine worship, shall be brought before a court-martial and punished at the discretion of the court.

ART. 2. Every officer who shall hereafter be appointed to the Army of the United States, shall, before entering on his duties, take the oath of office prescribed by law.

ART. 3. After an officer has been commissioned and duly qualified, he shall not be dismissed the service except by sentence of a general court-martial; or by order of the President of the United States in case of desertion; nor will any resignation take effect until duly accepted by the proper authority.

ART. 4. Every person who shall enlist or be mustered into the military service of the United States, shall, at the time of his so enlisting or being mustered, or within six days afterward, have these Rules and Articles for the government of the armies of the United States read to him, and shall, before a civil magistrate, or, where no magistrate can be obtained, before an officer of the Army other than the recruiting-officer, take the following oath or affirmation: "I, A B, do solemnly swear [or affirm] that I am — years and — months of age; that the declaration made by me previous to my enlistment (or muster) is true to the best of my knowledge and belief; and that I know of no impediment to my serving honestly and faithfully as a soldier; and I do also solemnly swear that I will bear true allegiance to the United States of America, and that I will serve them honestly and faithfully against all their enemies or opposers whomsoever for the full term of my enlistment, unless sooner discharged by proper authority; and that I will observe and obey the orders of the President of the United States, and the orders of the officers and non-commissioned officers appointed over me, according to the Rules and Articles for the government of the armies of the United States." And the officer administering such oath or affirmation shall certify that the enlisted or mustered person did so swear [or affirm.]

ART. 5. No enlisted or mustered man, duly sworn, shall be discharged from the service without a discharge in writing, signed by a field-officer of the regiment or corps to which he belongs, or, when no field-officer is present, by the commanding officer; and no discharge shall be given to any enlisted or mustered man before his term of service has expired, except by order of the President, the Secretary of War, (the general commanding an army, the commander of a geographical department, or of a division in the field,) or by sentence of a general court-martial.

ART. 6. General courts-martial may consist of any number of officers, from five to thirteen, inclusive, but they shall not consist of less than thirteen members when that number can be convened without manifest injury to the service. For every such court there shall be detailed an officer as judge-advocate.

ART. 7. Any general officer commanding an army, or other officer, not below the grade of colonel, commanding a geographical division, or department, may appoint general courts-martial whenever necessary. But no sentence of any court-martial shall be carried into execution until after the whole proceedings shall have been laid before the officer ordering the same, or a successor in office not below the grade of colonel;

neither shall any sentence of a general court-martial in time of peace, extending to the loss of life, or the dismissal of an officer, or which shall, either in time of peace or war, respect a general officer, be carried into execution until after the whole proceedings shall have been transmitted to the Judge-Advocate General to be laid before the President of the United States for his confirmation, or disapproval, and orders in the case. All other sentences may be confirmed and executed, mitigated, or pardoned, by the officer appointing the court, or a successor in office, not below the grade of colonel, or by a common superior. When the commander is himself the accuser or prosecutor, the court shall be appointed by the next higher commander.

ART. 8. In time of war, the commander of a division, or brigade unattached to a division, may appoint general courts-martial, and confirm, execute, pardon, or mitigate their sentences, as allowed and restrained by the 7th Article of War to commanders of armies, geographical divisions, and departments: *Provided*, That sentences of such courts, extending to loss of life, or dismissal of an officer, shall require the confirmation of the general commanding the army in the field, to which the division or brigade belongs: *And provided further*, That when the division or brigade commander shall be the accuser or prosecutor, the court shall be appointed by the next higher commander.

ART. 9. The judge-advocate of a general court-martial shall prosecute in the name of the United States, and shall administer to the court the following oath, calling each member by name, before proceeding upon any trial:

"You, and each of you, do swear that you will well and truly try and determine, according to evidence, the matter now before you, between the United States of America and the prisoner to be tried, and that you will duly administer justice, according to the provisions of 'An act establishing Rules and Articles for the government of the armies of the United States,' without partiality, favor, or affection; and, if any doubt shall arise, not explained by said articles, then, according to your conscience, the best of your understanding, and the custom of war in like cases; and you do further swear that you will not divulge the sentence of the court to any one but the proper authority until it shall be published by the same; neither will you disclose or discover the vote or opinion of any particular member of the court-martial, unless required to give evidence thereof, as a witness, by a civil court of justice, in due course of law. So help you God."

And as soon as the said oath shall have been duly administered, the president of the court shall administer to the judge-advocate an oath in the following words:

"You, A B, do swear that you will not disclose or discover the vote or opinion of any particular member of the court-martial, unless required to give evidence thereof, as a witness, by a civil court of justice, in due course of law; nor divulge the sentence of the court to any but the proper authority, until it shall be duly disclosed by the same. So help you God." If the prisoner have no (legal) counsel, the judge-advocate shall, after the prisoner has made his plea, act as his counsel, in so far as to object to any leading question to any of the witnesses, or any question to the prisoner, the answer to which might tend to criminate himself.

ART. 10. Every judge-advocate of a court-martial or court of inquiry shall have power to issue the like process to compel witnesses to appear and testify which courts of criminal jurisdiction within the State, Territory, or judicial district, where such military courts are ordered to sit, may lawfully issue.

ART. 11. All persons who give evidence before a court-martial shall be examined on oath or affirmation, administered in the following form, by the judge-advocate:

"You, A B, do swear [or affirm] that the evidence you shall give in the cause now in hearing shall be the truth, the whole truth, and nothing but the truth. So help you God."

And in cases where an interpreter shall be necessary, he shall be sworn by the judge-advocate, in the following words:

"You, A B, do swear [or affirm] that you will faithfully interpret, to the best of your ability, for the use of this court, whatever may be submitted to you, by order of the court, for that purpose. So help you God."

And in cases where a reporter shall be employed, by or for the court, (who, however, shall not be present at the deliberations of the court with closed doors,) he shall be sworn in the following words:

"You, A B, do swear [or affirm] that you will faithfully report, to the best of your ability, the testimony taken before this court, and such other matters as shall be required of you by the court. So help you God."

ART. 12. No officer shall be tried but by a general court-martial, nor by officers of an inferior rank, if it can be avoided without detriment to the public service. Nor shall any proceedings of trials be carried on excepting between the hours of eight in the morning and three in the afternoon, excepting in cases which, in the opinion of the officer appointing the court-martial, require immediate action.

ART. 13. Regimental, garrison, or battalion courts-martial shall consist of three officers, the senior of whom shall take and administer the proper oaths prescribed in the ninth of these Rules and Articles, and the junior of whom shall record the proceedings. Every officer commanding a regiment, garrison, fort, barrack, or separate command of not less than two companies, troops, or batteries, may appoint such courts and decide upon their sentences.

ART. 14. No regimental, garrison, or battalion court-martial shall have power to try capital cases; nor shall such court inflict any punishment greater than the forfeiture of two months' pay, with imprisonment at hard labor for the same period.

ART. 15. For the prompt punishment of all minor offenses, in time of war, and in the field, offenders in the Army charged with offenses punishable by a regimental, garrison, or battalion court-martial, may, by the order of the commanding officer of a regiment, be brought before the officer next in rank to himself, who shall hear and decide upon the offense and determine the punishment, if any, that shall be inflicted. He shall make a report of his proceedings to the regimental commander, who, upon his approval of the proceedings of such officer, shall order the sentence to be executed: *Provided*, That the sentence in such cases shall not be greater than a forfeiture of one month's pay, with imprisonment at hard labor for the same period.

ART. 16. A court of inquiry shall consist of three officers, and to every such court there shall be detailed an officer as judge-advocate to conduct the inquiry in the name of the United States, and to reduce the proceedings and evidence to writing. Such court may be ordered at pleasure by the President of the United States, to examine into the nature of any transaction, or any accusation or imputation against any officer or soldier; and a court of inquiry may be ordered by any general, or other commanding officer, to inquire into any accusation or imputation against any officer or soldier, upon the application of such officer or soldier, but not otherwise. This court shall have the same power to summon witnesses as a court-martial, and to examine them on oath; but it shall not give its opinion on the merits of the case, unless it shall be specially required to do so. The parties accused shall be permitted to cross-examine and interrogate the witnesses, so as to develop fully the circumstances in question.

ART. 17. The judge-advocate of a court of inquiry shall administer to the members the following oath:

"You, (calling them by name,) and each of you, do swear that you will well and truly examine and inquire, according to evidence, into the matter now before you, without partiality, favor, affection, prejudice, or hope of reward. So help you God."

After which the president shall administer to the judge-advocate the following oath: "You, A B, do swear that you will, according to the best of your ability, accurately and impartially conduct the inquiry, and record the proceedings of the court and the evidence to be given, in the case in hearing. So help you God."

The witnesses, the interpreter, and reporter shall take the same oaths as before a court-martial.

ART. 18. When a prisoner challenges any member of a military court, the cause of challenge must be stated, and the court shall then decide upon the validity thereof, the challenged member retiring until such decision shall be made; and no challenge to more than one member at a time shall be received by the court.

ART. 19. When a prisoner, arraigned before any military court, shall, from obstinacy or design, stand mute, or answer foreign to the purpose, the court shall proceed to trial and judgment, as if the prisoner had regularly pleaded not guilty.

ART. 20. Members of all military courts shall behave with calmness and decorum; and in giving their votes, are to begin with the youngest in commission.

ART. 21. Every military court shall have power to compel the attendance of parties lawfully subject to trial before such courts, and of witnesses, whether citizens or in the

military service, and to punish by imprisonment every person who shall refuse to obey its lawful precepts; or who shall be guilty of disorder or contempt in its presence; or who shall attempt to impede, embarrass, or disturb its meetings or proceedings. And it is made the duty of the officers by whose authority courts-martial may be appointed, or of the department commander within whose command they may be convened; to assist and sustain, with the necessary military force, the authority conferred upon these courts by this article.

ART. 22. Depositions of witnesses residing beyond the limits of the jurisdiction of the officer ordering the court, may be taken, in cases not capital, by either party, and read in evidence; provided the same shall be taken upon reasonable notice to the opposite party, and duly authenticated.

ART. 23. Whenever it may be found convenient and necessary to the public service the officers of the marines may be associated with the officers of the land-forces, for the purpose of holding courts-martial and trying offenders belonging to either; and in such cases the senior officer of the court present shall preside.

ART. 24. Every judge-advocate of any military court shall transmit, with as much expedition as possible, the original proceedings and sentence of such court to the authority by whom the court was appointed; and the said proceedings shall thence be forwarded direct to the Judge-Advocate General's Office, which said original proceedings and sentence shall be carefully kept and preserved in that Office, to the end that the persons entitled thereto may be enabled, upon application, to obtain copies thereof. The party tried by any military court may, upon demand therefor, made by himself or by any legally authorized person in his behalf, to the Judge-Advocate General, be entitled to a copy of the proceedings and sentence of such court.

ART. 25. No person shall be sentenced to suffer death but by the concurrence of two-thirds of the members of a general court-martial, nor except in the cases herein expressly mentioned. Nor shall any punishment by flogging or branding be inflicted; and no officer, soldier, or follower of the camp shall be tried twice for the same offense.

ART. 26. No person shall be liable to be tried and punished by a military court for any offense which shall have been committed more than two years before the issuing of the order for such trial, unless the person, by reason of having absented himself, or some other manifest impediment on his part, shall not have been amenable to justice within that period.

ART. 27. Imprisonment not exceeding five days, or solitary confinement on bread and water not exceeding two days, walking on a ring, with or without weights, not exceeding one day, or other light punishment, not cruel or injurious to the health of the soldier, may, without sentence of court-martial, be inflicted by his post, company, or detachment commander, on any soldier who shall be guilty of any breach of good order, good conduct, or military discipline; but all such punishments shall be reported to the commander of the post, garrison, or other independent command in which they occur, prior to execution, for his confirmation or orders in the case, and a monthly report of such cases shall be made to the department commander. Mutinous, disorderly, or drunken soldiers may be shackled, handcuffed, tied, or otherwise secured, to prevent their inflicting injury on themselves or others.

ART. 28. Any officer or soldier who shall use contemptuous or disrespectful language against the President, against the Congress, or against the Supreme Court of the United States, or against the chief magistrate or legislature of any State in which he may be quartered, shall be punished at the discretion of a court-martial.

ART. 29. Any officer or soldier who shall behave himself with contempt or disrespect toward his commanding officer shall be punished, according to the nature of his offense, by the sentence of a court-martial.

ART. 30. Any officer or soldier who shall begin, excite, cause, or join in any mutiny or sedition, in any portion of the Army of the United States, shall suffer death, or such other punishment as shall be awarded by a court-martial.

ART. 31. Any officer or soldier who, being present at any mutiny or sedition, does not use his utmost endeavor to suppress the same, or coming to the knowledge of any intended mutiny does not, without delay, give information thereof to his commanding officer, shall suffer death or such punishment as shall be awarded by a court-martial.

ART. 32. Any officer or soldier who shall strike his superior, or draw or lift up any

weapon, or offer any violence against him, being in the execution of his office, on any pretense whatever, or shall disobey any lawful command of his superior, shall suffer death, or such other punishment as shall be awarded by a court-martial.

ART. 33. Any officer who is cashiered is thereby utterly disabled to have or hold any office or employment in the service of the United States; and the crime, name, and place of abode of the delinquent shall be published in the newspapers near the place of trial, and of the particular State from which he came or where he usually resides; after which it shall be deemed scandalous for an officer to associate with him.

ART. 34. There shall be a muster and inspection of all of the troops in the armies of the United States on the last days of February, April, June, August, October, and December of each year. If from any cause it is impracticable to make proper muster-rolls at the time of muster, they shall be made as soon thereafter as practicable, and shall show the condition of the command on the date of muster.

ART. 35. At every muster the commanding officer of the troops mustered, or separate portions thereof, as staff, battery, troop, company, or detachment, shall enter upon the muster-rolls thereof such remarks, and certify the same, as shall be required by Army Regulations, touching the services, pay, allowances, and stoppages, with the authority therefor, as shall be necessary to present a full statement of the actual condition of the troops. The mustering-officer shall countersign the muster-rolls, and shall, as soon as possible, transmit one copy, with his remarks on the discipline, instruction, &c., of the troops, direct to the Adjutant-General.

ART. 36. Every officer who shall be convicted before a general court-martial of having signed a false certificate relating to the absence of either officer or soldier, or relative to his own or their pay, or who shall muster a person as an officer or soldier who is not such, shall be dismissed the service.

ART. 37. Any officer who shall be convicted before a general court-martial of accepting money, or any other thing, by way of gratification, on mustering any troops, or on signing muster-rolls, shall be cashiered.

ART. 38. The commanding officer of every regiment, troop, battery, company, or garrison of the United States shall, in the beginning of every month, remit, through the proper channels, to the Adjutant-General, an exact return of the regiment, troop, battery, company, or garrison under his command, specifying the names of the officers then absent from their posts, with the reasons for and the time of their absence.

ART. 39. Every officer who shall be convicted of knowingly making a false return to the War Department, or to any of his superior officers authorized to call for such return, of the state of the regiment, troop, company, or garrison under his command, or of the arms, ammunition, clothing, or other stores thereunto belonging; or who shall, through neglect or design, omit sending such returns, shall be punished, at the discretion of a court-martial, according to the nature and degree of the offense.

ART. 40. Any officer or soldier, or any other agent of the United States amenable to the Rules and Articles of War, who shall directly or indirectly accept or agree to accept any money or other thing by way of consideration, gratification, or compliment, in respect of any purchase, sale, contract, or agreement for supplies or service, or of any voucher relating thereto, shall, if an officer, be cashiered, and suffer such other punishment as a court-martial may award; and if a soldier, or other person amenable to the Rules and Articles of War, shall be punished by fine or imprisonment, or both, at the discretion of a court-martial.

ART. 41. And any contractor, or person subject to the Rules and Articles of War, engaging to furnish such supplies or service, who shall directly or indirectly give or offer to give to any officer or soldier, or other agent of the United States, any money or other thing by way of consideration, gratification, or compliment, shall forfeit to the United States the full amount of his contract or contracts with the United States, and in addition be subjected to fine or imprisonment, or both, at the discretion of a court-martial.

ART. 42. Any officer or soldier who has been duly commissioned, or mustered or enlisted into the military service of the United States, and who shall be convicted of having deserted the same, shall forfeit all pay and allowances then due him; and in time of war, civil or foreign, suffer death, or such other punishment as a court-martial

shall award. In time of peace, he shall be dishonorably discharged from the service, with the loss of all pay and allowances, and be confined in a penitentiary or military prison for not less than two nor more than five years, at the discretion of a court-martial. In no case shall the term of penal servitude awarded by the court be less than the term of service which the soldier yet owes the Government on his enlistment.

ART. 43. Any officer or soldier who shall, in time of war, desert to the enemy, or shall yield himself a prisoner without sufficient necessity therefor, shall suffer death.

ART. 44. Any officer or soldier who shall, without leave from his commanding officer, absent himself from his troop, company, garrison, or detachment, shall be punished according to the nature of his offense, at the discretion of a court-martial.

ART. 45. No soldier shall enlist himself in any other corps without having been discharged from the regiment, troop, battery, or company in which he last served, on penalty of being reputed a deserter, and being punished accordingly. And any officer who shall knowingly receive such soldier, or who shall not, knowing him to be a deserter, immediately confine him, and give notice thereof to the corps in which he last served, shall be dismissed, or suffer such other punishment as may be awarded by a general court-martial.

ART. 46. Any soldier who has been dishonorably discharged, or discharged with a certificate disabling him from re-enlisting, who shall afterward enlist in any other corps under another name, thereby concealing the nature of his previous discharge, or who in so enlisting shall not declare the fact of such previous dishonorable or disabling discharge, shall be held guilty of fraud and perjury in his enlistment, and shall forfeit all pay and allowances due him, be dishonorably discharged the service, and be confined in a penitentiary or military prison for a period of not less than one nor more than three years, at the discretion of a general court-martial.

ART. 47. Any officer who shall knowingly enlist into the military service of the United States any deserter, or person who has received a disabling or dishonorable discharge from said service, or insane person, or person in a condition of intoxication, or person who has been convicted of any criminal offense, or any minor without the consent of his parents or guardian, shall refund the expenses incurred by such enlistment, and, upon conviction, be dismissed the service of the United States, or otherwise punished at the discretion of a court-martial. No minor shall be enlisted in time of peace except as musician. The oath of enlistment taken by the recruit shall be conclusive as to his age.

ART. 48. Any officer or soldier who shall be convicted of having advised or persuaded any other officer or soldier to desert the service of the United States shall, in time of war, suffer death, and in time of peace such other punishment as shall be awarded him by the sentence of a court-martial.

ART. 49. All public money and stores taken in the enemy's camps, towns, forts, or magazines, whether of artillery, ammunition, clothing, forage, provisions, animals, or other public property, shall be secured for the service of the United States, for the neglect of which the commanding officer shall be held responsible.

ART. 50. Every officer commanding a troop, battery, company, or detachment, is charged with the care of the arms, accouterments, ammunition, clothing, and other military stores issued for the use of the troops under his command, and is accountable for the same.

ART. 51. Any person in the land-forces who shall steal, embezzle, or knowingly and willfully appropriate or apply to his own use or benefit, or who shall wrongfully and knowingly sell, convey, or dispose of any moneys, ordnance, arms, ammunition, clothing, subsistence, or other property of the United States, shall, if an officer, be cashiered; if a soldier, be dishonorably discharged; and shall, in all cases, in addition, be punished by imprisonment for a term of not less than one nor more than ten years, or by fine of not more than the amount embezzled nor less than one thousand dollars, or by both, at the discretion of a court-martial.

ART. 52. Any officer or soldier who shall misapply, or, through neglect, suffer any of the provisions, forage, arms, clothing, ammunition, or other military stores, to be spoiled or lost, shall make good the loss to the United States, and, in addition, shall suffer such punishment as shall be awarded by a court-martial.

ART. 53. Any officer convicted by a general court-martial of scandalous infamous conduct unbecoming an officer and a gentlemen shall be cashiered. Any officer convicted of conduct unbecoming an officer and a gentlemen shall be dismissed.

ART. 54. Any officer who shall be found guilty of being drunk on duty, or in a public place, or in the presence of enlisted men, shall be dismissed the service.

ART. 55. Any soldier who shall be drunk on duty, or in quarters, garrison, or public place, shall be punished at the discretion of a court-martial.

ART. 56. Any sentinel who, in time of war, shall be found sleeping or drunk upon his post, or shall leave it before he shall be regularly relieved, shall suffer death, or such other punishment as a court-martial shall award; and in time of peace, shall suffer such punishment, other than death, as shall be awarded by a court-martial.

ART. 57. Any officer or soldier who shall misbehave before the enemy, run away, or shamefully abandon any fort, post, or guard, which he may be commanded to defend, or speak words inducing others to do the like; or shall cast away his arms or ammunition; or who shall quit his post or colors to plunder and pillage, shall suffer death, or such other punishment as shall be awarded by a court-martial.

ART. 58. If the commander of any garrison, fortress, or post, shall be compelled, by the officers or soldiers under his command, to give it up to the enemy, or to abandon it, the officers or soldiers who shall so offend shall suffer death, or such other punishment as shall be awarded by a court-martial.

ART. 59. Any person belonging to the armies of the United States who shall, in time of war, make known the parole, countersign, or watch-word, to any person who is not entitled to receive it according to the rules and discipline of war, or shall treacherously give out, as a parole, countersign, or watch-word, a word or words different from what he receives, shall suffer death, or such other punishment as shall be awarded by a court-martial.

ART. 60. Whoever, belonging to the armies of the United States employed in foreign parts, or at any place within the United States or their Territories during invasion, or rebellion against the supreme authority of the United States, shall force a safeguard, shall suffer death.

ART. 61. Whoever shall relieve the enemy with money, victuals, arms, ammunition, clothing, or other thing, or shall knowingly harbor or protect, or hold correspondence with, or give intelligence to the enemy, either directly or indirectly, shall suffer death, or such other punishment as shall be awarded by a court-martial.

ART. 62. Whoever shall willfully, or without due authority from the commanding officer, (given for the purpose of instruction or discipline,) occasion false alarms in camp, garrison, or quarters, shall suffer death, or such other punishment as shall be awarded by a court-martial.

ART. 63. Every officer shall have power to part and quell quarrels, frays, and disorders, regardless of the rank or position of those concerned in them, and may order officers into arrest, or soldiers into confinement, until their proper superior officers shall be acquainted therewith; and whoever shall refuse to obey, or shall resist such officer, (though of inferior rank,) shall be punished at the discretion of a court-martial.

ART. 64. No officer or soldier shall use reproachful or provoking speeches or gestures to another officer or soldier, upon pain of being punished for conduct to the prejudice of good order and military discipline.

ART. 65. No officer or soldier shall send a challenge to another officer or soldier to fight a duel, or accept a challenge, if sent, upon pain, if an officer, of being dismissed; if a soldier, of suffering such punishment as a court-martial may award; and any officer or soldier who shall upbraid another for refusing a challenge shall himself be punished as a challenger.

ART. 66. Every officer commanding in quarters, garrison, or on the march, shall keep good order, and redress all abuses or disorders which may be committed by any officer or soldier under his command, to the utmost of his power; and if, upon com-

plaint made to him of officers or soldiers beating or otherwise ill-treating any person, or of committing any kind of riots, to the disquieting of the citizens of the United States, he, the said commander, who shall refuse or omit to see justice done upon the offender or offenders, and reparation made to the party or parties injured, to the utmost of his power, shall be dismissed, or otherwise punished as a court-martial shall award.

ART. 67. All officers and soldiers are to behave orderly in quarters and on the march; and whoever shall commit any waste or spoil or pillage, or shall maliciously destroy any property whatever belonging to the inhabitants of the United States, unless by order of the commanding general, or who shall do violence to any person who brings provisions or other necessaries to the camp, garrison, or quarters of United States troops, shall (besides such penalties as they may be liable to by law) be punished, according to the nature and degree of the offense, by the sentence of a court-martial.

ART. 68. No officer or soldier shall fail to repair, at the time appointed, to the place of parade, exercise, or other rendezvous, ordered by his commanding officer, if not prevented by some evident necessity; nor shall he go from the said place of rendezvous, without leave from his commanding officer, before he shall be regularly dismissed or relieved, under penalty of being punished, according to the nature of his offense, by the sentence of a court-martial.

ART. 69. If any officer or soldier shall think himself wronged or maltreated by any one subject to the Rules and Articles of War, he may complain thereof to the next superior commanding officer of the offending party, who is hereby required to examine into the complaint and do justice to the complainant to the utmost of his power, in conformity with the Rules and Articles of War; and should he fail or neglect to take action, the complaint may be carried to the next higher commanders in succession, until a judgment is given. In like manner appeals may be made from the decision of a commanding officer to the next higher commanders in succession, by either the complaining or offending party; but should such appeal appear on examination to be vexatious and groundless, the person so offending may be tried by court-martial for conduct to the prejudice of good order and military discipline.

ART. 70. If, upon marches, guards, in transports by land or water, or in quarters, different corps or branches of the service shall happen to join, move, or do duty together, and there is no general officer present eligible to command, the officer highest in rank, of the engineers, cavalry, artillery, infantry, marines, volunteers, or militia, there on duty with troops, shall command the whole, and give orders for what is needful to the service, unless otherwise specially directed by the President of the United States, according to the nature of the case.

ART. 71. Volunteer or militia officers in the military service of the United States shall, when employed in conjunction with the regular forces of the United States, take rank next after officers of the like grade in said regular forces, notwithstanding the commissions of such volunteer or militia officers may be older than the commissions of the officers of the regular forces: *Provided*, That this distinction shall cease after said volunteer or militia officers shall have been two years in the service of the United States continuously from the date of their muster into said service.

ART. 72. When any officer, soldier, or camp-follower shall be accused of a capital crime, or of having used violence, or committed any offense against the person or property of any citizen of the United States, such as is punishable by the laws of the land, the commanding officer and officers of every regiment, troop, battery, or company to which the person or persons so accused shall belong or be attached, are hereby required, upon application duly made by or in behalf of the party or parties injured, to use their utmost endeavors to apprehend and to hold such accused person or persons for delivery to the civil magistrate, on his application. If any commanding officer or officers shall willfully neglect, or shall refuse, upon proper application as aforesaid, to deliver over such accused person or persons to the civil magistrate, or to aid and assist the officers of justice in apprehending such person or persons, the officer or officers so offending shall be punished at the discretion of a court-martial; except, however, that in time of war, insurrection, or rebellion, when such crime or offense is within the jurisdiction of a military court, the offender may be held in arrest and detained by the commanding officer for such trial.

ART. 73. When any officer shall die in the service of the United States, it shall be the duty of his immediate commander to order a board of survey to take an inventory of his personal effects, and another inventory of the public funds and property in his

charge at the time of his death. This board shall act under oath, and shall make careful inventories as required; a copy of each of these inventories shall be sent direct to the Adjutant-General of the Army. The commander of the deceased officer shall designate an officer to take charge of the personal effects as inventoried, who shall hold them subject to the order of a legal representative of the deceased, or of the Adjutant-General. An officer shall likewise be appointed to take charge of the public money and property as inventoried.

ART. 74. When any soldier shall die in the service of the United States, the then commanding officer of the troop, battery, or company to which he belonged, or surgeon having charge of the hospital in which such soldier may die when separated from his command, shall, in the presence of one other officer, if practicable, take charge of what effects he died possessed of, (other than his arms and accouterments,) and transmit an inventory thereof to the Adjutant-General, which said effects are to be accounted for to the representatives of such deceased soldier. And in case the officer authorized to take care of the effects of deceased officers or soldiers should, before he has accounted for the same, have occasion to leave the regiment or post, by preferment or otherwise, he shall, before being permitted to quit the same, deposit in the hands of the commanding officer, or such officer as he may designate, all the effects of such deceased officers or soldiers, in order that the same may be secured for their respective representatives.

ART. 75. No officer shall be placed in arrest but by his commanding officer, except in the case provided for in Article 62, and when so ordered into arrest shall confine himself to the limits to be fixed by his commanding officer. When in arrest he will not wear his sword, or exercise any military authority. Every officer accused of any offense shall, if practicable, be served with a copy of the charges within eight days after his arrest, and shall be brought to trial as soon as the exigencies of the service will permit. Any officer who shall willfully go beyond the limits assigned him before he shall be released by his commanding officer, shall, on conviction thereof by a general court-martial, be dismissed.

ART. 76. Soldiers and camp-followers charged with offenses shall be confined under guard until tried by a military court, or released by proper authority; except that non-commissioned officers may be ordered to confine themselves to their quarters, at the discretion of the commanding officer; and no soldier shall continue in arrest or confinement more than eight days, if within such time a proper court can be assembled, without detriment to the public service.

ART. 77. No provost-marshal or commander of a guard shall refuse to receive or keep any prisoner committed to his charge by an officer belonging to the forces of the United States; provided the officer committing shall, at the same time, deliver an account in writing, signed by himself, of the offense with which the said prisoner is charged. Nor shall any provost-marshal, or officer commanding a guard, presume to release any person committed to his charge without proper authority for so doing, nor shall he suffer any person to escape, under penalty of being punished at the discretion of a court-martial.

ART. 78. Every provost-marshal, or commander of a guard to whose charge prisoners shall be committed, shall, within twenty-four hours after such commitment, or as soon as he shall be relieved from his guard, make report, in writing, to the commanding officer, of their names, their offenses, and the names of the officers who committed them, under penalty of being punished for such neglect, at the discretion of a court-martial.

ART. 79. It shall be the duty of the commanding officer to examine daily into the cases of prisoners reported to him, and, according to the circumstances of the case, discharge from custody, punish, commit for trial, or, if beyond his jurisdiction, submit the charges for the consideration and decision of superior authority.

ART. 80. The officers and soldiers of any troops, whether volunteers, militia, or others, not of the regular forces, being mustered or in pay of the United States, shall, at all times, and in all places, be governed by these Rules and Articles of War, and shall be subject to be tried by courts-martial, in like manner with the officers and soldiers in the regular forces; save only, that such courts-martial shall, when practicable, be composed entirely of volunteer or militia officers.

All camp-followers and retainers to the camp, and all persons whatever, serving with the armies of the United States in the field, though not enlisted soldiers, are to be subject to orders, according to the rules and discipline of war.

ART. 81. In time of war, all persons, not citizens of, or owing allegiance to, the United States of America, who shall be found lurking as spies, in or about the fortifications or encampments of the armies of the United States, or any of them, shall suffer death, according to the law and usage of nations, by sentence of a general court-martial.

ART. 82. All crimes not capital, and all disorders and neglects which officers and soldiers may be guilty of, to the prejudice of good order and military discipline, though not mentioned in these Rules and Articles of War, are to be taken cognizance of by a court-martial, according to the nature and degree of the offense, and are to be punished at the discretion of the court.

ART. 83. The President of the United States shall prescribe the uniform of the Army.

ART. 84. The foregoing Articles of War are to be read and published once in every six months to every garrison, regiment, troop, company, and battery, mustered, or to be mustered in the service of the United States, and are to be duly observed and obeyed by all officers and soldiers who are or shall be in said service.

SEC. 2. *And be it further enacted*, That the Rules and Articles of War, by which the armies of the United States have heretofore been governed, and the resolves of Congress thereunto annexed, and respecting the same, shall henceforth be void and of no effect, except so far as may relate to any transactions under them prior to the promulgation of this act, at the several posts and garrisons respectively, occupied by any part of the Army of the United States.

The first part of the document is a letter from the Secretary of the Board of Directors to the shareholders, dated January 1, 1900. It contains a report on the company's operations during the year and a statement of the financial condition of the company.

The second part of the document is a resolution of the Board of Directors, adopted on January 1, 1900. It provides for the payment of a dividend of \$1.00 per share to the shareholders of record as of December 31, 1900.

The third part of the document is a resolution of the Board of Directors, adopted on January 1, 1900. It provides for the election of the Board of Directors for the year 1900.

The fourth part of the document is a resolution of the Board of Directors, adopted on January 1, 1900. It provides for the appointment of the officers of the company for the year 1900.

The fifth part of the document is a resolution of the Board of Directors, adopted on January 1, 1900. It provides for the appointment of the auditors of the company for the year 1900.

The sixth part of the document is a resolution of the Board of Directors, adopted on January 1, 1900. It provides for the appointment of the committee on the part of the company to be sold.

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