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Hon. George F. Hoar.

29 May, 1893
REGULATIONS

FOR THE

ARMY OF THE UNITED STATES

War Dept.

1889.

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Rev. Geo. F. Taylor
NOTES.

This volume contains a condensation and revision of all regulations and standing orders in force at its date.

The article entitled "Troops in Campaign" is not contained in this volume, but will appear, later, in a separate work.

The blank forms are replaced by lists of the forms used in, and supplied by, the several staff departments. A "Book of Forms," containing a specimen of each blank form now in use, will be issued at an early date.

III
War Department,
February 9, 1889.

The President of the United States directs that the following Regulations for the Army be published for the government of all concerned, and that they be strictly observed. Nothing contrary to the tenor of these Regulations will be enjoined in any part of the forces of the United States by any commander whatsoever.

Wm. C. Endicott,
Secretary of War.
# CONTENTS

<table>
<thead>
<tr>
<th>Article</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Military discipline</td>
<td>1</td>
</tr>
<tr>
<td>II</td>
<td>Precedence of regiments and corps</td>
<td>1</td>
</tr>
<tr>
<td>III</td>
<td>Bank and precedence of officers</td>
<td>2</td>
</tr>
<tr>
<td>IV</td>
<td>Command</td>
<td>2</td>
</tr>
<tr>
<td>V</td>
<td>General provisions relating to Officers</td>
<td>3</td>
</tr>
<tr>
<td>VI</td>
<td>Appointment and promotion</td>
<td>4</td>
</tr>
<tr>
<td>VII</td>
<td>Staff appointments and details</td>
<td>4</td>
</tr>
<tr>
<td>VIII</td>
<td>Chaplains</td>
<td>4</td>
</tr>
<tr>
<td>IX</td>
<td>Exchanges or transfers</td>
<td>4</td>
</tr>
<tr>
<td>X</td>
<td>Leaves of absence, sick leaves</td>
<td>5</td>
</tr>
<tr>
<td>XI</td>
<td>Traveling on duty</td>
<td>7</td>
</tr>
<tr>
<td>XII</td>
<td>Retirements</td>
<td>8</td>
</tr>
<tr>
<td>XIII</td>
<td>Resignations</td>
<td>8</td>
</tr>
<tr>
<td>XIV</td>
<td>Deceased officers</td>
<td>8</td>
</tr>
<tr>
<td>XV</td>
<td>Details to colleges</td>
<td>9</td>
</tr>
<tr>
<td>XVI</td>
<td>General provisions relating to enlisted men</td>
<td>9</td>
</tr>
<tr>
<td>XVII</td>
<td>The post non-commissioned staff</td>
<td>9</td>
</tr>
<tr>
<td>XVIII</td>
<td>Inspections</td>
<td>10</td>
</tr>
<tr>
<td>XIX</td>
<td>Furloughs</td>
<td>11</td>
</tr>
<tr>
<td>XX</td>
<td>Transfers</td>
<td>11</td>
</tr>
<tr>
<td>XXI</td>
<td>Retirement of enlisted men</td>
<td>12</td>
</tr>
<tr>
<td>XXII</td>
<td>Discharges, certificates of disability</td>
<td>15</td>
</tr>
<tr>
<td>XXIII</td>
<td>Deceased soldiers</td>
<td>16</td>
</tr>
<tr>
<td>XXIV</td>
<td>General service clerks and messengers</td>
<td>17</td>
</tr>
<tr>
<td>XXV</td>
<td>Working-parties and extra duty pay</td>
<td>17</td>
</tr>
<tr>
<td>XXVI</td>
<td>The Soldiers' Home</td>
<td>18</td>
</tr>
<tr>
<td>XXVII</td>
<td>Veterinary surgeons</td>
<td>18</td>
</tr>
<tr>
<td>XXVIII</td>
<td>The General commanding the Army</td>
<td>19</td>
</tr>
<tr>
<td>XXIX</td>
<td>Military divisions and departments</td>
<td>19</td>
</tr>
<tr>
<td>XXX</td>
<td>Military posts and reservations</td>
<td>20</td>
</tr>
<tr>
<td>XXXI</td>
<td>Regiments</td>
<td>22</td>
</tr>
<tr>
<td>XXXI</td>
<td>Light artillery instruction</td>
<td>25</td>
</tr>
<tr>
<td>XXXII</td>
<td>Councils of administration</td>
<td>27</td>
</tr>
<tr>
<td>XXXIII</td>
<td>Band, bakery, and company funds</td>
<td>29</td>
</tr>
<tr>
<td>XXXIV</td>
<td>Post bakeries</td>
<td>30</td>
</tr>
<tr>
<td>XXXV</td>
<td>Post libraries, reading rooms, etc</td>
<td>30</td>
</tr>
<tr>
<td>XXXVI</td>
<td>Post gardens</td>
<td>31</td>
</tr>
<tr>
<td>XXXVII</td>
<td>Post schools</td>
<td>31</td>
</tr>
<tr>
<td>XXXVIII</td>
<td>Post canteens</td>
<td>32</td>
</tr>
<tr>
<td>XXXIX</td>
<td>The roster, hours for service, and roll-calls</td>
<td>40</td>
</tr>
<tr>
<td>XL</td>
<td>Honors, salutes, official visits, ceremonials</td>
<td>41</td>
</tr>
<tr>
<td>XLII</td>
<td>Guards</td>
<td>46</td>
</tr>
<tr>
<td>XLIII</td>
<td>Maps, and reconnaissances</td>
<td>50</td>
</tr>
<tr>
<td>XLIV</td>
<td>The Artillery School</td>
<td>55</td>
</tr>
<tr>
<td>XLV</td>
<td>The Military Prison</td>
<td>55</td>
</tr>
<tr>
<td>XLVI</td>
<td>The Government Hospital for the insane</td>
<td>56</td>
</tr>
<tr>
<td>XLVII</td>
<td>Indians; Indian scouts</td>
<td>56</td>
</tr>
<tr>
<td>XLVIII</td>
<td>Employment of troops in the enforcement of the laws</td>
<td>58</td>
</tr>
<tr>
<td>XLIX</td>
<td>National battle-ground and post cemeteries</td>
<td>59</td>
</tr>
<tr>
<td>L</td>
<td>Public property, money, and accounts</td>
<td>59</td>
</tr>
<tr>
<td>LVI</td>
<td>Contracts and purchases</td>
<td>64</td>
</tr>
<tr>
<td>LVII</td>
<td>Money accountability</td>
<td>70</td>
</tr>
<tr>
<td>LVIII</td>
<td>Property accountability</td>
<td>80</td>
</tr>
<tr>
<td>LIX</td>
<td>Boards of survey</td>
<td>84</td>
</tr>
<tr>
<td>LX</td>
<td>Civil employees</td>
<td>84</td>
</tr>
<tr>
<td>LXI</td>
<td>The staff departments</td>
<td>88</td>
</tr>
<tr>
<td>LXII</td>
<td>Staff administration</td>
<td>88</td>
</tr>
<tr>
<td>LXIII</td>
<td>The Adjutant General's Department</td>
<td>89</td>
</tr>
<tr>
<td>LXIV</td>
<td>Military correspondence</td>
<td>90</td>
</tr>
<tr>
<td>LXV</td>
<td>Orders</td>
<td>92</td>
</tr>
<tr>
<td>LXVI</td>
<td>Master and pay-rolls</td>
<td>93</td>
</tr>
<tr>
<td>LXVII</td>
<td>Returns of troops</td>
<td>94</td>
</tr>
<tr>
<td>LXVIII</td>
<td>Records</td>
<td>95</td>
</tr>
<tr>
<td>LXIX</td>
<td>Personal reports</td>
<td>95</td>
</tr>
<tr>
<td>LXX</td>
<td>Penalty envelopes for official communications</td>
<td>96</td>
</tr>
<tr>
<td>LXXI</td>
<td>The Recruiting Service</td>
<td>97</td>
</tr>
<tr>
<td>LXXII</td>
<td>The Inspector General's Department</td>
<td>109</td>
</tr>
<tr>
<td>LXXIII</td>
<td>The Judge-Advocate General's Department</td>
<td>106</td>
</tr>
<tr>
<td>LXXIV</td>
<td>Arrests and confinements</td>
<td>107</td>
</tr>
<tr>
<td>LXXV</td>
<td>Courts-martial</td>
<td>107</td>
</tr>
<tr>
<td>LXXVI</td>
<td>Civilian witnesses</td>
<td>111</td>
</tr>
<tr>
<td>LXXVII</td>
<td>Employment of civil courts</td>
<td>112</td>
</tr>
<tr>
<td>LXXVIII</td>
<td>The Quartermaster's Department</td>
<td>113</td>
</tr>
<tr>
<td>LXXIX</td>
<td>Barracks, quarters, and furniture</td>
<td>113</td>
</tr>
<tr>
<td>LXXX</td>
<td>Allowance of quarters</td>
<td>114</td>
</tr>
<tr>
<td>LXXXI</td>
<td>Fuel and stores</td>
<td>115</td>
</tr>
<tr>
<td>LXXXII</td>
<td>Lamps and illuminating supplies</td>
<td>118</td>
</tr>
<tr>
<td>LXXXIII</td>
<td>Stationery</td>
<td>119</td>
</tr>
<tr>
<td>LXXXIV</td>
<td>Purchases and care of public animals</td>
<td>120</td>
</tr>
<tr>
<td>LXXXV</td>
<td>Forage and straw</td>
<td>122</td>
</tr>
<tr>
<td>LXXXVI</td>
<td>Horses of mounted officers</td>
<td>124</td>
</tr>
<tr>
<td>LXXXVII</td>
<td>Army transportation</td>
<td>125</td>
</tr>
<tr>
<td>LXXXVIII</td>
<td>Transportation of persons</td>
<td>125</td>
</tr>
<tr>
<td>LXXXIX</td>
<td>Street-car and ferry tickets for messenger service</td>
<td>129</td>
</tr>
<tr>
<td>LXXXX</td>
<td>Sleeping-car accommodation</td>
<td>129</td>
</tr>
<tr>
<td>LXXXXI</td>
<td>Transportation of baggage</td>
<td>130</td>
</tr>
<tr>
<td>LXXXXII</td>
<td>Transportation of things</td>
<td>131</td>
</tr>
<tr>
<td>LXXXXIII</td>
<td>Transportation by express</td>
<td>132</td>
</tr>
<tr>
<td>LXXXXIV</td>
<td>Transportation for other departments of the Government</td>
<td>132</td>
</tr>
<tr>
<td>LXXXXV</td>
<td>Bills of Lading</td>
<td>133</td>
</tr>
<tr>
<td>LXXXXVI</td>
<td>Land-grant and bonded railroads</td>
<td>137</td>
</tr>
<tr>
<td>LXXXXVII</td>
<td>Clothing, camp and garrison equipment</td>
<td>137</td>
</tr>
<tr>
<td>LXXXXVIII</td>
<td>Telegraphing and telegraph accounts</td>
<td>142</td>
</tr>
<tr>
<td>LXXXXIX</td>
<td>The Subsistence Department</td>
<td>147</td>
</tr>
<tr>
<td>LXXXXX</td>
<td>Subsistence supplies, stores, and property</td>
<td>147</td>
</tr>
<tr>
<td>LXXXXXI</td>
<td>The ration</td>
<td>151</td>
</tr>
<tr>
<td>LXXXXXII</td>
<td>Issues to troops</td>
<td>151</td>
</tr>
<tr>
<td>LXXXXXIII</td>
<td>The travel ration</td>
<td>151</td>
</tr>
<tr>
<td>LXXXXXIV</td>
<td>Savage</td>
<td>154</td>
</tr>
<tr>
<td>LXXXXXV</td>
<td>Issues to hospitals</td>
<td>154</td>
</tr>
<tr>
<td>LXXXXXVI</td>
<td>Issues to civilians</td>
<td>154</td>
</tr>
<tr>
<td>LXXXXXVII</td>
<td>Issues to Indians</td>
<td>155</td>
</tr>
<tr>
<td>LXXXXXVIII</td>
<td>Extra issues</td>
<td>155</td>
</tr>
<tr>
<td>LXXXXXIX</td>
<td>Sales</td>
<td>156</td>
</tr>
</tbody>
</table>

VII
<table>
<thead>
<tr>
<th>Article</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>LXXX</td>
<td>The Pay Department</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Payment of officers</td>
<td>161</td>
</tr>
<tr>
<td></td>
<td>Pay during absence</td>
<td>162</td>
</tr>
<tr>
<td></td>
<td>Travel allowances</td>
<td>163</td>
</tr>
<tr>
<td></td>
<td>Commutation of quarters</td>
<td>165</td>
</tr>
<tr>
<td></td>
<td>Stoppages of pay</td>
<td>165</td>
</tr>
<tr>
<td></td>
<td>Payment of enlisted men</td>
<td>166</td>
</tr>
<tr>
<td></td>
<td>Deposits</td>
<td>168</td>
</tr>
<tr>
<td></td>
<td>Pay of deserters</td>
<td>169</td>
</tr>
<tr>
<td></td>
<td>Pay of discharged soldiers</td>
<td>169</td>
</tr>
<tr>
<td></td>
<td>Records, returns, and reports</td>
<td>170</td>
</tr>
<tr>
<td></td>
<td>Artificial limbs</td>
<td>188</td>
</tr>
<tr>
<td>LXXXI</td>
<td>The Medical Department</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Medical directors</td>
<td>172</td>
</tr>
<tr>
<td></td>
<td>Medical officers</td>
<td>172</td>
</tr>
<tr>
<td></td>
<td>Contract physicians</td>
<td>173</td>
</tr>
<tr>
<td></td>
<td>The hospital corps</td>
<td>174</td>
</tr>
<tr>
<td></td>
<td>Hospital buildings</td>
<td>179</td>
</tr>
<tr>
<td></td>
<td>Surgeon's call</td>
<td>180</td>
</tr>
<tr>
<td></td>
<td>General hospitals</td>
<td>180</td>
</tr>
<tr>
<td></td>
<td>Service of hospitals</td>
<td>180</td>
</tr>
<tr>
<td></td>
<td>Medical attendance</td>
<td>182</td>
</tr>
<tr>
<td></td>
<td>Medical and hospital supplies</td>
<td>184</td>
</tr>
<tr>
<td></td>
<td>Medical storekeepers</td>
<td>185</td>
</tr>
<tr>
<td></td>
<td>Artificial limbs</td>
<td>188</td>
</tr>
<tr>
<td>LXXXII</td>
<td>The Corps of Engineers</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records, returns, and reports</td>
<td>188</td>
</tr>
<tr>
<td>LXXXIII</td>
<td>The Ordnance Department</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Issues and sales</td>
<td>191</td>
</tr>
<tr>
<td></td>
<td>Surplus and damaged stores</td>
<td>194</td>
</tr>
<tr>
<td></td>
<td>Inspection of unserviceable stores</td>
<td>194</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Article</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>LXXXIV</td>
<td>Packing and transportation</td>
<td>195</td>
</tr>
<tr>
<td></td>
<td>Records, returns, and reports</td>
<td>195</td>
</tr>
<tr>
<td>LXXXV</td>
<td>The Signal Service</td>
<td>196</td>
</tr>
<tr>
<td></td>
<td>Field service</td>
<td>196</td>
</tr>
<tr>
<td></td>
<td>Military telegraphs</td>
<td>196</td>
</tr>
<tr>
<td></td>
<td>Signal instruction</td>
<td>197</td>
</tr>
<tr>
<td></td>
<td>Returns and reports</td>
<td>197</td>
</tr>
<tr>
<td></td>
<td>Uniform and dress</td>
<td>197</td>
</tr>
<tr>
<td></td>
<td>Dress-coats for officers</td>
<td>197</td>
</tr>
<tr>
<td></td>
<td>Undress coats for officers</td>
<td>198</td>
</tr>
<tr>
<td></td>
<td>Buttons</td>
<td>198</td>
</tr>
<tr>
<td></td>
<td>Cravats, vests, trousers</td>
<td>198</td>
</tr>
<tr>
<td></td>
<td>Chapeaux and helmets</td>
<td>199</td>
</tr>
<tr>
<td></td>
<td>Forage-caps</td>
<td>199</td>
</tr>
<tr>
<td></td>
<td>Fatigue-hats</td>
<td>200</td>
</tr>
<tr>
<td></td>
<td>Epaullettes, shoulder-knots</td>
<td>200</td>
</tr>
<tr>
<td></td>
<td>Shoulder-straps</td>
<td>201</td>
</tr>
<tr>
<td></td>
<td>Gloves</td>
<td>201</td>
</tr>
<tr>
<td></td>
<td>Swords, sashes, belts</td>
<td>202</td>
</tr>
<tr>
<td></td>
<td>Top-boots and spurs</td>
<td>202</td>
</tr>
<tr>
<td></td>
<td>Overcoats</td>
<td>203</td>
</tr>
<tr>
<td></td>
<td>Home furniture</td>
<td>204</td>
</tr>
<tr>
<td></td>
<td>Dress-coats for enlisted men</td>
<td>204</td>
</tr>
<tr>
<td></td>
<td>Buttons</td>
<td>205</td>
</tr>
<tr>
<td></td>
<td>Chevrons</td>
<td>205</td>
</tr>
<tr>
<td></td>
<td>Trousers, stripes</td>
<td>206</td>
</tr>
<tr>
<td></td>
<td>Boots and shoes</td>
<td>207</td>
</tr>
<tr>
<td></td>
<td>Helmets</td>
<td>207</td>
</tr>
<tr>
<td></td>
<td>Forage-caps, forage-cap badges</td>
<td>208</td>
</tr>
<tr>
<td></td>
<td>Gloves, gauntlets, spurs</td>
<td>208</td>
</tr>
<tr>
<td></td>
<td>Overcoats</td>
<td>209</td>
</tr>
<tr>
<td></td>
<td>Uniform for enlisted men of the Signal Corps</td>
<td>209</td>
</tr>
<tr>
<td>LXXXVI</td>
<td>Signs, colors, etc</td>
<td>210</td>
</tr>
<tr>
<td>LXXXVII</td>
<td>Field music</td>
<td>213</td>
</tr>
<tr>
<td></td>
<td>The Articles of War</td>
<td>213</td>
</tr>
<tr>
<td></td>
<td>Lists of blank forms in use in the United States Army</td>
<td>233</td>
</tr>
</tbody>
</table>
REGULATIONS
FOR THE
ARMY OF THE UNITED STATES.

ARTICLE I.
MILITARY DISCIPLINE.

1. Inferiors are required to obey strictly, and to execute promptly, the lawful orders of the superiors appointed over them.

2. Military authority will be exercised with firmness, kindness, and justice. Punishments must conform to law, and follow the offense as promptly as circumstances will permit.

3. Superiors are forbidden to injure those under them by tyrannical or capricious conduct, or by abusive language.

4. Deliberations or discussions among military men conveying praise, or censure, or any mark of approbation towards others in the military service, and all publications relative to transactions between officers of a private or personal nature, are prohibited.

ARTICLE II.
PRECEDENCE OF REGIMENTS AND CORPS.

5. On parade or other occasions of ceremony, troops are arranged in the following order: First, infantry; second, field artillery; third, cavalry. Artillery not mounted, and serving as infantry, is posted as infantry. Dismounted cavalry and marines are on the left of the infantry. Engineer troops are on the right of the command to which they are attached. In the same arm, regulars, volunteers, and militia are posted in line from right to left in the order named. On all other occasions troops of all classes are posted at the discretion of the General or senior commander.

ARTICLE III.
RANK AND PRECEDENCE OF OFFICERS.

6. Military rank is that character or quality bestowed 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.

7. 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.

8. The following are the grades of military rank:

1. Major General.
2. Brigadier General.
3. Colonel.
4. Lieutenant Colonel.
5. Major.
6. Captain.
7. First Lieutenant.
8. Second Lieutenant.
10. Cadet.
12. Quartermaster Sergeant (regimental).
13. Ordnance, Commissary, and Post Quartermaster Sergeant, Hospital Steward, Chief Musician, Principal Musician, Chief Trumpeter, and Saddler Sergeant.
14. First Sergeant.
15. Sergeant and Acting Hospital Steward.

In each grade, by date of commission, appointment, or warrant. Chaplains have the rank, without command, of captains of infantry.

9. Officers of the Regular Army, Marine Corps, and Volunteers, when commissioned or mustered into the service of the United States, being upon equal footing, take precedence in each grade by date of commission or appointment. Militia officers, when employed with the regular or volunteer forces of the United States, take rank next after all officers of like grade in those forces.
10. Between officers of the same grade and date of appointment or commission, relative rank is determined by length of service, continuous or otherwise, as a commissioned officer of the United States, either in the Regular Army, or, since April 19, 1861, in the volunteer forces. Periods of service proving equal, precedence will be determined between officers of the same regiment, corps, or department by the order of appointment, between officers of different regiments—1st, by rank in service when appointed; 2d, by former rank in the Army or Marine Corps; 3d, by lot, among such as have not been in the military service of the United States.

11. The relative rank between officers of the Navy and Army is as follows, lineal rank only being considered:

Admiral with General (when office exists).
Vice-Admiral with Lieutenant General (when office exists).
Rear-Admiral with Major General.
Commodore with Brigadier General.
Captain with Colonel.
Commander with Lieutenant Colonel.
Lieutenant Commander with Major.
Lieutenant with Captain.
Lieutenant (junior grade), with First Lieutenant.
Ensign with Second Lieutenant.

ARTICLE IV.
COMMAND.

12. Command is exercised by virtue of office, or by special assignment of officers holding military rank and who are eligible, by law, to exercise command. Without orders, however, from competent authority, an officer cannot put himself on duty by virtue of his commission alone.

13. The functions assigned to any officer in these regulations by title of office, devolve upon the officer acting in his place, except when otherwise specified.

14. An officer who succeeds to any command or duty stands, in regard to his duties, in the same situation as his predecessor. The officer relieved shall turn over to his successor all orders in force at the time, and all the public property and funds pertaining to his command or duty, and shall receive therefor duplicate receipts, showing the condition of each article.

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

16. Officers of Engineers or Ordnance, or of the Adjutant General's, Inspector General's, Judge-Advocate General's, Quartermaster's, and Subsistence Departments, though eligible to command according to their rank, shall not assume the command of troops, unless put on duty under orders which specially so direct, by authority of the President.

17. When an officer is charged with directing an expedition, or making a reconnaissance, without having command of the escort, the commander of the escort shall consult him touching all arrangements necessary to secure the success of the movement.

18. An officer of the Pay or Medical Department cannot exercise command, except in his own department; but, by virtue of his commission, he may command all enlisted men like other commissioned officers.

GENERAL PROVISIONS RESPECTING COMMISSIONED OFFICERS.

ARTICLE V.
APPOINTMENT AND PROMOTION OF COMMISSIONED OFFICERS.

19. Notices of appointments and promotions are issued by the War Department through the Adjutant General. None others are valid.

20. Appointment to the grade of General Officer is made by selection from the Army.
21. Promotions in established regiments, corps, and departments, to the grade of colonel, will be made according to seniority, except in case of disability.

22. In the line of the Army, promotions to the grade of captain will be made regimentally; to major, lieutenant colonel, and colonel, according to arm of service.

23. Vacancies in the grade of second lieutenant are filled by appointment from the graduates of the Military Academy, so long as any such remain in service unsold. Vacancies thereafter are filled by appointment of meritorious non-commissioned officers. Vacancies existing after exhausting the two classes named, may be filled by appointments from civil life. Appointments of civilians, except of graduates of the Military Academy who have been honorably discharged, will not be made, in time of peace, unless more vacancies exist than will be required in the assignment of the next graduating class.

24. To insure the selection of proper candidates for appointment from non-commissioned officers, company commanders will report to their regimental commanders, by the 1st of February in each year, such non-commissioned officers as, in their opinion, by education, conduct, and services, seem to merit advancement, and who have served not less than two years in the Army. The report will contain a complete military history of the candidate, a statement of his age, physical and mental qualifications, the extent to which his talents have been cultivated, and, in general, his ability to perform the duties of a commissioned officer. If he be recommended on account of meritorious services, they will be set forth in detail. In the preparation of these reports officers will exercise the utmost care, and recommend only the most worthy. As far as practicable, candidates will be promoted in their own regiments.

25. On the last day of February in each year, each regimental commander will forward to the department commander the reports submitted in accordance with the preceding paragraph, with his recommendations thereon, together with similar reports in the cases of such members of the regimental non-commissioned staff as he may deem worthy of appointment.

26. Each department commander will annually assemble a board, to consist of five officers of as high rank as practicable, to make a preliminary examination into the qualifications of such non-commissioned officers. The board shall submit a full report in the case of each candidate, which the department commander will indorse with his remarks, and forward to the Secretary of War by the 1st day of June in each year. The chiefs of the several staff corps may submit similar recommendations of non-commissioned officers of their respective commands to the Secretary of War, who will convene a board of officers for a like purpose.

27. Meritorious non-commissioned officers of the Army, recommended in accordance with the above regulation, will receive certificates to that effect from the Adjutant General, and be known as "candidates for promotion," and will have the title of "candidate" prefixed to that of their rank in all rolls, returns, orders, and correspondence in which their names appear. They will be entitled to wear on each sleeve a single stripe of gilt lace so long as they maintain the specially honorable position of "candidate."

28. The privileges of a candidate terminate with the calendar year next succeeding that in which he receives his "certificate," unless his recommendation shall be continued by a succeeding board of examination; but it will not be necessary to again examine him. Candidates who become ineligible by reason of age shall be entitled to wear the candidate's stripe on the left sleeve so long as they maintain their good standing as non-commissioned officers.

29. Candidates who may be guilty of misconduct will be promptly reported to the Adjutant General, through regimental and department headquarters—the report containing a full statement of the alleged misconduct, with names of witnesses. Before forwarding it, the department commander will see that the candidate has an impartial hearing, that the merits of the case may be accurately reported for the
decision of the Secretary of War. A candidate who loses his position as a non-commissioned officer forfeits his privileges as such.

30. A candidate who thinks himself wronged in the loss of that position shall have a right to trial by general court-martial on application to the department commander within two months thereafter. While holding the privileges of a "candidate" he shall not be brought before a field officer's court, or a garrison or regimental court-martial.

31. As a rule, the appointment of a non-commissioned officer to the rank of second lieutenant will not be made if he is under twenty-one or over thirty years of age, nor if he is married. The limits of age in cases of civilian candidates are twenty and thirty years.

32. Before a civilian is appointed, a board of officers will be instituted by the Secretary of War, before which he will appear for examination as to physical ability, moral character, mental attainments, and general fitness for the service.

33. Rules for conducting the examination of non-commissioned officers and civilians, will be furnished the board by the Secretary of War, through the Adjutant General.

ARTICLE VI.

STAFF APPOINTMENTS AND DETAILS.

34. As far as practicable, all appointments and details on the Staff will be equalized among the several regiments.

35. General officers appoint their own aides-de-camp.

36. Officers assigned to duty in accordance with their brevet rank, as brigadier and major generals, may, with the special sanction of the War Department, be allowed the aides-de-camp of these grades.

37. An officer shall not fill any staff appointment, or other situation, the duties of which will detach him from his company, regiment, or corps, until he has served at least three years therewith; nor shall any officer remain detached longer than four years unless assigned to special duty by the War Department.

ARTICLE VII.

CHAPLAINS.

38. Post chaplains will be assigned to the several military departments by the General commanding the Army.

39. Division and department commanders will, from time to time, assign or transfer to posts within their commands most destitute of religious advantages, the several chaplains ordered to report to them. Upon receipt of information of such action, the Secretary of War will designate the posts as chaplain posts.

40. Chaplains will enter in an appropriate book an accurate record of all marriage, baptismal, and funeral services performed by them, both for persons in the military service and for civilians at or near the posts where they are stationed. This book will be one of the post records, and will be subject to examination by inspectors.

41. An appropriate set of quarters, equal to the allowance of a captain, will be set apart permanently for the chaplain. He will not be disturbed therein, except by a reduction of allowance when the quarters of the garrison are insufficient; and he will not then be entirely displaced, nor will he be allowed to choose others.

ARTICLE VIII.

TRANSFER OR EXCHANGE OF OFFICERS.

42. The transfer of officers from one regiment or corps to another will be made only by the War Department, and upon the mutual application of the parties desiring the exchange. These transfers will be made only for cogent reasons, and never to the prejudice of other officers of the corps or regiments concerned.

43. The transfer or exchange of company officers of a regiment will be made, on the application of the regimental commander, by the General commanding the Army.
ARTICLE IX.

LEAVES OF ABSENCE TO OFFICERS—SICK LEAVES.

44. In time of peace the commander of a post may grant leaves of absence not to exceed seven days at one time, or in the same month; and he may give permission to apply to the proper authority for extensions of such leaves for a period not to exceed twenty-three days.

45. The commander of a post may take leave of absence not to exceed seven days at one time, or in the same month, reporting the fact to his next superior commander.

46. A department commander may grant leaves for one month, a division commander for two months, and the General commanding the Army for four months; and they may extend to such periods those granted by inferior commanders. Applications for leaves of more than four months' duration will be submitted to the Secretary of War.

47. An application for leave must state the entire length of absence desired, and, if for a prolonged period, its purpose. Intermediate commanders, in forwarding the application, will indorse thereon any reasons which exist why the leave should or should not be granted.

48. Chiefs of bureaus may grant leaves for one month, or extend to that period those already granted to officers of their respective corps serving under their immediate direction. Applications for leaves longer than one month will be submitted to the Secretary of War.

49. Leaves of absence for three months, from date of graduation, will be allowed to graduates of the Military Academy. They will not be counted against the subsequent applications for leave, but cannot be postponed to another time.

50. Leaves of absence will not be granted so that a company will be left without a commissioned officer, or a post without two commissioned officers and competent medical attendance; nor shall leave of absence be granted to an officer during the season of active operations, except in case of urgent necessity.

51. No leave of absence exceeding seven days, except under extraordinary circumstances, which will be particularly stated, will be granted to any officer until he has joined his regiment or corps, and served therewith at least two years.

52. The War Department and the General commanding the Army will not grant leaves to officers on applications made out of the proper military channel, or longer extensions of leave than are recommended by the competent authority.

53. Leaves of absence will be granted in terms of months and days, as "one month," "one month and ten days." Leave for one month, beginning on the first day of a calendar month, will expire with the last day of the month, whatever its number of days. Commencing on an intermediate day, the leave will expire with the day preceding the same day in the next month. The day of departure, whatever the hour, is counted as a day of duty; the day of return, as a day of absence.

54. A leave of absence commences on the day following that on which the officer departs from his proper station. The expiration of his leave must find him at his post. A leave of absence granted to an officer in the field, or on special duty, shall take effect on the termination of the campaign, or the completion of such duty, unless, in the opinion of the department commander, his services can be sooner spared, when it will take effect at such time as the department commander may direct. In all other cases, an officer is expected to avail himself of a leave so soon as proper facilities offer, unless a specific date is stated in the order. If unable to do so, the fact will be reported to the authority granting the leave.

55. Officers will not leave the United States, to go beyond the sea, without permission from the War Department.

56. Officers of the Army visiting foreign countries, whether on duty or leave, will avail themselves of all proper opportunities to obtain military information, especially such as pertains to their own branch of the service. They will report the results of their observations, to the Adjutant General, on their return to duty, or sooner if practicable.
57. An officer granted leave of absence for more than seven days shall, before taking advantage thereof, report to his post commander and to the Adjutant General the probable date of his departure, and his address for the remainder of the month. Thereafter he will, on the last day of each month, report his address for the succeeding month to the same officers, and also to his corps or regimental commander. Verbal permits for less than twenty-four hours are not counted as leaves of absence, but every other absence, of whatever duration, with date of departure and return, shall be noted on the post, regimental, department, and division returns.

58. Permission to hunt will not be considered as a leave of absence, if the officer on his return to the station forwards, through his commanding officer, to department headquarters a certificate that his time, while absent, was employed solely in hunting, and furnishes a report giving as complete a description as possible of the country passed over by him.

59. All applications for extensions of leaves of absence or for delays, and all correspondence regarding them, shall pass through the channels prescribed in paragraph 47.

SICK LEAVE.

60. Application for leave of absence on account of sickness will be made to the immediate commanding officer, who will refer it to the post surgeon for an examination of the applicant. Should the surgeon find the applicant's physical or mental condition such as to make it necessary for him to leave the station, to save life, or secure a restoration to health, he will submit to the commanding officer, for reference to the department commander, a medical certificate (Form No. 46, A. G. Department), in which he shall state explicitly the nature, seat, and degree of the disease, wound, or disability, the cause thereof, if known, and the period during which the officer has suffered from it. He shall also give his opinion as to whether the disease, wound, or disability can be satisfactorily treated within the department or division in which the officer is stationed, or whether a change of climate or locality, within the United States, is necessary to save life, to prevent permanent disability, or to afford a prospect of more rapid or perfect recovery. In the latter case the special place, or region of country recommended, will be designated, and the reason therefor. The surgeon will also state whether, in his opinion, the disease, wound, or disability requires treatment by a specialist, and, if so, the nearest place where it can be obtained; and whether the wound or disease incapacitates the officer for all duty, or whether he can perform special duty, and if so, the kind which he may undertake without endangering his ultimate cure.

61. The commander of a geographical division or department has the same authority to grant leaves of absence, on account of sickness, as to grant ordinary leaves, except that permission to go beyond the limits of the command in which the applicant is stationed will only be given when the certificate of the medical officer shall state explicitly that it is necessary to save life, or prevent permanent disability.

62. On the expiration of a sick leave, if the officer be able to travel, without endangering his ultimate cure, he will proceed to his post, although his disability may not have been removed. Exceptions to this rule must be made, in each case, by the War Department, on full and explicit medical certificates forwarded to the Adjutant General, which will set forth the reasons for delay and the length of time that delay is considered necessary.

63. An officer who starts to join his station on the expiration of a sick leave will be reported on the rolls and returns as "en route to join station from sick leave of absence," during the time necessarily consumed in making the journey to his post; and for that time he will be entitled to full pay as if on duty. Should he delay en route, or consume more time in the journey than is necessary, the commanding officer will require him to explain, in writing, the cause of delay. This explanation will be forwarded to the Adjutant General, with the remarks of intermediate commanders.
64. When an officer is prevented by sickness from joining his station, he will transmit, monthly, the prescribed medical certificates (Form No. 46, A. G. Department) to the Adjutant General and to the commanding officers of his post and regiment, or corps. When he cannot procure the certificate of a medical officer, he will substitute his own certificate, on honor, as to his condition, which will embrace a full statement of his case. The certificate, when approved by intermediate commanders, will be forwarded to the Adjutant General, and, if not satisfactory, the officer will be so informed; if satisfactory, the Adjutant General will furnish him an official letter of acceptance. Whenever an officer has been absent on account of sickness for one year, he may be examined by a medical board, and the case specially reported to the President.

65. An ordinary leave will not be changed to a sick leave, unless the officer desiring it makes application therefor through his post commander, by whom it will be referred to the post surgeon, who will certify as to the necessity of the change, or otherwise, as the case may be. The post commander will forward the application through intermediate commanders, who will indorse their remarks thereon for the action of the General commanding the Army and the Secretary of War. In all reports concerning absence on account of sickness, the officer shall state how long he has been absent sick, and by what authority.

66. Department commanders are authorized, at any time it may seem to them proper, to order officers absent on sick certificate to return to their posts.

ARTICLE X.

OFFICERS TRAVELING ON DUTY.

67. When an officer is ordered without troops from one post of duty to another, he will proceed by the shortest usually traveled route, without unnecessary delay. Upon his arrival at his new post he will immediately report in writing, to the commanding officer, the date of his departure from his former station, and submit a copy of his order, noting thereon the date he received it. If he shall appear to have made unnecessary delay en route, he will be required to explain the cause thereof. If the post commander deem the explanation unsatisfactory, he will forward the same, with a statement of the facts in the case, to the department commander. If the officer be superior in rank to the post commander, the required report will be made, by the officer himself, to the department commander.

68. Orders detaching an officer for special duty will direct him to return to his proper station on the completion of the duty assigned him, if it is intended that he shall do so.

69. Delays in obeying orders, in reporting for duty, or in returning to duty from leave, can only be authorized by the Secretary of War or the General commanding the Army. Such delays will be regarded as leaves of absence, unless it be stated, in the order granting them, that they are in the interest of the public service.

70. Orders contemplating the payment of mileage must state that the travel directed is necessary for the public service. They shall not direct travel beyond the limits of the command of the officer who issues them.

71. Staff officers, not serving under division or department commanders, will apply to the War Department for orders directing travel on public business.

72. When urgent public duty has compelled travel, without authority previously obtained, the case must be immediately reported to the proper superior officer, whose approval, in subsequent orders, will be accepted as though previously issued.

73. Orders to officers to attend personally at Washington, D. C., for the settlement of their accounts, will only be issued by direction of the Secretary of War.

74. Officers and enlisted men, reporting as witnesses before a civil court, should receive the necessary expenses incurred in travel and attendance from the civil authorities. Neither mileage nor travel allowances will be paid in such cases by the War Department. If, however, it is absolutely necessary to furnish them transporta-
tion, in kind, to enable them to appear, as witnesses for the Government, before a civil court of the United States, an account of such expenditure, together with the evidence that they were properly subpoenaed and did attend the court, will be forwarded to the War Department for refundment by the Department of Justice. Officers providing such transportation will notify the court, or the marshal thereof, that it was furnished to enable the witnesses to perform the requisite journeys in obedience to the summons.

**ARTICLE XI.**

**RETIEMENT OF OFFICERS.**

75. Officers of the Army are retired in accordance with the terms of sections 1243 to 1260, inclusive, Revised Statutes, as amended by paragraphs 33 and 34 of the Act of February 27, 1877, and section 7 of the Act of June 18, 1878, also in accordance with the Act of June 30, 1882.

76. When an officer becomes disabled for the performance of duty, by reason of wounds, sickness, or improper habits, his immediate commander will report the facts to the department commander for the action of the War Department. The report in each case shall contain specific statements and the names of witnesses by whom they can be substantiated. Department commanders will, from time to time, report to the Adjutant General the names of officers in their commands who are incapacitated for active service, with a view to their retirement.

77. Habitual intemperance, gambling, low company, or other vices that tend to corrupt an officer and lower the professional standard, will be regarded as proper subjects for the consideration and report of a retiring board.

78. When ample testimony establishes the fact that an officer has, through vicious indulgence, slighted or neglected his duties to such a degree as to make it unsafe to intrust him with a command or responsibility that properly belongs to his grade, and when it is shown that such habits have continued for such length of time as to render permanent reformation improbable, this fact, rather than his condition when he appears before the board, shall weigh in its verdict as to his incapacity for active duty.

**ARTICLE XII.**

**RESIGNATION OF OFFICERS.**

79. A resignation tendered by an officer will be forwarded by his commanding officer, through prescribed channels, to the Adjutant General, for the decision of the President. Until duly accepted, the officer will not be considered as out of the service.

80. A resignation tendered under charges will be forwarded, accompanied by a copy of the same, or, in the absence of written charges, by a report of the case. All correspondence with the War Department, on the part of the officer who tenders the resignation, will be conducted through prescribed military channels. After its acceptance, no further correspondence will be entertained.

81. Leave of absence will not be granted on tender of resignation, unless the resignation be unconditional and immediate. When leave is requested, the officer's address shall accompany the resignation.

**ARTICLE XIII.**

**DECEASED OFFICERS.**

82. The death of an officer, with place, cause, day, and hour, will be reported, without delay, by his immediate commander, direct to the Adjutant General. A duplicate of this report will be forwarded to department headquarters. When the death occurs away from the officer's station, in hospital, or on leave, the medical officer, if one be present, or any officer having cognizance of the fact, will make the report.
S3. Inventories of the effects of deceased officers, as required by the 125th Article of War, will be transmitted to the Adjutant General. If legal representatives take possession of the effects, the fact will be stated in the inventory.

S4. If there be no legal representatives present to receive the effects, a list of them will be sent to the nearest relative of the deceased. At the end of two months, if not called for, they will be sold at auction, and accounted for as in the case of deceased soldiers; except that swords, watches, trinkets, and similar articles will be labeled with the name, rank, regiment, and date of death of the owner, and sent through the Adjutant General to the Second Auditor of the Treasury for the heirs.

S5. On the death of an officer in charge of public property or money, his commanding officer will appoint a board of survey, which will inventory the same, and make and submit the customary returns therefor, stating accurately amounts and condition. These the commanding officer will forward to the chiefs of the bureaus to which the property or money pertains; and he will designate an officer to take charge of such property or money, until orders in the case are received from proper authority.

S6. The remains of officers killed in action, or who die at temporary camps or military posts, or on detached service, will be decently inclosed in coffins, and, unless claimed by relatives or friends, will be transported by the Quartermaster's Department to the nearest military post or national cemetery for burial. If buried at the place of death, a report of the fact will be made to the Adjutant General.

ARTICLE XIV.
DETAILS TO COLLEGES.

S7. Officers of the Army desiring details at colleges will apply to the Adjutant General through regular channels. The applications and any recommendations forwarded therewith will, if the officers are available, be furnished to such colleges as may desire to make selections.

S8. Captains of companies, regimental staff officers, officers who have served less than three years with their regiments or corps, and those who have recently completed a tour of detached duty, will not be eligible. Details will not be made which will leave a battery, troop, or company without two officers for duty. The period of detail will not exceed three years.

S9. A retired officer, if acceptable to any institution, may, at his own request, be detailed on this duty among the number authorized by law; or he may arrange to serve at a college without detail from, or reference to, the War Department; but unless detailed in accordance with section 1225, R. S., his service will not entitle the institution to the ordnance stores authorized therein.

S10. No detail will be made to any college or university unless the officer is acceptable to the authorities of the institution.

S11. The ordnance stores authorized by law to be issued to colleges to which officers shall be detailed will be supplied by the chief of ordnance, in such quantities, at such times, and in accordance with such regulations as may be prescribed by the Secretary of War.

GENERAL PROVISIONS RELATING TO ENLISTED MEN.

ARTICLE XV.
THE POST NON-COMMISSIONED STAFF.

S2. The post non-commissioned staff consists of ordnance, commissary, and post quartermaster sergeants.
93. Ordnance, commissary, and post quartermaster sergeants are appointed by the Secretary of War, from sergeants in the line of the Army who have fulfilled the following conditions as to military service:

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<td>Quartermaster sergeant</td>
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94. Application for appointment must be in the handwriting of the applicant, and will briefly state the length and nature of his military service, and for what time and in what organizations he has served as a non-commissioned officer. The company commander will indorse thereon the character of the applicant, and his opinion as to his intelligence and fitness for the position. The application so indorsed will be submitted to the regimental commander, who will forward the same, with his remarks as to its merits, to the Adjutant General.

95. While the law contemplates in these appointments the better preservation of public property at the several posts, there is also a further consideration—that of offering a reward to faithful and well-tried sergeants, thus giving encouragement to deserving soldiers to hope for substantial promotion. Colonels and captains cannot be too particular in investigating and reporting upon the character and qualifications of candidates.

96. Before the applicant is appointed, he will be examined by a board of officers convened for the purpose by the department commander, under orders from the Secretary of War.

97. Preliminary to the examination by the board, the applicant will be examined by a medical officer, to determine whether he is physically fitted to perform all duties incident to the position sought.

98. The examining board will inquire into, and report upon, the age, character, service, and physical condition of the applicant; upon his education, clerical proficiency, and general fitness to perform the duties of the requested position; upon his knowledge of the General Regulations of the Army, and the special regulations of the department into which he asks to be appointed, including his ability to prepare the reports and returns required therein.

99. It is the duty of sergeants of the post, non-commissioned staff, to assist the officers of the departments to which they belong in all matters pertaining thereto. When practicable, they shall act as storekeepers and clerks. They will not be detailed upon any duty which will interfere with their regular functions. If the necessities of the service require them to do other duty, the post commander will note the fact on the sergeant's monthly personal report, with his reasons for giving the order.

100. If there be no garrison at a station where one of them is serving, or if the garrison be withdrawn, he will be responsible for the property of his own department, and for such other property as may be intrusted to him for safe keeping. For all public property committed to his charge, he shall account to the heads of the staff departments to which it belongs, to whom, if the means at his disposal are insufficient for its preservation, he will report the facts and attending circumstances.

101. Sergeants of the post non-commissioned staff will be reported by name on the post return. For the purpose of receiving their pay and allowances at a garrisoned post, they will be mustered on the hospital muster-roll.
102. The military control of non-commissioned officers of the general staff, serving at posts not occupied by troops, is vested in the commander of the geographical department in which they are serving. All matters relating to them as soldiers subject to military command, as distinguished from the administrative duties imposed upon them by regulations and orders, will, except in cases of re-enlistment, be determined at department headquarters, where their descriptive lists and accounts of pay and clothing will be kept.

103. On the last day of every calendar month each sergeant of the post-commissioned staff will report, by letter, to the head of the staff department to which he belongs. This report will be forwarded through the officer under whose orders he is serving, who will indorse thereon his opinion of the manner in which the sergeant has performed his duties during the month. If there be no troops at the post, the sergeant will forward the report direct to the Adjutant General.

104. At the expiration of his term of service, a sergeant of the post non-commissioned staff may be re-enlisted, provided he shall have conducted himself in a proper manner and performed his duties to the satisfaction of the commanding officer. If, however, the commanding officer shall not think it proper to make the re-enlistment, he will communicate his reasons to the Adjutant General in time to receive the decision of the War Department before the sergeant's discharge. If serving at an ungarrisoned post, the matter of re-enlistment will be determined by the War Department, on the application of the sergeant to the Adjutant General, forwarded through department headquarters. The re-enlistment papers will be made in duplicate: one copy will be sent direct to the Adjutant General, the other will be filed at the station of the soldier.

105. Sergeants of the post non-commissioned staff, though liable to discharge for insufficiency, will not be reduced. Nor will they be tried by garrison courts-martial, unless by special permission of the department commander.

**ARTICLE XVI.**

**DETACHED SOLDIERS.**

106. Enlisted men detached from their companies will be provided with descriptive lists giving the pay due them; the condition of their clothing allowances, and all information necessary to the settlement of their accounts with the Government, should they be discharged. When it can be avoided, the descriptive list will not be intrusted to the soldier, but to an officer, or non-commissioned officer, under whose charge he may be; or it may be forwarded by mail.

107. In transferring soldiers from one command to another, or to a general or post hospital, company commanders and medical officers will cause to be entered upon the descriptive lists the date and result of the last vaccination of each soldier; or, if none has been made, a statement as to whether he is protected against smallpox by a previous attack. These entries will be copied and preserved, in the vaccination records of the company or hospital to which the soldier is finally sent, for the information of his immediate commander and the medical officer.

**ARTICLE XVII.**

**FURLoughs to soldiers.**

108. Furloughs (Form No. 28, A. G. Dept.) for a period of twenty days may be granted to enlisted men by the commanding officer of a post, or by a regimental commander, if the company or companies to which they belong are under his control. They will not be granted to soldiers about to be discharged.

109. Department commanders may grant furloughs to enlisted men, sergeants of the post non-commissioned staff excepted, for two months, division commanders for three months, and the commanding General of the Army for four months, or they may extend to such periods furloughs already granted. For a longer period than four months, the authority of the Secretary of War is necessary.
110. Department commanders may grant furloughs for one month to sergeants of the post non-commissioned staff, or enlisted men acting as such. Applications for furloughs for a longer period will be forwarded to the Adjutant General for the decision of the Secretary of War.

111. Furloughs will not be granted, by commanding officers, permitting soldiers to go beyond the limits of the next higher command. To enable them to pass such limits, the sanction of higher authority must be obtained and indorsed on the furloughs. The approval of the Secretary of War must be obtained to allow an enlisted man on furlough to leave the United States. The limits prescribed will be stated in the furlough, and, if exceeded, it may be revoked and the soldier arrested.

112. Officers granting furloughs will endeavor to prevent furloughed soldiers from reporting at points far distant from their stations for the means of returning thereto. Department commanders are authorized to send men, reporting under such circumstances, to a military post or depot, that they may accompany detachments to be forwarded to their stations.

113. In urgent cases department commanders may order transportation to be furnished, by the Quartermaster's Department, for returning furloughed soldiers. When this is done, the officer furnishing it will report the amount paid to the company commander, who will charge the same against the soldier's pay on the next muster-rolls. The fact of payment, together with the date when the soldier reported for the transportation, will be entered on the furlough.

114. Soldiers on furlough will not take with them their arms or accouterments, and no payments will be made to them without the authority of the Adjutant General.

ARTICLE XVIII.

TRANSFER OF ENLISTED MEN.

115. Transfers of enlisted men will only be made for cogent reasons. They will be effected as follows:

1. From one company to another of the same regiment, not involving change of station, by the colonel. In cases involving change, then by the colonel, with the consent of the department or division commander, as the change of station is within department or division limits.

2. From one regiment to another, and between companies of the same regiment serving in different military divisions, by the General commanding the Army.

3. From a regiment to a staff corps, or department, or from one department of the staff to another, by the Secretary of War.

116. Transfers will take effect on the receipt of the order at the post where the soldier is serving, and a descriptive list, containing the date of transfer, will be forwarded to the commanding officer of the company or detachment to which the soldier is transferred.

ARTICLE XIX.

DESERTERS.

117. When a soldier deserts, a board of survey will be called, to ascertain whether he has lost or abstracted any articles of Government property, and if so, to determine the money value of the same. The value of the articles thus found to be missing shall be charged against the deserter on the next muster-rolls of his company, which will be accompanied by a copy of the board's report. A copy of so much of the proceedings as relates to the property charged on any muster-roll will accompany the return to which the property pertains. The board will also fully investigate the circumstances attending desertion, and especially the causes which induced it, making a separate report, in each case, of its investigation and its conclusions thereon, which will be transmitted to department headquarters through intermediate channels.
118. Department Commanders will carefully consider the special reports made in accordance with the foregoing paragraph, and on the first of September of each year will forward to the Adjutant General a report of the desertions which have occurred within their commands, with an expression of their views as to the causes of the same, and the measures which should be taken to prevent their recurrence.

119. Deserters absconding from, or received at a post, other than the station of the company or detachment to which they belong, will be reported by the commanding officer of such post to the commanding officers of their companies or detachments. If the deserters be recruits unattached, report will be made to the Adjutant General.

120. When a report is received of the apprehension or surrender of a deserter, at a post other than the station of his company, his company commander will immediately forward his descriptive list and account of pay and clothing to the officer making the report.

121. An enlisted man apprehended or surrendering as a deserter will be critically examined by a medical officer at the post where he is received, and a report of this examination will be forwarded to department headquarters. If, on account of disease, age, or other permanent disability, the man be found unfit for service, the report, with the department commander's recommendation thereon, will be forwarded to the Adjutant General. If, on the contrary, the examination shows the man's fitness for service, the department commander will bring him to trial, or restore him to duty without trial, as the interests of the Government may dictate.

122. A reward of thirty dollars will be paid to any civil officer or other citizen for the apprehension and delivery of a deserter to an officer of the Army, at a post or recruiting station, or to military authority at any convenient point that may be fixed upon for such delivery. This reward will be considered as full remuneration for all expenses incurred in apprehension, holding and delivery, and its payment will be reported, by the disbursing officer, to the commander of the company or detachment to which the deserter belongs.

123. When enlisted men are sent in pursuit of a deserter, the expense necessarily incurred will be paid, whether he be apprehended or not, and will be reported as in payment of rewards; should a written order be issued for this duty, and a transportation request be furnished the party in pursuit, the name, rank, company, and regiment of the deserter will be stated in the order and also noted on the request.

124. Rewards or expenses paid for apprehending a deserter, and the expenses incurred in transporting him from the point of apprehension, or surrender, to the station of his company, or to the place of his trial, shall be set against his pay upon conviction of desertion by a court-martial, or upon his restoration to duty without trial.

125. If a soldier for whose apprehension the reward has been paid, be brought to trial under a charge of desertion, and acquitted, or convicted of absence without leave only; or if the sentence be disapproved by proper authority, the amount specified in paragraph 122 shall not be stopped against his pay.

126. A reward of thirty dollars will be paid by the Quartermaster's Department for the capture of an escaped military convict and for his delivery at any military post. This reward will be considered as a complete remuneration for all expense incurred in capture and delivery. The payment will be reported to the commanding officer of the post from which the convict escaped, and the latter officer will inform the Adjutant General of the date of escape and the date and place of capture. For the apprehension and delivery, to the prison authorities, of escaped convicts from the military prison at Fort Leavenworth, Kansas, a reward of thirty dollars will be paid from the prison appropriation.

127. Deserters shall make good the time lost by desertion, unless discharged by competent authority. They will be considered as again in service, upon their return to military control.

128. A deserter will not be restored to duty without trial, except by the authority competent to order his trial. Such restoration does not remove the charge of
desertion from his record, or relieve him from any of the forfeitures attached to that offense. He must make good the time lost by desertion, refund the reward and expenses paid for his apprehension and delivery, and forfeit pay while absent.

139. Deserters will be brought to trial with the least practicable delay. While awaiting trial, they will receive such clothing as is absolutely necessary, but no pay.

130. If a deserter from a former enlistment again enlists, his service during such unlawful enlistment will not be considered in computing time lost by desertion.

131. Soldiers discovered to be deserters from the Navy or Marine Corps will be dropped from the rolls of the Army. In such cases reports, with descriptive lists, will be forwarded to the Adjutant General by the proper commanding officer, who will hold the men in confinement without pay, awaiting instructions regarding their disposition.

132. An enlisted man who absents himself from his post or company without authority shall forfeit all pay and allowances accruing during such absence, and, upon conviction by court-martial, make good the time lost. But no man shall be reported a deserter until after the expiration of ten days (should he remain that length of time away), unless the company commander has conclusive evidence of the absentee's intention not to return. Should he not return, or be apprehended, within the time named, his desertion will date from the commencement of the unauthorized absence.

ARTICLE XX.

RETIREMENT OF ENLISTED MEN.

133. When an enlisted man shall have served thirty years in the Army or Marine Corps, or in both, he may apply to the Adjutant General for retirement. Upon the approval of the application, an order will be issued from the Adjutant General's Office transferring him to the retired list.

134. Upon the receipt of the order for retirement, the soldier's immediate commanding officer will furnish him with final statements, closing his accounts of pay, allowances, and deposits at the date of that order; and he will also forward, through the proper channels, to the Adjutant General, a descriptive list (in duplicate), noting thereon the fact that final statements have been furnished, and the soldier's post-office address for the next thirty days. A discharge will not be given, but the soldier will be dropped from the rolls of his former command. He is entitled to the same travel allowances as in case of discharge.

135. On the last day of each calendar month, retired enlisted men will report to the Adjutant General their post-office addresses. The Adjutant General will furnish them with blank reports and official penalty envelopes for this purpose.

136. The authorized pay and allowances of retired enlisted men will be paid them, monthly, by the Pay Department, and will be three-fourths of the monthly pay and allowances allowed them by law, in the grades which they held when retired, including re-enlistment and continuous-service pay. The money value of allowances will be determined by the Secretary of War, and announced from time to time in orders.

137. At the end of every month each retired enlisted man will forward to a designated paymaster his pay accounts, signed in duplicate, together with his descriptive list. The paymaster, upon payment, will indorse the fact upon the descriptive list and return the same. Should the soldier be unable to sign the pay accounts, he will make his "mark" thereon, which will be witnessed, if practicable, by a commissioned officer, otherwise by some well-known person, preferably the postmaster of his place of residence.
ARTICLE XXI.

DISCHARGES—CERTIFICATES OF DISABILITY.

138. An enlisted man shall not be discharged before the expiration of his term, except:
1. By order of the President or Secretary of War.
2. By sentence of a general court-martial.
3. On certificate of disability, by direction of the commander of a geographical department or army in the field.
4. By order of one of the United States courts, or a justice or judge thereof, on a writ of habeas corpus.

139. When an enlisted man is to be discharged his company commander will furnish him final statements, in duplicate.

140. When an enlisted man is discharged by expiration of service, his discharge shall take effect on the last day thereof—i.e., if enlisted on the second day of the month, his term will expire on the first day of the same month, five years thereafter.

141. At remote stations soldiers may, with the approval of the department commander, be discharged a sufficient time before the expiration of their terms to avail themselves of opportunities to return home, if they would otherwise be detained at those stations for a considerable period after discharge.

142. Discharges will not be made in duplicate, nor will certificates be given in lieu thereof, except by the Secretary of War, as provided in Sec. 224, R. S.

143. The cause of discharge, and the soldier’s age at its date, will be stated in the body of the discharge certificate. His character must be accurately described at the bottom of the certificate, and if not sufficiently good to allow of his re-enlistment that portion of the certificate relating to character will be cut off. The officer who prepares the discharge will state thereon whether the man is married or unmarried, the number of his minor children, and, if discharged from a re-enlistment, whether it is his first, second, or other numbered re-enlistment under the provisions of Sections 1282 and 1284, R. S.

144. If a soldier be discharged while absent from his company, the date, place, and cause thereof will be reported to his company commander by the officer giving the discharge. This report will be accompanied by a complete descriptive list of the soldier.

145. In order to prevent payment on fraudulent discharge papers, the officer who prepares the final statements of a soldier will, shortly before his discharge, send to the chief paymaster of the department, or to the paymaster to whom the soldier may wish to apply for payment, a notification in his own handwriting, stating therein the date of last payment to the soldier and his credits and debits, both in words and figures. The officer will also send the soldier’s signature, if he be able to write his name, or report his inability to do so. This notification will not be given to the soldier, but will be sent by mail, so as to reach the paymaster before the soldier can report for payment. Paymasters will not pay discharged soldiers except when thus notified, unless satisfied of the genuineness of the discharge papers and the identity of the claimants.

146. Blank discharges and final statements are furnished by the Adjutant General, and will be retained in the personal custody of company commanders.

147. When transportation in kind is furnished a discharged soldier to enable him to reach a paymaster, the quartermaster will note on the final statements that “transportation in kind from——to——” has been furnished.

CERTIFICATES OF DISABILITY.

148. When an enlisted man is unfit for military service because of wounds or disease, his immediate commanding officer will prepare and forward, through his post or regimental commander, to the headquarters of the department or army in the field, a statement of the case, in duplicate, to which will be attached the certifi-
cates of the senior surgeon present, explaining the nature and extent of the disability. Blank forms for this purpose will be furnished by the Adjutant General.

149. If the application for discharge be approved, the authority therefor will be indorsed on the certificates, which will be sent back to be completed by the post or regimental commander, and upon completion will be forwarded by him direct to the Adjutant General. He will also cause to be furnished to the medical officer by whom the certificates were given (or to the senior medical officer of the command to which the soldier was attached at the time of his discharge), a letter, setting forth the full name and rank of the soldier, the company and regiment to which he belonged, and the date and cause of discharge. The medical officer, having made a true copy of the letter for the completion of his own records, will forward the original to the Surgeon General.

150. In deciding upon applications for pensions, reference is made to the certificates of disability for proof as to the soldier's rights under the pension laws. When there is a probable case for pension, special care will be taken to state in the certificates the degree of disability; to describe particularly the disability, wound, or disease; the extent to which it deprives the soldier of the use of any limb or faculty, or affects his health, strength, activity, constitution, or capacity to labor. The surgeon will add, from his knowledge of the facts and circumstances, and from the evidence in the case, his professional opinion as to the cause of the disability, and whether or not it occurred "in the line of duty."

ARTICLE XXII.

DECEASED SOLDIERS.

151. When a soldier is killed in action, or dies at any post, hospital, or station, it shall be the duty of his captain, or other immediate commander, to secure his effects and to prepare the inventory required by the 126th Article of War (Form No. 32, A. G. Dept.). Duplicates of the inventory, with final statements, will be forwarded direct to the Adjutant General. If the soldier be absent from his company, his immediate commander will furnish the commanding officer of the company to which he belonged with a report of his death, giving date, place, and cause thereof. This information will be noted on the next muster-rolls of his company. If a legal representative receive the effects, or if the soldier leave no effects, the fact will be stated in the report.

152. Should the effects of a deceased soldier not be soon administered upon, they will be sold by a council of administration, under the authority of the post commander, and the proceeds transferred to the commander of the company to which the deceased belonged, by whom they shall be deposited with a paymaster to the credit of the United States. Duplicate receipts will be taken, one of which will be sent direct to the Adjutant General and the other retained with the company records.

153. In all cases of sale by a council of administration, a detailed statement of the proceeds, duly certified by the council and commanding officer, will accompany the paymaster's receipt forwarded by the company commander to the Adjutant General. The statement will be indorsed: "Report of the proceeds of the effects of ———, late of company (—), ——— regiment of ———, who died at ———, the ——— day of ———, 18 ———."

154. The effects will be delivered, when called for, to the legal representatives of the deceased, and the receipts therefor forwarded to the Adjutant General.

155. The unclaimed remains of soldiers killed in action, or who may die at temporary camps, on detached service, or on the retired list, will be decently inclosed in coffins, and transported by the Quartermaster's Department to the nearest military post or national cemetery for burial, unless the commanding officer deem burial at the place of death to be proper, when a report of the facts will be made to the Adjutant General.
ARTICLE XXIII.

GENERAL SERVICE CLERKS AND MESSENGERS.

156. The distribution of General Service clerks and messengers among the several commands will be determined in orders, from time to time, by the General commanding the Army, according to the exigencies of the service.

157. The number of General Service clerks and messengers thus assigned in orders will include all on duty in the Adjutant General's, Inspector General's, Judge-Advocate General's, Medical and Engineer Departments at division and department headquarters.

158. The several commanders are authorized to discharge, disperse, and promote their General Service clerks and messengers, and fill vacancies by enlistments. A soldier, belonging to any organization in the Army, may be enlisted as General Service clerk, or messenger, upon application to the Adjutant General for his discharge with a view to such enlistment.

159. All enlisted men of the General Service at each headquarters will be mustered, monthly, on one roll.

ARTICLE XXIV.

WORKING PARTIES AND EXTRA-DUTY PAY.

160. Fitness for military service by instruction and discipline is the object for which the Army is kept on foot, and commanding officers will not employ the troops when not in the field, as working parties or in labors that interfere with their military duties, except in cases of necessity.

161. Enlisted men will not be placed on extra duty, except to perform the necessary routine services in the Quartermaster's and Subsistence Departments, without the sanction of the department commander.

162. Enlisted men will not be employed as extra-duty men for any labor in camp or garrison which can be properly performed by fatigue parties. Duty of a military character must be performed without extra compensation.

163. Enlisted men on extra duty, under competent authority, at constant labor of not less than ten days, are entitled to receive extra-duty pay at the following rates: For services as mechanics, artisans, and school-teachers, 50 cents per day; as overseers, clerks, teamsters, laborers, and for all other extra-duty services, 35 cents per day.

164. When the employment of a non-commissioned officer on extra duty other than that of an overseer, becomes necessary, a statement showing the necessity therefor will be forwarded to the Secretary of War for his approval before the detail is made. Non-commissioned officers will not be detailed on any duty inconsistent with their rank and position in the military service.

165. Non-commissioned staff officers, ordnance, commissary, and quartermaster sergeants, and enlisted men of the several staff departments, will not be placed upon extra duty without the special authority of the Secretary of War. They are not entitled to extra-duty pay for services rendered in their respective departments.

166. Company farriers, blacksmiths, saddlers, and wagoners shall not receive extra-duty pay unless detailed on extra duty in the Quartermaster's Department, wholly disconnected with their companies; nor will the detail of artificers on extra duty be permitted.

167. Soldiers on extra duty shall be paid the exact rates of pay allowed by law for the duty performed, and for the exact number of days for which such extra service was rendered; and no greater number of men shall be employed on extra duty at any time than can be paid the full legal rates for the time employed from the funds allotted for the purpose. Payments made in violation of the above rules will be charged against the officer who ordered the details.

168. Extra-duty men shall attend the weekly and monthly inspections of their companies, and as many daily drills as possible.

17519—2
169. Extra-duty men will be held to such hours of labor as may be expedient and necessary; but, except in case of urgent public necessity, as in military operations, eight hours will be considered a day's work. For all hours employed beyond that number, the soldier should receive additional compensation—the extra hours being computed as fractions of a day of eight hours' duration at the rates prescribed in paragraph 163.

170. Changes in the designations by which enlisted men on extra duty will be borne on returns and reports, and in the rates of pay to which they may be entitled under any future modifications of the law, will be announced by the Secretary of War in orders.

ARTICLE XXV.

SOLDIERS' HOME.

171. An honest and faithful service of twenty years in the Army entitles a soldier to admission to the Soldiers' Home, near Washington, D. C.

172. When a soldier, by reason of old age and long service, or disability contracted in the line of duty, desires to enter the Soldiers' Home, his company commander will so report, through military channels, to the Adjutant General, giving all the details that are necessary for a full understanding of the case, including the date of enlistment, with company and regiment, for each term of his service, and a statement of the origin and nature of any disability which may exist. The certificate of the medical officer will be forwarded with the papers. This report will be referred to the board of commissioners of the Home, and if, in its opinion, the soldier is entitled to become an inmate, the necessary authority will be given for his discharge, which will be made at the place where he is serving. He may then proceed to Washington, and report to the board of commissioners for admission to the Home.

173. It is expected that soldiers granted admission to the Home will bear their own expenses in reaching it. Exceptional cases will be reported to the Adjutant General for the decision of the Secretary of War. The Quartermaster's Department is forbidden to transport persons to the institution, unless directed to do so by the Secretary of War, on the application of the board of commissioners.

174. Commanding officers will not order the issue of clothing or subsistence, to be repaid from the funds of the Home.

ARTICLE XXVI.

MEDALS OF HONOR AND CERTIFICATES OF MERIT.

175. Medals of honor will be awarded, by the President, to officers or enlisted men who have distinguished themselves in action.

176. Certificates of merit will be awarded for extraordinary acts of gallantry performed by private soldiers in the presence of the enemy.

177. Recommendations for the certificate of merit must originate with an eyewitness, preferably the immediate commanding officer of the soldier. Separate recommendations will be submitted in each case. They will be forwarded through the regular channels, and must be indorsed with approval by each commander, especially the regimental commander.

178. The extra pay of two dollars per month, granted on certificates of merit, commences on the date of the act of gallantry for which the certificate is granted, and is paid so long as the soldier remains continuously in service.

179. If the soldier is discharged before the certificate is issued, it will be retained in the office of the Adjutant General until called for, when proof of the identity of the applicant will be required. Should he die before receiving his certificate, it will be deposited in the office of the Second Auditor of the Treasury for the benefit of his heirs.
ARTICLE XXVII.

VETERINARY SURGEONS.

180. Veterinary surgeons are appointed by the Secretary of War, on the application of regimental commanders, supported by requisite proofs of capacity and fitness.

181. A veterinary surgeon has the relative rank of sergeant-major, and is entitled to the same allowances, in kind, of quarters, fuel, and lights.

182. It shall be the duty of the veterinary surgeon to visit daily, or more frequently if necessary, all sick or injured animals of his regiment, and to recommend to the officer responsible for them such treatment as he may deem proper. To this end he shall have access to the stables at all times, and his suggestions as to the care and treatment of public animals will be received with consideration. He shall also, under the direction of the regimental commander, attend the public animals at his station, and, upon request, such authorized private horses of mounted officers as may stand in need of medical or surgical treatment.

183. The veterinary surgeon will instruct the company farriers in the proper care of the horse. In this, he will give especial importance to the anatomy and pathology of the foot, showing the nature and uses of all its parts, illustrating the subject by dissections and specimens. He shall also teach the principles and practice of horse-shoeing. For the purpose of disseminating this information, he will make such visits of instruction, to companies of the regiment not stationed at headquarters, as may be deemed necessary by the regimental commander.

184. Veterinary surgeons and farriers should be encouraged to make collections of specimens, obtained from post-mortem examinations, illustrating the anatomy of the horse, in order to popularize and disseminate in the Army a knowledge of this subject.

185. If four or more companies of cavalry are stationed at a regimental headquarters, a suitable building may be set apart as a veterinary hospital, in which the more serious medical and surgical cases will be treated by the veterinary surgeon, under the direction and supervision of the regimental commander.

ARTICLE XXVIII.

THE GENERAL COMMANDING THE ARMY.

186. The military establishment is under the orders of the General commanding the Army in that which pertains to its discipline and military control. The fiscal arrangements of the Army are conducted by the Secretary of War, through the several staff departments.

187. All orders and instructions relating to military operations, or affecting the military control and discipline of the Army, given by the President and Secretary of War, will be promulgated through the General commanding the Army.

ARTICLE XXIX.

MILITARY GEOGRAPHICAL DIVISIONS AND DEPARTMENTS.

188. Military geographical divisions and departments are established, and their commanders assigned, by direction of the President. In time of peace army corps, divisions, or brigades will not be formed.

189. The commander of a military division or department commands all the military forces of the Government within its territorial limits, whether of the line or staff, which are not specially excepted from his control by the War Department.

190. The Military Academy; the Artillery School; the engineer establishment at Willet's Point; the general recruiting depots; the arsenals; the general depots of supply; such permanent fortifications as may be in process of construction or repair, and officers employed on special duties under the Secretary of War, are exempted from the supervision of the division and department commanders. But, when an emergency demands it, all military men and material within the limits of their jurisdiction come under their control.
191. A division commander supervises the affairs of the departments composing his division, as a general commanding the Army in the field does those of his subordinate commanders.

192. Subject to the approval of the General commanding the Army, a division commander regulates the establishment of military districts and posts, and originates, directs, or approves military operations within his division. To meet existing emergencies he may transfer troops from one department to another.

193. Upon reports from department commanders, and his own inspectors, a division commander will periodically convey to the Adjutant General such information concerning his command as may be useful to the Secretary of War or the General commanding the Army. He will immediately report all changes of officers and troops made by him in his command.

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

195. Department commanders are responsible for an efficient performance of duty on the part of officers under their control. They will see that proper care is exercised in the purchase and preservation of public property, and that economy is practiced in the disbursement of public money.

196. Division and department commanders are expected to determine controversies arising within the limits of their jurisdiction, to decide questions referred to them on appeal, and to make appropriate remarks upon papers which they forward for the decision of higher authority.

197. A division or department commander intending to leave his headquarters, will report his intention, the duration of his proposed absence, and his address during absence, to the Adjutant General. A department commander will report the same information to division headquarters.

198. The Staff of a division or department commander is limited to the following officers:

The authorized aides-de-camp.

One assistant adjutant general, or an officer to act in that capacity.

One or more officers of the Inspector General's Department, if available; if none are available, an officer may be assigned to the duties of that office with the sanction of the Secretary of War.

One judge-advocate, or an officer assigned as such, with the sanction of the Secretary of War.

One chief quartermaster and one comissary of subsistence, each of whom will have charge of the depot of his department, and will, when practicable, make purchases at the place where headquarters are located.

One medical director, who will, when practicable, perform the duty of attending surgeon.

A chief paymaster, who will make his proportion of payments in the command.

An engineer, and an ordnance officer, when needed.

An inspector of small-arms practice.

**ARTICLE XXX.**

**MILITARY POSTS AND RESERVATIONS.**

199. Permanent military posts are established under the direction of the Secretary of War, and receive from him their names or designations.

200. To secure uniformity, all posts considered permanent will be styled "Fort," and points occupied temporarily by troops, "Camps."

201. When a post, camp, or depot is established, its commanding officer will forward to the Adjutant General and to the commander of the department or army
in the field, its distance and bearings from the nearest known locality and from surrounding posts, the manner of reaching it by rail and telegraph, and a sketch of the country in its immediate vicinity.

202. A post commander is responsible for the safety and defense of his post; for the discipline and efficiency of the troops composing its garrison; and for the preservation and proper application of all public property thereat. It is his duty to see that laws and regulations are strictly enforced; that the quarters and defenses are in a proper condition, and that in time of war nothing is permitted to remain in or about the post which may interfere with its defense.

203. The staff of a post commander will consist of such staff officers as are on duty at the post, and such other officers, to be detailed or appointed from those serving under his command, as may be necessary to assist him in the administration of the several staff departments.

204. Officers are prohibited from expending any labor or money upon posts beyond the amounts allowed by law and regulations.

205. All repairs of public buildings at garrisoned posts, for the execution of which citizen mechanics have not been specially authorized, and which are not provided for in appropriations by Congress, will be performed by the labor of troops. When practicable, shelters, store-houses, and temporary buildings, for the use of the Army, will be erected by its enlisted force.

206. When repairs are necessary for the preservation of public buildings or property, department commanders, with the approval of their division commanders, may order the purchase of material therefor, not to exceed in amount five hundred dollars for any post; but no greater sum shall be expended without the sanction of the Secretary of War.

207. Post commanders are authorized to assist mail contractors with Government transportation, provided it can be spared without detriment to the service, when, through accident, or unavoidable casualty, they are deprived of the means necessary to fulfill their contracts. Such assistance must cease as soon as the contractor can, by the exercise of proper diligence, re-supply himself with transportation. Receipts for the property loaned will be taken, which, in the event of its loss or damage, will be forwarded, with a report of facts, to the Adjutant General, that the amount involved may be collected from the contractor, through the Post Office Department.

208. At posts supplied with ordnance and ammunition for the purpose, a morning and evening gun will be fired daily at reveille and retreat. Guns of small caliber, and inferior blank cartridges, or powder, when on hand, will be used.

POST RECORDS.

209. The following books of record will be kept at each post: an order book; a letters received book; an index book for letters received; a letters sent book; an index for letters sent; a post council of administration book, to be furnished by the Quartermaster's Department; a morning report book, and a guard report book, to be furnished by the Adjutant General. All orders received, copies of all returns and reports rendered, if not contained in the book of letters sent; all letters received, which are not required to be returned with report—in fine, all official papers which relate to post administration and which are required to be kept at the post, will be carefully filed and preserved as part of the post records. The records will not be removed from the post except on its discontinuance, when they will be forwarded to the Adjutant General. Commanding officers will see that the books and records are accurately kept and are properly transferred to their successors.

MILITARY RESERVATIONS.

210. When a reservation is required at, or in the vicinity of, a military post, the department commander will cause a survey to be made of the land which it is proposed to embrace therein, and will forward an accurate plan and description thereof.
to the Adjutant General, together with any report or recommendation he may desire to submit. Reservations will be declared by the President, and will thereafter be announced in orders.

211. Department commanders will supervise all military reservations within the limits of their commands, and will, if necessary, use force to remove trespassers.

212. A civilian will not be permitted to reside upon a military reservation unless he be in the employ of the Government. Upon his discharge, such residence will cease. Permission will not be given to individuals to cultivate any portion of a military reservation, or to graze animals, or cut grass thereon.

213. Military posts temporarily evacuated by troops, and lands reserved for military use, will be in charge of the Quartermaster's Department. Permanent works of defense, however, and the lands appurtenant thereto, are under the supervision of the Engineer Department.

ARTICLE XXXI.

REGIMENTS.

214. The regiment is composed of one or more battalions, each containing a designated number of companies. It is formed for purposes of administration, discipline, and instruction.

215. Upon the organization of a regiment, its companies receive permanent designations, by letters, in alphabetical order, and officers are assigned to them in order of rank. Subsequently, as vacancies occur, officers are assigned upon promotion or appointment, regardless of relative rank.

216. A regimental commander should continually labor for the instruction and efficiency of his regiment. He should encourage among his officers harmonious relations and a friendly spirit of emulation in the performance of duty. His timely interference to prevent disputes, his advice to the inexperienced, and immediate censure of any conduct liable to produce dissension in the regiment, or to reflect discredit upon it, are of great importance in securing and maintaining its efficiency. In such efforts, he is entitled to the assistance of every one of his subordinates.

REGIMENTAL INSTRUCTION.

217. Both practical and theoretical instruction shall be systematically conducted. Theoretical instruction, imparted by lectures, recitations, or other methods, will be given at least twice each week from October 1st to March 31st of each year, in the authorized drill regulations and such other military books of authority, or upon such military subjects as may be prescribed by the War Department, upon the recommendation of the General commanding the Army. Captains will be responsible for the practical and theoretical instruction of their non-commissioned officers, which will be regarded as strictly military duty, and will be so carried on as not to occupy any part of the hours devoted to rest and recreation. Regimental commanders will supervise the instruction of the officers under their immediate control, and post commanders, that of those officers who are serving at stations not the headquarters of their regiments.

218. Department commanders will announce in orders annually, the period of the year to be given to practical instruction in tactics and other military exercises, prescribing the character of drills and the relative portions of time to be given to those of each character. These orders will conform to any instructions on such subjects which may be issued from the headquarters of the Army, and to the nature of the service on which the troops are engaged.

219. In order to insure uniform and steady progress, a general scheme of theoretical instruction for all arms of the service and special schemes for each arm will be prepared each year, and announced in general orders from the headquarters of the Army.
220. Upon the last day of September and March of each year, commanding officers of companies will forward to their regimental commanders reports, showing the character and scope of instruction imparted during the previous six months, the number and kind of drills and number of recitations, with average attendance thereon. Regimental commanders will forward abstracts of these reports, through department headquarters, to the Adjutant General, for the information of the General commanding the Army.

221. A regimental commander will inspect yearly, if practicable, those companies of his regiment which are not serving at his headquarters. Companies stationed in the same department will be inspected under the direction of the department commander. Others, under orders issued from Army headquarters, if, under the circumstances, an inspection is deemed advisable.

222. In conducting the inspection, the regimental commander will thoroughly test the proficiency of both officers and enlisted men in practical and theoretical knowledge; and, upon its completion, will prepare and forward to the Adjutant General, through the headquarters of the department in which he is stationed, a report, showing the proficiency of each company, the manner in which prescribed instruction has been carried on, the results obtained, and will add any recommendations he may deem proper to offer. He will confine his examination to his regiment, and will not interfere with the prerogatives of department and post commanders. The latter shall furnish him the necessary facilities to enable him to accomplish his duty.

223. Regimental field officers are assigned by department commanders, to the posts or stations where their services are most required, provided troops of their own regiments are stationed there.

THE REGIMENTAL STAFF.

224. The regimental commander will appoint, from his subaltern officers, the adjutant and regimental quartermaster (the latter subject to the approval of the Secretary of War), and will report the same to the Adjutant General. These appointments will bear the date upon which they are actually made.

225. Regimental adjutants and quartermasters may hold office for four years and no longer, and will not be eligible for a second tour of such duty; nor shall an officer who has served in either of these positions be eligible for appointment in the other, except to serve an unexpired term of four years.

226. A regimental commander is restricted, in his choice of staff officers, to the lieutenants on duty with the regiment. Should he desire to appoint a lieutenant who is absent therefrom, the latter must join before the appointment can be made.

227. The adjutant, under the direction of the regimental commander, will have charge of the various rosters of service; he will make, publish, and verify all details; he will keep the records of the regiment; and will perform such military duty with troops as are required by tactics and regulations. Through him the regimental commander communicates with the officers and men of his command.

228. The adjutant should be courteous to, and on friendly terms with, the officers of the command he represents, and should avoid all discussions of the orders or military conduct of his superiors. He should inform himself upon all points of military usage and etiquette, and, on proper occasions, aid with his advice and experience the subalterns of the regiment, especially those just entering the service. He should endeavor, at all times, to exert the influence belonging to his station, in sustaining the reputation, discipline, and harmony of the regiment.

229. The adjutant is responsible for the public property used by the non-commissioned staff and regimental musicians, and is, under the regimental commander, responsible for the discipline and efficiency of the non-commissioned staff and band.

230. The duties of a regimental quartermaster demand in their performance, experience, discretion, and business qualifications. He is responsible for the transportation, equipage, and other property pertaining to the quartermaster's department
of the regiment, and may, in addition to his duties as regimental quartermaster, be called upon to perform those of post quartermaster and commissary of subsistence at the post where he is stationed.

231. An officer of the regimental staff may be assigned to duty with a company, or to any staff duty which his regimental commander may see fit to impose.

232. The regimental commander appoints the non-commissioned staff of the regiment, each of whom shall be furnished with a warrant of office, signed by the commanding officer and countersigned by the adjutant.

233. Articles of equipment in possession of the non-commissioned staff and band shall be marked, the former "N. C.,” and the latter "Band;” in both cases the number of the regiment shall be added. For this purpose the men shall receive numerical designation, and the number of each man will be placed upon his equipments. The public property pertaining to the headquarters of the regiment shall be marked "H. Q.,” with number and name of regiment.

REGIMENTAL RECORDS.

234. The records of the regiment shall consist of the record books mentioned in paragraph 235; of all orders, circulars, and instructions from higher authority; copies of the monthly returns, the muster-rolls of the field and staff and band, and other regimental returns and reports, and of all correspondence concerning the regiment or affecting its personnel.

235. The regimental record books shall consist of an order book; a letters received book; an index book for letters received; a letters sent book; an index book for letters sent; to be furnished by the Quartermaster's Department; a descriptive book, to be furnished by the Adjutant General, which will contain a list of the officers of the regiment, with their rank, dates of appointment, promotion, transfers, leaves of absence, places and dates of birth, actions in which engaged, etc., also the names and descriptive lists of all enlisted men not embraced in company descriptive books.

236. All orders and circulars from the headquarters of the Army, or of the corps, division, brigade, or territorial division or department in which the regiment may be serving, will be filed in book form, and indexed as soon as received.

REGIMENTAL BANDS.

237. There will be allowed for each regimental band one sergeant and sixteen privates, to act as musicians, in addition to the chief musician authorized by law; provided the total number of enlisted men in a regiment, including the band, does not exceed its legal standard. The regimental commander will, from time to time, designate the company from which the sergeant is to be taken, and the number of men to be subtracted from each company for the band. The vacancies caused thereby will remain.

238. Band musicians will be dropped from company muster-rolls, but will be instructed as soldiers, and are liable to serve in the ranks on any occasion. They will be mustered with the regimental non-commissioned staff, and included in the aggregate of all regimental returns.

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

240. The musical instruments and equipments of the band, as well as the transportation of the same from place of purchase, or repair, to the station of the band, will be furnished by the Quartermaster's Department, on requisitions made by the regimental commander; the department commander to approve and order the issue. The regimental adjutant will receipt and account for all band property furnished by the Quartermaster's Department, or purchased, for the band, from the band fund.
241. Regiments will be furnished with field musicians on the requisition of their commanders, made direct on the Adjutant General. When requested by regimental commanders, the Adjutant General will endeavor to procure suitable men, for regimental bands, from recruits at depots, or by special enlistments.

**ARTICLE XXXII.**

**BATTERIES, COMPANIES, AND TROOPS.**

242. The designation "company," as used in this article, applies to batteries of artillery, light or foot, to companies of infantry, and troops of cavalry.

243. Captains, although eligible for appointment as aides-de-camp, and liable to the temporary details of service, shall not, except for urgent reasons, be detailed upon duties separating them from their companies for any considerable time.

244. A captain, present for duty with his company, is responsible for its appearance, discipline, and efficiency. He is accountable for the care and preservation of the articles of public property that constitute its equipment; for the proper performance of duties connected with the subsistence, pay, and clothing of its members; and for the correct keeping and rendition of all company accounts, reports, and returns.

245. In the absence of its captain, the command of a company devolves on the subaltern next in rank serving with it, unless otherwise specially directed.

246. In the absence of all the officers of a company, the post commander will assign an officer, preferably of the same regiment, to command it. If there be no officer available for the duty, he will report the fact to the department commander.

247. Captains will require their lieutenants to assist them in the performance of all company duties, including the keeping of records and the preparation of the necessary reports and returns.

248. Non-commissioned officers will be carefully selected and instructed, and constantly supported, by company commanders, in the correct performance of their duties.

249. It is enjoined upon all officers to be cautious in reproving non-commissioned officers in the presence or hearing of privates.

250. Sergeants and corporals are appointed, by regimental commanders, on the recommendation of their company commanders.

251. The captain will select the first sergeant from the sergeants of his company, and may return him to the grade of sergeant, without reference to higher authority.

252. Every non-commissioned officer will be furnished with a certificate or warrant of his rank, signed by the colonel and countersigned by the adjutant, but a separate warrant as first sergeant will not be given. Warrants need not be renewed in cases of re-enlistment in the same company, but, upon request, may remain in force until vacated by promotion or reduction.

253. In cases of vacancy, and until a decision shall be received from the regimental headquarters, company commanders may make temporary appointments of non-commissioned officers.

254. Non-commissioned officers may be reduced to the ranks by the sentence of a court-martial, or by the order of the commander of the regiment, on the recommendation of the company commander. If reduced to the ranks by garrison courts-martial, at posts not the headquarters of the regiment, the company commander will forward a transcript of the order to the regimental commander. The desertion of a non-commissioned officer, or his absence without leave not satisfactorily accounted for, during a period of ten days, shall vacate his appointment from the date of such desertion or absence without leave.

255. Artificers are mechanics of any trade whose services in garrison, or in the field, are necessary for the public interest.

256. Tradesmen may, when necessary, be relieved from ordinary military duty, to make or repair soldiers' uniforms. The post council of administration will fix
the rates of pay to be charged for such work, and company commanders will cause to be deducted from the pay of soldiers, and turned over to the proper party, the amount legally due therefor.

COMPANY BOOKS AND RECORDS.

257. The following books will be kept in each company: a company order book; a book of letters received; an index of letters received; a book of letters sent; an index of letters sent, to be supplied by the Quartermaster's Department; a sick report book; a record of vaccination; a company clothing book; a morning report book, and a descriptive and deposit book, to be supplied by the Adjutant General; also for a company of cavalry, or light artillery, a descriptive book of public animals, to be furnished by the Quartermaster's Department. One page of the descriptive and deposit book will be appropriated to the list of officers, two to non-commissioned officers, two to the register of men transferred, four to the register of men discharged, two to the register of deaths, four to the register of deserters, and the remainder to the company descriptive list.

258. The authorized company books, the orders and instructions received from higher authority, the retained copies of the various rolls, reports, and returns required by regulations and existing orders, and all letters and correspondence affecting the personnel of the company, constitute the company records.

INTERIOR ECONOMY OF COMPANIES.

259. The captain will cause all the enlisted men of the company to be numbered, and divided into four squads, each to be placed under the charge of a non-commissioned officer. As far as practicable, the men of each squad will be quartered together.

260. In quarters, the name of each soldier will be attached to his bunk, and his company number will be placed upon his accouterments.

261. The arms will be kept in racks, the bayonets in their scabbards. Accouterments and sabers will be hung up by the belts on pegs.

262. The utmost attention will be paid by company commanders to the cleanliness of their men, and to the police of barracks or tents. Where conveniences are to be had, the men will be required to bathe once or twice a week. The hair will be kept short, and the beard neatly trimmed. Dirty clothes will be kept in the barrack-bag. No article of any kind will be put under the bedding.

263. A thorough police of barracks will be made on Saturdays. The chiefs of squads will cause bunks and bedding to be overhauled, floors, tables, and benches to be scoured, arms and accouterments to be cleaned, and all articles of black leather to be polished.

264. Non-commissioned officers in command of squads will be held responsible for the cleanliness of their men. They will see that those who are to go on duty put their arms, accouterments, and clothing in the best order, and that such as have passes leave the post in the prescribed dress.

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

266. The articles borne upon the annual price-list of clothing, published by authority of the Secretary of War, will be considered the "uniform," and no deviation therefrom should be allowed.

267. Company commanders will see that all public property in the possession of enlisted men is kept in good order, and that missing or damaged articles are duly accounted for.

268. Enlisted men will not take their arms apart, unless by permission of a commissioned officer, nor will they be permitted to beautify them or to change their exterior finish. The mutilation of any part of the arm by filing, or otherwise, is prohibited. Pieces will be unloaded before they are taken to quarters or tents, and
as soon as the men using them are relieved from duty, unless otherwise ordered. The use of tompons in small arms is forbidden.

269. Equipments will be fitted to the men under the direction of an officer; all other changes are prohibited.

MARKING.

270. Such articles as belong to companies will be marked with the letter of the company and number and name of the regiment. Articles in the possession of enlisted men, arms and clothing excepted, will be marked with the number of the man, letter of the company, and the number of the regiment. Haversacks and blanket-bags will be uniformly marked on the outside as follows: artillery, crossed cannons; cavalry, crossed sabers; infantry, crossed rifles; other corps according to their respective devices, with letter of company above and number of the regiment below the intersection. The design will be stenciled in black; the device five inches long, and the letters and numbers in full-faced characters one inch high. The design will be placed above the letters "U. S." on the equipments, and the number of the soldier, in characters one inch high, will be placed at the bottom, near the lower edge of the blanket-bag. The canteen will be marked with the letter of the company, number of the regiment, and number of man.

MESSING AND COOKING.

271. In camp or barracks company commanders will carefully supervise the cooking and messing of their men. This duty is of the utmost importance and must not be neglected.

272. Kitchens will be placed under the immediate charge of non-commissioned officers, who will be held responsible for their condition and for the proper use of the rations. No one will be allowed to visit, or remain in, the kitchen, except those who go there on duty, or are employed therein.

273. The greatest care will be observed in cleaning and scouring cooking utensils. Table equipage, when not in use, will be arranged in closets.

274. Special regulations for soldiers' fare cannot be made to suit each separate locality and circumstance. Good judgment and personal care on the part of the company officers are relied on to prevent waste or embezzlement. The ration, as a whole, is more than ample for all latitudes. By due economy some part of it can be saved and sold, and the proceeds applied to provide such additional articles of diet as the locality may demand.

275. The "Manual for Army Cooks," published by authority of the Secretary of War, and furnished to companies from the office of the Commissary General of Subsistence, contains comprehensive instructions in the art of cooking, which will be observed as far as practicable.

276. The food of prisoners will be sent to their places of confinement.

277. Table-ware, kitchen utensils, etc., as well as brooms and other articles necessary for the police of barracks, will be issued by the Quartermaster's Department.

278. In the field, the mess furniture of the soldier will be limited to one tin cup, one knife, fork, and spoon to each man, and such device for individual cooking as may be furnished by the Ordnance Department.

ARTICLE XXXIII.

COUNCILS OF ADMINISTRATION.

279. Post, canteen, and company councils of administration are assembled to audit the funds of posts, canteens, and companies; to ascertain and examine the sources from which, and methods by which, they have accrued, and to recommend expenditures therefrom. Post councils are also called to deliberate upon and recommend action, within the limits allowed by regulations, upon such subjects affecting
the welfare and economy of the post as commanding officers may submit to them for that purpose.

280. Commanding officers of posts and companies will, whenever they deem it necessary, and at least once in every two months, on muster days, convene councils of administration. The post council will consist of the three officers on duty at the post next in rank to its commander, and the company council of all the officers present for duty with the company. If there are not three officers on duty at a post, junior in rank to the commanding officer, the council shall consist of the number so present; if only the commanding officer is present, he himself shall act.

281. The junior member of a council of administration will record its proceedings in a book, to be kept for that purpose, which he will submit to the commanding officer. Should the latter disapprove them, and the council, after reconsideration, adhere to its conclusions, a copy of the entire proceedings shall be sent by the commanding officer to the department commander, whose decision thereon, upon all questions not involving pecuniary responsibility, shall be final. Upon questions involving pecuniary responsibility, appeal may be taken to the Secretary of War.

282. The proceedings of a post council will be signed by the president and the recorder. The recorder after entering them, with the final orders thereon, in the council book, will deposit the book with the commanding officer. The approval or objections of the officer ordering the council will be signed with his own hand.

283. A record of the proceedings of the company council will be kept by the junior officer present; in case of disagreement, the matter involved will be submitted to the post commander for decision.

284. The post council shall prescribe the quantity and kind of goods and merchandise which the post trader shall be required to keep on hand, to meet the wants and necessities of the command; shall inspect his books, papers, weights, and measures; shall fix the tariff of prices of the said goods, and shall determine the tax to be levied, as provided in paragraph 353. It will fix the laundry charges, the prices which tradesmen shall receive for making and repairing the uniforms of enlisted men, and, when directed, shall submit regulations for the post school.

285. Councils of administration of posts garrisoned by companies of the same regiment only shall, at the regular meetings on muster days, set aside and cause to be paid over to the regimental treasurer the amount received from the post trader. This amount will be carried by the regimental treasurer to the credit of and will constitute, the band fund. When a post is garrisoned by companies of different regiments, its council will make an equitable division of the band fund, and cause the amount belonging to each regiment to be paid over to its treasurer.

286. When an appropriation is made for the band fund of a regiment, the headquarters of which is in another department, the commanding officer of such department will be notified of the sum appropriated by the department commander in whose command the post is situated.

287. In transmitting sums to regiments, the post treasurer will name the months for which each sum was appropriated, and the regimental treasurer will enter each sum separately, naming the post at which, and the months for which, it was appropriated.

288. The commanding officer who approves the appropriations of a post council and, in the matter of company fund, the company commander, will be held responsible for all expenditures not made in accordance with the regulations.

289. The purchase from band, bakery, or company funds of any article which can be obtained on requisition from the supply departments is forbidden.

290. In case of loss of band, bakery, or company funds, the circumstances will be carefully investigated by a post council of administration, and reported, with a recommendation as to responsibility, through the proper channels, to the department commander for decision. In case of appeal from his action, the papers may be forwarded to the Adjutant General for the decision of the War Department.
ARTICLE XXXIV.

BAND, BAKERY, AND COMPANY FUNDS.

BAND FUNDS.

291. The band fund is raised in the mode prescribed in paragraph 285. Contributions for the support of the band from private sources will be taken up in the account current.

292. The adjutant will be the treasurer of the fund, and will disburse it on warrants drawn by the regimental commander. He will render, through the colonel, to the department commander, returns of the state of the fund and of the property purchased therefrom, on the dates and in the manner prescribed for the post treasurer.

293. When the headquarters of a regiment is transferred from one department to another, the department commander from whose control it passes will cause a copy of the last regimental and company fund accounts received to be forwarded to the commanding officer of the department to which the headquarters of the regiment is transferred.

294. The band fund will be applied exclusively to the support of a band. When it exceeds such requirements, the excess shall be transferred to the funds of the different companies of the regiment; if no band is maintained, the proceeds of the tax levied upon the post trader will be so transferred. The distribution will be made in equal amounts to each company.

BAKERY FUNDS.

295. At posts where fresh vegetables in adequate quantities can be readily obtained, a loaf of bread weighing eighteen ounces will generally be a sufficient allowance per man; but the weight of it may be increased, within the limit of the flour ration, at the discretion of the commanding officer, upon the recommendation of the post council of administration. The saving on the flour ration, ordinarily thirty-three per cent., will be disposed of by the post treasurer for the benefit of the troops. Bread may be baked from it for sale to civilian employés and others, and to canteens, and the residue will be sold. The proceeds of such sale, after deducting the expenses of the bakery, shall, at the end of every two months, be divided by the post council of administration among the companies and detachments of the garrison in proportion to the number of flour rations turned into the bakery by each.

296. The bakery fund will be under the supervision of the post council. It will be collected and held by the post treasurer (an officer appointed by the post commander), who will also act as post librarian.

297. The post treasurer will open an account with the fund, which shall be subject, at all times, to the inspection of the post commander. He will make payments or purchases on the warrants of the commanding officer, which shall be drawn in pursuance of specific resolves of the council.

298. The sums received, transferred, and expended by the post treasurer, and the balance on hand will be reported, after the session of the council of administration, on the last day of April, August, and December, to the department commander, through the commanding officer of the post.

299. On receipt of the account current at department headquarters it will be examined and verified; inaccuracies will be corrected, and all unauthorized expenditures disallowed. When finally passed and approved, it will be filed. In case of appeal from the action of the department commander, it will be forwarded to the Adjutant General for the decision of the War Department.

300. When an officer is relieved from duty as post treasurer, he will transmit an account current for the time during which he so acted, and deliver to, or leave with, his successor a copy of the same. The accounts will be rendered on blanks furnished from the Adjutant General's Office.
301. The savings arising from an economical use of the ration (excepting the saving of flour) will constitute the company fund, which will be kept in the hands of the company commander, and will be disbursed by him, exclusively for the purchase of food, or articles to produce food, for the improvement of the soldiers’ table-fare.

302. An account of the fund will be kept by the company commander, and will be subject to the inspection of the commanding officer of the post and regiment, and the members of the company council. Returns thereof, showing the receipts and expenditures and the number of rations drawn, upon which the savings were made, will be rendered quarterly to the regimental commander. After examination of these returns at regimental headquarters, an abstract, showing in detail the receipts and expenditures of each company (and of the regimental band when its members have a separate mess), will be forwarded to the department commander for examination and approval, as directed for post fund accounts. When the abstract is finally passed and approved, it will be filed at department headquarters.

303. The head cook shall be paid from the company fund the following per diem rates: twenty cents when cooking for one company; twenty-five cents for two, thirty-five cents for three, and fifty cents for four or more companies. Assistant cooks shall serve without extra pay, as this is a duty of instruction. They will be carefully instructed in the art of preparing, cooking, and serving food.

304. The head cook will be inspected and mustered in the company kitchen. He will be excused from the ordinary post duties, but will attend target practice when practicable.

ARTICLE XXXV.

POST BAKERIES.

305. Bread will be baked in post bakeries when practicable. At all permanent posts a suitable building for the purpose, and the necessary fuel, utensils, and furniture therefor, will be provided by the Quartermaster’s Department. The ovens will be constructed and kept in repair by the Subsistence Department. The post treasurer, under the supervision of the commanding officer, shall have charge of the bakery.

306. A competent enlisted man will be detailed as chief baker, and, if necessary, one or more enlisted men as assistant bakers.

307. Extra pay to post bakers is authorized at the following rates—it will be paid from the bakery fund in the hands of the post treasurer: The chief baker at a post of one company shall receive twenty-five cents per day; two companies, thirty-five cents; three companies, forty cents; four or more companies, fifty cents. Each necessary assistant shall receive ten cents less per day than the chief baker, when his extra pay is forty cents and under, and fifteen cents less when his pay is fifty cents.

308. The expenses of the bakery shall be restricted to the extra-duty pay of the bakers; the purchase of malt, hops, potatoes, and such utensils as are not furnished by the supply departments. These expenses must be paid from the saving effected by the issue of the bread, instead of the flour ration.

309. The chief baker will be inspected and mustered at the post bakery. He will be excused from ordinary post duties, but will attend target practice when practicable.

310. The baking of bread by individual companies, at posts, is expressly forbidden.

ARTICLE XXXVI.

POST LIBRARIES, READING-ROOMS, SCHOOLS, ETC.

311. At each permanent post suitable rooms will be set apart for use, respectively, as a library, reading-room, chapel, and school. The Quartermaster General will procure and forward to post libraries such quantities of newspapers and periodicals,
and to post schools such school-books, stationery, and school material for the use of enlisted men as are, or may be, authorized by the Secretary of War. The newspapers, periodicals, and school-books are especially intended for the use of enlisted men, and will not be taken from the library or school-room. If the rooms are used at all by officers, it must be at a time when other duties prevent their use by enlisted men. Inspectors will report violations of this regulation.

312. All articles made or supplied by the Quartermaster's Department for the use of post libraries, reading-rooms, schools, and gymnasiuims will be designated as post property; and will be in charge of, and will be accounted for by, the post quartermaster. Companies and regiments changing station will not take such property, with them. Books or other articles of post property issued to enlisted men will, if lost or destroyed, be charged to them on the muster-rolls.

313. At any post where the building material can be obtained without expense to the Government, and enlisted men desire to erect buildings, by their own labor, for use as canteens, gymnasiuims, bowling alleys, and other places of amusement, the post commander is authorized to use the necessary teams, and such tools, window-sash, doors, and other material as can be spared.

314. When a post is abandoned, the department commander will direct the disposition to be made of the post property for the best interests of the troops in his department. In all cases of necessary removal, post property will be transported by the Quartermaster's Department.

315. The Quartermaster's Department will furnish the necessary fuel for heating libraries, reading-rooms, schools, chapels, and gymnasiuims.

ARTICLE XXXVII.

POST GARDENS.

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

317. On requisition from post commanders, approved by the department commander, the Subsistence Department will procure the seed potatoes and garden seeds for post gardens. Payment for these articles, at cost price, will be made by an assessment, pro rata, upon the company and hospital funds.

318. The Quartermaster's Department will furnish the necessary tools for cultivating post gardens, and will provide water and fencing when these are necessary.

319. Department commanders will give such detailed instructions as may be necessary for carrying these regulations into effect, and for the proper distribution of products of gardens among those entitled to them. Surplus products may be sold and the proceeds divided among the company funds of the garrison according to their strength.

ARTICLE XXXVIII.

POST SCHOOLS.

320. The instruction of enlisted men, as required by section 1231, Revised Statutes, will hereafter be a military duty. Zealous and efficient officers will be detailed, by post commanders, in charge of all post schools, that they may be placed upon a footing commensurate with their importance. At posts where there are chaplains (post or regimental), they will be selected, conformably to the requirements of section 1124, Revised Statutes. Commanding officers are enjoined to personally aid and encourage those needing instruction in acquiring all that the law requires.

The desks, text-books, copy-books, paper, slates, etc., needed for instruction of enlisted men, will be supplied by requisition upon the Quartermaster's Department.
In the absence of proper text-books, etc., instruction will be oral, with the use of the blackboard, and by lecture.

321. The school term will be from the 1st of November to the 30th of April. Company commanders, at the beginning of each term, will furnish to the post commander, for the information of the officer in charge of the school, a list of men who should be placed under instruction duty. Selections of pupils will be confined to men serving their first enlistment, and such young men, in their second enlistment, as it may be deemed necessary to instruct.

322. School teachers will be detailed from the enlisted men. The number shall not exceed one to every fifteen pupils or fraction of that number. If there are no enlisted men at a post suitable for such detail, the commanding officer will apply to the Adjutant General for the number of teachers required.

323. Assistant adjutants general of departments will, under the direction of the department commander, have a general supervision of the schools, and will make, annually, full reports, to accompany those of department commanders, as to the condition and progress of the schools within their departments, setting forth, specifically, any cases of failure or neglect on the part of post commanders to take proper interest in, or facilitate the operations of, the schools.

On February 1st and May 1st reports will be rendered, on the prescribed forms, through the post commander, to the assistant adjutants general at department headquarters. The latter will forward a consolidation thereof with his annual report.

324. Inspections of the schools will be made by officers of the Inspector General's Department, who will examine into the system of instruction, advise post commanders of defects which may be discovered, and, in connection with assistant adjutants general, suggest methods of improvement. They will endeavor to bring about uniformity in the methods of management and instruction, and to make known throughout the Army the best methods in existence at any military post. The inspection reports will be forwarded, through military channels, for the information of the General commanding the Army.

325. At posts where the number of children present will admit of it, and where there are no convenient educational privileges, schools will be maintained, at which the attendance of children of officers will be optional with parents, and those of enlisted men compulsory. The sessions of children's schools will be during such hours of the day as commanding officers may direct.

326. The children of citizens living near the post may be allowed to attend the post school and will, if able, pay a small rate therefor. Parents will supply the necessary books for their own children.

327. Post schools will be under the constant supervision of the officers in immediate charge, who will regulate the character and methods of instruction, and will enforce the necessary discipline. Enlisted men in attendance who do not properly deport themselves will be duly reported to the post authorities. Harsh punishment will not be inflicted upon children; if not amenable to discipline, their conduct will be reported, through the officer in immediate charge, to the commanding officer, who will take the necessary action. The children of officers will be deprived of the privileges of the school for constant and willful non-compliance with its rules.

ARTICLE XXXIX.

POST CANTEENS.

328. Canteens may be established at military posts where there are no post traders, for supplying the troops, at moderate prices, with such articles as may be deemed necessary for their use, entertainment, and comfort; also for affording them the requisite facilities for gymnastic exercises, billiards, and other proper games. The commanding officer may set apart for the purposes of the canteen any suitable
rooms that can be spared, such rooms, whenever practicable, to be in the same building with the library or reading-rooms.

329. The sale or use of ardent spirits in canteens is strictly prohibited; but the commanding officer is authorized to permit wines and light beer to be sold therein by the drink, on week-days, and in a room used for no other purpose, whenever he is satisfied that the giving to the men the opportunity of obtaining such beverages within the post limits has the effect of preventing them from resorting for strong intoxicants to places without such limits, and tends to promote temperance and discipline among them. The practice of what is known as "treating" should be discouraged under all circumstances.

330. Gambling, or playing any game for money or other thing of value, is forbidden.

331. Civilians, other than those employed and resident on the military reservation, are not to be permitted to enter the rooms of the canteen without the authority of the commanding officer. Commanders of canteen posts situated in States (or surrounded by communities) not tolerating the sale of intoxicants, will not permit the residents or members thereof to visit the canteen for the purpose of obtaining beer or wine.

332. Each canteen is to be managed by a suitable officer, not a regimental staff officer, who shall be selected by the post commander, and be designated as "in charge of canteen." The officer will be assisted by a canteen steward, who may be a retired non-commissioned officer, and by as many other enlisted men, having regard to the strength of the garrison and the business of the canteen, as the commanding officer may deem necessary.

333. There shall be a standing "canteen council," to consist of the two senior company commanders present and the officer in charge of the canteen. At posts of less than two companies, or where the number of officers as above prescribed is insufficient, the council will be constituted as prescribed in paragraph 280 of these regulations.

334. It shall be the duty of the canteen council to superintend all the affairs of the canteen. The council may be convened at any time at the call of its president, or by direction of the commanding officer, and, subject to the approval of the latter, is to designate the articles to be kept for sale, fix the prices at which they shall be sold, and authorize all purchases of supplies. At the end of every month it is to meet to take stock, examine the books of the canteen, and inspect the quality of the articles to be sold. A statement of the result of the monthly investigation and of the accounts of the officer in charge, showing the receipts and expenditures during the month, also the assets and liabilities, shall be entered in a book and submitted to the commanding officer for his action. A copy of the statement, with the commanding officer's remarks indorsed thereon, will be exhibited in one of the rooms of the canteen during the ensuing month.

335. Once in three months, ordinarily at the end of every quarter, a committee of non-commissioned officers, one from each company, to be selected by the captain as best fitted to represent the interests of the enlisted men thereof, will be convoked by the commanding officer. The committee shall orally or in writing submit, for the consideration of the canteen council, its views in respect to the management of the canteen.

336. Purchases will ordinarily be made by the officer in charge of the canteen, but contracts for such articles as it may be deemed advisable to procure in considerable quantities are to be entered into, with the approval of the commanding officer, by the canteen council. In no case shall orders for goods, however small, be given by the enlisted attendants of the canteen to the person furnishing the supplies.

337. The steward is to act as salesman and accountant. He shall keep a cash book, also a blotter, showing in separate columns the different articles comprising the stock, and enter therein at the time of sale the quantity or number of articles sold. At the close of each selling day he shall prepare a report on a suitable form.
showing, under appropriate headings, the quantities of the several articles received, the quantities sold, and the quantities remaining on hand. This report he shall submit for examination and approval to the officer in charge on the following morning, and at the same time deliver over the proceeds of the previous day's sales. The report, exhibiting the officer's approval, is to be conspicuously posted in one of the canteen-rooms during the remainder of the day. Checks or coupons, representing values in and exchangeable for merchandise, are to be sold by the officer in charge, or some other member of the canteen council, and, as far as practicable, shall take the place of coin or currency in the transactions at the canteen.

338. When the canteen council shall deem it to be for the true interests of the command, the commanding officer may, in his discretion, authorize a credit of not exceeding one-fifth of their monthly pay to be allowed to soldiers in good standing, but defaulters shall not be punishable otherwise than by being debarred the privileges of the canteen.

339. The necessary articles for the original stock and outfit of the canteen may be purchased on credit, or paid for from an assessment levied upon the funds of the several companies contributing to the canteen, by the canteen council, acting under the direction and with the approval of the commanding officer. When purchased on credit they must be paid for out of the first profits, and it is to be distinctly understood that the officers ordering the purchases are responsible for the payment, and not the Government. Once the canteen is in full operation at a post, cash ought, as a rule, to be paid for all articles on delivery.

340. Among the charges that are to be paid from the profits of the canteens, in addition to the purchase of articles kept for sale, are the following:

a. Extra compensation to the enlisted attendants of the canteen.

b. The cost of billiard and bagatelle tables; apparatus for backgammon, dominoes, and other games; construction of a ten-pin alley; and such fixtures and furniture as cannot be supplied by the Quartermaster's Department.

c. The fire insurance on the canteen stock, furniture, and fixtures.

d. Taxes to which the canteen may be legally liable.

e. The cost of fuel and light, when not supplied by the Quartermaster's Department.

341. Profits accumulating after the above-named expenses shall have been met will be equitably distributed among the several companies and detachments contributing to the canteen, to be used and accounted for as part of the company and detachment funds. Such division is to be made at the end of every quarter, and whenever the troops or a part of them quit their station at the post.

342. On the last days of June and December of each year the commanding officer of a post at which a canteen is carried on will submit to the Adjutant General, through the headquarters of the department and division, a detailed report of the operations and financial condition of the canteen, accompanied by such remarks touching its effect upon the welfare of his command as he may deem it necessary to make for the information of the General commanding the Army and the Secretary of War.

343. When a part of the garrison of a post shall be permanently detached therefrom, a careful estimate of the market value of the canteen stock, fixtures, and furniture is to be made by a disinterested officer, preferably a field officer, to be designated by the post commander, and the proportional share of such estimated value found to be justly due to any retiring company or detachment shall be paid into its fund by the officer in charge. Based upon a valuation arrived at as above indicated, an assessment may be made in favor of the canteen fund upon the funds of companies joining the canteen at any time.

344. Whenever notice is received that the entire garrison of the post is to be withdrawn, the canteen stock will be reduced to the lowest possible extent. Prior to the departure of the troops, the property of the canteen will be sold and proceeds equitably distributed, under the direction of the canteen council, among the funds of the several companies.
ARTICLE XL.

POST TRADERS.

345. One trader is authorized at each military post. He will be appointed by the Secretary of War, on the recommendation of the council of administration, approved by the post commander.

346. Post traders will be furnished with letters of appointment from the Secretary of War, indicating the posts to which they are appointed. They are subject in all respects to the rules and regulations for the government of the Army.

347. Post traders will themselves conduct their business, and will habitually reside at the station to which they are appointed. They will not sub-let, transfer, sell or assign the business, or any portion of it, to others.

348. Post traders will be permitted to erect the buildings required by them, in their legitimate business, upon such portion of the reservation as the commanding officer may assign.

349. When a trader is removed, he may take away, and dispose of, the materials of the buildings erected by him. He cannot lease or sell the buildings to his successor without permission of the military authorities. Should permission be granted and sale effected, the new trader merely succeeds to the right of property which the former one held.

350. Post traders have the exclusive right to trade upon the reservation to which they are appointed; and no other person will be allowed to trade, peddle, or sell goods, by sample or otherwise, within the limits. This rule shall not be construed as prohibiting the sale, by producers, of fresh fruits, vegetables, or dairy products, with the permission of the post commander.

351. The sale of intoxicating liquors at military posts is prohibited.

352. Post traders in the Indian country cannot trade with Indians unless they are properly licensed for such trade.

353. For the exclusive privilege of trading, post traders shall pay, to the post treasurer, a tax, to be determined by the post council of administration, not exceeding in amount ten cents per month, for every officer and enlisted man serving at the post.

354. The council of administration will, once in six months, and not oftener, examine the post trader’s goods and invoices or bills of sale, and will, subject to the approval of the post commander, establish prices at which the goods shall be sold. A copy of the price list will be posted in the trader’s store. Should the latter feel himself aggrieved by the action of the council, he may appeal therefrom, through the post commander, to the War Department.

355. In determining the profit to be allowed, the council will take into consideration not only the prime cost, cost of freight, insurance, and other charges which the trader has incurred, but also the fact that he has no lien on the soldiers’ pay, and is without security for sales made to them on credit.

356. When a cause of complaint arises against a trader for misconduct, breach of regulations, or failure to keep his obligations, the post commander will place the same before the council of administration, which will examine the evidence for and against the trader, and make a report of the facts, through the post commander, to the Adjutant General, for the action of the Secretary of War.

357. When a new trader is selected by the council of administration, and his appointment is issued by proper authority, the appointment of the former trader is revoked; but in order that injustice may not be done the latter by a total loss of his investment in building and goods, the new appointee will be required to purchase a portion, or all of the same, at a fair valuation—the articles to be so purchased, and their value, to be determined by the council of administration. The former trader will not be debarred from withdrawing his goods, if he desires, nor from visiting the reservation to attend to the settlement of his business until the same has been duly closed. This privilege, however, will not entitle him to continue trade at the post.
ARTICLE XLI.

CARE OF FORTIFICATIONS.

358. No alteration will be made in any fortification, nor in any of the casemates, quarters, magazines, storehouses, or other buildings belonging to it, nor will constructions of any kind, whether of earth, masonry, or timber, be erected within a fortification, or within half a mile of its exterior wall, except under the superintendence of the Engineer Department and by the authority of the Secretary of War.

359. No person will be permitted to walk upon any of the slopes of a fortification, excepting the ramps and glacis. If, in any case, it is necessary to provide for crossing them, it should be done by placing wooden steps or stairs against the slopes. The occasional walking of persons on a parapet will do no harm, provided the surface is not cut into paths.

360. Animals will not be permitted to walk or graze upon the slopes, parapets, or ramparts, nor upon the glacis, except within fenced limits, which shall not approach within thirty feet of the crest of the glacis.

361. All grassed surfaces, except the glacis, will be frequently mowed. In cutting the grass upon small slopes a sickle will be used; in mowing the steep slopes the mower will stand on a light ladder resting against the slope.

362. Hay may be cut on the glacis, or, if fenced, it may be used as a pasture; otherwise it will be treated like other slopes of the fortification. On all slopes dead sods will be replaced with fresh ones. Weeds will be eradicated. The burning of grass upon any portion of a fortification is prohibited. The formation of gullies in the parade, terreplein, and ramps will be prevented, especially in slopes where grass is not well established.

363. Terrepleins, floors, pavements, and walks, when constructed of brick, masonry, or concrete, will be preserved from injury with great care, to prevent water from leaking into masonry and casemates. They will be protected by planks whenever it is necessary to move guns or vehicles of any kind over them, and no heavy weight will be permitted to fall upon them.

364. Earth, sand, or ashes will not be placed against wood-work. Wooden floors, platforms, and bridges will be kept clean and exposed to a free circulation of air. The doors and windows of all store-rooms, of unoccupied casemates, quarters and buildings, will be opened several times a week, for thorough ventilation.

365. The foregoing matters involve but little expense, the labor is within the means of every garrison, and no technical knowledge is called for beyond what will be found among soldiers. Repairs requiring small disbursements, such as repainting exposed wood or iron work, can also be executed by the garrison; but reports, estimates, and requisitions may be necessary to obtain the materials.

366. Commanding officers of troops occupying the permanent works, built by the Engineer Department, will not permit photographic or other views of the same to be taken.

MAGAZINES.

367. Magazines will be opened for ventilation only in dry weather. The ventilators will be kept free. No shrubbery or trees will be permitted to screen the buildings from the sun.

368. Moisture in a magazine may be absorbed by chloride of lime placed in an open vessel. The use of quick-lime is dangerous.

369. No person will enter the magazine without first removing his shoes; canes, swords, or other articles which might produce sparks, will not be taken in.

370. Barrels containing powder will be occasionally inspected and brushed, to prevent insects from destroying the hoops. Carbolic acid may be used as a remedy for this. When necessary to prevent caking, barrels of powder will be rolled on boards outside of the magazine. Should the powder be caked, great caution must be used in breaking the lumps. The grains must be separated, but not pulverized.
REGULATIONS FOR THE ARMY OF THE UNITED STATES.

371. Under no circumstances will cartridge bags or projectiles be filled in a magazine.

372. Smoking or fire will not be allowed within proximity of the magazine. Should a fire accidentally occur near by, the ventilators and windows will be immediately closed, and the building covered with paulins or blankets saturated with water. No attempt should be made to remove the contents.

373. Such articles as loaded shells, fuses, friction-primers, water-caps, rockets, fireworks, composition for firework, port-fires, slow and quick match, will never be put in a magazine containing powder.

374. Shells will not be charged until there is occasion for firing them.

375. The instructions regarding the care and preservation of artillery material, contained in "Tidball's Manual of Heavy Artillery," will be observed by the commanding officers of all military posts at which such material is used or stored.

ARTICLE XLII.

LIGHT ARTILLERY INSTRUCTION.

376. For purposes of instruction, the lieutenants of the artillery regiments will be passed through the school of light artillery in their respective regiments, and no lieutenant will be in that school more than two years at any one tour. From this rule may be excepted lieutenants in command of batteries the captains of which are indefinitely absent, and regimental staff officers. To carry out the arrangement, regimental commanders will, in due season, report to the Adjutant General of the Army the names of officers for transfer to the light artillery batteries. The transfers will be made to take effect on October 1st of each year.

377. Captains of light batteries will be specially assigned, with the approval of the Secretary of War, by the commanding General of the Army, upon the recommendation of the colonel of the regiment, whose recommendation will be based solely upon the special qualifications of the officer for the command of a school of light artillery.

ARTICLE XLIII.

INSTRUCTION IN TORPEDO SERVICE.

378. The commanding officer of each artillery, cavalry, and infantry regiment may, on the 1st day of September of each year, nominate to the General commanding the Army, one subaltern for selection for detail at Willet's Point, New York, for a course of instruction in torpedo service, commencing on the 1st day of December and ending on the 30th day of June following. The nominations thus made will be forwarded through the regular military channels.

379. The conditions governing the detail will be determined each year and announced in general orders from the headquarters of the Army.

ARTICLE XLIV.

ARTILLERY PRACTICE.

380. At all posts with fixed batteries the position of every gun, mounted or to be mounted, will have its number, which will be placed on the gun when in position. The guns will be numbered in a regular series, commencing with the first gun on the left of the main entrance looking out. Where there are platforms temporarily unoccupied by guns, they will be included in the regular series of numbering. The pieces of other batteries will be numbered from right to left.

381. At all posts with fixed batteries a book will be kept, to be known as the "Post-book of Artillery Record," in which, under the direction of the post commander, will be duly entered the number of each mounted gun, its caliber, weight, names of founder and inspector, and other marks; the description of its carriage, from
whence received, and date of receipt at the post, and the greatest field of fire of the
gun in position. This book will be furnished by the Ordnance Department. Instructions
for keeping it will be found in front pages.

382. The commanding general of each division within which are the headquar-
ters of one or more regiments of artillery will designate, with the approval of the
General commanding the Army, a competent officer of artillery to be attached to
the division staff, and who shall act as the division inspector of artillery target
practice. During the continuance of the target practice season at each post, he will
make such inspections as the division commander may direct, for the purpose of
insuring thorough, uniform, and systematic instruction.

383. The commanding officer of each post, where there are fixed batteries bearing
upon a channel, will call upon the Engineer Department for accurate charts showing
the soundings, to the extent of the ranges of the guns; these charts will be elabor-
ated, under direction of the post commander, in the manner prescribed in instructions
and general orders governing artillery practice.

384. The details of the methods of conducting the technical instruction of artill-
ery troops, and target practice with heavy and light artillery, will be prescribed,
from time to time, in orders and instructions issuing from the headquarters of the
Army. No deviation from the prescribed methods will be permitted, except in special
cases, of the necessity of which the department or division commander will judge.

385. All officers of artillery will be encouraged to submit, through proper chan-
nels, suggestions and devices for improving the prescribed methods.

386. The allowance of ammunition for the instruction of heavy and light artillery
batteries and for practice with machine-guns will be determined each year on infor-
mation furnished by the Chief of Ordnance, and will be announced at the proper
times in general orders from the headquarters of the Army.

387. Targets and target material for artillery practice will be provided by the
Ordnance Department. The Quartermaster's Department will furnish all necessary
assistance in placing, removing, and storing targets.

388. In addition to such reports as may be required by instructions and orders
governing artillery practice, the commanding officers of posts and batteries will
transmit, through the proper channels, for the information of the Chief of Ordnance,
on forms supplied by the Ordnance Department, a report of each shot fired, not only
in practice and instruction, but also in actual service against an enemy.

ARTICLE XLV.

SMALL-ARMS PRACTICE.

389. The third edition of the work on rifle and carbine firing, prepared by
Captain Stauhope E. Blunt, Ordnance Department, inspector of small-arms practice
at the headquarters of the Army, having been approved by the Secretary of War
for the use of the Army and the militia of the different States, under the title of
"Firing Regulations for Small-Arms," will be distributed to the Army, and the
methods therein prescribed will be the authorized guide in all matters pertaining to
the subjects which it covers.

390. Practice will be conducted in accordance with the "Firing Regulations for
Small-Arms." The period selected for practice on the range will be announced annu-
ally by department commanders; they will also publish from time to time the
results of the firing, and the names of the qualified sharpshooters; but, for the sake
of uniformity, all orders containing instructions to govern either the preliminary
methods or practice with the rifle, carbine, or revolver will only be issued from the
headquarters of the Army.

391. Reports as to the amount of instruction imparted, and degree of proficiency
attained, will be rendered only as required by the "Firing Regulations for Small-
Arms," or by such further orders as may be issued from the headquarters of the
Army. The necessary books and blanks for this purpose will be supplied by the Ordnance Department.

392. The Army will be annually allowed, for the instruction of the soldier in target practice, small-arm ammunition as follows:

a. For each officer or enlisted man firing with rifle, to the value of $4.

b. For each officer or enlisted man firing with the carbine, to the value of $3.50.

c. For each enlisted man of the cavalry arm, and for each officer and sergeant of any arm, for revolver practice, to the value of $1.

d. For the further instruction of the soldier (more especially the recruit), and for firing at drills, funerals, &c., such an amount of rifle and carbine blank cartridges as the company commander deems requisite, not exceeding 2,000 rounds for each company of infantry or battery of artillery, and 4,000 rounds for each troop of cavalry, will also be allowed.

e. In addition, each troop of cavalry will be allowed 5,000 rounds of blank revolver ammunition.

f. In addition to the above allowances, each regimental staff and band, each battery of artillery, and company of infantry, will be allowed for gallery practice 6,000 round balls, 15,000 cartridge-primers, 15 pounds of powder, 15 pounds of lubricant; and each troop of cavalry 8,000 round balls, 20,000 cartridge-primers, 20 pounds of powder, 20 pounds of lubricant. But when the rifle or carbine bullets fired in range practice can be recovered, they will be recast for gallery practice and the round balls will not be supplied.

393. The values of small-arm ammunition and of the component parts thereof are determined by the Chief of Ordnance, and will be published from time to time in general orders for the government of the Army.

394. In selecting competitors for the authorized annual rifle or carbine contests, no additional ammunition will be allowed. After the competitors (officers and men) are assembled at the place of competition, the firing will be limited to that prescribed by paragraph 884 of the “Firing Regulations for Small Arms,” and the expenditures of ammunition, as there directed, will be governed accordingly.

395. The aggregate allowance of ammunition for any company will be expended at such times during the year as the department commander may direct, or, in the absence of specific directions, as the post and company commanders may deem best adapted to promote the efficiency of their men. When not used in target practice, ammunition may, in the discretion of the post or company commanders, be expended in hunting.

396. Company commanders and other officers accountable for ammunition will keep a permanent record, for each calendar year, of the amount expended in target firing at each practice, in order that officers succeeding them in command at any time during the year may be enabled to regulate subsequent expenditures. Any expenditure in excess of authorized allowances will be charged to the officer accountable. Ammunition not expended at the end of the year (December 31) will be no longer available.

397. The Ordnance Department will provide the targets, streamers, and signal flags required for practice. The labor and expense of setting up the targets, preparing the range for firing, and shelters for the markers, will be borne by the Quartermaster’s Department, which will also provide the flour necessary for making pasty for use in the target practice.

398. On the frontier, where hunting for large game is practicable, the men will be encouraged to hunt; and for this purpose captains of companies may sell cartridges to their men in limited quantities, according to the supply on hand, and will account for the sales on their quarterly returns of ordnance.
ARTICLE XLVI.

THE ROSTER, DETAILS FOR SERVICE, AND ROLL-CALLS.

399. All details for service in garrison and in the field, shall be by roster; but officers, or enlisted men, when detailed, must serve whether a roster be kept or not; having performed the service, they may appeal to superior authority if they deem themselves aggrieved.

400. The duties performed by roster are of three classes: The first class comprises—1st, grand guards and outposts; 2d, interior guards, including stable guards. The second class comprises—1st, detachments to protect laborers on military works; 2d, armed working parties on such works. The third class comprises all duties and fatigues, without arms, in or out of the garrison or camp.

401. The rosters are distinct for each class. Officers are named on them in the order of rank. The details are taken in succession, according to the roster, beginning at the head.

402. Lieutenants form one roster, and 1st and 2d lieutenants are entered on it alternately. Captains form one roster, and are exempt from ordinary fatigue duties. A captain commanding a battalion temporarily is exempt from detail, and duty falling to him passes. Lieutenant colonels and majors are on one roster, and may be detailed for duties of the 1st and 2d classes, when the importance of the duty requires it. In the field their roster is kept at division and brigade headquarters. In a company, sergeants, corporals, and privates form distinct rosters.

403. Officers, non-commissioned officers, and privates take duties of the first class in the order stated, viz: The first for detail takes the grand guards; the next, the interior guards. The same rule prevails in regard to details of the second class. In those of the third class the senior officer takes the largest party. The party first for detail takes the service out of camp.

404. When the officer whose tour it is is not present at the hour of marching, the next after him takes it. When a grand guard has passed the chain of sentinels, or an interior guard has reached its post, the officer whose tour it was cannot then take it, but succeeds to the tour of the officer who has taken his. When an officer is prevented by sickness from taking his tour, he becomes first for detail on being restored to duty—the general rule being that the officer longest off duty is the first for detail. These rules apply equally to non-commissioned officers and soldiers.

405. Duties of the first and second classes are credited on the roster when the guards or detachments have passed the chain of sentinels, or an interior guard has reached its post; fatigue duties, when the parties have been formed and have entered upon the performance of their duties.

406. Every officer, non-commissioned officer, or soldier on duty of the first or second class, or who is next for detail for such duty, takes, when relieved, the duty of the third class that has fallen to him during that time.

407. Soldiers march completely armed and equipped on all duties of the first and second classes.

408. In the cavalry, horses are packed for all mounted service. Dismounted men, and those whose horses are not fit for service, are preferred for all dismounted details. Mounted men are never employed on such service, if the number of dismounted men is sufficient.

409. In the field, every enlisted man of the cavalry detailed for dismounted service will, before he marches, take to the first sergeant of his troop his horse equipments and saddle ready packed. In case of alarm, the first sergeant sees that these horses are equipped and led to the rendezvous.

410. A light battery serving with other troops will furnish its own park and stable guards, police, etc. Both officers and men will be exempt from other details, and the men will not be detailed for extra duty in the staff departments, nor for duty interfering with battery duties, if it can be avoided.
DETAchMENTS.

411. As far as the exigencies of the service will permit, detachments for armed service will be formed by taking battalions, companies, platoons, or other subdivisions in turn, according to the roster for such detail.

412. When the detachment is to consist of men from every company of a regiment or battalion, the first on the roster for guard are taken.

413. Officers and enlisted men detailed for detached service will, if otherwise employed, be relieved from the duty they are on, if they can reach camp in time to march with the detachment.

414. When a detachment is to be formed from the different organizations of a command, the Adjutant or Assistant Adjutant General forms the contingent of such command, verifies the details, and sends it to the place of assembly, or turns it over to the detachment commander, to be conducted to its post of duty.

415. When detachments meet, the command is regulated, while they serve together, as if they formed one command. But the senior officer cannot prevent the commander of any detachment from moving, when he thinks proper, to execute the orders he has received.

416. On the return of a detachment, its commander reports to the headquarters from which he received his orders.

ROLL-CALLS.

417. There shall be, daily, at least three roll-calls, viz: at reveille, retreat, and tattoo. They will be made on the company parades by the 1st sergeants, superintended by a commissioned officer of the company.

418. In camp and garrison, the commanding officer fixes the hours for reports, issues, and roll-calls, and for the performance of stated duties, and fatigues. In garrison, retreat will be at sunset. The signals will be sounded by the field musicians in accordance with the authorized drill regulations.

419. At established roll-calls, except dress-parade, the officers superintending them will, after the companies have been dismissed, report the results to the adjutant or other officer designated to receive them. The adjutant, or officer designated, reports the result of the roll-call to the commanding officer.

420. After breakfast, which shall immediately follow reveille roll-call, and after stable duty in the cavalry, the tents or quarters, and the space around them, will be policed by the men of the companies, and the guard-house or guard-tent by the guard or prisoners.

421. The morning reports of the companies, signed by the captains and first sergeants, will be handed to the adjutant before eight o'clock in the morning, and will be consolidated by him within the next hour, for the information of the commanding officer. The consolidated report will be signed by the latter and the adjutant.

ARTICLE XLVII.

HONORS, SALUTES, OFFICIAL VISITS, CEREMONIES.

422. The following officers will be received with standards and colors dropping, officers and troops saluting, and the bands and field music playing as below:


423. The Vice-President, the members of the Cabinet, the Chief Justice, the President of the Senate, the Speaker of the House of Representatives, and Governors, within their respective States and Territories, receive the same honors as are paid to a General Commanding-in-Chief.
424. American or foreign envoys, or ministers, are received with the honors due to a Lieutenant General.

425. Officers of the Navy are received with the honors due their assimilated rank.

426. Officers of Marines, and of the Volunteers and Militia, when in the service of the United States, receive the honors due to like grades in the regular service.

427. Officers of a foreign service are received with the honors due to their rank.

428. The national or regimental colors passing a guard, or other armed body, will be saluted, the trumpets sounding, and the drums beating a march. Officers or enlisted men passing the colors will give the prescribed salute whether with or without arms.

429. No honors are paid by troops when on the march or in trenches; and no salute is rendered when marching in double time, or at the trot or gallop.

430. The commanding officer is saluted by all commissioned officers in command of troops or detachments. If troops are armed, arms will be brought to a "carry" before the salute is tendered.

431. All officers salute each other on meeting, and in making or receiving official reports. When under arms the salute is made with the sword or saber, if drawn; otherwise with the hand. A mounted officer dismounts before addressing a superior not mounted. In all cases the junior salutes first.

432. On official occasions, officers when indoors and under arms do not uncover, but salute with the sword, if drawn; otherwise with the hand. If not under arms, they uncover and stand at attention, but do not salute.

433. When an enlisted man without arms passes an officer he salutes him, using the hand farthest from the officer. If mounted, he salutes with the right hand.

434. An enlisted man armed with the saber, when out of ranks, salutes all officers with the saber, if drawn; if not, he salutes with the hand. If on foot, and armed with a rifle or carbine, he salutes as prescribed for a sergeant. A mounted soldier dismounts before addressing an officer not mounted.

435. A non-commissioned officer, or private, in command of a detachment without arms, salutes all officers with the hand. If the detachment be on foot, and armed with the rifle or carbine, he brings his piece to carry, and salutes as prescribed for a sergeant. If armed with a saber, he salutes with the saber.

436. An enlisted man being seated, rises on the approach of an officer, faces toward him and salutes. If standing, he faces 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 actually at work do not cease it to salute an officer unless addressed by him.

437. An enlisted man makes the prescribed salute with the weapon he is armed with; or, if unarmed, with the hand, before addressing an officer. He also makes the same salute after receiving a reply.

438. Indoors, a non-commissioned officer or soldier, when unarmed, uncovers and stands at attention upon the approach of an officer, but does not salute; in all other cases he salutes as heretofore prescribed, without uncovering.

439. When an officer enters the room where there are soldiers, the word, "Attention" is given by some one who perceives him, when all rise and remain standing in the position of a soldier until the officer leaves the room. Soldiers at meals do not rise. Officers in citizens' dress are saluted in the same manner as when in uniform.

440. Soldiers at all times, and in all situations, pay the same compliments to officers of the Army, Navy, and Marines, and to officers of the Volunteers and Militia in the service of the United States, as to officers of their own particular regiments and corps.

441. Officers will, at all times, acknowledge the courtesies of enlisted men by returning salutes given, saluting as prescribed in the drill regulations. When several officers in company are saluted, all who are entitled to the salute return it.
REGULATIONS FOR THE ARMY OF THE UNITED STATES. 43

SALUTES WITH CANNON.

442. Salutes will be fired only between sunrise and sunset, and, as a rule, never on Sunday. The national colors will always be displayed at the time of firing salutes.

443. The national salute is determined by the number of States composing the Union, at the rate of one gun for each State. It is fired at noon, on July 4th, at every post provided with artillery.

444. The President, both on his arrival at, and departure from, a military post, or when passing its vicinity, receives a salute of twenty-one guns. No other personal salute is fired in his presence.

445. The General receives a salute of seventeen guns; the Lieutenant General or Major General commanding of fifteen guns; a Major General, thirteen guns; and a Brigadier General, eleven guns.

446. An officer, assigned to duty according to his brevet rank, is entitled to the salute prescribed for the grade to which he is assigned.

447. As a rule, a personal salute is fired when the personage entitled to it enters a post.

448. A general officer is saluted but once a year at each post, when notice of his intention to visit it has been given. When several persons, each of whom is entitled to a salute, arrive together at a post, the highest in rank or position is alone saluted. If they arrive successively, each is saluted in turn.

449. Officers of the Navy are saluted according to their assimilated rank; officers of marines, and of the volunteer forces or militia in the service of the United States, and officers of foreign services, are saluted according to rank.

450. The Vice-President and President of the Senate receive a salute of nineteen guns; members of the Cabinet, the Chief Justice, the Speaker of the House of Representatives, a Committee of Congress officially visiting a military post, and Governors, within their respective States or Territories, receive seventeen guns.

451. American or foreign envoys or ministers receive fifteen guns; ministers resident, accredited to the United States, thirteen guns; chargés d'affaires, eleven guns; consuls-general accredited to the United States, nine guns.

452. The sovereign or chief magistrate of a foreign country receives the salute prescribed for the President; members of a royal family receive the salute due to their sovereign.

453. The salute of a national flag is twenty-one guns.

454. It is the custom of foreign ships-of-war, on entering a harbor, or passing in the vicinity of a fortification, to hoist at the fore the flag of the country in whose waters they are, and to salute it. On the completion of the salute to the flag, a salute of the same number of guns will be promptly returned by the nearest fort or battery. If there be several forts or batteries in sight, or within six miles of each other, the principal one will return the salute. United States vessels return salutes to the flag, in United States waters, only when there is no fort or battery to do so. United States vessels do not salute United States forts or posts.

455. When a civil functionary entitled to a salute arrives at a military post, the commanding officer meets or calls upon him as soon as practicable, and will tender him a review, provided the garrison of the place consists of not less than four companies. When an officer entitled to a salute visits a post within his own command, the troops will be paraded and he will receive the honor of a review, unless he directs otherwise. When a salute is to be given an officer junior to another present at a post, the senior will be notified to that effect by the commanding officer.

456. Under no circumstances will the flag of a military post be dipped by way of salute or compliment.

OFFICIAL VISITS AND COURTESIES.

457. Officers arriving at the headquarters of a military geographical division, department, or organized military command, or at a military post, will, as soon.
thereafter as practicable, call upon the commander thereof, and register their names in the office of the assistant adjutant general or adjutant of the command. If the visiting officer be senior to the commander, the former may send a card, when it will become the duty of the commander to make the first call.

459. The interchange of official compliments and visits, between foreign military or naval officers and the authorities of a military post, is international in character. In all cases it is the duty of the post commander, without regard to his rank, to send a suitable officer to offer civilities and assistance to a vessel of war, foreign or otherwise, recently arrived. It is expected that this civility will be returned. Within twenty-four hours thereafter, the officer commanding the vessel, will formally visit the post commander, who is entitled to receive the first visit. A return visit will be paid on the following day.

460. When a military commander officially visits a vessel-of-war, he will give notice in advance of his intention to do so. He is received at the gangway by the commander of the vessel, and is accompanied there, when leaving, by the same officer. The officer who is sent with the customary offer of civilities is met, at the gangway of a vessel-of-war, by the officer of the deck, and is presented, by the latter, to the commander of the vessel.

461. A vessel-of-war is approached and boarded, by commissioned officers, by the starboard side and gangway, when there are gangways on each side. In entering a boat, the junior goes first and other officers follow in order of rank; in leaving a boat, the senior goes first. The latter acknowledges the salutes which are given at the gangway of a naval vessel.

462. Naval vessels fire personal salutes, to officers entitled to them, when the boat containing the officer to be saluted has cleared the ship. It is an acknowledgment of the salute for his boat to "lie on her ears" from the first until the last gun, and for the officers saluted to uncover, then, at the conclusion, to "give way."

463. The exchange of official visits between the commanding officer of a post and vessel, opens the door to both official and social courtesies among the officers.

ESCAPES OF HONOR.

464. Escorts of honor may be composed of cavalry, artillery, or infantry, or of all arms, according to the circumstances. They are detailed 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, and are formed and maneuvered as prescribed in the authorized drill regulations.

FUNERAL HONORS.

465. On the receipt of official intelligence of the death of the President of the United States at any post or camp, the commanding officer will, on the following day, cause a gun to be fired 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 senior officer.

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

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

468. When the funeral of an officer entitled, when living, to a salute, takes place at or near a military post, minute-guns will be fired while the remains are being borne to the place of interment; but the number of guns will not exceed that to
which the officer was entitled, as a salute, when living. After the remains are deposited in the grave, a salute, corresponding to the rank of the deceased, will be fired in addition to three salvoes of artillery or three volleys of musketry.

468. If the remains of a flag-officer of the Navy are brought ashore in the vicinity of a military post, the flag will be displayed at half-staff, and minute-guns will be fired as the procession moves. The number of guns will be that to which the officer was entitled, as a salute, when living.

469. During the funeral of a civil functionary entitled, when living, to a salute, the flag is displayed at half-staff, and minute-guns are fired.

470. On the death of an officer at a military post, the flag is displayed at half-staff, and kept so, between the hours of reveille and retreat, until the last salvo or volley is fired over the grave; or, if the remains are not interred at the post, until they are removed therefrom.

471. During the funeral of an enlisted man the flag is displayed at half-staff. It is hoisted to the top after the final volley or gun is fired.

472. All military posts in sight, or within six miles of each other, display their flags at half-staff upon the occasion of either one doing so. The same rule is observed toward vessels-of-war.

473. When the flag is displayed at half-staff, it is lowered to that position from the top of the staff. It is afterward hoisted to the top before it is finally lowered.

474. The funeral escort of the Secretary of War or General-in-Chief shall consist of a regiment of infantry, a battalion of cavalry, and two batteries of artillery; of the lieutenant-general or the major-general commanding, a regiment of infantry, a battalion of cavalry, and a battery of artillery; of a major-general, a regiment of infantry, two companies of cavalry, and a battery of artillery; of a brigadier-general, a regiment of infantry, a company of cavalry, and a platoon of artillery; of a colonel, a regiment; lieutenant-colonel, six companies; a major, four companies; a captain, one company; a subaltern, half a company.

475. The funeral escort of an officer will be commanded by an officer of the same grade as the deceased; if none such be present, by one of the next inferior grade. The form of escorting a corpse to the grave is prescribed in the drill regulations of the several arms of service.

476. The funeral escort of a non-commissioned staff officer shall consist of sixteen rank and file, commanded by a sergeant; of a sergeant, of fourteen rank and file, commanded by a sergeant; of a corporal, of twelve rank and file, commanded by a corporal; and, of a private, of eight rank and file, commanded by a corporal.

477. The funeral escorts of officers of field artillery shall be as follows: Colonel, twelve pieces; lieutenant-colonel and major, eight pieces; captain, four pieces, and a lieutenant, two pieces. The escort of an enlisted man shall consist of one piece. Caissons need not accompany the pieces.

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

479. At the funeral of an officer, such officers of the post, or organization in the field, as can 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 by the non-commissioned officers and privates of the regiment or company, according to the rank of the deceased, with side-arms only. Officers or enlisted men joining the funeral procession follow the mourners in order of rank.

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

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

482. The drums of a funeral escort will be covered with black crape, or thin black serge, to be furnished by the Quartermaster's Department.
483. The colors of a regiment will only be draped in obedience to orders from the War Department. In draping, the edge of each color will be faced on both sides with black crape six inches wide, and two streamers, six inches wide, of the same length as the cords, will be attached to the ferrule below the spear-head.

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

CEREMONIES.

Parades.

485. Parades, reviews, guard-mounting, and other ceremonies will be conducted as prescribed in the authorized drill regulations of the several arms of service.

486. Officers on all duties under arms are to have their swords drawn without waiting for any words of command.

487. 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. All officers and men will be present, unless specially excused or on duty incompatible with such attendance.

Musters.

488. 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, if present; otherwise by an officer specially designated, or by the commanding officer.

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

490. All stated musters of the troops will, when practicable, be preceded by a minute and careful inspection. If the command consists of more than one company, the inspection will be preceded by a review.

ARTICLE XLVIII.

GUARDS.

491. At every military post, and in every regiment or separate battalion in the field, a post or camp guard shall be detailed daily. It will consist, if practicable, of two sergeants, three corporals, one musician, and such number of privates as the commanding officer may deem necessary. It will be commanded by a lieutenant, if possible, otherwise by the senior non-commissioned officer on duty therewith, under the supervision of the officer of the day.

492. Post and camp guards will be relieved every twenty-four hours.

493. Countersigns, paroles, and watchwords will be used in the performance of guard duty, especially in the presence or vicinity of an enemy. The “countersign” is a word given daily to enable guards and sentinels to distinguish persons at night. It is given to such persons as are entitled to pass and repass during the night, and to the officer, non-commissioned officers, and sentinels of the guard. To officers commanding guards a second word, called the “parole,” will be given as a check upon the countersign, by which such officers as are entitled to make visits of inspection at night may be distinguished.

494. A general officer, or the commander of a regiment or post, may visit the guards of his command, and make such inspections as he may consider essential. He will be received in the manner prescribed for receiving the officer of the day. At night, or in the field, he will take from the main body of the guard such escort as he may deem necessary. All material instructions given to sentinels by persons entitled to visit and inspect them, will be promptly reported to the commander of the guard by the officer giving them.
495. Both the old and new officers of the day will be present at guard mounting. While the old guard is being relieved, they will inspect the guard-house or tents, and verify the number of prisoners. They will then report to the commanding officer, to whom the officer relieved presents the report of the commander of the guard, with such remarks entered thereon as circumstances require. At the same time the new officer of the day receives his instructions.

496. The officer of the day is responsible for the enforcement of all police regulations, and is charged with the execution of the orders of the commanding officer relating to the safety, order, and police of the post or camp. Fatigue parties will be furnished him when the number of prisoners is insufficient for the necessary police purposes.

497. The officer of the day will inspect the guard and sentinels during the day and night, at such times as he may deem necessary. He will visit them at night at least once after 12 o'clock.

498. The commander of a guard will transmit to his successor all instructions and information relating to his post.

499. Officers will remain constantly with their guards except while visiting their sentinels, or necessarily engaged elsewhere in the performance of their duty.

500. Commanders of guards, upon leaving their posts to visit sentinels, or to perform other proper duty, will mention their intention, destination, and the probable time of absence, to the next in command.

501. The commander of the guard will inspect his guard at reveille and retreat. He will see that the countersign is duly communicated to the sentinels at the proper time before twilight, or at the hour designated by the commanding officer. The countersign will not be given to the sentinel at the guard house or guard tents.

502. The commander of the guard will enter in the Post Guard Report Book a report of his tour of service, which he will present to the officer of the day on the completion of his tour.

503. Inexperienced officers may be put on guard as supernumeraries, for the purpose of instruction.

DUTIES OF GUARDS AND SENTINELS.

504. All persons, of whatever rank in the service, are required to observe respect towards sentinels.

505. Neither officers nor soldiers, while on guard, will remove their clothing or accouterments.

506. Sentinels will be relieved every two hours, unless the state of the weather, or other causes, shall make longer or shorter intervals necessary. The sentinel at the guard house, or guard tent, will be the first relieved.

507. Each relief, before being posted, and after being relieved, will be inspected by the commander of the guard. If the sentinels are numerous, the sergeants will also be employed in relieving them.

508. Sentinels will not take orders from, nor allow themselves to be relieved by, any person except an officer or non-commissioned officer of the guard, the officer of the day, or the commanding officer.

509. Sentinels will habitually walk their posts, keeping themselves on the alert, and observing everything that takes place within sight or hearing. They will report every breach of orders or regulations which they are instructed to enforce. They will carry their arms at a support, or on either shoulder, but will never quit them. In wet weather, if there be no sentry-boxes, they may secure arms.

510. Sentinels will not quit their posts, nor engage in conversation not necessary to the discharge of their duties; nor will they permit any one to converse with prisoners under their charge without proper authority.

511. A sentinel will repeat all calls made from posts more distant from the guard house than his own, and no sentinel will be posted at such a distance therefrom that he cannot be heard by the guard, either directly or through other sentinels.
512. In case of disorder, a sentinel will cry, "The guard." If a fire takes place, he will cry, "Fire," adding in either case the number of his post. If the danger be great, he will discharge his piece before calling. When a fire breaks out, or an alarm is raised in a garrison, all guards will be formed under arms.

513. After retreat, or the hour appointed by the commanding officer, until broad daylight, a sentinel will challenge all persons seen on or near his post, and will duly satisfy himself, before passing them, that they are what they represent themselves to be. If he has 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 will cry, "Corporal of the guard," adding the number of his post.

514. The sentinel at the guard house or guard tents will challenge all persons who approach the post of the guard at night. After challenging and receiving a reply, he will command, "Halt," and will call, "Corporal of the guard," repeating the reply of the person challenged. The corporal of the guard will then order the person to advance, receiving the countersign if he has it. If the person challenged be an officer entitled to inspect the guard, the corporal, after receiving the countersign, will say, "The countersign is right," and call, "Turn out the guard," announcing the title of the officer challenged. The guard being paraded, the officer of the guard will say, "Advance, officer of the day," adding, "with the parole," if he deem it necessary.

515. The sentinel over the arms at the post of the guard has charge of the prisoners, and will suffer no one to converse with them without permission. They are only permitted to go to the sink one at a time, and under a sentinel.

COMPLIMENTS FROM GUARDS AND SENTINELS.

516. During the day, the guard of a camp or garrison turns out and presents arms to a general officer, the commander of the post or camp, and the officer of the day.

517. Guards will turn out and present arms to officers entitled to the compliment as often as they pass. The personal guards of general officers will turn out to the general whose guards they are, and to his superiors in rank.

518. All guards will turn out under arms when armed parties approach their posts; to parties commanded by commissioned officers they will present arms, officers saluting.

519. The National or regimental colors passing a guard will be saluted, the trumpets or field music sounding a march.

520. When an officer entitled to a salute passes guards in the act of relieving, both will salute at the word of command from the senior officer. If he passes in rear of a guard it does not salute, but stands at a "carry."

521. The sentinel at the post of the guard, on the approach of a body of troops, or officer entitled to the compliment, will cry, "Turn out the guard," and announce who approaches.

522. Guards do not turn out as a matter of compliment after sunset, nor will any compliments be paid by them between retreat and reveille.

523. Between reveille and retreat, sentinels will salute all officers by presenting arms.

524. Mounted sentinels, armed with the saber and with sabers drawn, will salute all officers by presenting saber; if armed with the carbine only, they will, on the approach of an officer, take the position of advance carbine. In challenging, and holding communications, they will take the position of advance carbine, raise pistol, or guard, accordingly as they are armed with the carbine, pistol, or saber.

525. A sentinel in a sentry-box, upon the approach of an officer, will stand at a carry, and, if armed with the rifle or carbine, will present arms as the officer passes.

526. Between retreat and reveille, except when challenging, a sentinel (not in a sentry-box) will, when an officer approaches, face outward, and stand at a carry until the officer has passed.
527. All guards and sentinels will pay the same compliments to civil officers of the Government; to officers in the military or civil service of foreign powers; to officers of the Navy and Marine Corps, and to officers of volunteers and militia when in the service of the United States, that are directed to be paid to officers of the Army of corresponding rank.

PROPERTY USED FOR POLICE.

528. Articles of camp and garrison equipage needed for strictly post or police purposes, such as flags, spades, shovels, axes, hatchets, pickaxes, and brooms, will be issued by the post quartermaster on special requisition of the officer of the guard or the officer of the day, approved by the post commander. These articles will be received for by the officer making the requisition, and dropped from the quartermaster's returns. Articles other than those herein enumerated will be accounted for like other public property.

529. The articles so obtained will be duly entered, by the officer who receives them, on the guard report, under the heading "Articles in charge." They will be carried on the report, and daily receipted for by the successive officers of the guard or day. When no longer fit for use, they will be submitted for inspection, and, if condemned, disposed of as ordered.

530. An officer who receipts for property so carried on the guard report is not required to render returns thereof. He is relieved from accountability for it by the receipt of his successor.

CAMP GUARDS.

531. The sentinels of the camp guard arrest suspicious persons prowling about the camp at any time. At night they arrest any one who attempts to enter, even the soldiers of other corps. Arrested persons are sent to the commander of the guard, and by him, if necessary, to the officer of the day.

532. The sentinels at the post of the guard have orders not to permit enlisted men to pass without reporting; to warn the command at the approach of any armed body, and to arrest all suspicious or disorderly persons. The sergeant sends persons so arrested to the commander of the guard, and warns him of the approach of any armed body. If any one is to be passed out of camp at night, he is sent to the commander of the guard, who has him passed over the chain.

533. When necessary, small posts may be established exterior to the chain of sentinels. These posts are under the orders of the commander of the camp guard, and are visited by his patrols.

534. When the command marches, the men of the camp guard return to their companies. In the cavalry, at the sound "boots and saddles," the officer of the guard sends the men to saddle and pack; when the regiment assembles, all the men join it.

535. When the new camp guard marches with the camping party it forms, on reaching the camp, in front of the center of the ground marked for the regiment. The officer of the guard furnishes the sentinels required by the commander of the camping party.

STABLE GUARDS.

536. Stable guards will be posted in each cavalry stable, under the supervision and control of their respective troop commanders, and will consist of not less than one non-commissioned officer and three privates. At all posts not occupied exclusively by cavalry, a proper credit will be allowed each cavalry troop upon the guard roster of the post, for the number of men furnished for its stable guard. The sentinels will be posted within the stable, or at the picket lines when the horses are kept outside. The stable guard may be used as a herd guard during the day, when grazing is practicable.

537. A light battery serving with other troops will furnish its own stable and park guard, which will be under the exclusive control of the battery commander.

17519—4
50  REGULATIONS FOR THE ARMY OF THE UNITED STATES.

ARTICLE XLIX.

MAPS AND RECONNAISSANCES.

538. At the headquarters of each military geographical division and department there will be kept in course of preparation a map of the territory comprised within the command.

539. Division and department commanders, who have not an officer of the Corps of Engineers assigned to their headquarters, will appoint some officer, preferably from their personal staff, whose duty it shall be to prepare the maps, and who shall, as matter is received, consolidate the same and transmit a copy of the compilation to the headquarters of the Army.

540. In order to facilitate the prosecution of the topographical surveys in the territorial divisions and departments, including reconnaissances of routes, the astronomical determination of the positions of military posts and other places, and the preparation of maps, the following rules will be observed:

1. The general plan of exploration and survey will be determined by the Chief of Engineers, and executed, under the direction of the generals commanding divisions and departments, by the engineer officers assigned to their commands.

2. The results of these surveys will be promptly transmitted to the Chief of Engineers and to the headquarters of the Army, and also incorporated into the general maps of divisions and departments, to be kept in the office of the division and department engineers.

3. Topographical assistants shall be employed in field and office work, and for no other purpose.

4. When the appropriations under control of the War Department, through the Chief of Engineers, warrant extended operations, surveying parties will be furnished by the department commanders concerned, with such escorts as they may deem proper.

5. The Quartermaster's Department will furnish transportation for civilian employés, escorts, material, instruments, collections, subsistence and other supplies, and will supply forage, clothing, camp and garrison equipage, and pay the necessary guides, packers, herdsmen, laborers, blacksmiths, teamsters, etc., upon proper requisition.

6. The Subsistence Department will furnish the necessary subsistence stores; the Ordnance Department such ordnance stores as may be required, and the Medical Department the necessary medical attendance and supplies.

7. Assistants and employés may purchase, from the Subsistence Department, such stores as are necessary for their subsistence in the field, at cost price, with cost of transportation added.

8. The stations of the engineer officers, during the season of field operations, are fixed at their respective division and department headquarters.

9. The topographical assistants on duty with geographical surveys, whose services are required in the field, will, while so engaged, receive the same pay and allowances as when at headquarters.

JOURNALS OF MARCHES, MILITARY MAPS.

541. The commanding officer of every body of troops ordered to march will select a competent person, preferably a commissioned officer, to whom he will intrust the special duty of making the field-notes and sketches, and keeping the journals hereinafter required for the preparation of a map of the route traversed. The person so selected will be relieved of so much of his routine duties as will enable him to give due attention to the subject. The commanding officer will, daily or more frequently, inspect and verify the notes and journals.
542. The journal will be kept in note-books, issued by the Engineer Department for that purpose. If they cannot be obtained, it will be kept in books made of sheets folded to half the letter-paper size. (For specimen pages of the note-book adopted for issue and use see pages 52 and 53.)

543. Note-books will be freely used, and to guard against loss of valuable data, copies will be made, verified and retained, and the originals forwarded to department headquarters at every available opportunity. Whenever a sufficient halt is made, a map of the route up to that point, together with a report thereon, will be transmitted in the same manner. When passing over known routes, the notes will be kept with the same care as upon routes which are new.
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<tr>
<td>Deserted Indian Village</td>
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<td>200 Yds.</td>
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<td>Crossed Indian Trail</td>
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<td>Fork of Ck.</td>
<td>100 Yds.</td>
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<td>225° 00'</td>
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<td>Creek</td>
<td>150</td>
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<td>180° 00'</td>
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<tr>
<td>High Mountain Peak to the west, about 10 miles off</td>
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<td>4 Miles.</td>
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<td>Ck.</td>
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<td>Deep Cañon running S.W.</td>
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<td>1/4 miles.</td>
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<td>Ck.</td>
<td>75</td>
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<td>155° 00'</td>
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<td>Road good: over grass land</td>
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<td>6° 15'</td>
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<td>Ck.</td>
<td>50</td>
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<td>140° 00'</td>
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<tr>
<td>Road good: over grass land</td>
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<td>6° 00'</td>
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<tr>
<td>Ck.</td>
<td>300</td>
<td></td>
<td>800 Yds.</td>
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Left Camp at 5° 45' A.M. 180° 00' Following up Bear Creek

Nov. 20th, 1874

Note: Bearings as read from the Card of a Prismatic Compass. Among the graduations marked from 0 at the North, and going round by the East 18°.
544. Note-books are ruled in squares, which are intended to serve as a scale in plotting distances. The scale adopted will be noted at the bottom of each page, and will be large enough to permit a clear representation of what is desired. A scale of one inch to the mile will be used whenever practicable; in special cases a larger scale may be used. A flat, uninteresting country, with straight roads, will be sketched on a smaller scale than one of more complicated topographical features. All notes should be of such character that they can be readily understood by a second person. When notes are added at night a memorandum of the fact should be made. Notes should always be read over at the close of the day's march, and if not explicit, should be made so while the memory is fresh.

545. The note-book being so held that the top is in the direction of the march, the features to be represented will be before the observer, and will be entered from the bottom of the page toward the top. The bearing of the route will be noted, and will be written legibly on the sketch.

546. The horizontal divisions in the columns headed "Route," represent portions of a day's march. The distance in miles, between each of the horizontal divisions, will be noted in the columns "Courses and Distances," which will be summed up at the top of each column, and the sum carried to the bottom of the next page.

547. Distances will be measured by an odometer, when practicable; otherwise by pacing, or by the gait of a horse or team, the rate in either case having been previously determined. Distances to the right or left of the route will be either measured or estimated. In every case the notes will show whether distances have been actually measured, or only estimated. This applies also to heights of hills or other altitudes.

548. The notes within each horizontal division will show the general direction of the march, and will describe and locate every object of interest observed in its course. All remarkable features of the country, therefore, such as hills, streams, fords, springs, houses, villages, forests, marshes, etc., and the places of encampment, will be sketched in their respective positions, as well as noted by name.

549. Courses will be observed with the prismatic compass. If no compass is at hand, directions may be determined from the sun and time. The notes should include so much of the country as can be examined, on each side of the route, without delaying the column. Nothing will be sketched or mapped that is not positively known, or at least seen.

550. The "Remarks" corresponding to any sketch should be as nearly as possible opposite the part described. They should give the general character of the country, as prairie, rolling hills, etc.; the quantity and quality of timber, grass, water, etc.; whether streams not fordable are bridged, and if so, how; if not bridged, can material for bridges or ferry be obtained in the vicinity. In brief, they should contain all information that may be of use in military operations, and therefore cannot be too complete.

551. When a detachment leaves the main column, the point on the "route" will be noted, and the reason given in the "Remarks." The commander of the detachment will furnish with a copy of the journal up to that point, and will continue it over his new line of march.

552. Requisitions for the necessary instruments will be made by the engineer officers at the several headquarters, upon the Engineer Department. That department will issue general instructions for the use and preservation of such instruments.

553. Detachments ordered to march will be supplied with the necessary instruments, note-books, and stationery, from division or department headquarters, by the officer charged with the compilation of the map. That officer will endeavor to keep on hand sufficient supplies for this purpose. In issuing instruments or stationery, he will take memorandum receipts from the officer to whom they are issued. In case instruments are injured, lost, or destroyed, an account thereof will be sent, as soon as practicable, to the officer issuing them, accompanied by a certificate of the responsible officer, reciting the facts concerning such loss or injury. If the instru-
ments be not totally lost or destroyed, they will be forwarded to the officer from whom received, unless they can be repaired without doing so.

ARTICLE L.

THE ARTILLERY SCHOOL.

§ 554. The Artillery School established at Fort Monroe, Virginia, constitutes an independent command, from which all reports and returns are made direct to the headquarters of the Army. It is governed by special regulations, modified from time to time as may be necessary.

The school will have the following organization:

1. Three field officers of artillery—the senior to command the post and school, the others to be superintendents of instruction. These officers constitute the staff of the school.

2. At least five batteries of artillery—one from each regiment of artillery, and such other officers and enlisted men of artillery as may be ordered to the school for instruction. These batteries will be the instruction batteries of the foot artillery.

3. An adjutant of the post, who shall be the secretary of the staff, and shall record its proceedings.

§ 555. The lieutenants of the instruction batteries shall be relieved and replaced by others on September 1st of each alternate year. Regimental commanders will forward, in due season, to the Adjutant General, their recommendations for these transfers. Details for instruction will, as far as practicable, be made in the order of rank, by roster, first from non-graduates of the Military Academy who have not served at the Artillery School, and second, from graduates of the academy who have not served at the school. From these rules may be excepted the regimental staff officers, lieutenants serving with light batteries, and lieutenants in permanent command of batteries.

ARTICLE LI.

THE FORT LEAVENWORTH MILITARY PRISON.

§ 556. The Fort Leavenworth military prison, established for the confinement and reformation of military offenders, is governed by regulations issued by the Secretary of War.

§ 557. Division and department commanders are authorized to designate the Fort Leavenworth prison as the place of confinement for all prisoners sentenced to be confined in a military prison for one year or longer.

§ 558. Each department commander will designate some post as a depot, at which prisoners sentenced to confinement in the Fort Leavenworth military prison will be collected from the several posts in his department.

§ 559. Prisoners will only be forwarded from the depots to the prison when parties of reasonable size shall have been collected, and then only on the order of the department commander, who will fix the strength of the guard to accompany each party, taking care that it is not unnecessarily large.

§ 560. Whenever prisoners are transferred to the prison, the following papers will be sent, under seal, to the commandant: Discharge papers, descriptive lists, orders promulgating and modifying sentences, and statements of conduct while under sentence.

§ 561. A duplicate of the list of clothing in possession of the prisoners will be furnished the officer or non-commissioned officer sent in charge of them, who will be responsible for the delivery of the clothing with the prisoners.

§ 562. Before sending convicts to the prison, commanders of posts and depots will cause a medical inspection to be made of those whose physical or mental condition appears to be such as might be seriously affected by the confinement and cause their
discharge before expiration of sentence. Special report will be made of such cases, with a view to avoid the unnecessary expense of transportation to the prison and maintenance thereat.

563. Examination will be made of each prisoner at the date of his discharge from the prison, and a record will be made of all marks, scars, and physical peculiarities. Descriptive lists of discharged prisoners, containing such record, will be forwarded to the superintendents of the recruiting service, for use in the inspection of recruits at the depots.

ARTICLE LII.

THE GOVERNMENT HOSPITAL FOR THE INSANE.

564. The insane of the military service will be sent by department commanders, under proper escort, to Washington, where they will be reported to the Adjutant General, that the orders of the Secretary of War for admission to the Government Hospital for the Insane may be obtained.

565. An application for admission to the hospital will be forwarded in time to reach the Adjutant General at least one day before the arrival of the patient. It will contain a full description of the patient, and will be accompanied by a certificate of the post surgeon containing the diagnosis, and a detailed account of the medical history of the case. If the patient be a soldier, his descriptive list and certificates of disability will accompany the application. He will not be discharged from the service except by order of the Secretary of War after his arrival at the hospital.

566. Insane soldiers will be escorted by a non-commissioned officer. When a number are sent at one time, or when the patient or patients are violent, the department commander may order such addition to the escort as may be necessary.

567. On the departure of the patient from his station, the commanding officer will give such orders to the person in charge as will provide for the transportation of the necessary attendants to the institution and back again to their posts; and for their subsistence during their absence.

568. To obtain the release of a patient when cured, or his delivery to the care of friends, application must be made to the Adjutant General, accompanied by the recommendation of the superintendent of the hospital.

ARTICLE LIII.

INDIANS—INDIAN SCOUTS.

569. The military forces of the United States may be employed in such manner and under such regulations as the President may direct:

1. In the apprehension of every person who may be in the Indian country in violation of law; and in conveying him immediately therefrom by the nearest safe and convenient route, to the civil authority of the Territory or judicial district in which such person shall be found, to be proceeded against in due course of law.

2. In the examination and seizure of stores, packages, and boats, as authorized by law.

3. In preventing the illegal introduction of persons and property into the Indian country.

4. In destroying and breaking up any distillery, for manufacturing ardent spirits, set up or formed within the Indian country.

5. In the apprehension of Indians accused of committing crimes, and of all other persons who, having committed crimes or offenses within any State or Territory, have fled into the Indian country. (Sections 2150, 2151, and 2152, R. S.)

570. If any commanding officer of a military post has reason to suspect, or is informed, that any white person or Indian is about to introduce, or has introduced, any spirituous liquor or wine into the Indian country in violation of law, he may cause the boats, stores, packages, wagons, sleds, and places of deposit of such person
to be searched; and if such liquor is found therein, the same, together with the boats, teams, wagons, and sleds used in conveying the same, and also the goods, packages, and peltries of such person, shall be seized and delivered to the proper officer, and shall be proceeded against by libel in the proper court. It shall moreover be the duty of any person in the service of the United States, or of any Indian, to take and destroy any ardent spirits or wine found in the Indian country, except such as may be introduced therein by the War Department. In all cases arising under this and the preceding section Indians shall be competent witnesses. (R. S., Section 2140.)

571. "The Indian Country" within the meaning of the foregoing paragraph may be defined in general as: The Indian Territory, Indian reservations, or districts occupied by Indian tribes and to which the Indian title has not been extinguished; or sections of country over which the operation of the Indian trade and intercourse laws has been retained by Indian treaty stipulations. Should any case arise which, in the view of the department commander, does not appear to be embraced within this definition, he will report it to the Secretary of War, in order that the question whether the locality is "Indian Country" may be referred to the Secretary of the Interior.

572. When lands are secured to the Indians by treaty against occupation by the whites, the military commanders shall keep intruders off, by military force if necessary, until such time as the Indian title is extinguished, or the lands are opened by Congress for settlement.

573. When questions arise as to the ownership of animals in possession of Indians, the commanding officer of the nearest military post is authorized and directed to act in conjunction with the agent, in charge of the said Indians, in the investigation and determination of the title.

574. The introduction into the Indian country, for the purpose of sale to or exchange with Indians, of any breech-loading fire-arms and of any special ammunition adapted to them; and the sale and exchange to Indians in the Indian country of any such arms or ammunition, is prohibited. The introduction into the country or district occupied by any tribe of hostile Indians, for the purpose of sale or exchange to them, of arms or ammunition of any description, and the sale or exchange thereof to or with such Indians, is prohibited, and all such ammunition introduced by traders or other persons and which is liable in any manner to be received by such hostile Indians, shall be deemed contraband of war, to be seized by any officer and confiscated.

575. Supplies, stores, and property of any kind, procured out of Army appropriations, shall not be transferred, in any way or under any circumstances, for the use of Indians, except under authority first obtained from the Secretary of War. Any officer violating the terms of this regulation shall be charged with the money value of the supplies, stores, or property transferred, and in addition be otherwise held accountable, according to circumstances. But this paragraph will not be construed to prohibit the issue of small quantities of subsistence stores to Indians visiting military posts, as authorized in paragraph 1395.

576. Indians held as prisoners of war are entitled to receive subsistence, medicines, and medical attendance. There is no authority of law permitting such supplies and attendance to be furnished to Indians under the care and management of the Interior Department.

INDIAN SCOUTS.

577. Indians enlisted as scouts under the provisions of sections 1094 and 1112, Revised Statutes, will be enlisted for periods not exceeding six months; and while in service will receive the pay and allowances of cavalry soldiers. They shall also receive an additional allowance of forty cents per day, provided they furnish their own horses, forage, and horse equipments; but should their horses or equipments become unfit for use, so that they shall not be sufficiently mounted for the duties required of them, the allowance shall cease until they are again properly mounted and equipped.
578. The number of Indian scouts allowed to military departments will be published from time to time, to department commanders, in orders from the headquarter quarters of the Army.

579. The enlistment and re-enlistment of Indian scouts will be made, under the direction of department commanders, by department recruiting officers, in accordance with the regulations prescribed for the department recruiting service.

580. In all cases of enlistment, the full Indian name and also the English interpretation of the same, will be inserted in the enlistment papers, and in all subsequent returns and reports concerning them.

ARTICLE LIV.

EMPLOYMENT OF TROOPS IN THE ENFORCEMENT OF THE LAWS.

581. It shall not be lawful to employ any part of the Army of the United States, as a posse comitatus or otherwise, for the purpose of executing the laws, except in such cases, and under such circumstances, as such employment of said force may be expressly authorized by the Constitution or by act of Congress; and any person willfully violating this provision shall be deemed guilty of a misdemeanor, and, on conviction thereof, shall be punished by fine not exceeding ten thousand dollars, or imprisonment not exceeding two years, or by both such fine and imprisonment. (Sec. 15 of Act approved June 18, 1878.)

582. The provisions of the Constitution authorizing the employment of the military forces for the purpose of executing the laws are embodied in Article IV, Section 4, of the Constitution of the United States, and are as follows:

“The United States shall guarantee to every State in this Union a Republican Form of Government, and shall protect each of them against Invasion; and on Application of the Legislature, or of the Executive (when the Legislature cannot be convened) against domestic Violence.”

583. The acts of Congress expressly authorizing the employment of the military forces for such purpose, are found in the Act approved March 3, 1807, and in the following named sections of the Revised Statutes:

Sections 1984 and 1991. (To enforce the law regarding civil rights.)
Section 2002. (To keep the peace at elections, under certain circumstances.)
Sections 2150, 2151, 2152. (To enforce the Indian trade and intercourse laws by the arrest or seizure of certain persons.)
Section 2460. (To protect the public timber in the State of Florida.)
Section 4792. (To enforce quarantine regulations.)
Section 5275. (To aid in the transportation and safe-keeping of extradited persons.)
Sections 5286, 5287, 5288. (To enforce the neutrality laws.)
Sections 5297, 5298, 5299, 5300, and 5316. (To suppress insurrections, rebellions, and conspiracies, which prevent the enforcement, by judicial process or civil proceedings, of laws of the United States, or of a State of the Union.)
Section 5577. (To protect the rights of discoverers of guano islands.)
Section 1 of Act approved March 3, 1807. (To protect the public lands.)

584. Officers of the Army will not permit the troops under their command to be used to aid the civil authorities as a posse comitatus, or in execution of the laws, except as provided in the foregoing paragraph.

585. If time will admit, applications for the use of troops for such purposes must be forwarded, with a statement of all the material facts, for the consideration and action of the President; but, in cases of sudden and unexpected invasion, insurrection, or riot, endangering the public property of the United States; or in cases of attempted or threatened robbery or interruption of the United States mails, or other equivalent emergencies, officers of the Army may, if they think a necessity exists, take such action, before the receipt of instructions from the seat of Government, as the circumstances and law under which they are acting may justify, and will promptly report their action, and the reasons therefor, to the Adjutant General for the information of the President.
ARTICLE LV.

NATIONAL, BATTLE GROUND, AND POST CEMETERIES.

586. National cemeteries, and the records pertaining thereto, are in charge of the Quartermaster General. All correspondence between his office and the officers of his department in charge thereof, and the civil engineers and agents specially employed in connection therewith, will be direct. The monthly reports of superintendents will be forwarded direct to the Quartermaster General.

BATTLE GROUND CEMETERIES.

587. In order to secure, as far as possible, the decent interment of those who may fall in battle, it is made the duty of commanding generals to set apart a suitable spot near every battle field, and to cause the remains of the killed to be there interred. Headboards will be placed at the graves, each bearing the number of the grave and the name of the person buried therein. A register of the burial ground will be preserved, in which will be entered the location of each grave and the descriptive numbers and names which appear on the headboards.

POST CEMETERIES.

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

589. The burial ground will be suitably inclosed with a wall or fence of the best material available, and will be maintained by the labor of the garrison. Materials for the construction and repair of fences and headboards will be furnished by the Quartermaster's Department.

590. At each grave will be placed a headboard, plainly marked with a number, and with the name, company, regiment, and date of death of the occupant; the number to correspond with the number in the record of burials. Headboards will be four feet long, ten inches wide, and one and three-eighths inches thick; to stand two feet out of the ground; to be of well seasoned wood, painted with three coats of white paint; the inscriptions in black letters one inch long.

591. The walks will be four feet wide, neatly rounded up, and properly drained and graveled, when the material is at hand. When practicable, a good grass sod should cover the rest of the ground, including the graves; and native trees and shrubs will be preserved or planted for ornament and shade.

592. A record of interments will be kept by the post quartermaster, which will be turned over by him, when relieved, to his successor, or transmitted to the Quartermaster General if the post be discontinued.

593. A report containing the list of the names of the interments, giving in each case number and locality of grave and date of death and burial, and if an officer or enlisted man, his rank, company, and regiment, or corps, will be forwarded to the Quartermaster General at the end of each year.

PUBLIC PROPERTY, MONEY, AND ACCOUNTS.

ARTICLE LVI.

ADVERTISING AND PRINTING.

594. Section 3709, Revised Statutes, requires advertising a sufficient time for proposals for all purchases and contracts for supplies or services, except personal services, unless public exigency requires immediate delivery or performance. The act of July 5, 1884, also requires that purchases of supplies for the Quartermas-
60 REGULATIONS FOR THE ARMY OF THE UNITED STATES.

ter's and Subsistence Departments shall, except in case of emergency, be made only after public notice of not less than ten days for small amounts for immediate use, and of not less than from thirty to sixty days, whenever, in the opinion of the Secretary of War, such extension of time is warranted."

595. The law does not restrict advertising solely to newspapers. Proposals may be invited through hand-bills, posted in public places, or circular letters; but advertising in newspapers will be resorted to when time permits, and when, in the judgment of the disbursing officer, the proposed expenditure is sufficiently large to justify it.

596. Notices inviting proposals will be issued by the officer who is to make the contract or purchase; in special cases, however, if competent authority direct it, by any other officer. All such notices will be promptly forwarded by the officer issuing them direct to the proper bureau of the War Department, together with all information required for a complete understanding of the necessity for the proposed contract or purchase.

597. No advertisement, notice, or proposal for the War Department, or any bureau thereof, or any office connected therewith, will be published in any newspaper except in pursuance of written authority of the Secretary of War.

598. This authority will be either "special" or "general." When "special," it will only authorize the publication of the particular advertisement indicated therein; when "general," it will authorize the officer to whom it is granted to publish from time to time, in the newspapers designated in the letter of authority, such advertisements for proposals, for labor or supplies, as he may find necessary to the performance of his duties, during a specified period. It will only be granted to disbursing officers who are required to purchase or contract for supplies or services.

599. Whenever an officer, or a board of officers, shall deem it necessary to advertise in any newspaper or newspapers, at the expense of the United States, a request for authority to publish will be forwarded direct to the head of the proper bureau, who will transmit it, with his recommendation indorsed thereon, to the chief clerk of the War Department, for the action of the Secretary of War. The request will name the paper or papers, on the official list of the department, in which it is deemed proper to make publication; and will set forth the schedule of advertising rates of such papers, using for that purpose Form 64 A, as prescribed by the War Department. If it be considered desirable to advertise in a locality where there is no official newspaper, or in a paper not on the list, the request will so state. Officers requesting authority to advertise in papers not on the official list of the department must submit, with their request, a sworn schedule of the advertising rates of such newspapers.

600. Request for "special" authority will be made in the following form:

Office of———,

———, 18———.

Sir: I inclose herewith a copy of an advertisement, dated ———, 18———, inviting proposals for ———, and request written authority to publish the same in the following-named official newspapers:

—— insertions in ———.

—— insertions in ———.

Very respectfully, your obedient servant,

To the CHIEF CLERK,
War Department, Washington, D. C.

(Through ———.)

* (Note:) The term "personal service," as used in this paragraph, refers to services rendered by individuals in connection with the ordinary routine administration of a military post or depot. To this class belong clerks, inspectors, packers, storekeepers, watchmen, messengers, teamsters, etc., and such mechanics as are employed in making current repairs. As a rule such services are engaged and paid for by the month.
REGULATIONS FOR THE ARMY OF THE UNITED STATES. 61

GO1. For "general" authority as follows:

Office of ———, ———, 18——.

Sir: The duties pertaining to the ——— department, devolving upon me at this station, require the frequent making of contracts and purchases, and the giving of public notice by advertising for proposals. I therefore request general written authority to publish advertisements in the following-named newspapers, from time to time, as I may find it necessary, inviting proposals for labor or supplies. Such authority to be in force during the period commencing ———, 18——, and ending ———, 18——.

The ———, published at ———.

The ———, published at ———.

Very respectfully, your obedient servant,

[Here sign officially.]

To the Chief Clerk,

War Department, Washington, D. C.

(Through ———.)

GO2. Officers advertising sales of property, or for proposals for labor or supplies, will, as a general rule, allow thirty days to intervene between the date of the first publication of the advertisement and the time of sale, or date designated for the opening of proposals. A shorter period may be named, if the necessities of the service render it advisable, but no period of less than ten days shall be designated except in case of emergency.

GO3. Ordinarily advertisements will be given six insertions in daily, or four in weekly papers. Those in daily newspapers inviting proposals will, when more than ten days are to intervene between the date of the first publication and the date of opening, be given: first, four consecutive insertions, and subsequently, immediately before the date of opening, two consecutive insertions. Advertisements, in case of emergency, may be given one or more insertions, as time and circumstances permit.

GO4. In case of great emergency, authority to advertise may be requested by telegraph, the date and nature only of the advertisement to be stated. In such cases, and also in those of advertisements published under general written authority, officers will immediately transmit, to the chief clerk of the War Department, twelve copies of the printed advertisement, and will report the names of the newspapers in which publication was ordered, with the number of insertions in each.

GO5. In advertising, officers will avoid all superfluous words in the description of supplies and property and in headings and titles. Advertisements must be prepared in such a manner as not to conflict with the provisions of paragraph 612.

GO6. At offices and depots where advertisements inviting proposals are frequently issued, it is not necessary to publish, in each case, the conditions usually imposed upon bidders and contractors. A reference to them as published in former advertisements, or a statement that they will be furnished upon application, will be sufficient.

FORMS OF ADVERTISEMENTS.

GO7. The following example is given, illustrating the brief forms of advertisement which should be used, and which officers will follow as far as practicable:

PROPOSALS FOR MILITARY SUPPLIES.

Headquarters Department of ———,

Office of Chief ———,

———, 18——.

Sealed proposals, in triplicate, subject to the usual conditions, will be received at this office (or at the office of the ——— at the following-named posts) until 12 o'clock noon on ———, 18——, at which time and places they will be opened in presence of bidders, for furnishing and delivery of military supplies during the ———, commencing ———, 18——, and ending ———, 18——, as follows: [Here state articles, but not quantities], or such of said supplies as may be required at ——— [here state posts or places].
Proposals for either class of the stores mentioned, or for quantities less than the entire amount required, will be received.

The Government reserves the right to reject any or all proposals. Preference will be given to articles of domestic production.

Blank proposals and printed circulars stating the kind and estimated quantities required at each post, and giving full particulars as to the manner of bidding, conditions to be observed by the bidders, and terms of contract and payment, will be furnished on application to this officer or to the ——— at the various posts named.

Envelopes containing proposals should be marked "Proposals for ——— at ———," and addressed to the undersigned, or to the respective post ———.

———— ——— U. S. A.

If a number of articles are needed, involving an extended description of the articles and specifications of quantities, the plan indicated in the form given of issuing printed circulars will be followed. In advertisements by the Quartermaster's Department for military supplies, the conditions of section 3718, R. S., will be stated.

608. All bills for advertising in newspapers will, prior to payment, be submitted to the Secretary of War for approval. The officer who issues the advertisement will cause publishers to furnish him with their bills, in duplicate, and copies of the papers containing the advertisement, and he will cause the vouchers to be prepared and certified upon the official forms, with the nature of the advertisement clearly described. A copy of the advertisement, cut from the newspaper, will be attached to each voucher; and indorsed thereon will appear a copy of the letter of authority from the War Department. The accounts for advertising thus prepared, together with the original bills rendered by the publishers, will be forwarded by the certifying officer, directed to the chief clerk of the War Department, with a letter of transmittal describing the inclosures. No voucher will contain the account of more than one newspaper nor of more than one advertisement.

The following is the official form for accounts for advertising:

THE UNITED STATES, To ——— ———, Drs.

To insertion of annexed advertisement of ——— in the ———, published at ———, ———, as follows:

<table>
<thead>
<tr>
<th>Nature of advertisement.</th>
<th>Date of first insertion.</th>
<th>No. of squares or lines.</th>
<th>No. of insertions charged.</th>
<th>No. of insertions ordered.</th>
<th>Amount charged.</th>
<th>Amount allowed.</th>
</tr>
</thead>
</table>

[Attach copy of advertisement cut from the newspaper.]

Total

The rate charged per square (of ——— lines each) is as follows: For the first insertion, ——— dollars and ——— cents; for each subsequent insertion, ——— dollars and ——— cents.

I certify that the annexed advertisement was cut from the newspaper named in the above account, and that it was inserted in that newspaper for the period stated; also, that the regulations of the War Department relative to advertising and job printing, dated ———, 18——, have in this case been complied with.

Signed in duplicate, at ———, ———. [Here sign officially.]

609. Officers will make no alterations in the number of squares or lines, the number of insertions, or the amount charged. They will state in the proper column the number of insertions ordered, and leave blank the column headed "Amount allowed."
610. Accounts may, in some cases, be presented to officers for advertisements which they did not order published in the newspaper making the charge, but which may have been ordered by the Secretary of War. They will be made out upon the official forms, and will be transmitted to the chief clerk of the War Department in the same manner as other accounts for advertising. The following form of certificate will be used in such cases:

"I certify that the annexed advertisement was cut from the newspaper named in the above account, and that it was inserted in that newspaper for the period stated."

611. In the event of the death, removal, resignation, or transfer to another station of an officer, the outstanding bills for advertisements pertaining to his office will be prepared, certified, and forwarded by his successor, who is authorized to vary the form to correspond with the facts. Officers changing stations will leave with their successors complete records relative to unsettled accounts for advertising.

612. Publishers of official newspapers are notified that claims for advertisements copied from other papers, without authority from the Secretary of War, will not be paid, nor will any allowance be made for displayed advertisements, nor for leading. Advertisements must be set up close, and in no larger type than is ordinarily used. The following is a sample of advertisement set up in accordance with these requirements:

PROPOSALS FOR FIRE HOSE.—OFFICE OF Building for State, War, and Navy Departments, Washington, D. C., Nov. 5, 1887.—Sealed proposals for furnishing and delivering Unlined Linen Hoses, Coupling, and Pipes for the west and center wings of the building for State, War, and Navy Departments in this city, will be received at this office until 12 m. on THURSDAY, the 7th day of November, 1887, and opened immediately thereafter in presence of bidders. Specifications, general instructions to bidders, and blank forms of proposal will be furnished to established manufacturers and dealers on application to this office. THOS. LINCOLN CASEY, Colonel, Corps of Engineers.

613. Publishers will be required to forward to the chief clerk of the War Department, for file, a schedule of their commercial rates charged to individuals, with their usual discounts, sworn to as required by law. Such statements will name the size of type used in advertisements, and will show whether the charge is made by the "line" or "square," and if by the square, the number of lines counted as such; also the rate per line, or square, for the first and subsequent insertions. When the charges are varied in accordance with the amount of space occupied by the advertisement, or the duration of the period of publication, the publishers should furnish a plain schedule of prices, showing their charges, from one square to the number of squares contained in a column, inserted from one to thirty times. Whenever any change is made in the advertising rates of a paper, notice of the change should be immediately sent to the chief clerk of the War Department.

614. The heads of the several bureaus of the War Department will furnish, to all officers charged with the publication of advertisements, complete lists of newspapers designated by the Secretary of War, and all necessary blanks for compliance with these regulations.

JOB PRINTING.

615. As a rule, all blank forms, blank books, etc., are prepared at the Government Printing Office, and officers will obtain them, when practicable, by requisition upon the heads of the proper staff departments. The publication of military orders and circulars in newspapers is forbidden.

616. Printing for division and department headquarters, such as the printing of general and special orders, and of notices or advertisements for supplies or services, etc., will be advertised for under the law, giving thirty days' notice. If printing materials are on hand, they may be used by the party to whom the award for printing is made; but no additions or repairs will be made to the plant, and no purchase made except of paper and ink. Bids for printing will be invited and contracts made
for so much per thousand "ems," the agreement to provide for as speedy prosecution of the work as may be required. The contract should run through the fiscal year. Bills for printing done under the authority of this paragraph will be submitted to the War Department, prior to payment, in the same manner as accounts for newspaper advertising.

The bills must first be presented to the officer ordering the work, who will cause them to be made out and certified upon the official forms in use for that purpose, the certificate to state the necessity and propriety of the work. A sample of the printing must accompany each bill. The number of copies must also be stated. When the charge is for book or pamphlet printing containing more than four pages, the amount of matter (number of thousand "ems"), number of "tokens" of press-work, and the rate per thousand "ems" and per "token" must be stated. Vouchers will show the place where, and the date when, the work was executed, and the printing must be so described as to class, amount, and rates, that the computations can be readily reviewed according to the customary methods in use among book and job printers. Where the paper is furnished by the printer, the fact will be stated in the voucher, with the number of quires or reams used, and the price charged per quire or ream. Unless so stated, it will be presumed that the paper was furnished by the Government, and the bills audited accordingly.

Orders authorizing advertising or printing to be done will not be construed as authorizing payment of the bills until audited and approved according to these regulations.

ARTICLE LVII.

CONTRACTS AND PURCHASES.

617. Officers required to make contracts or purchases will, when practicable, give public notice, in accordance with Article LVI, inviting sealed proposals.

618. No contract or purchase on behalf of the United States shall be made, unless the same is authorized by law, or is under an appropriation adequate to its fulfillment, except in the War and Navy Departments, for clothing, subsistence, forage, fuel, quarters, or transportation, which, however, shall not exceed the necessities of the current year. (R. S., section 3732.)

619. When, because of an emergency, it is impracticable to give ten days' notice for proposals, the officer will invite sealed proposals for the supplies or service required, by advertising, or by posters or circular letters, sent to principal dealers, or by both these methods combined, giving as many days' notice as practicable.

620. When the emergency is such that there is not time to invite sealed proposals by advertising, or by posters and circular letters, or when such proposals have been invited and no bids have been received, the purchase may be made, or services engaged in open market, and the action will be at once reported to the Secretary of War for his approval.

621. An officer charged with the duty of making a contract, or purchase, is responsible under the laws and regulations for his course of action. Orders to make a contract or purchase, without inviting competition, are not sufficient to justify the procedure and will not be given.

PROPOSALS.

622. Information in regard to supplies or services, for which proposals have been invited, will be furnished, on application, to all persons desiring it.

623. Bidders for supplies will be informed of the kind, quantity, and quality of articles required; place, time, and rate of delivery, and conditions of payment. They will be furnished with such specifications as have been adopted, and will be permitted to examine the standard samples at the place where they are deposited.

624. Bidders for labor will be informed of the nature and extent of the services required, where they are to be performed, and the time allowed for performance.
They will be furnished with, or allowed to examine, plans and specifications of all works upon which they desire to bid, and, in general, will be furnished with any information needed to enable them to act understandingly.

625. No bidder will be informed, directly or indirectly, of the name of any person intending to bid, or not to bid, or to whom information in respect to proposals has been given.

626. Proposals should be prepared in strict accordance with the requirements of the advertisement or circular of instructions. A copy of such advertisement or circular will be attached to the proposal and form part of it. Plans or specifications which have been furnished to a bidder will be referred to by him in his proposal.

627. Numbers and prices will be written in words, as well as expressed in figures, in the proposals; but when a great variety of articles are required, as stationery, hardware, etc., quantities and prices may, if the amounts involved are inconsiderable and the forms of proposal so indicate, be expressed only in figures. Specifications need not be written out in the body of a proposal. It will be sufficient if they are attached to it, or are declared to form part of it.

628. Erasures or interlineations should be explained by the bidder, in the proposal, over his signature.

629. No assistance will be given in the preparation of proposals by any person belonging to or employed in the military service. They will be prepared in duplicate (or in triplicate if required), upon the forms, and in the manner designated in the advertisement or letter of instructions, and will be signed by the bidder submitting them with his usual signature in full.

630. When a firm is a bidder, the member or agent who signs the firm-name to the proposal will state the names of all the individuals composing the firm. If an agent signs, he must file legal evidence of his authority to do so.

631. Every bidder will give in his proposal his place of residence and post-office address, with county, district, State, or Territory.

632. When no guarantee is required, bidders must, if called upon by the awarding officer, furnish satisfactory evidence before the award is made of their ability to carry their proposals into effect.

633. All proposals will be securely sealed in suitable envelopes, indorsed, and addressed as required by the advertisement, and must be in the possession of the officer addressed before the hour appointed for the opening. No responsibility shall attach to an officer for the premature opening of any proposal not so indorsed as to clearly show its character.

634. When an advertisement calls for proposals to furnish labor or supplies at more than one place, a separate proposal will be made for performance at each place, but all may be submitted in the same envelope.

635. Proposals received prior to the time of opening will be securely kept, so that they cannot be tampered with. The officer whose duty it is to open them will decide when that time has arrived, and no proposal, for that opening, will thereafter be received.

636. If a bidder wishes to withdraw his proposal, he may do so before the time fixed for the opening, without prejudice to himself, by communicating his purpose in writing to the officer who holds it; and, when reached, it shall be handed to him or his authorized agent, unread.

637. Proposals will be opened and read aloud at the time and place appointed for the opening. All the bidders have the right to be present, and a record of each proposal shall then and there be made upon an abstract prepared in accordance with paragraph 640.

638. Except in rare cases, when the United States may elect to exercise its right to reject proposals, contracts will be awarded to the lowest responsible bona fide bidder, who, when required, produces a proper article, and whose proposal therefor is not unreasonable. In considering bids on similar lists of articles, the advertisements and circulars should, in the absence of a fixed standard for all the articles bid.
for, be so worded as to permit the award for the most suitable articles offered for the purpose required, and the bids must be considered item by item.

639. Slight failures on the part of a bidder to comply strictly with the terms of an advertisement should not necessarily lead to the rejection of his bid; but the interest of the Government should be fully considered in making the award.

640. As soon as the proposals have been opened and decided upon, they will be entered on an abstract, one copy of which, with a duplicate of each proposal, will be forwarded to the proper bureau without delay. If the number of proposals is large, those relating to specific articles, or classes of articles, may be entered on separate abstracts. If proposals are received under notice by circular letter, a list of the parties to whom it was furnished will be filed with the abstract. Should they be received under advertisement of less than ten days' notice, the officer receiving and transmitting them will report why a longer notice was not given.

641. The accepted quantity and price will be noted on the abstract in the column of "Remarks," opposite the name of the bidder. Articles will be entered thereon in the order in which they are to be accounted for on the return. The number of each proposal, with the quantities and prices of the articles offered, and dates for delivery, will appear in the proper columns. A copy of the advertisement, or notice, under which the proposals are received, will be attached to the head of the abstract in the left-hand upper corner. If a bid be rejected, and one at a higher price be accepted, the reason for the rejection will be indorsed on the bid, and the word "rejected" will be written in the same column. When written contracts are made, it will be so stated in the abstract.

642. Proposals will be neatly folded, and numbered as vouchers to the abstract. They will be indorsed as follows:

No.:—
Proposal of

Opened ——, 18

Articles bid for ———

643. Proposals will not be fastened together, nor will they, or any other paper, be fastened to contracts, except to the copy required to be sent to the "Returns Office," which will be prepared as directed in paragraph 669.

644. When two or more blank forms of abstracts are used, they will be fastened together at the left-hand upper corner, and numbered "Folio No. 1," "Folio No. 2," etc., on the right-hand upper corner.

GUARANTEES TO ACCOMPANY PROPOSALS.

645. Written guarantees, signed by two responsible parties, as provided for in the act of March 3, 1883, will be required to accompany proposals whenever, in the opinion of the officer authorized to make the contract, such guarantees are necessary to protect the interests of the Government.

646. When a guarantee is required, the fact will be stated, either in the advertisement or in the printed circular of instructions. The sum in which the guarantor must justify and the period that will be allowed, after the date of award, for execution of the contract and bond will also be stated therein.

647. Where guarantees are required from bidders, no proposal will be considered unless accompanied by a guarantee made in manner and form as directed in the advertisement or circular of instructions.

648. The guarantee shall be in duplicate, and in form as follows:

We, ——— ———, of ———, in the State of ———, and ———, of ———, in the State of ———, hereby guarantee and bind ourselves and each of us, our and each of our heirs, executors, and administrators, to the effect that if the bid of ———, here-with accompanying, dated ———, 18——, for furnishing (here specify in brief the supplies or materials, or the nature of the services, which the bidder proposes to
furnish) shall be accepted in whole or in part within sixty (60) days from the date of the opening of proposals, the said bidder, , will, within days after being notified of such acceptance, enter into a contract with the United States in accordance with the terms and conditions of the advertisement, and will give bond with good and sufficient sureties for the faithful and proper fulfillment of the same. And in case the said bidder, , shall fail to enter into contract within the said days, with the proper officer of the said United States, and furnish good and sufficient bond for the faithful performance of the same according to the terms of said bid and advertisement, we and each of us hereby stipulate and guarantee, and bind ourselves and each of us, our and each of our heirs, executors, and administrators, to pay unto the said United States the difference in money between the amount of the bid of the said bidder, , and the amount for which the proper officer of the United States may contract with another party to furnish said (supplies, materials, or services) if the latter amount be in excess of the former, for the whole period covered by the proposal.

Witnesses:


[SEAL.]

[SEAL.]

Dated ———

649. When proposals for supplies for the general service of a department are received at its headquarters, the chief officer of that branch of the staff to which they pertain will submit them to the department commander, and, under his supervision, shall make the award and contract, unless the action of higher authority be necessary under existing orders.

650. Proposals for supplies received at a post will, after having been carefully examined, indorsed, and abstracted, be submitted by the officer receiving them, with his recommendation as to the proper person to whom the contract should be awarded, to the post commander, who will forward them with his recommendation to the headquarters of the department, where action will be taken as prescribed in the preceding paragraph.

CONTRACTS.

Execution and Performance.

651. Formal written contracts under seal, with suitable bonds, will be made in all cases, when time and circumstances permit, except that under the conditions named in paragraph 670, officers whose duty it is to contract for the Government may exercise the discretion therein granted as the interests of the service may dictate.

652. Contracts will be made as nearly as practicable according to prescribed forms, departing therefrom only so far as requisite to meet the necessities of the public service. All conditions will be stated therein as fully and clearly as possible. Contracts shall be made in the name of, and shall be signed by, the chief officer of that branch of the staff of the command to which they pertain.

653. Upon receipt of the contract at the proper bureau of the War Department, it will be examined to see that it complies with the laws, regulations, and orders. If found correct, the approval of the proper officer will be indorsed thereon. Should any illegality be discovered it will be submitted to the Secretary of War for his action.

654. Contracts will be executed in quintuplicate; one of the set is for the contractor; one for the contracting officer or inspector who receives the supplies; one for the proper Comptroller of the Treasury; one for the head of the bureau of the War Department to which the contract pertains, and one for the Returns Office of the Interior Department. The latter will be accompanied by copies of the advertisement inviting proposals, and of all bids, offers, and proposals received under it, and by the affidavit prescribed in paragraph 669 of these Regulations.
All papers relating to any contract will finally be transmitted to the bureau of
the War Department to which they pertain.

The labor of troops or Government employés, or means of transportation,
shall not be used to enable contractors to fulfill contracts, except in cases of manifest
necessity, and then only on the written authority of the proper commander, and full
deduction shall be made for the services rendered.

Contracts will not be made at posts unless specially ordered by superior
authority, and they will not be ordered unless the stores or services required, of
proper quality, can be procured as cheaply there as elsewhere.

Lists of articles which are required by section 3731, R.S., to be separately
marked with the contractor's name will be furnished to contractors, who have agreed
to supply such articles, by the head of the proper staff department.

The following is the general form of contract and of contractor's bond.
Blank forms of contract for specific services, such as furnishing transportation by
water or rail, or for furnishing supplies in which certain specific stipulations are
required, will be found in the Book of Forms in their appropriate places, and will be
supplied upon application by the chief of the bureau to which the services or supplies
pertain.

Form of Contract (general).

Articles of agreement entered into this day of , eighteen hundred ,
between , United States Army, of the first part, and , of the second part:

This agreement witnesseth, That the said , for and in behalf of the
United States of America, and the said , heirs, executors, and administrators, have mutually agreed, and by these presents do mutually covenant and agree, to and with each other, as follows, viz:

[Here give the name of the contractor, and state what he agrees to do by introducing in succession those articles of the agreement which define his duties; such, for instance, as fix the place and date of delivery of the supplies or performance of the services; as give the quantity, quality, and description of the supplies to be furnished, character of their package, etc., or nature of the service to be rendered; all in such detail as may be requisite. Also here insert those articles which relate to terms of payment; the action to be taken by the United States in case of failure or deficiency on the part of the contractor; and any other conditions which should be embodied in a contract stipulating for the delivery of supplies or for the performance of a service.]

No member of or delegate to Congress, nor any person belonging to, or employed in,
the military service of the United States, is or shall be admitted to any share or part
of this contract, or to any benefit which may arise herefrom. [Here add, to any con-
tract made with an incorporated company for its general benefit, the following words, viz: "But this stipulation, so far as it relates to members of or delegates to Congress, is not to be construed to extend to this contract." See section 3740, Revised Statutes.]

This contract shall be subject to approval of [name the proper officer].

In witness whereof, the undersigned have hereunto placed their hands and seals
the date first herein before written.

Witness:

[signature]
[signature] [L. S.]

Form of Contractor's Bond.

Know all men by these presents, That we [name of obligor], of [residence of
obligor, giving town, county, State, etc.], as principal, and [name of surety], of [residence
of surety], and [name of surety], of [residence of surety], as sureties, are held and bound
unto the United States of America in the penal sum of dollars, to the payment
of which sum, well and truly to be made, we do bind ourselves, our heirs, executors,
and administrators, jointly and severally, firmly by these presents.

Given under our hands and seals this day of , 18——.
The condition of this obligation is such that, Whereas the above-bounden [name of obligor] has, on the ______ day of ______, 18__, entered into a contract with [name and description of officer], for [here set forth in brief the subject of the contract]:

Now, therefore, if the above-bounden [name of obligor], heirs, executors, and administrators, shall and will, in all respects, duly and fully observe and perform all and singular the covenants, conditions, and agreements in and by the said contract agreed and covenanted by ______ ______ to be observed and performed, and according to the true intent and meaning of the said contract, and as well during any period of extension of said contract that may be granted on the part of the United States as during the original term of the same [G. O. 62, 1880], then the above obligation shall be void and of no effect; otherwise, to remain in full force and virtue.

Witnesses:

__________  __________ [L. S.]
__________  __________ [L. S.]
__________  __________ [L. S.]

(Executed in duplicate.)

662. The amount of the penalty entered in the contractor's bond shall not be less than one-tenth, nor more than the full amount of the total consideration of the contract; it will be fixed in each case by the officer representing the United States.

663. Each surety named in the body of the contractor's bond, and each guarantor to a proposal, shall separately justify in form as follows:

State of———,
County of———, ss:

I (name of surety or guarantor), one of the sureties or guarantors named in the within bond or guarantee, do swear that I am pecuniarily worth the sum of——— dollars, over and above all my debts and liabilities.  

(Signature of surety.)

Before me,

(Signature of officer administering oath, with seal, if any.)

664. The sureties must jointly justify in double the amount of the penalty. The affidavit will be taken before any official, or person, authorized by the laws of the United States, State, Territory, or district, to administer oaths.

665. Justification of guarantors and sureties shall, if practicable, be followed by the certificates of a judge of a United States Court, or United States District Attorney, or, in their absence, by some other civil official of the United States, who shall certify that the guarantors or sureties are known to him, and that, to the best of his knowledge and belief, each is pecuniarily worth, over and above all his debts and liabilities, the sum stated in his affidavit of justification. But, if necessary or more convenient, separate certificates may be furnished as to each guarantor or surety.

666. Bonds are to be executed by the contractor as principal, and two sufficient and responsible persons as sureties. Each must affix to his signature a formal seal of wax, or other adhesive substance, and each signature must be attested by at least one witness. When practicable, there will be a separate witness to each signature. Sureties must be citizens of the United States.

667. A firm will not be accepted as surety, nor will a partner be accepted as surety for a co-partner, or for a firm of which he is a member. An officer of a corporation will not be accepted as surety for such corporation. (See R. S., section 3722.)

668. A guarantor, or the guarantors, to a bidder's guarantee may be accepted as surety, or sureties, to the bond of the same person as contractor, provided such guarantor or guarantors are able to justify, as required for the bond. Bidders' guarantors and contractors' bonds will be executed in duplicate. One copy of the bond accompanies the contract sent to the Treasury, and the other is retained by the officer who makes the contract.
70 REGULATIONS FOR THE ARMY OF THE UNITED STATES.

669. To the quintuplicate copy of the contract prepared for the Returns Office, the officer making the contract will append his affidavit as follows:

"I do solemnly swear that the foregoing is an exact copy of a contract made by me personally with ———; that I made the same fairly, without any benefit or advantage to myself, or allowing any such 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 cases made and provided." (Section 3745, R. S.)

670. At the discretion of the officer contracting on behalf of the United States, and with the approval of the chief of bureau to which the purchase pertains, the simple contract prepared as required in section 3744, R. S., may be substituted for the formal contract under seal, when its stipulations are to be fully performed within thirty days from its date, and when it involves a sum not greater than three thousand dollars. In such cases bonds will be dispensed with, but all requirements regarding action prior to making the contract, the number of copies to be prepared, and the disposition to be made of each, will be observed.

Purchases not under Contract.

671. When purchases are made under sealed proposals, without executing formal written contracts, the officer will give to each successful bidder written notification of the acceptance of his proposal, and file a copy thereof with the proposal. These notifications will expressly state the name of the article, quantity, quality, price, kind of package, and time and place of delivery.

When services other than personal are engaged under sealed proposals, without executing formal written contracts, the officer will give to each successful bidder written notification of the acceptance of his proposal, and file a copy thereof with the proposal. These notifications will show clearly the nature and extent of the services, the dates when they begin and end, and the price agreed upon.

Emergency Purchases.

672. When the emergency is such that there is not time for inviting sealed proposals by advertising, or by posters or circular letters, purchases may be made, or services engaged, in open market, in the manner usual among business men.

673. In all cases in which an emergency has caused the purchase of supplies, or the engagement of services, in open market, without notice for proposals, the officer will at once transmit to the head of the bureau to which the matter pertains a report setting forth in detail the quantity, price, names of sellers, etc., of the supplies purchased, or the nature, etc., of the services employed, together with a statement of the circumstances of the case and his reasons for not inviting proposals. The head of the bureau will submit to the Secretary of War, for approval, such of these reports as may require his action. The same rule will apply to cases in which proposals have been invited but no bids have been received.

ARTICLE LVIII.

MONEY ACCOUNTABILITY.

674. No advances of public money shall be made in any case whatever, except such amounts to disbursing officers of the Government as may be necessary to the fulfillment of the public engagements. The President may, however, direct such advances as he may deem necessary and proper to be made to persons in the military service, employed on distant stations, when they cannot regularly receive the pay to which they may be entitled. (R. S., section 3654.)

675. Disbursing officers are forbidden to pay any account or indebtedness until it is fully due, except as provided in the foregoing paragraph.
676. Chiefs of bureaus will see that no more money than is actually needed is placed in the possession of disbursing officers.

677. Officers of the Quartermaster's, Subsistence, and Pay Departments, the surveyors of the Medical Department, and all storekeepers, shall, before entering upon the duties of their respective offices, give good and sufficient bonds to the United States, in such sums as the Secretary of War may direct, faithfully to account for all public moneys and property which they may receive. The President may, at any time, increase the sums so prescribed. (R. S., section 1191.)

678. The sureties to bonds given by disbursing officers shall be bound jointly and severally for the whole amount of money expressed therein, and shall satisfy the Secretary of War that they are worth, jointly, double such amount; each surety making affidavit that he is worth that sum over and above his debts and liabilities, and stating in the affidavit his place of residence.

679. Every disbursing officer who fails to deposit promptly with the Treasurer, an Assistant Treasurer, or some duly designated depository, the public money intrusted to his charge, or who fails to keep safely, without loaning, using, or converting in any way, or exchanging for other funds, or depositing in other than a designated depository, the public money, or any portions thereof, collected or received by him, until he is duly authorized to transfer or disburse the same, shall be deemed guilty of embezzlement and punished accordingly. (R. S., sections 5488, 5490, 5492.)

680. Public money transferred to a disbursing officer must be immediately deposited to his official credit, as directed in paragraph 679, either with the United States Treasurer, or an Assistant Treasurer, or a duly designated depository, except that—

1. If specially authorized by the Secretary of War, a disbursing officer of the War Department, when stationed on the extreme frontier or at places far remote from such depositories, may keep, at his own risk, such public funds as may be intrusted to him for disbursement.

2. An officer receiving money remitted to him upon specific estimates, may disburse it without waiting to place it in a depository, provided the payments are due.

Any check drawn by a disbursing officer upon funds thus deposited, must be in favor of the party by name to whom the payment is to be made, and will be drawn to "order" or "bearer," with these exceptions:

1. To make payments of individual pensions, checks for which must be payable to "order."
2. To make payments of amounts not exceeding twenty dollars.
3. To make payments at a distance from a depository.
4. To make payments of fixed salaries, due at a certain period.

In either of these cases, except the first, a disbursing officer may draw his check in favor of himself, or bearer, for the amount necessary for such payment. In the last-named case, the check must be drawn not more than two days before the salaries become due.

681. Disbursing officers will deposit the bulk of public funds advanced to them with the Treasurer or an Assistant Treasurer of the United States, and will restrict depositories in designated depositories to such amounts as may be necessary for local payments. They will state, upon their estimates for funds, the nearest convenient Assistant Treasurer's office, or designated depository, in which it will be to the interest of the service to have their funds placed.

682. If there be two or more designated depositories in the same place, each disbursing officer there stationed shall so regulate his deposits, disbursements, and transfers, as to maintain, as far as possible, a proportion between his deposits with the said depositories and the amount of securities filed by the latter with the United States Treasurer. This will not authorize the transfer of funds, placed by the Treasury Department to the credit of disbursing officers, from one depository to another.

683. When a disbursing officer serves in two distinct capacities, he shall deposit the funds advanced to him separately and according to the bureau to which they
belong, and the balance to the credit of each bureau will be reported on separate weekly statements of funds.

684. Lists of depositories designated for the use of disbursing officers, with the amounts of securities filed by each with the United States Treasurer, are published from time to time in orders from the Adjutant General's Office.

685. For every deposit of funds made by a disbursing officer, to his official credit, a receipt shall be given, setting forth, besides its serial number and the place and date of issue, the character of the funds, i.e., whether coin or currency; and if the credit is made by a disbursing officer's check transferring funds to another disbursing officer, the essential items of the check shall be enumerated; if by a treasury draft, like items shall be given, including the warrant number. The title of each officer shall be expressed, and the title of the disbursing account shall also show for what branch of the public service the account is kept. The receipt will be retained by the officer in whose favor it is made.

686. Every disbursing officer in opening his first account, and before issuing any checks, will furnish the depository on whom the checks are to be drawn with his official signature, duly verified by some officer whose signature is known to the depository.

687. Public funds may, when necessary, be transferred as follows: The officer making the transfer may draw his check, directing the depository holding the funds in question to place to the official credit of the officer named the amount therein stated. The check will be sent to the depository and not to the officer in whose favor it is drawn.

688. A disbursing officer drawing checks on moneys deposited to his official credit will state on the face of each check the object or purpose to which the avails are to be applied; and in case of payment to officers or enlisted men, the period covered by the payment. Such statements may be brief, but must clearly indicate the object of the expenditure—as, for instance, "pay," "pay-roll," or "payment of troops," adding the post or station; "purchase of subsistence" or of other supplies, naming them; "on contract for construction," mentioning the fortification or other public work for which the payment is made; payments under twenty dollars ($20); "to pay foreign pensions," etc. Payment will be refused on all checks where this requirement is omitted, and report of the fact made to the Treasury

PROCEEDS OF SALES.

689. Proceeds of sales of old materials, condemned stores, or other public property, will be deposited and covered into the Treasury as miscellaneous receipts on account of "Proceeds of Government property," and shall not be withdrawn or applied without a subsequent appropriation by law; except that moneys received from the sale of stores, materials, or supplies to officers and enlisted men, or to any exploring or surveying expedition authorized by law, and all sales of subsistence supplies, shall respectively revert to the appropriation out of which they were originally expended, and shall be applied to the purposes for which they were appropriated by law. (R.S., sections 3618 and 3692. Act March 3, 1875.)

690. The proceeds of sales of all public property not specially excepted in the preceding paragraph, will be deposited as miscellaneous receipts, without abatement or reduction, to the credit of the Treasurer of the United States, either at the Treasurer's office or at the office of one of the Assistant Treasurers, or with some designated depository of the United States.

691. For such deposits certificates of deposit in duplicate will be given, showing the name and official title of the depositor; that they are on account of "proceeds of Government property;" to what bureau the property pertains, and its kind and amount. The original will be forwarded direct to the Secretary of the Treasury by the depositor as soon as it shall have reached him.
692. Military stores and property condemned, and ordered sold, will be disposed of at auction, for cash, on due public notice, and in such market as the public interests may require. The officer making the sale will suspend it when, in his opinion, better prices can be obtained, except in the case of condemned animals, the disposition of which is provided for in paragraph 1137. The auctioneer's certified detailed account of the sale, and the vouchers for the expenses attending it, will be reported on the proper forms to the chief of the department to which the property belonged.

693. The transfer of public property from one bureau or department to another is not regarded as a sale. If money is received therefor, it may be used to replace such stores, and will be reported accordingly.

FISCAL YEARS.

694. No department of the Government shall expend in any one fiscal year any sum in excess of appropriations made by Congress for that fiscal year, or involve the Government in any contract for the future payment of money in excess of such appropriations. (R. S., section 3679.)

695. Funds appropriated for one fiscal year cannot be used to liquidate liabilities incurred in another, nor can funds be used for any other purpose than that for which they were appropriated. (R. S., sections 3678, 3690.)

696. Sections 306, 308, 309, and 310, R. S., direct that at the end of each fiscal year all amounts of money represented by checks or drafts, drawn three or more years prior thereto, by any disbursing officer, upon the Treasurer, an Assistant Treasurer, or any designated depositary, and which remain credited to such officer, shall be covered into the Treasury, and there stand to the credit of the payees or bona fide holders of such checks or drafts; also that all amounts of money held by the Treasurer, an Assistant Treasurer, or a designated depositary, credited to a disbursing officer whose account has remained unchanged, either by deposit or payment, for the space of three years, shall likewise be covered into the Treasury, to be placed to the credit of such officer, if it be found that he is entitled to the credit. For the purpose of executing these provisions of law, the Treasurer, an Assistant Treasurer, and each designated depositary of the United States shall, at the end of the fiscal year, report every account standing upon their books which shows any credit for money subject to the above conditions, stating official designation of depositor, and amount remaining on deposit, with date of last credit and debit; and each disbursing officer shall, at the same time, make a return of all outstanding checks issued three years or more prior thereto, giving names of payees, and their residences when known; the purposes for which, and places on which, the checks were drawn, with amounts, numbers, and dates of same, and the numbers of the vouchers received therefor.

697. The following are the Treasury instructions concerning the four sections referred to in the preceding paragraph:

1. Any Treasury draft or check drawn by a public disbursing officer still in service, which shall be presented before it shall have been issued three full fiscal years, will be paid in the usual manner by the office or bank on which it is drawn, and from funds to the credit of the drawer. Any such draft or check which has been issued for a longer period than three full fiscal years will be paid only by the settlement of an account in this department. For this purpose the draft or check will be transmitted to the Secretary of the Treasury for the necessary action.

2. The reports of independent Treasury officers, National Bank depositaries, and public disbursing officers, required by section 310, Revised Statutes, will be rendered promptly to the Secretary of the Treasury at the close of each fiscal year.

3. When a disbursing officer of the United States ceases to act in that capacity, he will at once inform the Secretary of the Treasury whether he has any public funds to his credit in any office or bank, and, if so, what checks, if any, he has drawn against the same, which are still outstanding and unpaid. Until this information shall have been furnished, the whole amount of such moneys will be held to meet the payment of the checks properly payable therefrom.
4. At the close of each fiscal year, the Treasurer, the several Assistant Treasurers, and designated depositaries will render to the Secretary of the Treasury a list of all disbursing officers' accounts still unclosed, which have remained on the books of their respective offices, or banks, more than three fiscal years, giving in each case the name and official designation of the officer, the date when the account with him was opened, and the balance remaining to his credit.

5. In case of the death, resignation, or removal of a disbursing officer, any check previously drawn by him, and not presented for payment within four months of its date, will not be paid until its correctness shall have been attested by the Secretary or Assistant Secretary of the Treasury.

CERTIFICATES OF DEPOSIT.

698. Every person having moneys of the United States in his possession shall pay the same to the Treasurer, an Assistant Treasurer, or a designated depository of the United States, and shall take receipts for the same, in duplicate. (Revised Statutes, section 3621.) The face of the certificate or receipt will show to what appropriation it belongs; the depositor giving the depository the necessary information.

699. The date and the amount of the deposit, and the number of the certificate, together with the appropriation, if specified, will be noted on the account current upon which the depositor desires to be credited with the money so deposited.

700. The following regulations concerning the disposition of certificates of deposit will be strictly complied with:

1. The originals of all certificates of deposit for the deposit of public moneys of every character, except as stated in the next succeeding clause, will be forwarded to the Secretary of the Treasury immediately upon their issue by the depositors (not the depositaries), who, before transmitting them, will see that their amounts correspond with the sums actually deposited. Letters of transmittal will not be forwarded with these certificates unless an explanation or statement of facts, which could not otherwise appear, is actually necessary.

2. Those issued to disbursing officers, for funds deposited to their official credit, subject to the payment of their checks, and more properly called disbursing officers' receipts, will be retained in their own possession. Those issued for the transfer of funds from one depository to another, will be forwarded to the Treasurer of the United States.

3. In no case will certificates of deposit be filed with accounts current, rendered by officers to the accounting officer of the Treasury. In taking credit thereon for deposits, officers will state specifically the date of the deposit and the designation and location of the depository. All "original" certificates in favor of military officers, the amounts of which are required to be recorded in any of the bureaus of the War Department, will, immediately upon their receipt at the Treasury, be forwarded to the head of the department to which the deposits pertain for designation of the proper appropriations.

701. Officers who make deposits of public funds to the credit of the Treasurer of the United States will forward with the original certificates a statement showing distinctly the source from which the money was derived, i.e.:

1. If a balance of funds for disbursement, the appropriation and fiscal year will be correctly named.

2. If in refundment of an overpayment, when, by whom, and upon what voucher the overpayment was made.

3. If from stoppages on pay-rolls, on account of loss of, or damage to, property by employees, or on account of sales to them, for which property the depositing officer is himself responsible, the character of the property and the date of loss or sale will be given, and a reference made to the officer's property voucher accounting for the stores.

4. If from stoppage on account of loss, damage, or sale of property for which an officer, other than the depositing officer, is responsible, the name of the responsible officer
will be given, together with a list of the persons from whom deductions were made, stating the character of the property and the amount deducted in each individual case.

5. In like manner, deposits of funds received from collections, from sales to officers and enlisted men, or on account of losses or forfeitures, will be fully explained.

702. A disbursing officer of one staff department making stoppages on account of the funds or property of another staff department will, in the absence of special instructions to the contrary, deposit the funds so received, and not leave them to be transferred upon the settlement of his accounts at the Treasury.

703. Nothing in the foregoing paragraphs will be construed to affect the system of depositing collections by paymasters of the Army.

DUPLICATE CHECKS.

704. Sections 3646 and 3647, R. S., and the act approved February 10, 1885, provide that when an original check not exceeding in amount $2,500 is lost or destroyed, the disbursing officer may, after six months and within three years of its date, issue a duplicate of the same, which the Treasury or designated depositary may pay, upon the fulfillment of certain conditions, which the Secretary of the Treasury is authorized to prescribe. In case the disbursing officer who issued the original check is no longer in service, the proper accounting officer of the Treasury, under such regulations as the Secretary of the Treasury will make, shall state an account in favor of the owner of the original check for the amount thereof, and charge the same to the account of the disbursing officer.

705. In compliance with the requirements contained in the laws referred to in the preceding paragraph, the Secretary of the Treasury has published the following regulations:

Immediately upon the loss of a check, the owner, to better protect his interest, should, in writing, notify the office or bank on which it was drawn of the fact of such loss, stating the name of the officer or agent by whom it was drawn, describing the check, giving if possible its date, number, and amount, and requesting that payment of the same be stopped.

In order to procure the issue of a duplicate check, the party in interest must furnish the officer or agent who issued the original with an affidavit giving the name and residence of the applicant in full, describing the check and its indorsements, showing his interest therein, detailing the circumstances attending its loss, and what action, if any, he has taken to stop payment thereon. The affidavit must be made and signed before an officer authorized to administer oaths generally, and he must certify that he administered the oath.

The claimant must also furnish to the same officer or agent a bond, prepared and executed on the blank form which will be furnished to any officer or agent applying therefor. The affidavit, and the bond, when executed, are to be indorsed by the officer or agent as having been submitted to him, and as being the proof and security upon which he has acted. After the expiration of six months from the time the original check was issued, the officer or agent will issue a duplicate, which must be an exact transcript of the original, especially as to number and date. These papers he will, without delay, forward to the Secretary of the Treasury, who, upon their receipt, will advise the office or the bank on which the check was drawn that an application for a duplicate is pending, and the bank or office will thereupon immediately inform the Secretary whether a request has been made to stop payment of the original, and whether such original has been presented or paid. If not paid, a caveat will be entered and non-payment directed.

If the information obtained be satisfactory to the proper accounting officer of the Treasury, and if he approve of the issue of the duplicate, and of the accompanying bond, he will certify such approval in writing, on the papers as well as on the duplicate check, and return them to the Secretary of the Treasury.
Any duplicate check issued in pursuance of these instructions, bearing such certificate and the approval of the Secretary or Assistant Secretary of the Treasury, may, if properly indorsed, be paid by the Treasurer, the Assistant Treasurer, or depositary on whom it is drawn, subject to the same rules and regulations as apply to the payment of original checks; but no duplicate shall be paid if the original shall already have been paid.

In case of the loss of a check issued by a disbursing officer or agent who is no longer in the service of the United States, the affidavit and bond required to be furnished, by the owner of said check, prior to the issue of a duplicate check, should be forwarded to the Secretary of the Treasury, who will refer them to the proper accounting officers for examination, and the statement of an account in favor of the owner of said check, as provided for in section 3647, Revised Statutes.

Whenever such an account shall have been stated, and an officer or agent charged with the amount of any duplicate check, the final accounting officer will notify the Secretary of the Treasury, in order that the amount of the original check, if remaining to the credit of the officer or agent, in any United States depository, may be paid into the Treasury and carried to his credit and to the credit of the proper appropriation.

In preparing the bond the following general instructions will be observed:
1. The christian names must be written in the body of the bond in full, and signed to the bond.
2. Each signature must be made in the presence of two persons who must sign their names as witnesses.
3. The penalty of the bond should be in even dollars, and at least double the amount of the lost check, but in no case less than one hundred dollars.
4. Either a United States judge, commissioner, district attorney, marshal, assessor, or collector of internal revenue, collector, naval officer, or surveyor of the customs, assistant treasurer or designated depositary of the United States, president or cashier of a national bank depository of the United States, under his proper official designation and seal, or a clerk of a court of record, under the seal of the court, or a commissioned officer of the Army or Navy of the United States, must certify that the sureties are sufficient to pay the penalty of the bond.
5. A seal of wax or wafer must be attached to each signature.
6. The residence and post-office address (giving number and street where the residence is so designated) of the principal and of each surety and witness must be given.

**GENERAL RULES FOR ACCOUNTS AND RETURNS.**

**706.** The law requires that a separate account be kept with each appropriation. The forms of accounts current and abstracts, prepared for this purpose, and approved by the Second Comptroller of the Treasury, will be used by disbursing officers. The blanks will be procured from the chief of the bureau in which the officer is serving. Accounts current will be made in duplicate; one copy, accompanied by abstract and vouchers complete, will be forwarded to the chief of the bureau within ten days after the end of every calendar month; the other, with the duplicate abstracts and vouchers, will be retained by the officer. (Sections 3622, 3623, 3643, 5491, R.S.)

**707.** Money received and disbursed under the appropriation for "Contingencies of the Army" will be accounted for in a separate account current.

**708.** All officers in rendering accounts which eventually pass to the Treasury Department for settlement, will send them, with the necessary vouchers, direct to the bureau of the War Department to which they pertain.

**709.** Disbursing officers are required to prepare their accounts and deposit them in the post office on or before the tenth day of each month. Irregularities in the mail service or want of blank forms will not excuse compliance with this paragraph. If printed blanks are not furnished, the forms will be prepared.
710. In notifying officers of remittances, chiefs of bureaus will inform them of the amount remitted under each head of appropriation. All officers who transfer public funds will pursue a similar course, stating in the invoices and receipts the amount transferred under each head of appropriation.

711. Funds received from overpayments will be entered on the account current in the proper columns. The entries will show by whom, to whom, and on what account, the overpayments were made, and will refer to the voucher and abstract. Funds received from sales will be entered in the proper columns, and will show the fiscal year in which the articles were purchased, if known.

712. The accounts of disbursing officers are kept in the offices of the Auditors of the Treasury by fiscal years. Therefore no account current will contain accounts of different years; and no item will be entered thereon unless it pertains to the fiscal year to which the account pertains. Accounts current, abstracts and vouchers, including transfers and refundments, will have noted in red ink on the face, and indorsed in the brief on the back, the fiscal year to which the funds pertain.

713. All public funds on hand at the close of a fiscal year, except those required to pay outstanding liabilities incurred during such year (a schedule of which will accompany the last account current rendered for the year), will be deposited, and the disbursing officers' account closed by a credit for such deposit. Balances retained after the close of the fiscal year, for the purpose of paying outstanding liabilities, will be carried to a "supplemental account current" for the fiscal year to which the funds pertain. When disbursements are made from such balances, accounts will be rendered as "supplemental accounts" for the fiscal year to which the funds pertain. Admitted errors, to be refunded, except in the Pay Department, will be taken up on an account current for the fiscal year in which the errors occurred.

MONEY VOUCHERS.

714. Vouchers will ordinarily be made out in duplicate; occasionally, in special cases, in triplicate. The number executed will be distinctly stated on each copy.

715. Vouchers for the disbursement of money will specify the quantity and price of each article bought, the name and place of business of the person from whom it is procured, and the date and manner of purchase. When the vouchers are for services rendered, they will state the nature and period of service, with rate of pay per day or month.

716. The facts on which an account depends must be stated and vouched by the certificate of an officer.

717. All vouchers for purchases or service, except personal, must have expressed on their face, immediately below the statement of the account, the mode of purchase or engagement; using therefor one of the following notations applicable to the case:

1. "Under formal written contract, dated ——, 18—."
2. "Under public notice of ( ) days or more, and sealed proposals opened ——, 18—."
3. "Under emergency, by sealed proposals opened ——, 18—."
4. "Under emergency in open market, time not allowing notice or proposals."

718. Accounts will be expressed in terms of dollars and cents. When fractions of less than one-half cent occur in the footing of a voucher, they will be disregarded; if the fraction be one-half or greater, it will be reckoned as a cent.

719. With the accounts and returns will be forwarded all orders of commanding officers, and other papers, upon which the officer accountable relies to relieve himself from responsibility.

720. The name of each person from whom supplies have been purchased and received during the month, whether under written contracts, public notice, and sealed proposals, or by purchase in open market, and the articles and quantities so obtained (whether paid for or not), will be entered upon the proper abstract.
REGULATIONS FOR THE ARMY OF THE UNITED STATES.

721. Receipts for funds disbursed, and receipts and invoices of funds transferred, will state the place and date of payment or transfer, and the name, rank, regiment, or corps of the officer from whom the money is received. The kind of funds invoiced will be stated.

722. In final statements, receipts for money and property and papers of like character, money amounts will, in all cases, be written out in full, and also expressed by figures in parentheses. This requirement does not apply to muster and pay-rolls and pay-rolls of other descriptions.

723. When a signature is not written by the hand of the party, it must be witnessed, and by a commissioned officer when practicable.

724. Disbursing officers will only make payments to, and take the receipts of, the party or parties to whom the money is due from the United States, or to a duly appointed attorney. When an account is presented by an individual who is not known to the disbursing officer, the latter will require such evidence of identity as will secure the Government, as well as himself, against loss.

725. The signature to the receipt and the name of the person or business firm as entered at the head of an account must be literally alike. When payment is made to an "attorney," he will be required to sign the receipt with the name of the principal, adding the words "by his (or her) attorney in fact," signing his own name thereafter.

726. Where money is payable by a disbursing officer to a person, firm, or corporation, it may be paid to a duly authorized agent or attorney of such person, firm, or corporation, upon his producing and filing with the disbursing officer or the accounting officers a power of attorney, or other written authority properly executed, authorizing him to receive such money and to give a receipt or acquittance therefor, and a voucher, signed with the name of such person, firm, or corporation, by the agent or attorney, will be deemed sufficient. If the authority of the agent or attorney is produced to the disbursing officer and filed with his account, it must be returned by him to the accounting officers, with the vouchers and other papers relating to the payments.

727. Receipts for small sums for occasional service paid to corporations, such as railroads, telegraph, turnpike, transfer, express, steamboat, hotel, newspaper, and ice companies, may be signed by the local agent in charge of the business of the company at the place where the service is rendered, or where it begins or terminates, and the certificate of the officer making payment that the person to whom payment was thus made was then the local agent of the company, in charge of its business at the place designated, will be sufficient evidence of the agent's authority to receive and receipt for the money paid.

728. Original vouchers will accompany the accounts; copies will not be admitted, unless accompanied by satisfactory evidence of the loss or destruction of the originals; or that their retention is indispensable to the performance of duty by an officer acting under orders.

729. When originals cannot be furnished, copies duly certified as true, by a disinterested officer, will be accepted. If no other officer than the payor or payee is at the post when payment is made, both will certify to that fact, and also to the correctness of the copy.

730. When vouchers are not sent with the account to which they belong, but are subsequently rendered, suitable explanation will be made.

731. All officers are forbidden to give or take receipts in blank for public money or property; in all cases the voucher will be made out in full, and the date, place, and exact amount of money, in words, will be written out in the receipt before it is signed.

732. Disbursing officers will not issue vouchers, which act as due-bills against the United States, for unpaid accounts, excepting that a certified statement of personal services and of wages due may be given to a discharged employé not paid at time of discharge, for want of funds.
733. Mutilated checks will be forwarded to the depository to which they pertain, and a record made, on the stub of the check-book, of the date of transmission.

734. When disbursing officers draw checks in payment of accounts on funds placed to their credit, they will note upon the receipt or voucher taken for such payment, which will be of even date with the check, the number, date, and amount of the check given in payment, and designate the Assistant Treasurer or depository upon whom it is drawn; and when an account is paid in part by currency, the amount of the same will be stated. The same rule will be observed in invoices of funds transferred.

EXAMINATION OF MONEY ACCOUNTS.

735. The chief of the bureau to which the accounts pertain will cause his decision on each account to be indorsed thereon. He will bring to the notice of the Secretary of War all matters of account that require or merit it. When an account is suspended, or disallowed, the bureau will notify the officer, that he may have an opportunity to submit explanations, or take an appeal to the Secretary of War.

736. In case of discovered error, or disallowance in an account, upon its examination by the proper authority, the officer responsible will, upon notification thereof, unless he may be able to furnish evidence to correct or remove the same, make the proper correction in his next account current, and refer therein to the particular voucher in which the error occurred, or the disallowance was made. If an account, paid on the certificate of an officer to the facts, is afterwards disallowed for error of fact in the certificate, it shall pass to the credit of the disbursing officer and be charged to the officer who gave the certificate.

737. An officer shall have credit for an expenditure of money or property made in obedience to the order of his commanding officer. If the expenditure is disallowed, it shall be charged to the officer who ordered it.

738. An officer shall not receive credit for any expense paid for the collection of money on checks. He is not authorized to insure public money or property; nor to settle with heirs, executors, or administrators, except by authority of the proper bureau of the War Department, and upon accounts that have been duly audited and certified by the proper accounting officers of the Treasury.

739. When an article purchased is not named in the appropriation act, the purpose for which it is intended determines the appropriation from which it is to be paid.

STATEMENTS OF FUNDS.

740. Disbursing officers will, at the close of business on Saturday of each week, make and forward to their respective chiefs of bureaus weekly statements of funds, showing exactly where their funds are deposited. A monthly statement of funds will be rendered when the last day of the month does not fall on Saturday.

STATEMENTS OF OUTSTANDING DEBTS.

741. When an officer is relieved from duty in a staff department at any station, he will certify the outstanding debts, if any, to his successor, and transmit an account of the same to the head of the proper bureau. Unless otherwise ordered, he will turn over to his successor the public money, property, books, and papers pertaining to the service from which he is relieved.

RULES FOR THE COMPUTATION OF TIME.

742. When applicable, the following rules for the computation of time, in payment for services, will be observed:

1. For any full calendar month's service, at a stipulated monthly rate of compensation, payment will be made at such stipulated rate, without regard to the number of days in that month.
2. When service commences on an intermediate day of the month, thirty days will be assumed as the length of the month, whatever be the number of days therein.

3. When the service terminates on an intermediate day of the month, the actual number of days during which service was rendered in that calendar month, will be allowed.

4. When the service embraces two or more months or parts of months, but one fraction will be made. Thus: from September 21st to November 25th, inclusive, will be calculated September 21st to October 20th, inclusive, one month; from October 21st to November 20th, inclusive, one month; from November 21st to 25th, inclusive, five days—making the time allowed two months and five days.

5. When two fractions of months occur and both are less than a whole month, as from August 21st to September 10th, the time will be determined thus: August 21st to 30th, inclusive (ignoring the 31st), ten days; from September 1st to 10th, inclusive, ten days—making the time allowed twenty days.

6. Service commencing in February will be calculated as though the month contained thirty days, thus: from February 21st to 28th (or 29th), inclusive, ten days. When the service commences on the 28th day of that month, three days will be allowed; and if on the 29th, two days.

7. If service commences on the 31st day of any month, payment will not be made for that day.

8. For commutation of subsistence and for services of persons employed at a per diem rate, payment will be made for the actual number of days.

9. When services are rendered from one given date to another, the account will state clearly whether both dates are included.

10. In computing the wages of laborers employed at a per diem allowance, the day on which service begins and the day on which it ends will be allowed in the computation.

MISCELLANEOUS PROVISIONS.

743. If any disbursing officer shall bet at cards or any game of hazard, his commanding officer shall suspend his functions, require him to turn over all public funds in his keeping, and shall immediately report the case to the proper bureau of the War Department. In every instance where an officer intrusted with the care or disbursement of public funds shall violate this regulation, he will be brought to trial before a general court-martial by the department commander.

744. No officer disbursing money for the military service, or directing the disbursement thereof, shall be concerned, individually, directly or indirectly, in the purchase or sale of any article intended for, making a part of, or pertaining to, the department of the public service in which he is engaged.

745. No officer, or clerk of a disbursing officer, shall be interested in the purchase of any soldier's certificate of pay due, or any other claim against the United States.

746. Officers or agents in the military service shall not purchase supplies for the Government from any other person in the military service; nor shall they contract with any such person to furnish supplies or service to the Government, nor make any Government purchase or contract in which such person shall be admitted to share or receive benefit.

ARTICLE LXIX.

PROPERTY ACCOUNTABILITY.

747. All property, whether paid for or not, which comes into the possession of an officer, must be properly accounted for on his returns.

748. An officer transferring stores will furnish the receiving officer with invoices, in duplicate, in which such stores shall be accurately enumerated, and the latter will return his duplicate receipts. The transaction will appear on the property returns rendered by each.
749. When it is impracticable for an officer to personally superintend his issue— as may be the case with one charged with disbursements, or the care of depots—he should choose the agent to whom he intrusts the duty with great caution. Officers who detail enlisted men for such service will select those whom they are reasonably sure will perform it with strict fidelity.

750. When an officer to whom public property has been transferred refuses to receive it for the fact, the officer who invoiced shall report the facts to the proper commanding officer of the former, and ask redress. Copies of all papers relating to the transaction will be filed with his returns.

751. Upon the receipt of public property by an officer, he will make a careful examination of the same to ascertain its quality and condition, but will not break original packages until issues are to be made, unless he has reason to believe that the contents are defective. Should he discover defect or shortage, he will apply for a board of survey to determine it and to fix the responsibility therefor. Should he consider the property unfit for use, he will also submit inventories, in triplicate, and request the action of an inspector. The same rule will be observed in regard to packages when first opened for issue, and for property damaged or missing while in store.

752. For property worn out in the public service the preliminary action of a board of survey is not necessary, and the officer responsible will submit inventories thereof and ask for an inspector's action. When the action of a board of survey and an inspector are necessary, the inventory will be accompanied by a copy of the proceedings of the board.

753. When packages of military supplies are opened for the first time after coming into possession of an officer, whether because of apparent defect, or for issue, he or some other commissioned officer, will be present and verify the contents by actual weight, count, or measurement, as circumstances may require; and, in case of deficiency or damage, he will make written report of the facts to the post commander. If the responsible officer be present and make the report, he will secure the attendance of one or more civilians or enlisted men, to make sworn statements in writing regarding the condition of the property when examined. Should a board of survey be convened, the post commander will refer to it the report made by the examining officer, together with the sworn statements.

At arsenals and depots where there are persons whose especial duty it is to receive and issue public stores, the reports herein required may be made by them instead of officers of the Army.

754. When an officer to whom stores are forwarded believes them to have miscarried, he will promptly inform the issuing and forwarding officers.

755. 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 this purpose the necessary means will be allowed on requisitions, and property in store so repaired will be issued for future use.

756. Whenever information is received that animals, or other property belonging to the United States, are unlawfully in the possession of any person not in the military service, the quartermaster, or other responsible officer, will cause proper proceedings to be promptly instituted and diligently prosecuted, before the civil authorities, for the recovery of the property; and, if the same has been stolen, for the arrest, trial and conviction, and due punishment of the offenders and their accomplices.

757. Upon satisfactory information that United States property, unlawfully in the possession of any parties, is likely to be taken away, concealed, or otherwise disposed of, before the necessary proceedings can be had in the civil tribunals for its recovery, the post or detachment commander will at once cause the same to be seized, and will hold it subject to any legal proceedings that may be instituted by other
parties. Persons caught in the act of stealing, or making away with recently stolen public property, will be summarily arrested by the troops, and turned over to the civil authorities for trial.

758. Quartermasters, after they have failed to get possession of a lost or stolen animal by the ordinary means, may authorize the payment of a reward of $25.00 for its recovery. If the animal has been stolen, they may offer an additional reward of like amount for each person arrested, tried, convicted, and sentenced for the theft.

759. The expenses necessarily incurred by any action under the three preceding paragraphs, with the exception of attorney's fees, will be paid by the Quartermaster's Department, upon proper vouchers approved by the department commander. Officers will promptly report to department headquarters the action which they have taken.

760. When it can be avoided, an officer will not be detailed for duty which will separate him from the public property for which he is accountable.

761. When an officer is, by order, leave of absence, or any other cause, removed from the care of public property in his charge, the commanding officer, or an officer designated by him, shall receive, receipt, and care for it, until a successor is regularly appointed; and, if it becomes necessary to remove all officers, the commanding officer will take measures to secure it and report the circumstances to the proper authority.

762. Although an officer who has received for public property is peculiarly accountable therefor, the commanding officer is also responsible for its security, and for the strict observance of the regulations in regard to its preservation, use, and issue. He will therefore see that none but reliable agents are allowed control over, or access to it.

763. Public animals, means of transportation, tools, and all other movable public property that it is practicable to mark, will be conspicuously branded "U. S." before being used in the service.

764. Public property will not be used, nor shall labor hired for the Government be employed, for any private purpose whatsoever, except as authorized in these regulations.

765. For all issues of supplies not provided for in the regulations or general orders of the War Department, the original authority directing such issues or a duly certified copy thereof will accompany the voucher.

766. Supplies will not be transferred from one bureau to another, except on the special authority of the Secretary of War, or as indicated in paragraph 1765. When made, and the supplies are restored in kind, they will be turned over at the post where the transfer was effected, or at such other post as the division or department commanders, or the chiefs of the bureaus concerned, may determine. If the transfer is between two bureaus of the War Department, payment will be made at the contract or invoice price of the stores; but, if from a bureau of the War Department to any other executive department, the amount to be paid shall include the contract or invoice price, and cost of transportation.

767. In no case will means of transportation or other property of any branch of the military service be taken as a part of the outfit of surveying or exploring expeditions for which Congress has made appropriations, without the express authority of the Secretary of War.

768. Should an officer or agent of the Government charged with public property fail to render the prescribed returns thereof within a reasonable time, a settlement of his accounts will be made by the proper bureau of the War Department, and the money value of the property with which he is charged will be reported against him for stoppage.

769. 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.
770. In case of deficiency of any article of military supplies, on final settlement of the accounts of any officer charged with the issue of the same, the value thereof shall be charged against the delinquent and deducted from his monthly pay, unless he shall show to the satisfaction of the Secretary of War, by one or more depositions setting forth the circumstances of the case, that said deficiency was not occasioned by any fault on his part. And in case of damage to any military supplies, the value of such damage shall be charged against such officer and deducted from his monthly pay, unless he shall, in like manner, show that such damage was not occasioned by any fault on his part.

771. Affidavits or depositions may be taken before any officer in the following list, when recourse cannot be had to any before named on said list, which fact shall be certified by the officer offering the evidence, i.e.: 1st, a civil magistrate competent to administer oaths; 2d, the judge-advocate of a court-martial; 3d, the adjutant of a regiment or post; 4th, a commissioned officer. When affidavits are taken for the interest of the public service, the Quartermaster's Department will pay the notarial fees.

772. Public property, which has been condemned, or the issue price of which has been reduced by a board of survey, will not be purchased by the officer who was responsible therefor at the time of condemnation or reduction, nor by an officer who bore any part in such condemnation or reduction.

773. Land shall not be purchased for the United States except under an act of Congress authorizing the purchase; nor shall public money be expended for the erection of armories, arsenals, forts, fortifications, or permanent buildings of any description thereon, until the written opinion of the Attorney General shall have been obtained announcing the validity of the title thereof in the Government; nor, if the land be selected within any State, until jurisdiction over it shall have been ceded to the United States by the legislature of the State.

774. Permanent military buildings will only be constructed under special authority granted by an act of Congress, unless the work or labor connected therewith is performed by troops; and in such a case, the authority of Congress must first be obtained if the estimated cost of the building or structure exceeds twenty thousand dollars.

775. Permanent barracks, quarters, or other buildings, or piers or wharves, will not be erected or constructed except by the order of the Secretary of War, and in accordance with plans approved by him; nor shall any material alterations be made in public buildings unless like authority is first obtained. These instructions do not extend to buildings of a temporary character; but no contract shall be entered into, nor purchase of material made, for their construction, unless specially authorized by the War Department.

776. Complete title papers, with full and exact maps, of lands purchased or appropriated, for permanent military fortifications, will be collected, recorded, and filed in the bureau of the Corps of Engineers. The title papers and maps of lands purchased or appropriated for armories, arsenals, and ordnance depots will be collected, recorded, and filed in the Ordnance Bureau; those of other lands under the charge of the War Department purchased or appropriated for barracks, posts, cantonments, or other military uses, will be collected, recorded, and filed in the office of the Quartermaster General.

777. A copy of the plat of the survey of the lands at each post, fort, arsenal, and depot, furnished from the proper bureau, will be carefully preserved in the office of the commanding officer.

RESPONSIBILITY FOR COMPANY CLOTHING, ARMS, ETC.

778. The officer in temporary or permanent command of a company or detachment is responsible for all public property in possession of the command, whether he receives it or not. If an officer be responsible for the public property of two or more companies, that pertaining to each will be accounted for on separate returns.
779. Property responsibility for periods of absence less than one month will not be transferred by a company commander to his successor, unless so ordered by competent authority; when such absence exceeds a month, the question of responsibility is settled by the proper authority.

780. The property responsibility of a company commander cannot be transferred to enlisted men. It is his duty to attend personally to its security, and to superintend issues himself, or cause it to be done by a commissioned officer. Issues will not be made by enlisted men or civilians, nor will the keys of store-rooms or chests be intrusted to them, without great vigilance on the part of the responsible officer, and a resort to every reasonable precaution, including frequent personal inspections, to prevent loss or damage.

781. If an article of public property be lost or damaged by the neglect or fault of any officer or soldier, he shall pay the value thereof, or the cost of repairs, at such rates as a board of survey may determine.

782. When a deserter carries away public property, or when such property is lost by his desertion, the value of the same will be determined by a board of survey and charged against him on the next muster-rolls.

783. The amount charged against an enlisted man on the muster and pay-rolls on account of loss or damage to Government property shall not exceed the value of the article alienated, or the amount of damage, or cost of repairs; and such charges will only be made on conclusive proof, and never without an inquiry, if the soldier demand it.

784. The soldier will be informed, at the time of signing the rolls, that his signature will be regarded as an acknowledgment of the justice of the charges set against his pay. If he object to signing the rolls and demand a court-martial, and in case of loss from stealing, selling, gross neglect, or such other illegal disposition of, or damage to, public property, as should subject the offender to punishment, in addition to making good the loss to the United States, he will be proceeded against as provided for in the 16th and 17th Articles of War. In these cases the stoppage imposed by a court-martial is not limited to one month's pay, but only by the amount necessary to reimburse the Government and the conditions imposed in the 17th Article of War.

785. When charges of loss or damage to property are made against an enlisted man by sentence of court-martial, the officer responsible for the property will send, with his property return, a certified copy of so much of the court-martial order as refers to the case, giving number, date, and place of issue of the order, and stating on the face of said copy the rolls on which the charges are made.

786. Damage to, and loss or destruction of, public property are divided into two classes, namely: such as are accidental, or due to causes over which the officer in charge has no control, and such as are preventable, and due to carelessness, willfulness, or neglect. Accidental damages or deficiencies are still further divided into such as occur in the ordinary course of service, and such as are incidental to an active campaign.

787. If articles of public property are embezzled, or by neglect lost or damaged, by a civilian employé, 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.

ARTICLE LX.

BOARDS OF SURVEY.

788. In order to relieve an officer from liability on account of public property which has been damaged, except by fair wear and tear, or which is believed to be unsuitable for the service, it shall, before being submitted to an inspector for condemnation, be examined by a board of survey. Exceptions will be made in cases of animals or other public property infected with contagious disease, which may be summarily disposed of by order of a commanding officer.
789. A board of survey will be convened by the commanding officer of the post or station where it is to meet. It will be composed of three officers, exclusive of the commanding officer and those whose actions and responsibilities are to be inquired into, if that number are present for duty; otherwise, of as many as are so present, exclusive of the commanding and interested officers; or, if the latter alone are present for duty, then of the disinterested officer. When only the responsible or interested officer is present, he will not constitute himself a board of survey, but will furnish his certificate of facts and circumstances which demand special determination, supported by the affidavits of enlisted men or others who are cognizant thereof, which he will forward to department headquarters. Should the case, as presented by him, not be considered satisfactory, or should only interested officers, with opposing interests, be present for duty at the post, the department commander may send an inspector to make the necessary investigation and report.

790. Boards of survey must fully investigate the matters submitted to them. They will call for all evidence attainable, and will not limit their inquiries to the proofs or statements presented by the party or parties in interest. They will rigidly scrutinize the evidence, especially in those cases wherein property is alleged to have been stolen, or embezzled, and will not recommend the relief of officers or soldiers from responsibility for property until it shall be proved that they have fully performed their duty in regard to it. In no case, however, will the report of the board overrule, or take the place of, the depositions which the law requires.

791. The party responsible for the property to be surveyed will, in all cases, furnish the original certificates or affidavits and the number of duly attested copies thereof required by a board of survey to accompany its proceedings.

792. A board of survey has no legal power to administer oaths, either to its members or to witnesses before it.

793. Boards of survey cannot condemn public property. Their action is purely advisory. They are called for the purpose of ascertaining and reporting facts; of submitting opinions and making recommendations upon questions of administrative responsibility, which may arise through accident, mistake, neglect, or unusual act, and which cannot be determined by established rules, in order that the adjustment of accounts may be facilitated. For example, they investigate and determine questions involving the character, amount, and cause of damage or deficiency which public property may have sustained in transit, in store, or in actual use, and which is not the result of ordinary wear and tear, or of some accepted contingency of the service, and report the investigation made, their opinions thereon, and fix responsibility therefor upon the party at fault, whether the carrier, the one having it in immediate charge, or the one called upon to account for the property. They make inventories of property ordered to be abandoned, when the articles have not been enumerated in the orders; recommend the prices at which damaged clothing may be issued to troops, and the proportion in which supplies shall be issued in consequence of damage that renders them, at the usual rate, unequal to the allowance which the regulations contemplate. They verify the discrepancy between the invoices and the actual quantity or description of property transferred from one officer to another; fix, definitely amounts received for which the receiving officer must receive, and ascertain, as far as possible, where and how the discrepancy has occurred. They inventory and report the condition of property in the possession of deceased officers as provided for in paragraph 85.

794. The proceedings of a board of survey will be prepared in triplicate and signed by each member. In cases when they are deemed complete by the approval or disapproval of the convening officer, one of the set will be forwarded by him to the headquarters of the department and the remaining two to the officer whose responsibility they affect. When the action of authority, higher than that by which the board has been convened, is necessary, all of the set will be forwarded. Upon completion, one will be retained at the place of final action and two will be returned to the responsible officer.
When the value of the property submitted for survey, or the loss or damage to be inquired into, does not exceed five hundred dollars, the proceedings of the board will be considered complete upon the approval or disapproval of the convening officer, although they may be revised by higher authority. If such value, or the loss or damage, exceed that amount, the proceedings will be acted upon by the department commander, and if the amount involved be large, they will be forwarded to the division commander for action. If, on examination in the proper bureau, they exhibit serious error or defect, either of investigation or finding, they will be submitted to the Secretary of War for his instructions. In all cases, however, and whatever the amount involved, they shall, upon the request of an officer pecuniarily interested, be submitted to the department commander before they shall be deemed complete for any purpose.

Proceedings of boards of survey, which recommend the relief of officers and enlisted men from property responsibility, should not receive approval unless they show that full and careful investigation has been made, and present convincing proof to sustain the board's findings.

Properly approved proceedings of boards of survey may be submitted as vouchers to property returns; but they are not to be considered as complete vouchers until accepted by the Secretary of War. Until then, they are regarded simply as the recommendations of a board of disinterested officers, to aid in the settlement of questions of accountability between the Government and an individual.

When proceedings of boards of survey are not accepted as sufficient vouchers upon the examination of returns, the officer submitting them will be duly notified, that he may have an early opportunity to make explanations or appeal to the Secretary of War.

If an inspection of property follows the action of a board of survey thereon, a copy of the proceedings will accompany the inventory and inspection report which is transmitted as a voucher to the officer's returns. Another copy of the proceedings and of the inventory and inspection report will be filed by the officer with his retained papers. Whenever a board recommends a stoppage against an enlisted man and the recommendation is approved, the convening authority will cause a copy of the proceedings to be furnished to the man's company commander, who will charge the amount on the next muster and pay-rolls of the company.

**ARTICLE LXI.**

**CIVIL EMPLOYÉS.**

The chief of each bureau of the War Department shall, under the direction of the Secretary of War, regulate, as far as practicable, the employment of civilians required for the administrative service of his department.

Division and department commanders will confine expenditures for civilian employés, of whatever grade, within the allotments made for such purposes. At depots, arsenals, and stations not under their immediate control, the number and compensation of employés will be regulated by the chiefs of bureaus who exercise supervision over them.

In the staff departments (the Engineer corps excepted), all authorized clerks and agents whose salaries are not fixed by law, will be divided into four classes, with rates of pay as follows:

<table>
<thead>
<tr>
<th>Class</th>
<th>Pay per month</th>
<th>Pay per annum</th>
</tr>
</thead>
<tbody>
<tr>
<td>First class</td>
<td>$100.00</td>
<td>$1,200.00</td>
</tr>
<tr>
<td>Second class</td>
<td>115.67</td>
<td>1,400.00</td>
</tr>
<tr>
<td>Third class</td>
<td>131.33</td>
<td>1,500.00</td>
</tr>
<tr>
<td>Fourth class</td>
<td>150.00</td>
<td>1,600.00</td>
</tr>
</tbody>
</table>
REGULATIONS FOR THE ARMY OF THE UNITED STATES.

A civilian employé who is paid from the appropriation for "Transportation of the Army" shall not receive a greater rate of pay than is herein allowed to a clerk of the third class. The services of any of the above designated clerks and employés may be secured at a less rate of compensation than is herein fixed, but none shall receive a greater rate without the sanction of the Secretary of War. The number and grade of civilan clerks and agents will be fixed by chiefs of bureaus in accordance with the above classification. Their selection is left to the officer employing them, subject to the approval of higher authority.

S03. All employés will be designated upon the rolls in the capacity in which employed, and at the rates established. The number shall be so regulated that the aggregate sums paid them monthly, including amounts paid to clerks and agents, will not exceed the allotments made, under the direction of the Secretary of War.

S04. Division and department commanders will cause their inspectors to make special reports, from time to time, as to the number and duties of civilians employed within their commands; and when, in their opinion, any persons are employed beyond the number required for an economical administration of affairs, they will at once report the fact to the Secretary of War.

S05. Persons hired in the military service will, when possible, be paid at the end of each calendar month. When discharged and not paid, a certified statement of services and wages shall be given.

S06. Eight hours constitutes a day's work for all persons employed and paid by the day, by or on behalf of the United States. This rule does not extend to persons who are paid by the hour, or who receive regular salaries, as watchmen, clerks, messengers, and others, whose services may be necessary at any, or occasionally at all hours of the day.

S07. When officers of the staff departments change station the transfer of clerks, or other employés, to the new stations, at the expense of the United States, is prohibited, except in cases of urgent necessity, for which the sanction of superior authority must first be obtained. The Pay Department is excepted from this regulation.

S08. Citizens in the employ of any branch of the military service (paymasters' clerks, also laborers, teamsters, and like classes of employés excepted) will be entitled to transportation in kind; or, if no transportation be furnished, to a reimbursement of the actual cost thereof, over the shortest usually traveled route. Expenses of transfers to and from railway stations, at rates not exceeding fifty cents for each transfer, and the cost of one berth in a sleeping-car or steamer, when an extra charge is made therefor, will be refunded, together with the actual cost of meals and rooms at hotels and eating houses, at a rate not to exceed three dollars per day for each day unavoidably consumed in travel, or on duty under their orders.

In case of veterinary surgeons traveling under proper orders, in accordance with paragraph 183, reimbursement of the actual cost of meals and rooms at hotels and eating houses will be limited to the time actually consumed in necessary travel.

Payment of parlor-car fare will not be allowed in any of the above cases.

S09. Laborers, teamsters, and employés of similar character, traveling under competent orders, will be entitled to such actual and necessary expenses, on account of traveling and subsistence, as may be authorized by the chief of the bureau which pays the accounts. Those in receipt of a ration under paragraph 1392 will not be allowed commutation therefor. If it be impracticable for them to carry rations in kind, rations will not be drawn for the period during which they are traveling.

S10. The items of expenditure authorized in paragraphs 808 and 809 will in all cases be set forth in detail in each voucher for reimbursement. No other items will be allowed.

S11. For authorized journeys of civilian employés transportation requests will be obtained when practicable; for travel over land grant or bonded railroads they will be obtained in every case.
812. Actual expenses, as contemplated above, are payable as follows:
To paymasters' clerks, contract surgeons, and citizen witnesses before military
courts, by the Pay Department.
To citizens employed at arsenals and armories (cost of transportation included),
from appropriations for the service of the Ordnance Department.
To citizens employed on public works and fortifications (cost of transportation
included), from the appropriations made specifically for the work.
To clerks, agents, and employees of the Quartermaster's and Subsistence Depart-
ments, and other citizens employed with the Army, when traveling on public service,
under orders of competent military authority, by the Quartermaster's Department.

ARTICLE LXII.

STAFF ADMINISTRATION.

813. The supply, payment, and recruitment of the Army, and the direction of the
expenditures of the appropriations for its support, are, by law, intrusted to the
Secretary of War. He exercises control through the bureaus of the War Department.
He determines where and how particular supplies shall be purchased, where they
shall be delivered, inspected, and stored, and how distributed. (R. S., sections 219,
220, 221, 222, 223, 1133, 1141, 1152, 1164, 1173, 1175, 1186, 1188.)

814. Copies of all important communications from the bureaus of the War Depart-
ment to disbursing officers, relating to service in a division or department, will be
sent from the bureau to the division or department commander.

815. The assignment to stations of officers or enlisted men of the staff departments,
except as provided in the regulations for troops in campaign, will be made by the
Secretary of War, through the General of the Army, or by commanders of geographical
divisions and departments, under the special authority of the War Department.
The commander of a department, who, in consequence of the movement of troops,
or other necessity of service, removes an officer from the station to which he has
been assigned by the Secretary of War, will promptly report the case to the Adjutant
General.

816. When chiefs of staff departments desire to change the stations of officers or
enlisted men belonging thereto, or to send them on duty peculiar to their own depart-
ments, they shall (except in cases of officers employed under the appropriation for the
improvement of rivers and harbors, and of enlisted men belonging to the Signal
Corps or detailed to duty therewith) make application, through the Adjutant Gen-
eral, to the Secretary War, setting forth the reason for the change or the purpose of the
journey, when, should the Secretary assent, the proper orders will be issued.

817. When business upon which a board is to be assembled is solely within the
sphere of duty of a particular staff department, and the members thereof are to be
selected from the same, the chief of such department will call the board if it is to
meet at a post or station under his immediate control and is to be composed only of
officers serving thereto; otherwise the order appointing it will be issued by direction
of the Secretary of War.

818. Staff officers assigned to the command of a general or other officer are
under his supervision and control in all matters pertaining to or affecting the com-
mand which are not specially excepted therefrom by the regulations or orders of the
War Department.

819. Commanding officers will require returns, requisitions, and estimates from
their respective commands to be promptly made and forwarded.

820. Officers of staff departments, or officers doing duty therein at military
posts, will submit their requisitions for supplies or property, and estimates for
money, to their immediate commanding officers for revision and approval, prior to
forwarding them.
Regulations for the Army of the United States.

821. Post commanders will carefully examine requisitions, and satisfy themselves that the articles asked for are in quantity and kind actually required for the public service at their posts during the period of time covered by them.

822. The chief of each branch of the staff of any command will carefully revise all estimates for money and requisitions for supplies for his department. In acting upon them he will ascertain and be guided by the cheapest markets and most economical routes of transportation. Such officers should receive from their commanders timely instructions as to all contemplated movements of troops, and as to any probable increase or diminution of the garrison at any particular post, that a proper and economical distribution of the supplies may be made.

823. Officers of the staff departments assigned to the charge of general depots, or to the duty of purchasing supplies for troops not included in the military department in which they are located, will submit to the department commander such estimates only as relate to the service under his command. In all other matters they will communicate directly with the chiefs of their bureaus in Washington.

824. Commanders of divisions and departments will call upon officers under their orders for copies or abstracts of such accounts and returns only as may be necessary to a complete understanding of the affairs of their commands.

825. Every order issued by any military authority, which may cause an expenditure of money in a staff department, shall be given in writing. One copy thereof will be forwarded, by the officer receiving it, to the head of his department; the other will be filed by the disbursing officer with his voucher for the disbursement. If the expenditure is disallowed, it will be charged to the officer who ordered it.

826. It is the duty of commanding officers to enforce a rigid economy in the public expenses, and to correct all irregularities and extravagances which they may discover; to see that disbursements are economically made and that public property is protected; to carefully scrutinize all contracts and vouchers for disbursements submitted for their approval, and to guard the public interests in every particular.

Article LXIII.

Adjutant General's Department.

827. All general orders which emanate from the War Department or the headquarters of the Army; the 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.

828. The records of all military appointments, promotions, resignations, deaths, and other casualties; the registry of all commissioned officers; the filling up and distribution of their commissions, and the preparation and issue of the Army Register, pertain to the Adjutant General's Office.

829. The Adjutant General's Office is the repository for the records of the War Department which relate to the personnel of the military establishment, and to the military history of every commissioned officer and soldier of the regular and volunteer forces in the service of the United States.

830. In this office the recruiting service is conducted; the names of all enlisted soldiers are enrolled, their enlistments and descriptive lists are entered, and all deaths, discharges, desertions, etc., are recorded.

831. In this office the general returns of the Army are consolidated; the monthly returns of regiments and posts and the muster-rolls of companies are preserved; the inventories of the effects of deceased officers and soldiers are entered; and the annual returns of the militia, required by law to be submitted to Congress, are prepared.

832. It is the duty of the Adjutant General to furnish transcripts from the muster-rolls and returns to the Auditor's and Pension Offices, on their call, and to assist in the settlement of claims brought before them.
S33. Rules for keeping the principal record books, forms for making rolls, returns, etc., lists of papers required from each command in the Army, will be furnished the proper officers on application to the Adjutant General.

S34. Blank forms of muster-rolls and other returns required from the commanders of divisions, brigades, regiments, corps, companies, and posts will be furnished by the Adjutant General upon requisitions made directly upon him, and when received will be immediately acknowledged. They will be accounted for on the monthly returns. Officers will keep these blanks in their own personal care, to guard against their being misapplied.

S35. Manuscript returns, rolls, certificates, and other documents are prohibited, unless the proper printed forms have not been received.

ARTICLE LXIV.

MILITARY CORRESPONDENCE.

S36. Official letters will, in general, refer to one subject only. Those transmitting rolls, returns, or other papers, shall refer only to the matter transmitted. Communications of not more than a single page in length will be transmitted on a half sheet of letter paper. When more than three pages of the sheet are required for the body of the communication, an additional half sheet or more, if necessary, will be neatly pasted to it, so that the last or outer page may be left entirely blank.

S37. The post-office address of an officer's station will be given in his official letters. "In the field," "Headquarters ———," "Camp ———," and similar indefinite expressions of locality, which do not indicate the place at or near which an officer is stationed, will not be used.

S38. Official communications will be signed or authenticated with the pen and not by stamps or facsimiles. Signatures will be plainly and legibly written, with the rank and regiment or corps of the writer annexed; if "by order," stating by whose order.

S39. An officer shall not be addressed in orders or official communications by any other title than that of his actual rank.

S40. Letter paper will be folded in three, and foolscap in four, equal folds, parallel with the writing. The inner or left-hand edge of the sheet is the top when folded. The left-hand fold of the outer page is the first fold. The first fold will be used, exclusively, for a brief analysis of the contents of the communication, office marks, and noting of inclosures.

S41. The officer who first receives a letter, which existing regulations require him to have entered in his letters received book, will cause the letter to be properly briefed.

S42. Indorsements commence at the top of the second fold and are serially numbered, following each other in order of date on the successive folds, leaving room after each for office marks. Additional space for indorsements will be provided by pasting slips of paper on the under side of the last fold (right-hand edge of the original paper), each slip to correspond, in length and width, when attached, with the length and width of the original fold, and to turn back upon the last fold like the leaves of a book. By this arrangement the first fold, on which the office marks and brief are made, is always outside. Printed labels, by way of indorsement, will not be pasted on official paper. In no case will a loose wrapper be placed around an official paper, except as a mere covering on which nothing is written.

S43. All inclosures will be numbered, and will be given the proper office marks. Inclosures of the original communication are noted on the first fold, just below the brief. If others are added, when an indorsement is made, their number will be noted at the foot of the indorsement to which they pertain, and also on the first fold of the original communication. To the latter notation will be added the number of the indorsement to which they belong, thus: "One inclosure—fifth indorsement."
Inclusions to indorsements are numbered in the same series as those to the original paper, and the number of the indorsement to which they belong is added below. If few in number, and not bulky, inclusions may be kept inside the original paper. Otherwise, they will be folded together in a wrapper marked "Inclusions" as an accompanying package. Officers through whose hands official papers pass will make the inclusions and slips secure when they are not so.

(Models illustrating the above system are furnished from the Adjutant General's Office.)

844. Private correspondence, from persons in the military service, which they may desire to have forwarded from abroad, through the dispatch agents of the United States, will be addressed, under cover, to the War Department.

845. Communications, whether from an inferior to a superior, or vice versa, shall, as a general rule, pass through the intermediate commanders. In cases of pressing necessity, when delays attending this method may be hazardous, communication may be made direct, the necessity therefor being stated. This general rule will also govern in verbal applications. All communications from superiors to inferiors will be answered through the same channel as received. This paragraph, however, will not be interpreted as including matters in relation to which intermediate commanders can have no knowledge, and over which they are not expected to exercise control.

846. Official correspondence between the heads of the different departments of the staff of any command and its commander will pass through the Adjutant General, Assistant Adjutant General, or adjutant of the command, as the case may be. Communications to or from a commander and his subordinates will pass through the same channel. Communications, however, between a disbursing officer and the chief of the bureau in which he serves, which relate exclusively to the routine of business in his department, will pass direct.

847. Except as provided in paragraph 851, all communications, reports, and estimates from officers serving at a military post, and communications of every nature addressed to them relating to affairs of the post, will pass through the post commander.

848. Officers who forward communications will indorse thereon their approval or disapproval, with such remarks as they deem necessary. Communications forwarded by indorsement require no letters of transmittal. No communication should be forwarded to the Adjutant General of the Army by a division or department commander or other superior officer for action of the commanding General or the Secretary of War without some recommendation or expression of opinion.

849. Official communications from a commander to those under his command may be made by his staff officers. In all other cases by the commander himself.

850. Officers will not apply to the Secretary of War or commanding General of the Army for personal favors, or address them on official matters in any other manner than is herein prescribed. All such communications will be in writing, and addressed to the Adjutant General, through intermediate commanders. Applications made in any other mode than that above indicated will not be entertained.

851. Chiefs of bureaus of the War Department are authorized to correspond directly with subordinate officers of their respective corps, upon any matter, relating exclusively to the duties of the bureau, required by statute to be performed under the direction of the Secretary of War, and necessary sub-references of such correspondence and sub-reports shall, in like manner, be direct through officers of the respective corps. Such correspondence shall not embody orders to be executed by an officer reporting to an officer commanding troops, in relation to any matter not specially excepted from his command and control by the law, or by the Secretary of War; and replies thereto shall not embody remarks or recommendations on matters pertaining to the administration of the commander with whom he is serving.

852. Applications for opinions upon questions relating to official business will not be made by persons in the military service to the Judge-Advocate General, or to officers of other branches of the Government, without first submitting them to the Secretary of War. Questions of an abstract character will not be considered.
853. Unimportant and trivial communications need not be forwarded to the Adjutant General simply because they are addressed to him. Division and department commanders should decide whether the subject matter of a communication is of sufficient importance to consume the time of the General commanding the Army or the Secretary of War.

ARTICLE LXV.

ORDERS.

854. The orders of commanders of armies, divisions, brigades, geographical divisions, departments, and districts are denominated "orders" of such army, division, etc., and are either general or special. General and special orders are numbered, in separate series, each beginning with the calendar year. Orders issued by commanders of posts, regiments, battalions, companies, or detachments, are simply denominated "orders," and are numbered in a single series, beginning with the year.

855. General Orders announce the time and place of issues and payments; hours for roll-calls and duties; police regulations and prohibitions required by circumstances and localities; returns to be made, and their forms; laws and regulations for the Army; promotions and appointments; eulogies, or censures, to corps or individuals; and, generally, whatever it may be important to publish to the whole command.

856. Special orders are such as do not concern all the troops. They may relate to the march of a particular corps; the establishment of a temporary post; the detachment of individuals; the granting of individual requests, and, in general, to such matters as need not be made known to the whole command.

857. Court-martial orders and circulars, issued from Army, division, or department headquarters, will be numbered in a separate series.

858. General orders, and all important special orders, must be read and approved by the officer whose orders they are before being issued by staff officers.

859. An order will state at its head the source from which it emanates; its number, date, and place of issue; and at its foot, the name of the commander by whose authority it is issued.

860. An order may be put in the form of a letter addressed to the individual concerned, through the proper channel. Such orders should be in strict military form.

861. Orders for any body of troops will be addressed to its commander. They will be opened and executed by the commander present, and will be published and distributed by him when necessary.

862. Orders to an officer involving travel on duty, as for the inspection or payment of troops, etc., will designate the troops and posts he shall visit, the order in which he shall visit them, and his route of travel.

863. Orders and instructions will be transmitted through intermediate commanders, in order of rank, except when they are of such a character that intermediate commanders have not discretionary power to modify or suspend them. In such exceptional cases the orders or instructions will be sent direct to the officer by whom they are to be executed, copies being furnished to the intermediate commanders.

864. Printed orders are generally distributed direct to posts by the headquarters from which they are issued. Files of such orders will be kept by each regiment and company, and at each military post, and will be turned over by a commander, when relieved, to his successor. If General Orders in regular succession are not received, within a reasonable time, commanding officers will report missing numbers to the proper headquarters.

865. The orderly hours being fixed at each headquarters, the staff officers and chiefs of the special services either attend in person, or send their assistants, to obtain the orders of the day. The first sergeants of companies repair for that purpose to the adjutant's office. The adjutant will attest the copy of each order, in the company order book, after it is made by the first sergeant.
REGULATIONS FOR THE ARMY OF THE UNITED STATES.

866. In the field, when the regular orderly hours cannot be observed, orders will either be sent direct to the troops, or commanders of regiments or corps will be informed when to send to headquarters for them. Under like circumstances, order will be read to troops during a halt, without waiting for the regular parades.

867. In the field, verbal orders and important written orders are carried by officers. Dispatches for distant corps should only be intrusted to officers to whom their contents may be confided.

868. Mounted soldiers will be employed to carry important dispatches only in special and urgent cases. The precise hours of departure, and the rates at which they are to be conveyed, will be written clearly on the covers of all dispatches transmitted by mounted orderlies.

869. Copies of all orders issued by commanders of armies, territorial divisions, and departments, and by the superintendent of the recruiting service, will be forwarded, at their dates, or as soon thereafter as practicable, to the Adjutant General and to the heads of each of the staff departments in Washington.

870. The date of appointment or 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.

* *

ARTICLE LXVI.

MUSTER-ROLLS AND MUSTER AND PAY-ROLLS.

871. At each regular muster of the troops, a muster-roll and three muster and pay-rolls will be prepared and signed by each commander of a regiment, company, or separate detachment, and by the senior medical officer of each hospital. The regimental roll will report the regimental, field, staff (commissioned and non-commissioned), and band; the company roll, the officers and all enlisted men belonging to the company, and the hospital roll the medical officers, the post non-commissioned staff, the hospital corps, the authorized matrons, and any enlisted men attached for duty in the hospital—all to bear the signature of the inspecting and mustering officer, who will report thereon upon the discipline, efficiency, and appearance of the command. The muster-roll will be transmitted, by the mustering officer, to the Adjutant General within three days after the muster. Two of the muster and pay-rolls will be used by the paymaster in payment, and will be retained by him for file with his accounts; the third will be filed with the records of the organization to which it pertains.

872. Companies will be designated on the rolls by letters and regiments, and by the names of their captains, whether present or absent.

873. The calculations on the pay-rolls are made by the paymaster. They will be transcribed on the copy retained with their records by company and detachment commanders, who will enter thereon the name of the paymaster, with a certificate that they have witnessed the payment.

874. Soldiers in hospital will be mustered on the rolls of their company, if it be present at the post. Soldiers in hospital, or attached to a post or station, at which no company of their regiment is serving, will be mustered on detachment rolls, separate rolls being prepared for the men of each regiment.

875. Company commanders will note on the muster-rolls, in the column of remarks, all data concerning the pay of the soldier, or affecting his personal status. If on extra or daily duty, the number and source of order; if on sick report, the nature of the disease or injury and whether contracted in the line of duty; if undergoing forfeiture, the sentence, with number, date, and source of the order promulgating it, and of all orders affecting it. Forfeitures of pay not satisfied by the amount deducted at one payment, will be carried to subsequent rolls until completed, noting upon each the total amount deducted to date.
REGULATIONS FOR THE ARMY OF THE UNITED STATES.

S76. In case of an apprehended deserter, the data will include the dates of last payment, dates of desertion and apprehension, credits to the soldier on account of clothing, dues to the United States on account of ordnance, clothing, subsistence, etc., at date of desertion, and unsatisfied forfeitures under prior sentences. If, at any muster, the stoppages due the United States exceed the pay due the soldier, no settlement of his pay account will be attempted, but the entire account, as stated on the roll, including date of last payment, and all charges and remarks affecting pay, will be carried forward to the next muster-rolls, and to subsequent rolls, if necessary, until sufficient pay shall have accrued to enable the paymaster to collect all dues to the United States and pay a balance to the soldier; and no roll shall bear an entry in the column of "last paid" which does not represent an actual settlement of the soldier's pay account, by a paymaster, to the date stated. In cases of stoppage of pay to reimburse the United States, the rolls will show to what staff departments the stoppages pertain, to enable the pay department to properly dispose of the collection.

S77. Corrections on muster-rolls, after muster and before they have been forwarded to Washington, will only be made with the approval of the mustering officer. Retained rolls will not be changed until authority therefor has been obtained from the Adjutant General.

ARTICLE LXVII.

RETURNS OF TROOPS.

S78. Commanders of departments, corps, and posts will make to the Adjutant General's office in Washington, monthly returns of their respective commands on the forms furnished by the Adjutant General, and in accordance with the directions printed thereon. In like manner captains will make monthly returns of their companies to regimental headquarters.

S79. Every commander of a separate body of troops, whether a division, brigade, regiment, or detachment, and whether engaged in campaign, field-service, or occupying a temporary camp, or simply in transit from one post to another, will make the monthly return required in the preceding paragraph. Any detachment so far separated from the main body to which it belongs as to render it impracticable for the commander of the main body to make the muster and inspection enjoined by the regulations, is a separate command within the meaning of this paragraph.

S80. Monthly returns of departments will be sent direct to the Adjutant General and to division headquarters; monthly returns of divisions (except of the staff headquarters) will not be required.

S81. Enlisted men of the Signal Service, present at posts and doing duty under the officers of that service, will be accounted for as "casually at post," and nature of duty will be stated.

S82. The number of military convicts held in confinement at military posts will be reported in red ink on a separate line of the monthly return, but will not be included in the "total" of the garrison. They will also be accounted for by name under the heading "casually at post." The corps, regiments, and companies to which the convicts belonged at date of discharge, the numbers, dates, and sources of orders promulgating sentences, the dates of arrival at post, and all changes and casualties will be accurately noted.

S83. Regimental returns will be made in the name of the colonel, and those of the company in that of the captain, whether those officers be present or absent.

S84. When a field officer is serving with detached companies of his regiment the captains thereof will forward their returns through him, and he will transmit them, with his personal report, to regimental headquarters.

S85. In campaign one copy of all returns of troops will be transmitted through intermediate commanders, and one copy direct to the Adjutant General, unless otherwise ordered.
FIELD RETURNS.

S86. Besides the stated returns of the troops, such other field returns and reports will be made as may be necessary to keep the War Department informed of the condition and strength of the forces.

S87. In time of war two columns will be added to the "monthly return," from the space reserved for "remarks," in which shall be entered the "effective strength" of the organization. In determining such effective strength only those who are available for service in line of battle will be included. Officers or enlisted men who are sick or disabled, who are on duty in any of the staff or supply departments, or who are detached for any cause, will be excluded therefrom.

S88. After any action or affair attended with casualties a return of the killed, wounded, and missing will be made, in which the name, rank, and regiment of each will be specified, with such remarks and explanations as are necessary for the records of the War Department to contain, in order that the just claims of wounded individuals, or of the heirs and representatives of those killed in action, may be established. The nature of the wound, the time when and place where received, the company, regiment, or corps to which the person receiving it belongs, and the name of his captain, colonel, or other commanding officer, will be carefully stated. A copy of this return will be forwarded direct to the Adjutant General.

S89. A return of captured property will be rendered to the Adjutant General, through intermediate channels, by the immediate commander of the troops by whom such capture was made.

ARTICLE LXVIII.

RECORDS.

S90. All military records, as letter and order books, and other record books, muster-rolls, returns, etc., are the property of the United States, and will be preserved.

S91. Whenever posts, districts, geographical departments, divisions, or other commands are discontinued, all records not required for use at the department headquarters in which the commands were included will be forwarded to the Adjutant General.

S92. The use of colored inks (except as carmine or red ink is used in annotation and ruling) is prohibited in the records and correspondence of the Army.

S93. No record, paper, or document of any kind, deposited in a public office, will be destroyed, withdrawn, or taken away by any person, under the penalties prescribed in sections 5403 and 5408, Revised Statutes.

S94. No information will be given, by any individual in the military service, to any person which can be made the basis of a claim against the Government, except it be given, as the regulations prescribe, to the proper officers of the War, Treasury, or Interior Departments, or the Department of Justice. Information concerning sick and wounded officers and enlisted men may be freely given to any one to allay anxiety of friends. The fact of death may be communicated to relatives, but no circumstances connected therewith which could be made use of in prosecuting claims against the Government.

ARTICLE LXIX.

PERSONAL REPORTS.

S95. Officers arriving at the seat of Government will report at the Adjutant General's office. They will there record their names and residences in the city, and the authority by which they are absent from their stations.

S96. Field officers not serving at the headquarters of their regiments will make monthly reports to their regimental commanders. These reports will embrace everything essential to a correct record of their services.
REGULATIONS FOR THE ARMY OF THE UNITED STATES.

897. Officers of the staff departments, and officers doing duty in such departments, will forward, on the last day of every month, to the heads of their respective departments, a personal report; giving their stations, post-office addresses, and a statement of the duties upon which they have been employed during the month.

898. Officers on detached duty will forward on the last day of every month, to the Adjutant General and to the commanders of their posts, regiments, or corps, a report of their stations, the nature of their duties, and the authority placing them thereon, also each change of address. Like reports will be forwarded monthly, to the Adjutant General, by all officers of the staff corps not reported on monthly division, department, or post returns. The date an officer assumes, or is relieved from, any duty, will be stated in his report for the month during which the change occurred.

899. Every officer on the retired list will, unless specially exempted, report his address monthly to the Adjutant General. (For personal reports of officers on leave of absence see paragraphs 56, 57, 58, and 64. For monthly reports of post non-commissioned staff officers see paragraph 103.)

ARTICLE LXX.

PENALTY ENVELOPES FOR OFFICIAL COMMUNICATIONS.

900. Official communications, packages, or other matter relating exclusively to the public business will be transmitted through the mails free of postage, provided they conform to the provisions of the act approved March 3, 1877.

901. The following forms of envelopes are prescribed for the transmission of official mail matter:

1. For the bureaus of the War Department, Headquarters of the Army, headquarters of the several divisions, departments, districts, and the general recruiting service, envelopes having a heading in the upper right-hand corner containing in three lines the words “War Department, Adjutant General’s Office, Official Business,” or “War Department, Quartermaster General’s Office,” or “Commissary General’s Office,” as the case may be, “Official Business,” and directly below such heading the following clause: “Any person using this envelope to avoid the payment of postage on private matter of any kind, will be subject to a fine of three hundred dollars.” Envelopes for the use of staff officers outside of Washington will be of the above form, substituting in the second line of the heading the word “Department” for the word “Office.”

2. For military posts, the words “Post of ———” will form the second line of the heading.

3. For the official business of all officers of the Army not embraced in the foregoing classes, and for officers on the retired list, the heading “War Department, Official Business” will be placed across the left-hand end of the envelope, with the officer’s official signature written immediately below it, the penalty clause remaining in the upper right-hand corner.

902. Small packages of public property, weighing not more than four pounds, may be sent through the mails under cover of the penalty envelope.

903. The use of freight or express lines for transmitting letters or packages is forbidden.

904. Under the provisions of the Universal Postal Union Convention, concluded at Paris on the 1st of June, 1878, the repayment of postage on every kind of correspondence of private individuals, exchanged in the mails between countries of the Postal Union, can only be effected by means of postage stamps, valid in the country in which the correspondence is prepared. The only correspondence exempt from this requirement is that which is official and relates to the postal service, and which is exchanged directly between Postal Administrations. Correspondence addressed to the countries and colonies of the Postal Union can only be prepaid by means of the ordinary United States postage stamps which are furnished to the public.
ARTICLE LXXI.
THE RECRUITING SERVICE.

905. The recruiting service is considered both general and special—general when performed by officers selected and detached for such duty, and special when it concerns departments and regiments or particular military organizations. It will be conducted by the Adjutant General, under the direction of the Secretary of War.

906. Details for the general recruiting service will ordinarily be for the period of two years. The Adjutant General details the field officers to superintend the service and command the recruiting depots, and announces in orders the number of the company officers to be furnished for it by each regiment. The latter will be selected by the several regimental commanders with regard to their fitness for this duty, and will be instructed to report to the superintendent upon the dates fixed in the order directing their detail.

907. Officers of the general recruiting service will not be ordered on any duty not incident to said service, except from the Adjutant General's Office.

ENLISTMENT.

908. Any male person above the age of sixteen and under the age of thirty-five years, effective, able-bodied, free from disease, of good character, who does not appear to be of intemperate habits, and who has a competent knowledge of the English language, may be enlisted, due attention being given to the restrictions in this article concerning minors. This regulation, in so far as it relates to age, shall not apply to soldiers who may re-enlist, nor to those who have served honestly and faithfully a previous enlistment in the Army.

909. The enlistment of insane or intoxicated persons, persons under the age of sixteen years, deserters from the military or naval service of the United States, and of all persons who have been convicted of felony, is forbidden.

910. No person under the age of twenty-one years will be enlisted, or re-enlisted, without the written consent of his parents or guardians, provided he has parents or guardians, entitled to his custody and control. Recruiting officers must be very particular to ascertain the true age of the recruit. If any doubt exists as to the applicant's statement regarding his age, his oath will not be taken as evidence of the fact, and if he cannot furnish conclusive proof to support his statement, he will be rejected.

911. When minors present themselves for enlistment they will be treated with great candor. Their parents or guardians, if they have such, will be found, and informed of the applications, that they may make objection or give consent.

912. If a recruit is rejected, or discharged as a minor, and it appears that the enlistment was carelessly made, and in violation of these regulations, recommendation will be made that the expense incurred by the Government in consequence thereof be stopped against the pay of the officer responsible.

913. Instructions specifying the height and weight of recruits will be issued from time to time, as the requirements of the service may dictate.

914. A person having a wife or minor child will not be enlisted nor re-enlisted without special authority from the Adjutant General's Office.

915. After the nature of the service and terms of enlistment have been fairly explained to the applicant, the officer, before the enlistment blanks are filled, will read to him, and offer for his signature, the following declaration, which will be appended to each of the enlistment papers:

I, ________, desiring to enlist in the ARMY OF THE UNITED STATES for the term of five years, do declare that I have neither wife or child; that I am of the legal age to enlist, and believe myself to be physically qualified to perform the duties of an able-bodied soldier; and do further declare that I have never been discharged from the United States service (Army or Navy) or any other service on account of.
disability, or by sentence of either civil or military court, or in any case except with good character, and for the reasons given by me to the recruiting officer prior to this enlistment.

.Given at —— this —— day of ——, 18—.
Witness:

—— ——.
—— ——.

If the applicant is a minor, his parents or guardians must give consent for enlistment in writing, in the following terms:

"I, —— ——, do certify that I am the (father, only surviving parent, or guardian, as the case may be) of —— ——; that the said —— —— is —— years of age; and I do hereby freely give my consent to his enlisting as a soldier in the Army of the United States for the period of five years."

Witness:

—— ——.

This consent will appear on the enlistment papers and will follow the foregoing declaration.

916. Recruiting officers will not allow any man to be enticed into the service by false representations, but will, in person, explain its nature, the length of the term, the amount of pay, clothing, rations, and other allowances to which a soldier is entitled by law, to every man before he signs the enlistment papers.

917. As soon as practicable, and at least within six days after his enlistment, the following oath will be administered to the recruit:

STATE OF ————,

City or town of ————, 88:

I, —— ——, born in ————, in the State of ————, aged ——— years and ——— months, and by occupation a ————, do hereby acknowledge to have voluntarily enlisted (or re-enlisted) this ——— day of ———, 18—, as a soldier in the Army of the United States of America, for the period of five 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 (or affirm) 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 whomever; and that I will obey the orders of the President of the United States, and the orders of the officers appointed over me, according to the rules and Articles of War.

—————, (Seal.)

Subscribed and duly sworn to before me this ——— day of ———, A. D., 18—.

—————,

Recruiting Officer.

This oath may be administered by any commissioned officer of the Army.

918. The enlistment papers will be filled and indorsed by the recruiting officer in his own handwriting; or, under his immediate inspection, by some person designated by him.

919. Enlistments will be executed in triplicate. The recruiting officer will forward two of the set to the superintendent with his monthly return, and the third to the depot when the recruit is sent there; but in cases of men enlisted or re-enlisted in a regiment, duplicates only will be made, which will be sent to regimental headquarters—one for file, and the other to accompany the regimental recruiting return.

920. Enlistments will be filled in a legible hand. The real name of the recruit will be ascertained, correctly spelled, and written in the same way wherever it occurs; the Christian name will not be abbreviated. Numbers will be written, and
not expressed in figures. Each enlistment will be indorsed as indicated on the blank forms, the number in each month to correspond with the names alphabetically arranged.

921. Enlistments will not be antedated so as to allow a soldier additional pay for re-enlistment who applies after the period for re-enlisting has expired.

922. When 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) enlistment," as the case may be, together with the company and regiment in which the soldier last served, and the date of discharge from former enlistment. This information the recruiting officer will obtain, if possible, from the soldier's discharge, which he should in all cases be required to exhibit.

923. Officers who enlist or re-enlist men who have been discharged from the regular Army, will immediately notify the commanding officer of the company from which the man was last discharged of the fact, giving also the arm of service or designation of the organization to which he has been assigned. The recruiting officer will enter the fact of enlistment or re-enlistment, with date and place, upon the certificate of discharge from former enlistment, which the soldier should have in his possession.

924. On receiving the report directed in the preceding paragraph, the commander of the company from which the man was discharged will record the fact of enlistment or re-enlistment in the company descriptive book. Should it appear that the man has used deception in procuring enlistment, he will report the case to the Adjutant General.

MEDICAL INSPECTION.

925. The physical examination of recruits will be conducted in accordance with Greenleaf's "Epitome of Tripler's Manual for the Examination of Recruits."

926. The recruiting officer will be present at the physical examination of the recruit by the medical officer. When there is no medical officer, the recruiting officer will make the required examination.

927. As soon as the recruit joins any recruiting depot, regiment, or station, he will be examined by the medical officer, to ascertain if vaccination is required. In all cases where there is not unmistakable evidence of successful vaccination, within a reasonable period, the operation will be immediately performed.

928. Before recruits are forwarded from recruiting depots to their respective regiments, depot commanders will cause to be entered upon the descriptive and assignment rolls which accompany them, the date and result of the last vaccination of each soldier; or, if none has been made, a statement as to whether the recruit is protected against small-pox by a previous attack. Officers in charge of detachments en route over suspected lines of travel will (if called upon to do so) exhibit these entries to authorized inspectors of State boards of health, for the purpose of avoiding detention.

929. Recruiting officers will not employ private physicians for the special purpose of examining the recruits prior to their enlisting, without authority from the Adjutant General.

930. A register of the medical examination of recruits will be kept at each recruiting station and depot. A report of the recruits examined during the preceding month will be transmitted, on the first day of every month, to the Surgeon General, who will furnish blanks for the purpose, as well as the blank registers of medical examinations of recruits. When a register is filled it will be transmitted to the Surgeon General.

RECRUITS SENT TO REGIMENTS.

931. When recruits are sent from a depot or rendezvous 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 its command; 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 the officers on duty with the detachment, and the date of its departure from the depot or rendezvous.

932. 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 superintendent, each, a descriptive roll and an account of clothing of men who have deserted, died, or been left en route from any cause whatever, 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 of all circumstances worthy of remark which have occurred on the journey.

2. To the commanding officer of the regiment or post, the muster and descriptive roll furnished him at the depot, properly signed and completed by recording the names of the recruits present, and by noting in the column for remarks, opposite the appropriate spaces, the time and place of death, desertion, apprehension, or other casualty that may have occurred on the route.

933. Should an officer be relieved in charge of a party of recruits before it reaches its destination, he will record on the roll of the party the date and place of relief, and the name of the officer by whom he is relieved.

934. The "Original Muster and Descriptive Roll" of every detachment of recruits, with remarks showing final disposition of each recruit reported thereon, and the number of the regiment and the lotter of the company to which he has been 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 are 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, each to be forwarded to the Adjutant General, as in the case of the original roll.

DEPARTMENT RECRUITING SERVICE.

935. The department recruiting service is conducted by officers stationed at military posts, and specially detailed by the department commander to make enlistments thereat for regiments serving within the department, under the superintendence of the Assistant Adjutant General at department headquarters. It is established in a department only upon authority from the Adjutant General’s Office, and is carried on under special instructions from that office. The rendezvous being at military posts, no recruiting funds are supplied.

REGIMENTAL RECRUITING SERVICE.

936. The commander of a regiment is the superintendent of the recruiting service for his regiment. When men are enlisted by regimental recruiting officers, the principles governing the general service in regard to qualifications will be observed.

937. In military departments where a department recruiting service is maintained, regimental recruiting will be confined to the re-enlistment of discharged soldiers, for their former regiments, within one month from date of discharge. Soldiers discharged without excellent character will not be re-enlisted except upon authority from the Adjutant General’s Office.

ARTICLE LXXII.

INSPECTOR GENERAL’S DEPARTMENT.

INSPECTIONS.

938. The officers of the Inspector General’s Department, except when assigned to commands as inspectors, act solely under the orders of the Secretary of War or the General commanding the Army.
939. Inspecting officers assigned to divisions or departments perform their duties under the immediate direction of their commanding generals.

940. An officer not regularly assigned as an inspector may, as occasion requires, be designated by the division or department commander to make special inspections or investigations, but unless assigned in orders by the Adjutant General, will not use the title of "inspector general," or "acting inspector general."

941. Inspectors general and acting inspectors general will report by letter, on arriving at their stations, to the Inspector General at the War Department; they will furnish him copies of all orders and written instructions received for tours of inspection, with a report of the dates of departure from, and return to, their posts in obedience thereto; and, thereafter, on the last day of each month, will report direct to him their addresses and the duties they have performed during the month. Correspondence in the Inspector General's Department, between the head thereof and officers serving therein, will be direct, for the purpose of instruction and information with respect to the discharge of their duties; not, however, extending to matters of administration pertaining to military commanders.

942. Inspections will be made under specific orders clearly defining their object, which will be shown to the officers whose troops or affairs are to be examined. Commanding and other officers will see that every facility and assistance is afforded for such examinations.

943. The inspector's sphere of inquiry includes every branch of military affairs. In specific cases it is defined and limited in orders.

944. Inspectors will not give orders unless specially authorized to do so; and then only in the name of the officer authorizing it. They will report with strict impartiality all irregularities. They should refrain from informal conversation on the subjects of investigation, and from all expressions of approval or disapproval.

945. Inspectors will exercise care, by thorough personal examination, that they do no injustice to organizations or individuals. When investigating accusations prejudicial to the character of an officer, the inspector will make known to him their nature, and give him an opportunity to make his own statement in writing, which the inspector will append to his report. Copies or extracts from an inspector's report, reflecting upon the character or efficiency of an officer, shall be furnished him by the commander to whom the inspector submits it.

946. An inspector detailed to investigate frauds against, or attempts to defraud, the Government, or irregularities or misconduct on the part of a military officer or agent, has authority to administer oaths to witnesses.

947. Division and department commanders will restrict the expenses attendant of tours of inspection within such limits as are consistent with the efficient performance of that important duty. Only inspectors general and acting inspectors general will be sent on special tours except in case of urgent necessity.

STATED INSPECTIONS.

948. The commanders of regiments and posts will make an inspection of their commands on the last day of every month.

949. Troops will be inspected when mustered for payment.

950. Captains will inspect their companies every Sunday morning. Cavalry and field artillery will usually be mounted when the weather will permit. No one will be excused from Sunday inspection except the guard, the sick, and the necessary attendants in hospital.

951. Company commanders will make a daily inspection of the men's quarters, and kitchens, giving particular attention to cleanliness and the proper preparation of food.

952. Medical officers, in charge of hospitals, will make a thorough inspection of them every morning.
REGULATIONS FOR THE ARMY OF THE UNITED STATES:

953. Besides these inspections, frequent visits will be made during the month by the post commander and the senior medical officer to the men’s quarters, the hospital, guard-house, etc.

954. Except when otherwise specially directed by the Secretary of War or the General commanding the Army, every department, post, station, and command will be inspected at least once in each year by division or department inspectors, under the direction of their respective commanders.

955. In addition to these inspections, post, station, and other permanent commanders will, between the first and fifth days of July of each year, make thorough inspections of their respective commands, and forward reports thereof, through the proper military channels, to the Inspector General, so as to reach that officer not later than August 31st. They will be prepared on blanks furnished by the Inspector General.

METHODS OF INSPECTION.

956. The manner in which inspections of troops should be conducted is prescribed in the authorized drill regulations. The inspector will always bear in mind the specialties of each arm. When the command consists of more than one company, the inspection will be preceded by a review.

957. Inspectors will investigate and report upon the following subjects:

1. The zeal and ability displayed by commanding officers; whether they possess the requisite professional knowledge for the proper exercise of their commands; whether they preserve harmony therein, and observe the system of instruction and treatment of subordinates enjoined by the regulations.

2. Whether the officers are properly instructed and efficient,—special report to be made of any officer of intemperate or immoral habits, or who is unfit for actual service by infirmity or other cause. Special mention will also be made of any officer or soldier who has distinguished himself, or who has shown special efficiency in any department of duty.

3. Whether the number of men in ranks at inspection corresponds with returns, and how absentees are accounted for; whether the band exceeds the authorized number, and if men not musicians are mustered therein.

4. The discipline, military appearance, and behavior of troops; instruction, both theoretical and practical, of officers, non-commissioned officers, and privates, in all military exercises and duties; the nature and frequency of drills and of recitations in tactics and the drill regulations of the several arms; the target practice; whether the troops are practiced in marching with the full kit; whether justice is promptly administered, and in accordance with law and regulations, the state of their batteries, or arms, equipments, and accouterments of all kinds; the efficiency, uniformity, and fit of their clothing; whether practiced in outpost duty, field service, and camping; when the troops were last paid, and if payment be deferred, the cause of delay.

958. In their reports of post inspections, inspectors will cover the following subjects:

1. When and by whom the post was last inspected; whether it be sufficiently garrisoned, and if the armament and supplies are sufficient in kind and quantity, giving armament and strength of garrison.

2. Whether the commanding officer is familiar with the design and capacity for defense of the work, the ground in its vicinity, and the principles of defense of fortified places. In cases of frontier and sea-coast forts, whether the commanders understand and properly execute the laws relating to neutrality, quarantine, and the regulations prescribing international courtesy. Whether maps of the post and the country in its immediate vicinity are kept.

3. As to the cleanliness, state of repair, and sanitary condition of barracks and quarters; as to the sufficiency, variety, and preparation of food; as to the condition of the guard-house, prisons, bake-house, and hospital, and whether the sick are properly cared for; as to the condition of stables, means of transportation and
animals; and the number of the latter unserviceable; as to the grooming, shoeing, veterinary treatment, and general condition of cavalry and artillery horses and other
public animals.

4. As to the capacity of officers conducting the administrative and staff services, the correctness of their disbursements, and whether payments and issues are made strictly in accordance with law and regulations, and whether supplies reported on hand are verified.

5. Whether the labor of the supply departments is performed by troops or civil-
ians. If by the latter, their number, the cost attending, and the reasons for, their employment, and the kind of labor performed by them.

6. As to the condition of all public property, and whether it is used for private purposes. Whether buildings and property are properly secured against fire, theft, and damage. Whether forage, wood, and subsistence supplies are properly protected.

7. Whether sales of subsistence stores are made to enlisted men according to regu-
lations; whether there are damaged stores, and if so, what; and in what quantities, and how damage resulted.

8. The water supply; the facilities for bathing; the system and condition of the drainage; and the means for extinguishing fires.

9. The condition of the post schools; whether there are suitable rooms or buildings for the purpose; the attendance and interest manifested.

10. The extent of gardens, whether properly cultivated and with what success; the number of men engaged in cultivating them; whether the post-trader's establish-
ment is properly supplied and conducted according to regulations.

11. The management and application of the band, bakery, and company funds, whether the amounts reported on hand are verified, and whether the provisions of Article XXXIV are complied with.

12. How the regimental, post, and company books, papers, and files, and those of the post staff departments, including the chaplain's register, are kept; and whether the prescribed rolls and returns are properly prepared and promptly forwarded.

13. As to the methods of enforcing discipline; as to the condition of the post cemetery; as to the number, strength, and disposition of neighboring Indian tribes; and as to the population, resources, routes, and means of travel of the section and country.

959. Inspectors will report at once, to the commander of the troops, all irregu-
larities, and violations of law, regulations, or orders, and any misapplication of funds, or property, involving serious detriment to the service and requiring prompt correction, which they may discover. Full reports of the same will be forwarded to the commander on whose staff the inspector is serving; also an immediate report of such matters as require prompt action by the commanding general, or the head of an administrative bureau.

960. Inspectors will make special mention, in their reports, of the manner in which orders for reduction of expenses in the Army are executed.

961. Before leaving a command, an inspector will publicly inform the troops that opportunity will be given any soldier to lay before him a well-grounded complaint, in the absence of his officers.

962. A report of each inspection of troops will be prepared and forwarded as soon after the inspection as practicable.

963. Inspectors will mention in their reports the remedies, if any, that have been applied by local commanders to correct irregularities that have been brought to their notice. Superior commanders, in forwarding the reports, will indorse thereon the action which they have taken, and its results, and add such remarks for the informa-
tion of the General commanding the Army as they may deem pertinent.

964. Copies of all non-confidential inspection reports will be forwarded to the Inspector General, through the regular channels. Commanding officers only may forward copies of those which are confidential in their nature.
INSPECTION OF MONEY ACCOUNTS OF DISBURSING OFFICERS.

965. The inspection of money accounts of disbursing officers required by the act of Congress approved April 20, 1874, will be made at least three times a year, and, as far as practicable, at irregular intervals. Reports of these inspections will be made on blanks furnished from the Inspector General's Office.

966. Division and department commanders will give the necessary orders for this inspection of the money accounts of disbursing officers under their command. It will be made by division or department inspectors, or by officers specially detailed for that purpose, who shall not be in any way connected with such disbursing officer's department. Reports of these inspections will be sent to the Inspector General through the regular channels.

967. To provide for the inspection of money accounts of disbursing officers not under the orders of division or department commanders the Inspector General will keep division and department inspectors informed of the stations of those disbursing officers whose money accounts the Secretary of War directs shall be inspected through them; and each of these inspectors will, at the proper time, submit for the consideration of his immediate commander a plan for making the inspections in the most economical manner, either by performing the duty himself, or recommending the detail of suitable officers therefor. Reports of inspections will be forwarded by division and department inspectors direct to the Inspector General, at Washington.

INSPECTION OF PROPERTY FOR CONDEMNATION.

968. Officers having public property requiring inspection will prepare signed inventories thereof, in triplicate, on the blank forms furnished by the Inspector General, and will forward one of the set, through their immediate commanding officers, to the commander of the department, or army in the field, with a letter of transmittal, requesting that orders be issued directing an inspection of the property. Public animals will be inventoried singly, with brief description of color, sex, age, and distinguishing marks.

969. Inspectors are the only officers authorized to inspect public property with a view to condemnation. The final disposition of condemned property, except it be worthless, can only be ordered by commanding generals of departments or armies in the field.

970. Inspections having in view the condemnation of property, for whatever cause, will be made by inspectors general, acting inspectors general, or by inspectors specially designated by the commander of a department, or an army in the field, or by higher authority. Reports of such inspections having a different object from those of boards of survey, will be required independently of any preliminary action of a board on the same matter.

971. Inventories of unserviceable property will, as a rule, be forwarded to the department, or superior headquarters, in anticipation of the visit of an inspector, but the latter will, during his tour, inspect all property presented to him for condemnation, on duly prepared inventories.

972. For inspection the property will be arranged in the order of enumeration in the inventory, and every article will be examined by the inspector. The officer responsible for it will accompany him and be prepared to give all necessary information as to its use, care, the means taken to preserve it, and its present condition, with cause thereof.

973. Inspectors will exercise great care, in examining and making recommenda- tions, regarding the disposition of property submitted to them for condemnation. Articles "to be continued in service" are such as are still serviceable. Those to be "dropped from the returns" are such as cannot be sold at the post and are not worth cost of transportation to an arsenal or a depot for repair. If utterly worthless, they must be so far destroyed as to prevent any possibility of future presentation. Such articles as cannot be destroyed will, when practicable, be marked with the letters
"I. C." (Inspected—Condemned), or will be broken up, and the serviceable parts retained. Condemned animals will be branded "I. C." on the neck under the mane. Should it happen, upon final action, that the inspector's recommendation is disapproved in regard to articles marked with the letters "I. C.," the marks will be canceled and a certificate of the fact given to the responsible officer. Posts and depots will keep on hand a supply of brands and stencils for the use of inspectors. Articles "to be sold at post" are such as are of no further public use, or not worth the cost of transportation to a depot. Those "to be turned into depot" are such as cannot be repaired at the post, and are worth the cost of transportation. Those "to be taken up" are such parts of broken up articles as are still serviceable, and are to be kept for public use by the officer responsible, or transferred to depot or to some other officer.

974. Public property in use, will not be reported as unserviceable, nor condemned by an inspector, merely because worn or shabby in appearance, when it is really strong and serviceable.

975. Great care will be taken by both the inspector and responsible officer to prevent property once condemned, and ordered to be dropped from the returns, from being again presented for inspection. When public property is presented to an inspector for condemnation, the officer responsible will certify on the inventory that the property has not been previously condemned.

976. Inspectors will, when practicable, cause the destruction, in their presence, of all property found to be worthless, and which is without money value at or near the place of inspection, and will state, in their reports, that "the articles recommended to be destroyed have no money value at or near the post." The action of an inspector on property of this character will be final, and his report will be a valid voucher for the responsible officer. Inspectors will be held responsible for their action in this particular. When not destroyed in the presence of the inspector, the responsible officer will certify to the fact of subsequent destruction.

977. Inventories submitted to inspectors will state, in the case of damaged or inferior stores submitted to the inspector, the depot whence they were obtained, the marks upon them, and, if practicable, the marks upon original packages, with the names of contractors and inspectors who furnished and passed the articles.

978. An inspection report on damaged clothing should set forth the amount of damage to each article; also a list of such articles as are fit for issue to prisoners, or, at reduced prices, to enlisted men willing to receive them.

979. In case the shipment or sale of medical property is recommended by an inspector, the report will be forwarded to the Surgeon General for an expression of an opinion as to its disposition before final orders are given.

980. Inspection reports of condemned property will be made in triplicate on the blank inventory and inspection reports furnished for that purpose, each complete in itself, showing fully the action of the inspector. If all articles inspected are found to have no money value at or near the place, and are destroyed by the order and in the presence, of the inspector, one of the triplicates will be forwarded, by him, to the headquarters of the department, and the other two delivered to the responsible officer. In other cases all of the triplicates will be forwarded to department or division headquarters for orders in regard to final distribution of the property.

981. Division and department commanders, and an officer commanding an army in the field, may give orders, on the reports of authorized inspectors, to sell, destroy, or make such other disposition of condemned property as the case may require—the sale of ordnance and ordnance stores (exclusive of equipments, etc., for mounted and foot troops) excepted, for which the orders of the Secretary of War must be given; and the sale and shipment of medical property also excepted, until the opinion of the Surgeon General is obtained, as provided in paragraph 979. If the property be of considerable value, and there is good reason to suppose that the property could
be more advantageously applied or disposed of elsewhere than within the command, it will be referred to the chief of the staff department to which it belongs, for the orders of the War Department.

982. No other persons than those designated in the preceding paragraph, except the Secretary of War and the General commanding the Army, will order the final disposition of condemned property; unless in case of public animals, which may be immediately killed to prevent contagion or terminate suffering, and of provisions or other stores that are rapidly deteriorating, when the immediate commander will be obliged to act at once.

983. Orders for the final disposition of condemned property will be indorsed, by the proper authority, on the inspection reports—each of the triplicates being made complete in itself. One of the set will be forwarded to the chief of the staff department to which the property belongs, and two to the officer accountable therefor. The accountable officer will forward one, or suitable extracts therefrom, with his accounts, and file the others with his retained papers.

ARTICLE LXXXIII.

THE JUDGE-ADVOCATE GENERAL'S DEPARTMENT.

984. The Judge Advocate of each department, or the officer acting in that capacity, will forward to the Judge-Advocate General, annually, on the 30th day of September, a report giving the number and character of cases tried by courts-martial in the department during the year. This report will show the number of officers and enlisted men tried by general courts-martial and the number of different enlisted men tried by inferior courts-martial, and will contain such recommendations and remarks touching the administration of military justice as he may deem proper to offer.

985. The original proceedings of all general courts-martial, courts of inquiry, and military commissions, with the decisions and orders of the reviewing authorities made thereon, and the proceedings of all general courts-martial, courts of inquiry, and military commissions which require the confirmation of the President, but which have not been appointed by him, will be forwarded direct to the Judge-Advocate General. There shall also be forwarded to the Judge-Advocate General, for file in his office, with the record of each case, one copy of the general court-martial order promulgating the action of the court, and a copy of every subsequent order affecting the case. Where more than one case is embraced in a single order a sufficient number of copies will be forwarded to enable one to be filed with each record. The proceedings of all courts and military commissions appointed by the President will be sent direct to the Secretary of War, by whom they will be laid before the President for his orders.

986. Judge-advocates shall forward to the Judge-Advocate General, on the 1st day of July of each year, a list of the law books, for which they are responsible, at the headquarters where they are serving. A judge-advocate, on being relieved from duty, will turn over to his successor all law books purchased or furnished by the Government for use in his office, and will take a receipt for the same.

987. Applications of officers, enlisted men, and military convicts for copies of proceedings of general courts-martial, to be furnished them under the 114th Article of War, will, when received by post, or other commanders, be forwarded direct to the Judge-Advocate General.

988. Communications relating to proceedings of military courts on file in the Judge-Advocate General's Department will be addressed and forwarded direct, by department or division commanders, to the Judge-Advocate General. In routine matters, the Judge-Advocate General and the judge-advocates of the several departments and divisions may correspond with each other direct.

989. The reports which the Judge-Advocate General may render upon cases received by him, and which require the action of the President, will be addressed to the Secretary of War, and will be forwarded through the General commanding the Army, for such remarks and recommendations as he may see fit to make.
ARTICLE LXXIV.
ARRESTS AND CONFINEMENT.

990. Commanding officers alone have power to place officers in arrest, except as provided in the 24th Article of War.

991. An arrest may be imposed by the order of the commanding officer, given by him, in person, or conveyed through his staff officer, either orally or in writing. The officer upon whom it is imposed will repair at once to his tent or quarters, and confine himself to the same, until more extended limits have been granted.

992. An officer in arrest may, at the discretion of the commanding officer, and upon written application, have larger limits assigned him than his tent or quarters. Close confinement will not be enforced except in cases of a serious nature.

993. Officers will not be placed in arrest for light offenses. For these, the censure of the commanding officer will generally answer the purpose of discipline.

994. A medical officer, charged with the commission of an offense, need not be placed in arrest until the court-martial for his trial convenes, if the service would be inconvenienced thereby, unless the charge is of a flagrant character.

995. An officer in arrest will not wear a sword, nor visit officially his commanding or other superior officer, unless directed to do so. His applications and requests of every nature will be made in writing.

996. Non-commissioned officers will not be confined at the guard-house in company with privates, but will be placed in arrest in their barracks or quarters, except in aggravated cases, where escape is feared.

997. The arrest of an officer or non-commissioned officer and the confinement of a soldier will be reported to his immediate commander as soon as practicable.

998. Except as provided in the 24th Article of War, no soldier will be confined without the order of an officer, who shall previously inquire into his offense.

999. Enlisted men in confinement awaiting trial will not be sent out to work with prisoners undergoing sentence. While thus confined they will be given sufficient daily exercise, under the supervision of a guard, and they may, in the discretion of the commanding officer, be required to attend drills and perform such labor as is habitually required of soldiers.

1000. On the march, field officers and non-commissioned staff officers in arrest will follow in the rear of their respective regiments; company officers and non-commissioned officers in arrest, in rear of their respective companies, unless otherwise specially directed.

1001. All persons under guard without written charges will be released by the new officer of the day at guard-mounting, unless specific orders to the contrary have been given in each case by the commanding officer.

ARTICLE LXXV.
COURTS-MARTIAL.

1002. The members of a court-martial will be named in the order appointing it, and in accordance with rank. They will sit according to rank, as announced in the order. A decision of the appointing authority as to the number that can be assembled without manifest injury to the service is conclusive.

1003. The place of holding a court is designated by the authority appointing it. Military courts will be assembled at posts or stations where trial or examination will be attended with the least expense.

1004. A president of the court will not be announced. The officer highest in rank present will act as president.

1005. The president of a court-martial, besides his duties and privileges as a member, is the organ of the court to maintain order and conduct its business. He speaks and acts for the court in every instance where a rule of action has been prescribed by law, regulations, or its own resolution. In all deliberations the law secures the equality of members.
1006. The 86th Article of War does not confer on a court-martial the power to punish its members. For disorderly conduct a member is liable as for other offenses against military discipline; improper words used by him should be taken in writing, and any disorderly conduct on his part reported to the appointing authority.

1007. An officer who appoints a court-martial shall appoint a judge-advocate for the same.

1008. The judge-advocate shall summon the necessary witnesses for the trial; but he shall not summon witnesses at the expense of the Government without the order of the court, unless satisfied that their testimony is material and necessary to the ends of justice.

1009. Judge-advocates of military courts, in issuing process under section 1202, R. S., to compel the attendance, as witnesses, of persons not in the military service, will formally direct the same to an officer designated by the department commander for that service. The nearest military commander will thereupon furnish the necessary military force for the execution of the process, if force be required. The preliminary summons, or subpoena, may be served upon a witness by any person whatsoever.

1010. Judge-advocates of courts-martial will send subpoenas, whenever it is possible, through the regular military channels.

1011. An officer or enlisted man who receives a summons to attend as a witness before any military court, board, civil court, or other tribunal competent to issue subpoenas, and sitting beyond the limits of the department where he is serving, will, before starting to obey the summons, forward it through the proper channel to his department commander, that necessary orders or authority to obey a civil process may be given.

1012. In extreme urgency, and when the public interest would be liable to suffer by delay, post commanders may authorize immediate departure in obedience to the summons. In such cases they will make special reports of the facts to the Department commander for his approval. A post commander who may be summoned will be governed by these instructions.

1013. Upon application by the accused for postponement of trial because of the absence of a witness, it should distinctly appear, on his oath—1st, that the witness is material, and why; 2d, that the accused has used due diligence to procure his attendance; 3d, that the accused has reasonable ground to believe, and does believe, that he will be able to procure such attendance within a reasonable time stated.

1014. Application for extended delay or postponement of trial will, when practicable, be made to the authority appointing the court. When made to the court, and if, in the opinion of the court, it is well founded, it will be referred to the convening authority to decide whether the court shall be adjourned or dissolved.

1015. When charges preferred against an enlisted man are forwarded to the authority competent to appoint a general court-martial for his trial, they will be accompanied by a statement showing dates of his present and former enlistments, character upon each of the discharges given him, and the date of his confinement for the offenses covered by such charges. This statement will be returned to the convening authority with the record of the trial. Prisoners will not be joined in the same charge, nor tried on joint charges, unless for concert of action in the same offense.

1016. Whenever the same court-martial tries more than one prisoner on separate and distinct charges, the court will be sworn at the commencement of each trial, and separate proceedings in each case prepared.

1017. Cases of habitual drunkenness and utterworthlessness, which have not already been inquired into by courts-martial, may be tried under the charge "conduct prejudicial to good order and military discipline," with separate specifications for each offense.
1018. As a matter of pleading, to recite previous trials and convictions in charges of new offenses is wrong; but previous trials and convictions may properly be inquired into after the court has arrived at its findings and before pronouncing sentence, to see if the prisoner is an old offender, and, therefore, less entitled to leniency than if on trial for his first offense. After arriving at the findings, the court may be opened to receive evidence of previous convictions. These convictions should be proved by the records of previous trials, or by duly authenticated orders promulgating the same, showing the actual offenses of which the prisoner was convicted. When a charge is forwarded to a department commander or other officer authorized to appoint a general court-martial, and it is desired that previous convictions should be considered, such charge will be accompanied by authenticated copies of the orders promulgating the previous trials.

1019. The legal punishments of soldiers which courts-martials may award (depending upon the character of the offense and the jurisdiction of the court), are death; confinement; confinement on bread and water diet; solitary confinement; hard labor; ball and chain; forfeiture of pay and allowances; dishonorable discharge from service and reprimand; and for non-commissioned officers, also reduction to the ranks.

1020. Sentences imposing tours of guard duty are forbidden. The performance of the honorable and important duty of guards should never be considered as punishment.

1021. Solitary confinement, or confinement on bread and water diet, shall not exceed fourteen days at a time, nor be again enforced until a period of fourteen days has elapsed. Nor shall such confinement exceed eighty-four days in any one year.

1022. When the sentence of a court-martial prescribes imprisonment, the court will state therein whether the prisoner shall be confined in a penitentiary or military prison, being guided in its determination by the 97th Article of War.

1023. Under the 97th Article of War general courts-martial may sentence soldiers, for certain offenses not strictly military, to confinement in a penitentiary. If any State within a military department has made provision, by law, for the confinement of such prisoners in its penitentiaries, the department commander may designate one as the place of execution of a sentence. If no such provision has been made, the record will be forwarded to the Judge-Advocate General for the action of the Secretary of War.

1024. When the court has sentenced a prisoner to a military prison for any offense, no power is competent to increase the punishment by designating a penitentiary as the place of confinement.

1025. The sentence of a court-martial prescribing confinement for a definite period of time shall be construed as operative from the date of its promulgation in orders, if the person sentenced be then in custody. If a date is expressly fixed by the sentence, or in the order promulgating the proceedings, the sentence will be operative from such date.

1026. Orders promulgating the proceedings of courts-martial must be of the same date as that of the action of the reviewing officer upon them, and those cases only will be published in a single order which bear the same date of action.

1027. The authority which has designated the place of confinement, or higher authority, may change the place of confinement, except in the case of a prisoner confined in the Leavenworth Military Prison.

1028. A sentence to confinement, with or without forfeiture of pay, cannot become operative prior to the date of confirmation. If it be proper to take into consideration the length of confinement to which the prisoner has been subjected previous to such confirmation, it may be done by mitigation of sentence.

1029. When soldiers, either undergoing or awaiting sentence, commit offenses for which they are tried and sentenced, the second sentence will be executed upon the expiration of the first.
1030. A sentence by a court-martial adjudging a dishonorable discharge, to take effect at such period during a term of confinement as may be designated by the reviewing authority, is illegal.

1031. The period of time at which a dishonorable discharge is to take effect, as fixed by a sentence, cannot be postponed by the reviewing officer. If the sentence directs dishonorable discharge at the end of a period of confinement, a discharge before or during such period will operate as a remission of the remainder of the sentence.

1032. When a sentence imposes forfeiture of the monthly pay, or of a stated portion thereof for a certain number of months, it stops for each of those months the amount stated. Thus: "Ten dollars of monthly pay for one year," would be a stoppage of one hundred and twenty dollars. When the sentence is silent as to the date of commencement of forfeiture of pay, the forfeiture will begin at the date of promulgation of the sentence in orders, and will not apply to pay which accrued previous to that date.

1033. In cases of alienation of clothing or other property mentioned in the 17th Article of War, the damage or loss to the United States is, _prima facie_, the value thereof as fixed in the official price lists. Stoppages of pay, under that article, will be entered in the sentence in the following form: "To suffer a monthly stoppage of _dollars and _cents ($_) from his pay until he shall have reimbursed the United States the sum of _dollars and _cents, the total money value of the _" (horse, arm, accouterments, or clothing spoiled, lost, or sold by him, as the case may be).

1034. Where two or more forfeitures cover the same time they must, as to such time, apply together, until all are satisfied. The rate of forfeiture for a given time will then be the aggregate of the rates of the several forfeitures applicable thereto, whether the actual rate of pay for the time be greater or less. An order remitting a forfeiture of pay operates only on the pay to become due subsequent to date of the order.

1035. A court-martial cannot assign the pay of a soldier to any other person; nor can a soldier be required to receive for money paid without his consent.

1036. Notwithstanding a sentence contemplates payment of a stated sum to a soldier upon his release from confinement, it can not be made unless there is a sufficient balance to his credit after deducting all authorized stoppages.

1037. Every court-martial shall keep a complete and accurate record of its proceedings. The record will be authenticated by the signatures of the president and judge-advocate, in each case. The record must show that the court was organized as the law requires; that the prisoner was asked if he wished to object to any member, and his answer to such question, and that the court and judge-advocate were duly sworn in the presence of the prisoner. The record in each case will be complete in itself, and will set out a copy of the order appointing the court.

1038. The record shall be clearly and legibly written, and, as far as practicable, without erasures or interlineations. The pages will be numbered, and there shall be a margin of one inch on the left-hand side of each page, also at the beginning and end of each half sheet, through which they can be fastened together. All documents accompanying the proceedings will be noted and marked in such a manner as to afford an easy reference.

1039. The record will be indorsed on the first fold, by the judge-advocate, as follows:

---.
Proceedings of a General Court-Martial,
convened by Special Orders No. --
dated Headquarters, Department of ---, 18--.

Colonel A --- B ---
--- Cavalry,
--- President.

Lieutenant C --- D ---
--- Infantry,
--- Judge-Advocate.

---
CASE TRIED.
Private E --- F ---
--- Artillery.
1040. A recommendation to clemency will not be embraced in the body of the sentence. Only those members who concur in the recommendation will sign it.

1041. The judge-advocate shall transmit the proceedings, without delay, to the officer having authority to confirm the sentence, who shall state, at the end of the proceedings in each case, his decision and orders thereon.

1042. The complete proceedings of garrison and regimental courts-martial will be transmitted without delay, by the post or regimental commanders, to the department headquarters for file.

1043. When the record of a court-martial exhibits error in preparation, or seemingly erroneous conclusions on the part of the court, the reviewing authority may reconvene it for a reconsideration of its action, with suggestions for its guidance. The court may thereupon, should it concur in the views submitted, proceed by amendment to remedy the errors pointed out, and may modify or completely change its findings. A reopening of the case, by calling or recalling witnesses, is illegal.

1044. The power to pardon or mitigate punishment, prescribed by a court-martial, is vested in the authority which confirms the proceedings, and in the President of the United States; and the power continues while the sentence is operative and the jurisdiction of the authority continues. Applications for clemency in cases of convicts sentenced to confinement in State penitentiaries will be forwarded to the Secretary of War, for the action of the President.

1045. An abatement of five days for each month of consecutive good conduct may be allowed to military prisoners upon each sentence to confinement for over six months.

1046. The employment of a reporter, under section 1203, R. S., is only authorized for general courts-martial, in cases where the authority appointing the court may consider it necessary. The convening authority may also, when deemed necessary, authorize the detail of an enlisted man to assist the judge-advocate of a general court-martial in preparing the proceedings of the court.

1047. When a reporter is employed under section 1203, R. S., he will be paid not to exceed ten dollars a day, during the whole period of absence from his residence, traveling, or on duty. In special cases, when authorized by the Secretary of War, stenographic reporters for courts-martial, courts of inquiry, and important boards, may be employed at rates not exceeding twenty-five cents per folio for taking and transcribing the notes in short-hand, or ten cents per folio for other notes, exhibits, and appendices. Reporters will be paid by the Pay Department, on the certificate of the judge-advocate.

1048. No person in the military or civil service of the Government can lawfully receive extra compensation for clerical duties performed for a military court.

1049. Interpreters to courts-martial are paid by the Pay Department, upon the certificate of the judge-advocate that they were employed by order of the court. They will be allowed the pay and allowances of civilian witnesses.

ARTICLE LXXVI.

CIVILIAN WITNESSES.

1050. Civilians in the employ of the Government, when traveling upon summons as witnesses before military courts, are entitled to transportation, in kind, from their places of residence to the place where the court is in session, and return. If no transportation be furnished, they are entitled to reimbursement of the cost of travel actually performed by the shortest usually traveled route, including transfers to, and from, railway stations at rates not exceeding fifty cents for each transfer, and the cost of a double berth in a sleeping car, or steamer, when an extra charge is made therefor. They are also entitled to reimbursement of the actual cost of meals and rooms at a rate not exceeding three dollars per day, for each day actually and unavoidably consumed in travel, or in attendance upon the court, under the order or summons.
1051. Civilians not in the Government employ, duly summoned to appear as witnesses before military courts, shall receive the travel allowances specified in paragraph 1050, and in addition thereto three dollars per day for each day actually and unavoidably consumed in travel or in attendance upon the court under the summons. They will be paid by the Pay Department.

1052. The charges for return journeys of witnesses will be made up on the basis of the actual charges allowed for travel to the court, and the entire account, thus completed, will be paid upon discharge from attendance, without waiting for completion of return travel.

1053. The items of expenditures authorized in paragraphs 1050 and 1051 will be set forth in detail and made a part of each voucher for reimbursement. No other items of whatever nature will be allowed. The correctness of the items will be attested by the affidavit of the witness, to be made, when practicable, before the judge-advocate of the court; the voucher will be accompanied by the original summons, or a duly certified copy thereof. The certificate of the judge-advocate will be evidence of the fact and period of attendance, and will be made upon the voucher. 1054. No allowance will be made to a civilian employed when his attendance upon court does not require him to leave his station.

1055. Compensation to civilians, in or out of Government employ, for attendance upon civil courts, is payable only by the civil authorities.

ARTICLE LXXVII.

EMPLOYMENT OF CIVIL COUNSEL.

1056. The employment of counsel at the expense of the United States is solely in charge of the Department of Justice.

1057. When a necessity arises for an attorney or counselor to defend, or advise, officers and others connected with the military service, in cases connected with their public duties, request, with report of the facts, will be made to the Adjutant General, through the regular military channels, except in cases which will not admit of delay, when the request may be sent direct.

1058. The Adjutant General shall promptly submit all such requests to the Secretary of War, for reference to the Department of Justice.

1059. Officers and others in the military service employing an attorney or counselor, without being specially authorized to do so, will be required to pay the expenses attendant upon such employment.

HABEAS CORPUS.

1060. A State court or judge has no jurisdiction to issue a writ of habeas corpus, or to continue proceeding under a writ when issued, for the discharge of a person held under the authority, or claim and color of the authority, of the United States by an officer of that Government. If, upon the application for the writ, it appears that the party alleged to be illegally restrained of his liberty is held under the authority, or claim and color of the authority, of the United States, by an officer of that Government, the writ should be refused. If this fact does not then appear, the State judge has a right to inquire into the cause of imprisonment, and ascertain by what authority the person is held within the limits of the State; and it is the duty of the marshal, or other officer having the custody of the prisoner, to give, by a proper return, information in this respect. But, after he is fully apprised by the return, that the party is held by an officer of the United States, under the authority, or claim and color of the authority, of the United States, he can proceed no further.

1061. Should a writ of habeas corpus, issued by a State court or judge, be served upon an army officer commanding him to produce an enlisted man, or show cause for his detention, the officer will decline to produce in court the body of the person named in the writ, but will make respectful return in writing that the man is a duly
enlisted soldier of the United States, and that the Supreme Court of the United States has decided, in such case, that a magistrate or court of a State has not jurisdiction.

1062. A writ of habeas corpus issuing from a United States court or judge will be promptly complied with. The person alleged to be illegally restrained of his liberty will be taken before the court from which the writ has issued, and a return made setting forth the reasons for his restraint or confinement. The officer upon whom such a writ is served will at once report the fact to the Adjutant General.

ARTICLE LXXVIII.
QUARTERMASTER'S DEPARTMENT.

1063. The Quartermaster’s Department is charged with the duty of providing the means of transportation of every character, either under contract or in kind, which may be needed in the movement of troops and material of war. It furnishes all Government animals employed in the service of the Army, the forage consumed by them, the wagons and all articles necessary for their use, with the exception of the equipment of cavalry and artillery. It furnishes clothing, camp and garrison equipment for the troops, the shelter and buildings for them and for the stores which they require, constructs and repairs roads, railways, and bridges needed for military purposes, builds and charters ships, boats, docks, and wharves, and, finally, attends to all those matters connected with military operations which are not expressly assigned to some other bureau of the War Department.

1064. Subsistence, ordnance, medical, and hospital stores are purchased and issued by other departments, but the Quartermaster’s Department transports them to the place of issue, and provides store-houses for their preservation until consumed. (B. S., section 1133.)

1065. General depots for the collection, manufacture, and preservation of quartermaster’s stores, until they are required for distribution, are established in different sections of the country. They are under the immediate control of the Quartermaster General. For the protection and preservation of stores belonging, or already issued, to a particular military division or department, its commander will exercise control so far as his command is interested in such property. In all other matters the officers in charge act under the sole direction of the Quartermaster General.

BARRACKS, QUARTERS, AND FURNITURE.

1066. Under this head are included the permanent buildings for the use of the Army, as barracks, quarters, hospitals, store-houses, offices, stables, etc.

1067. At posts dependent for supply upon wagon transportation, the post quartermaster may, upon an officer’s request, approved by his post commander, cause to be made by the mechanics under his charge, for the quarters of such officer, or for the barracks of his company, plain wooden furniture, as bedsteads, tables, benches, wardrobes, etc. Lumber on hand and not required for a special object, or packing-boxes not needed by the supply departments, may be used for this purpose. Such furniture will not be removed from the post, and will be borne on the quartermaster’s returns as public property.

1068. The Quartermaster’s Department will provide, in all permanent barracks, a box or locker for each enlisted man, in which to store his full-dress uniform and extra clothing. Each man will provide his own padlock.

1069. Chairs will be supplied for enlisted men in barracks, at a rate not exceeding one for each non-commissioned officer and one for every two enlisted men of other grades.

1070. Bunks, benches, chairs, tables, lockers, and other articles of furniture provided for soldiers’ barracks, will not be removed therefrom without the order of the post commander, nor will they be removed from a post or station except by order of the Quartermaster General.
1071. When buildings are about to be occupied, allotted, or vacated, an inspection of them will be made by the commanding officer and quartermaster. Statements, in duplicate, of their condition, and of the fixtures and furniture in each room, will be made by the quartermaster, and revised by the commanding officer, one number of which will be retained by the latter and the other by the former. Like inspection of all buildings in the use of troops will be made at the monthly inspections. Damages will be promptly repaired if the quartermaster has the means.

1072. Commanding officers will regard neglect by any officer or soldier to take proper care of the rooms or furniture in his use or occupancy as a military offense; but such officer or soldier may be allowed to pay the cost of the repairs, if the former deem such payment sufficient. Commanding officers will report, through prescribed channels, to the Quartermaster General, their proceedings in all cases of neglect under this regulation.

1073. An annual inspection of the public buildings at the several posts will be made on the last day of March by the commanding officer and quartermaster, and immediately thereafter the quartermaster will submit a report showing the condition and capacity of the buildings, and the character and extent of any additions, alterations, and repairs that have been made upon them during the year closing with the inspection, with the cost of the same; also the additions, alterations, and repairs that are needed, with plans and estimates thereof in detail. Whenever the last day of March falls on Sunday, the inspection will be made the following day. The commanding officer will examine the report and estimates, and forward them, with an expression of his views, through the proper channel, to the Quartermaster General.

1074. When private buildings occupied as barracks or quarters, or lands occupied as encampments, are vacated, the commanding officer and quartermaster will make an inspection of them, and the latter will report, through the prescribed channels, to the Quartermaster General, their condition, and any injury which has resulted to them by reason of such occupancy.

1075. Every public building at a military post will be numbered by the post quartermaster, and each new building constructed will be given its proper numerical designation. All buildings shall retain permanently the numbers originally given, which shall be entered by the post quartermaster in a book, to be retained in his office as a permanent and continuing record. Against each building he shall charge all expenditures made thereon, noting the sums authorized, the authority therefore, and the amounts actually expended carefully itemized, showing separately the sums paid for material and labor. All expenditures made for the erection of new buildings, as well as for additions, alterations, or repairs of others, will be so entered that the book will accurately exhibit the cost of each building to date.

ALLOWANCE OF QUARTERS.

1076. At all posts and stations where there are public quarters in buildings belonging to the United States, officers will be furnished quarters in kind. The post quartermaster, under the direction of the commanding officer, will allot to each officer the number of rooms to which his rank entitles him, as fixed by paragraph 1098 of these regulations.

1077. An officer reporting for duty at a military post will, immediately upon his arrival, make application in writing to the commanding officer for quarters. If in command of troops, he will apply for quarters for himself, for his subordinate officers, and the enlisted men of his command. The application shall be accompanied by a copy of the order directing him to report at the station, and shall be referred to the post quartermaster for proper action under such instructions as the commanding officer may indorse thereon.

1078. An officer shall not occupy more than his proper allowance of quarters, except by permission of the commanding officer, when there is an excess of quarters at the station. The allowance shall be reduced pro rata by the commanding officer.
when the number of officers and troops present make it necessary. If the public
buildings are inadequate, the commanding officer will report to the department com-
mander for authority to hire quarters for the troops. The department commander
will report the case, and his orders therein to the Quartermaster General.

1079. Officers on duty without troops, at stations where there are public quarters,
will be furnished quarters in kind. If, however, the quarters are insufficient, the
Quartermaster's Department will hire those necessary for the officers who are unpro-
vided for.

1080. Officers may make selection of quarters in the order of, or in accordance
with, their rank, but the commanding officer may direct that they confine their
selection to buildings located near their troops.

1081. An officer 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
he is himself displaced by a senior. The particular rooms which constitute a set of
quarters will be designated by the quartermaster, under the direction of the com-
mmanding officer; attics are not counted as rooms. Officers will not choose rooms
belonging to different sets.

1082. At a military post where the headquarters of a department or division are
or may be established, the department or division commander may set aside the
quarters for the staff. The quarters thus reserved will not be open to selection in
accordance with the principles set forth in the foregoing paragraphs, but will be
subject to assignment independent of choice.

1083. An officer's right to quarters is solely one of occupancy; when he and his
family cease to occupy them, except in case of temporary absence, they are open to
selection by, and reassignment to, some other officer on duty at the post.

1084. When assigned to duty without troops, or temporarily and involuntarily
awaiting orders, under competent authority, officers will be entitled to the pre-
scribed allowances of quarters, but in no case shall they be furnished quarters at
two different stations at the same time.

1085. An acting assistant surgeon is entitled to the allowance of quarters stip-
ulated in his contract, which allowance should be that of a first lieutenant, or com-
mutation therefor. He will not choose quarters over an officer having a commission,
but may not be displaced therefrom by a second lieutenant. The commanding officer
may, when practicable, assign him for continued occupancy quarters near the hospital.

1086. An officer is not deprived of quarters in kind, or commutation therefor, by
a temporary absence on duty.

1087. A room may be set aside as a mess-room when a majority of the officers
at a post unite in a mess, but never when the officers to be accommodated are less
than three in number.

1088. An officer on sick leave is entitled to public quarters at his station during
the period of sick leave, not exceeding six months, provided he or his family actually
occupy them. He can only hold hired quarters, however, while he is personally an
occupant.

FUEL AND STOVES.

1089. Officers may purchase the fuel actually needed for their own use from the
Quartermaster's Department. For the quantity allowed them in the table contained
in paragraph 1088 they shall pay at the rate of three dollars per cord for standard
oak wood, or its equivalent in other kinds of fuel, as determined by the Quartermaster
General. For any additional quantity they shall pay the contract price, or three
dollars per cord if the contract price is less than three dollars. This privilege shall
not extend to retired officers.

1090. The Quartermaster's Department may sell fuel, in accordance with para-
graph 1089, to contract surgeons and to the families of officers who are temporarily
absent.
REGULATIONS FOR THE ARMY OF THE UNITED STATES.

1091. Officers who desire to purchase fuel of the Quartermaster's Department will make requisition therefor. Payment will be made at the time of sale, and the purchasing officer will be given a receipt for the amount paid.

1092. The law permits the sale to officers of such fuel only as they actually use. They have no right to sell, barter, exchange, or dispose of it. Fuel will be sold only on the officer's certificate that it is for his personal or family use. The commanding officer will compare the requisitions and certificates with the quartermaster's abstract of sales of fuel, and if correct, so certify on the abstract.

1093. Merchantable oak wood is the standard; the cord is 128 cubic feet. A scale of equivalents, to govern in the issue and the sale of fuel, is published from time to time in general orders.

1094. An officer may procure by purchase from the Quartermaster's Department one-sixth of his allowance of fuel in kindling wood, which will be issued as equivalent in quality to standard oak wood.

1095. Fuel issued to troops is public property. Any portion not actually consumed by them shall be returned to the quartermaster and taken up on his quarterly return. Fuel so issued, however, and not consumed in quarters, may be used in baking the soldiers' bread; and at any post where coal is used for fuel exclusively, the Quartermaster's Department may, upon the request of the post commander, provide, as part of the fuel allowance, an equivalent of wood in lieu of coal sufficient for the post bakery.

1096. Fuel will be issued only in the month when due. The cheapest fuel at the place of issue will, all things considered, be furnished.

1097. When necessary, the fuel needed at posts will be procured by the labor of troops. Department commanders will determine this matter, and will designate the posts at which the fuel supply shall be furnished under contract.

1098. The following table shows the number of rooms, the quantity of fuel, and the allowance of cooking and heating stoves to be supplied for the use of officers and men in quarters and barracks.

<table>
<thead>
<tr>
<th>Rooms</th>
<th>Cords of wood per month</th>
<th>Increased allowance from Sep. to Apr. both inclusive</th>
<th>For quarters</th>
<th>For office</th>
</tr>
</thead>
<tbody>
<tr>
<td>As quarters.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>As kitchen.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>From May 1 to Aug. 31</td>
<td>From Sept. 1 to April 30</td>
<td>Between 40 and 60 deg.</td>
<td>North of 60 deg.</td>
<td>Heating-stoves</td>
</tr>
<tr>
<td>The Lieutenant General or a Major General</td>
<td>5</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>A Brigadier General or Colonel</td>
<td>4</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>A Lieutenant Colonel or Major</td>
<td>3</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>A Captain or Chaplain</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>The General commanding the Army</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>The commanding officer of a Geographical Division or Department</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>The Aides-de-Camp to the commanding officer of a Geographical Division or Department</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>An Assistant or Deputy Quartermaster General, an Assistant Commissary General of Subsistence, an Assistant Surgeon General, the Chief Medical Purveyor, the Assistant and Deputy Paymaster General, and the Chief Quartermaster and Chief Commissary of Subsistence at the headquarters of a Geographical Division or Department, each</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Rooms.</td>
<td>Cord of wood per month.</td>
<td>Increased allowance from Sep. to Apr., both inclusive</td>
<td>For quarters.</td>
<td>For office.</td>
</tr>
<tr>
<td>--------</td>
<td>-------------------------</td>
<td>------------------------------------------------------</td>
<td>---------------</td>
<td>------------</td>
</tr>
<tr>
<td></td>
<td>As kitchen.</td>
<td>As office.</td>
<td>From May 1 to Aug. 31</td>
<td>Between 26th and 40th degrees N latitude, one-fourth</td>
</tr>
<tr>
<td>The commanding officer of a regiment or post, a Paymaster, Quartermaster, Assistant Quartermaster, Commissary of Subsistence, Military Storekeeper, and Medical Storekeeper, each.</td>
<td>1</td>
<td>1 1 1 1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>An Assistant Adjutant General, an Inspector General or Assistant Inspector General, an Engineer officer, an Ordnance officer, a Judge-Advocate, an Assistant Medical Surveyor, and the senior Medical officer, when stationed on duty at any place not in the field, each.</td>
<td>1</td>
<td>1 1 1 1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>An Acting Assistant Quartermaster, an Acting Commissary of Subsistence, a regimental or post Adjutant, when approved by the Quartermaster General, each.</td>
<td>1</td>
<td>1 1 1 1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>A Wagon and Forage Master, Sergeant Major, Sergeant of the Post non-commissioned staff, Saddler Sergeant, Quartermaster Sergeant, Commissary Sergeant, Hospital Steward, Regimental Veterinary Surgeon, Chief Trumpeter, and Principal Musician, each.</td>
<td>1</td>
<td>1 1 1 1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Superintendent National Cemetery.</td>
<td>1</td>
<td>1 1 1 1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Each non-commissioned officer, musician, private, and laundress.</td>
<td>1</td>
<td>1 1 1 1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Each necessary fire for the sick in hospital at a military post or station, to be regulated by the Surgeon and Commanding officer, not exceeding.</td>
<td>1</td>
<td>1 1 1 1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>For General Hospital, when necessary, not exceeding, for each bed.</td>
<td>1</td>
<td>1 1 1 1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Each guard-fire, to be regulated by the commanding officer, not exceeding.</td>
<td>1</td>
<td>1 1 1 1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Each necessary fire for military courts of trials, at a rate not exceeding.</td>
<td>1</td>
<td>1 1 1 1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Storehouse of a Commissary, Quartermaster, and Medical Purveyor, when necessary, not exceeding.</td>
<td>1</td>
<td>1 1 1 1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Each employee of the Quartermaster, Subsistence, or Medical Department to whom subsistence in kind is issued by the Government.</td>
<td>1</td>
<td>1 1 1 1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>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.</td>
<td>1</td>
<td>1 1 1 1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>For a company: 2 large stoves in dormitory, 1 large stove in each mess-room and day-room, 1 small stove for each of the two rooms for non-commissioned officers, and 1 small stove for the library, and 1 cooking stove or range sufficient to cook its food.</td>
<td>1</td>
<td>1 1 1 1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Each necessary fire for the sick in hospital, each dispensary and hospital mess-room, to be regulated by the Commanding officer and Surgeon, not exceeding.</td>
<td>1</td>
<td>1 1 1 1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Each hospital kitchen.</td>
<td>1</td>
<td>1 1 1 1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>For each authorized room as quarters for civilian employees.</td>
<td>1</td>
<td>1 1 1 1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>For each six civilian employees to whom fuel is allowed.</td>
<td>1</td>
<td>1 1 1 1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>For mess of civilian employees.</td>
<td>1</td>
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<td>For each telegraph office.</td>
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<tr>
<td>For each blacksmith, carpenter, and saddler shop.</td>
<td>1</td>
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</tbody>
</table>

*Except at Military Academy.*
118 REGULATIONS FOR THE ARMY OF THE UNITED STATES.

1099. At the headquarters of a geographical division or department there will be allowed, in addition to the office rooms prescribed in the table, such number of rooms, not to exceed eight, with a heating stove for each, as may be necessary for the clerks of the several staff corps there represented (the Quartermaster's and Subsistence Departments excepted), which will be assigned by the Chief Quartermaster, under the direction of the commanding officer.

1100. The officers of the Quartermaster's and Subsistence Departments may, when necessary, be allowed additional office rooms, with a heating stove for each, not to exceed three in the former and two in the latter-named department. In the former the number of additional rooms so allowed will be regulated by the Quartermaster General, and in the latter by the Quartermaster General, on the recommendation of the Commissary General of Subsistence.

1101. The allowance of heating stoves is intended only for quarters and barracks not furnished with open grates and fire-places; or, in very severe climates, where grates and fire-places, although provided, prove insufficient.

1102. Stoves will not be issued to officers who receive commutation of quarters.

1103. A sergeant of the post non-commissioned staff may be allowed one cooking stove, in lieu of one heating stove.

1104. If at a military post, situated between the 36th and 43d degrees of latitude, the mean temperature for twenty consecutive days of any calendar month is not above 20 degrees Fahrenheit, an increase of fuel of one-third instead of one-fourth, as shown in the table, shall be allowed. If the temperature is not above 10 degrees, an increase of one-half shall be allowed, whatever the latitude of the place.

1105. When an increased issue is made under the preceding paragraph, the certificate of the post surgeon as to the mean temperature, and the order of the post commander for the issue, will be filed with the Abstract of Issues.

1106. Matches will be issued by the Quartermaster's Department for lighting the fires and lamps for which fuel and illuminating supplies are issued by that department, in such quantities as commanding officers may order and certify as necessary for the purpose. The Quartermaster's Department will purchase matches from the Subsistence Department at cost price for the issues herein authorized.

ILLUMINATING SUPPLIES.

1107. The Quartermaster's Department will provide lamps, lanterns, mineral oil, wicks, and lamp chimneys for the various military posts and stations.

1108. Lamps having one or two burners will be issued as follows, viz: To troops in barracks, at the rate of one burner for every ten men and every fraction thereof (when the fraction is five or more) of the maximum strength allowed the organization. To troops in hospitals, at the rate of one burner for every ten men or every fraction thereof, when the fraction is five or more. To each non-commissioned staff officer and to each first sergeant, a lamp with a single burner.

1109. For the guard-house, post school-rooms when used at night, and the authorized offices, a lamp with a single burner for each room; for post reading-rooms and post libraries, such number of burners, not exceeding four for each room, as may be certified by the post commander to be necessary; for post hospitals, such number of burners, not exceeding one for each ward or room, as may be deemed necessary by the post surgeon and post commander.

1110. Post chapels, when used at night, will be lighted by lamps transferred from other rooms, not at the time in use. For the illumination of posterns, sallyports, passageways, storage houses, or other parts of military posts exterior to quarters and barracks, which for the proper performance of garrison duties should be lighted, such number of oil lanterns as the department commander shall, in writing, authorize for the purpose, will be supplied upon requisitions approved by the commanding officer of the post. A copy of the authority from the department will be filed, by the issuing officer, with the vouchers supporting the issue. Oils, wicks, and chimneys will be furnished on special requisitions, in duplicate (Form No. 34), designating the number and location of lamps for which required.
1111. Either oil or candle lanterns may be used in stables, at the discretion of the commanding officer. The number of lanterns in each stable shall be such as the commanding officer, with the approval of the department commander, shall require. If candle lanterns are used, the candles therefor will be issued by the Subsistence Department in such quantity as the commanding officer shall certify and order as necessary. If oil lanterns are used, the issue of oil, wicks, and chimneyes therefor will be made in the manner prescribed for lanterns for exterior illumination, in the foregoing paragraph.

1112. Mineral oil having a flash point not lower than 135° Fahrenheit will be supplied for lamps and oil lanterns, and will be issued in quantities as follows: For all lamps in barracks, reading-rooms, school-rooms, and other places where lights are required to be extinguished at taps, at the rate, per burner, of two ounces avoidupsia for each hour of authorized illumination. For all oil lanterns, such quantities as the commanding officer shall order and certify as necessary.

1113. The hours during which lamps and oil lanterns may be kept lighted at each post will be such as the commanding officer, with the approval of the department commander, may announce.

1114. A gallon of mineral oil of Army standard weighs one hundred and four ounces, or six and one-half pounds avoidupsia. In making estimates and requisitions, quartermasters will calculate at the rate of one gallon of such oil for fifty-two hours’ use of each burner.

1115. It shall be the duty of the officer making the morning inspection of barracks to ascertain that all lamps in use have been cleaned, filled, and made ready for lighting. They are never to be filled after dark.

1116. Officers of the Army may buy from the Quartermaster’s Department, at contract prices, such moderate quantity of mineral oil, lamps, wicks, and chimneyes as they may need in the rooms occupied by themselves and families. This privilege is limited to the lamps, oil, wicks, and chimneyes of like patterns, kinds, and qualities as those provided for troops.

1117. Only one requisition for each month will be made by company and detachment commanders for fuel, forage, straw, matches, mineral oil, wicking, chimneyes, and other illuminating supplies which may be similarly expended. These requisitions, as approved by the post commander, will be consolidated by him, and the consolidated requisition, in duplicate, furnished the post quartermaster, who will make issues thereon.

1118. Mineral oil is, like fuel, issued to troops as public property for their use, and will be so regarded.

STATIONERY.

1119. Issues of stationery are made quarterly, in quantities as follows:

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
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</thead>
<tbody>
<tr>
<td>Quires of writing-paper</td>
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<tr>
<td>Sheets of blotting-paper</td>
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<td>Number of pen-holders</td>
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<tr>
<td>Pints of black ink</td>
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<tr>
<td>Ounces of red ink</td>
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<tr>
<td>Pints of ink-powder</td>
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<tr>
<td>Quires of sealing-wax</td>
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</tr>
<tr>
<td>Pieces of office tape</td>
<td></td>
</tr>
<tr>
<td>Envelopes</td>
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</tbody>
</table>

Commander of an army, division, or department (what may be necessary for himself and staff for their public duty).

Commander of a brigade or district, for himself and staff.

Officer commanding a regiment or post of not less than five companies, for himself and staff.

Officer commanding a post of more than two and less than five companies.

Commanding officer of a post of two companies.

Commanding officer of a post of one company or less, and commanding officer of a company.

A lieutenant colonel or major, not in command of a regiment or post.

Officers of the Inspector General’s, Pay, and Quartermaster’s Departments (the prescribed blank books and printed forms, and the stationery required for their public duty).

All officers, including chaplains, not enumerated above, when on duty and not supplied by their respective departments.
1120. Instead of liquid ink, ink-powders at the rate expressed in the table may be supplied for cold climates, provided they pass a chemical test as to durability.

1121. To each office-desk or table is allowed one inkstand, one paper-holder, one ruler, one steel eraser, one piece of India-rubber, one seal-stamp, and as many lead-pencils as may be necessary, not exceeding four per annum. A company commander is entitled to this allowance. Officers when relieved will transfer the office stationery to their successors.

1122. The Quartermaster's Department is authorized to issue yearly to retired officers, upon proper requisition, six quires writing-paper, one hundred official envelopes, fifty letter-envelopes, one piece of office tape, one-half quire of envelope-paper.

1123. The yearly allowance of stationery to a sergeant of the post non-commissioned staff, on duty at a post not garrisoned by troops, is two quires writing paper, letter size; four sheets blotting paper; one hundred envelopes, official size; one dozen steel pens; two pen-holders; one pint bottle of black ink; one small bottle mucilage and brush; one ink-stand; and one piece of office tape. The articles to be drawn quarterly, except pen-holders, ink, mucilage and brush, ink-stand, and tape, which will be drawn at the first issue of the year.

1124. Necessary stationery for courts and boards will be furnished on requisition of the judge-advocate or recorder, approved by the presiding officer.

PURCHASE AND CARE OF PUBLIC ANIMALS.

Purchase of Public Animals.

1125. Purchase of horses for the cavalry and artillery, for Indian scouts, and for such infantry as may be mounted, shall be made by contract, after competition duly invited by the Quartermaster's Department, and an inspection by such department, all under the direction and authority of the Secretary of War.

1126. The cavalry horse must be sound, free from vicious habits, gentle under the saddle, with free action at the walk, trot, and gallop; and must conform as nearly as possible to the following description: A gelding of uniform and hardy color; in good condition; from fifteen to seventeen hands high; weight not less than 900 nor more than 1,200 pounds; from five to nine years old; head and ears small; forehead broad; eyes large and prominent, vision perfect in every respect; shoulders long, and sloping well back; chest full, broad, and deep; forelegs straight, and standing well under; barrel large and increasing from girth toward 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. Whenever it becomes necessary to purchase the half-breed horses of California or Southern Texas, the standard of height may be reduced to fourteen and one half hands.

1127. Artillery horses are required for quick draft, and should move the carriage, ordinarily, rather by the weight thrown into the collar than by muscular exertion. The artillery horse must be sound; free from vicious habits; a square trotter, well broken to harness, and must conform as nearly as possible to the following description: A gelding of uniform and hardy color; in good condition; from fifteen to seventeen hands high; weight of the lead horse not less than 1,050 pounds, and that of the wheel not more than 1,300 pounds; from five to nine years old; 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; feet sound and in good order. Long-legged, loose-jointed, long-bodied, and narrow-chested horses, as well as those which are restive, vicious, or too free in harness, are to be rejected.

1128. When practicable, the horses will be turned over, immediately after branding, for transportation to the regiment for which they are purchased, and will be distributed under the direction of the regimental commander.
1129. Mules purchased for the Army by the Quartermaster's Department should conform to the following conditions: They should be strong, stout, compact; sound and kind; free from defects in every particular; from four to nine years old; from 850 to 1,200 pounds in weight; from fourteen to sixteen hands high, and suitable in all respects for the transportation service of the Army. If for draft purposes, they are to be well broken to harness; if for pack purposes, they need not be broken, and the standard of height may be reduced to thirteen and a half hands, if the animals be in other respects suitable.

1130. Every animal will be branded with the letters "U. S.," on the left fore shoulder, on the day he is received.

1131. A complete descriptive list will be made of each animal at the time of purchase, which will accompany him wherever he may be transferred.

Descriptive Book of Public Animals.

1132. This book shall be kept with every troop of cavalry, and battery of light artillery, and with the records of every officer responsible for public animals. It shall contain a description of every animal received and transferred, showing the kind, name, age, size, color, marks, brands, or other peculiarities of each; how and when acquired and disposed of; the name of its rider or driver, and the particular use to which it is applied.

1133. When public animals are issued or transferred, the person in charge shall be provided with full and descriptive lists, which will be delivered to the receiving officer at time of transfer, by whom they will be taken up in his descriptive book of public animals.

Care of Public Animals.

1134. Public animals will be habitually assigned to their riders or drivers, who shall not exchange or surrender them to the use of any other person without the permission of the company commander, quartermaster, or other officer responsible for them.

1135. Every animal's feet shall be examined by his rider or driver after each day's work, to ascertain whether the shoes are in good order. Should any defect be discovered, the fact will be reported to the officer responsible. A farrier also examines each animal's feet twice a week, to replace broken nails, fasten loose shoes, and reduce projecting clinches. The appearance of thrust or any unhealthy condition of the feet will be reported without delay to the officer responsible for the animal.

Condemned Animals.

1136. Public animals will not be condemned for temporary disease, or want of condition, when they may be expected to recuperate, within a reasonable time, by rest and treatment.

1137. Horses and mules inspected and condemned as unfit for service will be advertised for sale, and disposed of within ten days from date of advertisement.

Veterinary Medicines.

1138. Veterinary medicines, instruments, and supplies for the treatment of all public animals, and the authorized private horses of mounted officers, are furnished by the Quartermaster's Department. In making estimates, post quartermasters will use the regular form of quarterly estimates for quartermaster's stores, and the number and quantity on hand, of each article, will be stated. They will be prepared in conformity with the standard supply table furnished by the Quartermaster General.

1139. The standard supplies of veterinary medicines and dressings will be under charge of the quartermaster, to be issued by him to the different commands at the post upon approved requisitions (Form 374), in such quantities, and of such articles, as may be deemed requisite in accordance with the standard supply table.
1140. In making requisitions and estimates for veterinary supplies, the quantity prescribed in the supply table is not to be considered as an allowance, but as a limit not to be exceeded without special authority. For a greater or less number of animals than are provided for in the table, the proportion indicated will be observed in requisitions and issues. The table is simple and sufficiently varied for ordinary practice; but in order to provide for the necessities of epidemics, and to indulge, as far as practicable, individual preference and training, a special requisition for articles not in the table, with an explanation of the nature of the emergency or case rendering it necessary, will be forwarded, through the regular channels, for the action of the Quartermaster General.

1141. Veterinary instruments and books will remain in the custody of the post quartermaster, and will be loaned, as needed, to troops of cavalry and to other organizations.

Forage.

1142. The forage ration for a horse is fourteen pounds of hay and twelve pounds of oats, corn, or barley; for a mule, fourteen pounds of hay, and nine pounds of oats, corn, or barley. In special cases of hard service or exposure, the Quartermaster General may authorize the grain ration to be increased not to exceed three pounds, when recommended by the chief quartermaster of a department, or of an army in the field. Division and department commanders will reduce the forage ration, when necessary, to keep purchases within the remittances made to liquidate them.

1143. In localities where good grazing is practicable for a considerable portion of the day, or during seasons when little labor is required of animals, commanding officers will order a judicious reduction of the forage ration, bearing in mind the fact that the animals should always be kept in condition to perform the service for which they are intended.

1144. Whenever the state of the supplies or circumstances of the same make it necessary to reduce the forage ration, commanding officers will direct what part of the same shall be issued.

1145. Forage in kind will be issued only during the month when due.

1146. Forage in kind is only furnished to officers for the horses owned and actually kept by them in the performance of their official duties when serving with troops in the field or at military posts and stations, and for the following number of horses: To the Lieutenant General, four; to a major-general or a brigadier-general, three; to a colonel, lieutenant-colonel, major, captain, or lieutenant, mounted, and adjutant and regimental quartermaster, each two.

1147. Mounted officers will not use public horses and at the same time draw forage for those they own; nor will they use public animals except as authorized by regulations. Should circumstances render it necessary, an officer may be temporarily furnished public horses, but, during such period, he will not be permitted to draw forage for a private horse.

1148. An officer not mounted may purchase forage for one horse kept for his own use, for which he will be charged cost, including transportation. The sale of forage to mounted officers is forbidden.

1149. An officer shall not sell, nor allow to be sold, the forage issued for his own or the public animals under his charge; nor shall he use or dispose of, or permit to be used or disposed of, such forage or any portion thereof except for the purpose for which it was issued. Forage issued for a particular period and unconsumed during the period will be taken up and properly accounted for. The commanding officer will compare the requisitions with the quartermaster's abstracts of issues and sales of forage, and, if correct, so certify on the abstract.

Straw.

1150. When mattresses are not supplied, there will be allowed to each enlisted man in barracks sixteen pounds of straw per month for bedding, and to men in hospital such quantity as the surgeon may deem necessary.
1151. One hundred pounds of straw per month is allowed for bedding to each horse and mule in public service. If not actually used as bedding, it will be accounted for like other property.

1152. At posts where straw cannot be obtained, except at great expense, hay will be used for bedding, and will be provided, if practicable, by the troops.

Care and Accountability for Fuel and Forage.

1153. No forage-master nor wagon-master shall be concerned, directly or indirectly, in any means of transport employed by the United States, or in the purchase or sale of any property procured for, or belonging to, the United States, except as agent for the Government.—(Section 1137, R. S.)

1154. Section 3711, Revised Statutes, is made applicable to all military posts where purchases of fuel are made, except that at small posts, or places where only small quantities are purchased, the inspection will be made by the post quartermaster in accordance with the directions of the department commander.

1155. Deliveries under contract will be made monthly, when practicable, in order to avoid unnecessary accumulation at posts and to distribute expenditure throughout the year. Officers responsible for such stores will take the necessary precautions in storage to prevent loss or damage. Hay and straw will be carefully stored in barns provided for that purpose, or properly stacked. The stacks will be raked down so as to shed the rain freely. The tops should be covered, if possible, with old canvas, kept in place by poles or ropes weighted at their lower ends. If canvas cannot be had, the stacks will be thatched.

1156. Grain, hay, straw, and coal, when received, will be carefully weighed. Hay-scales for this purpose will be supplied upon proper requisition to any established post. Wood will be carefully piled, and measured or weighed.

1157. There is no Government standard weight of grain per bushel. The weight is a matter of State regulation. Short forage should be contracted for by the hundred pounds; but when a contract for grain is made by the bushel, the number of pounds per bushel will be specified in the contract.

1158. Grain should be stored in places protected, as far as possible, from rats. In granaries the floor joists should be placed on top of the sills and the spaces between the joists and over the sills should be carefully filled with blocks, or with stone or brick laid in mortar, and presenting a smooth surface, even with the sides of the sills, so that neither rats nor mice can secure standing room from which to reach and gnaw the floors. For the same purpose the steps and platforms should be separated from the wall by a space which a rat cannot leap, the space being bridged, when required, by movable planks, which will be removed when not in use. Fuel should be piled in wood-yards, or in places where it can be guarded against theft and fire.

1159. Every officer responsible for fuel, forage, and straw will, at the end of each quarter, and also when transferring to a successor, verify, by actual weight or measurement, the quantities actually on hand. In case of transfer, the verification will be made in the presence of the relieving officer. If the hay and straw are in the stack, the quantities can be determined by ascertaining its cubical contents, then cutting therefrom a cube of definite size, not less than seven feet, and weighing it. The quantities of hay and straw in barns will be ascertained in a similar manner.

1160. The quantity of grain on hand will be ascertained by weight or measurement. If in a bin, the number of pounds can be determined by measuring the bin, allowing 2150.42 cubic inches, or 1.245 cubic feet, of space to the bushel, and then allowing fifty-six pounds weight to a bushel of corn; forty-eight to a bushel of barley, and thirty-two to a bushel of oats; or, if there are scales at the post, the actual number of pounds of grain on hand may be ascertained by weighing accurately ten or more bushels of it, and then using the actual, instead of the standard, weight in the computation. If coal is to be determined by measurement, the quantity on hand in cubic feet, and the weight of a cubic foot, will be ascertained.
1161. The quantities of fuel, forage, and straw on hand, determined as provided in the preceding paragraph, will be certified to by the officer responsible for the property, and his certificate to that effect will be attached to the property return on which the stores are borne.

1162. The commanding officer of the post will see that this verification of quantities is made by the quartermaster, and, at the end of each quarter, or as soon thereafter as practicable, he will send to the headquarters of his department, or, if serving at an arsenal, or independent post or depot, to the Quartermaster General of the Army, through proper channels, a certificate, in which he shall state that the verifications have been made, and that, in his opinion, the quantities actually on hand, as determined by such verification, and certified to by the responsible officer, are correctly reported. This certificate will be made in duplicate, one number of which will be filed with the post records.

1163. In case excess or deficiency between actual and reported quantities of supplies shall be found to exist by the foregoing-directed verification, a board of survey will be called, which shall determine discrepancies, fix responsibility therefor, and recommend what quantities shall be taken up or dropped. In case of deficiency, the board will make full investigation of the facts, which it will report, together with its conclusions as to cause for the same, with such recommendations as it may deem to be warranted.

Horses of Mounted Officers.

1164. In the field, on the frontier, or in active service, sales of horses held in the Quartermaster’s Department for issue, sale, or keeping, may, with the approval of the General commanding the Army, or on the authority of the Secretary of War, be made to mounted officers. Horses belonging to troops of cavalry and to batteries of artillery will not be sold; nor shall they be turned in to the Quartermaster’s Department without being previously inspected and condemned as unserviceable. The price to be paid for a horse purchased by an officer shall be its cost to Government, when that can be ascertained. If that cost cannot be determined, then the price shall be the average yearly cost of Government horses for the preceding year, as shown by the last annual report of the Quartermaster General. Purchase and payment shall be completed within thirty days from the date of receipt of authority for the sale by the officers concerned; and the purchase money will be deposited, as soon as received, to the credit of the current appropriation. Horses thus sold will not be exchanged or returned.

1165. The use of public horses for the public service by officers receiving mounted pay will be regulated by department commanders, under the supervision of division commanders, in conformity to the necessities of the public service. Unless specially excepted by the General commanding the Army, all mounted officers will be required to keep the private horses necessary for the efficient performance of their duties.

1166. A captain or a lieutenant of artillery will, while actually serving with a light or mounted battery, be allowed to use a battery horse.

1167. Horses of mounted officers may be shod, at Government expense, by public farriers or blacksmiths; but the Government will not pay for shoeing done by private parties.

1168. The Quartermaster’s Department will provide and issue the horse and mule shoes and nails required for the cavalry service; the smith’s tools will be purchased by the Ordnance Department. The horses of a troop of cavalry and of a light battery will be shod by an artificer thereof. No other compensation than the pay or allowances of his grade will be made to the party performing the service.

1169. The Quartermaster’s Department will transport, for officers changing station, the number of horses for which they are legally entitled to forage, provided such horses are owned and actually used in service by them. The expense paid by the United States shall not exceed one hundred dollars for each horse transported. If the change of station is to effect a voluntary transfer, no expense for transportation of animals will be allowed.
ARMY TRANSPORTATION.

General Provisions.

1170. For wagon and pack transportation purposes of the Army, mules will generally be employed. For draught purposes in the Northern and Western States, and at depots in large cities, and for saddle use by wagon masters, messengers, and expressmen, horses may be substituted; but they will not be used for draught purposes west of the Mississippi River, except in special cases to be reported to the War Department.

1171. The allotment of draught and pack animals to each military division will be fixed by the Quartermaster General under the direction of the Secretary of War, and division commanders will allot the same to the several departments composing their commands.

1172. The transportation of supplies from place of purchase or from supply depots to military posts, or from one post to another, will be provided by contract by the Quartermaster's Department, except in cases where the means of transportation authorized in paragraph 1171 can be made available for such service.

1173. In providing transportation for persons and property the public interests will govern as to the route. As a rule, the shortest practicable traveled route will be adopted. A longer route may be used to secure lower rates when the time consumed will not be detrimental to the public interests. When there are competing routes which furnish equal facilities, advantages, and rates, each will be given a proportional share.

1174. The allowance of spring wagons of every character, exclusive of the authorized ambulances for the sick, is fixed at the rate of one at each military post, and two at each division, department, or district headquarters. They will be purchased only with the authority of the Secretary of War.

1175. Spring wagons shall be used only by direction of commanding officers and for the purposes for which they are supplied, viz: For the transportation of paymasters, inspectors, and other officers, traveling on duty, when other means of travel are not available.

1176. The Quartermaster's Department will procure the necessary ambulances for transporting the sick and wounded, upon the requisition of the proper medical officer.

1177. All means of public transportation at a post, except as provided in paragraph 1581, will be in charge of, and will be accounted for, by the post quartermaster. Post commanders will cause cavalry troops and light batteries to be provided, daily, the proper facilities for policing stables and hauling forage.

1178. Every expedition having a wagon train will take with it a supply of horse and mule shoes, a smith's bellows, a set of smith's tools, spare iron enough to make ordinary repairs; in case there is no smith or farrier attached to the command, one of the civilian smiths at the post will accompany the train.

1179. Commanding officers will give timely notice to the proper officers of the Quartermaster's Department of all contemplated movements of troops and supplies, that proper and sufficient transportation may be provided.

1180. The duty of furnishing transportation at any post, station, or depot will be intrusted to one officer of the Quartermaster's Department, on whom requisitions will be made therefor by officers requiring it.

Transportation of Persons.

1181. When troops are moved, transportation will be provided for the whole command. Proper orders in the case, and exact return of the command, will be furnished to the quartermaster who is to provide the same.

1182. On transports, cabin passage will be provided for officers, and reasonable and proper accommodation for the troops. When practicable a separate apartment will be obtained for the sick.
1183. Every person requiring transportation must show that he is entitled to it by an order from competent authority, a certified copy of which will be made by the quartermaster who furnishes the transportation, and filed with the records of his office. The latter will indorse on the order, over his signature, the fact that transportation has been provided, the places from and to which it has been provided, and the number of pounds of extra baggage transported, if any. The order will be retained by the party who receives the transportation.

1184. When transportation is furnished for the entire journey, the route, if not designated in the order, will be determined by the Quartermaster's Department, in accordance with existing rules.

1185. To avoid delay in movement of troops, the quartermaster who provides the transportation will notify by mail or telegraph, as may be required, the quartermasters at places where changes of route are to be made, or means of transportation are to be changed, of the day on which the troops will start, their route, destination, the number of officers, enlisted men, and animals, and the quantity of public property and baggage for which transportation will be required.

Requests for Transportation of Troops.

1186. Officers of the Quartermaster's Department will issue to each carrier, over whose road or line transportation is required for troops or individuals (except as hereinafter provided), a request, setting forth date and place of issue; time for which it will be valid; name of company required to furnish transportation; name of the person, or of the one in charge of the party to be transported, with number thereof, pounds of extra baggage, if any; company and regiment to which person belongs, if an officer or enlisted man; the places of original departure and ultimate destination, with the initial letters of each road or line to be used on the journey.

1187. The officer issuing the request shall state on its back by what authority it is issued, giving the number, date, and place of issue of the order requiring transportation to be furnished, and the nature of the journey, or purpose for which it is to be performed, as follows: "Changing stations;" "Assigned recruits en route to regiment (or station);" "Deserters;" "Returning from furlough, proper officer notified;" "On detached service" (the nature of the service to be stated); "Discharged soldiers en route home (or en route to a paymaster) indorsed on final statement;" "Insane soldier with escort to insane asylum;" "Guard and prisoners;" "En route to or returning from civil court under orders without summons;" "Clerk (or agent) of the Quartermaster's Department;" and cause for travel, etc.; and if the request is issued by virtue of any contract, that fact will be stated and the contract designated.

1188. The space on the request reserved for "Remarks" is intended for any extraordinary notice, as, for example, when special rates shall govern, or when limited or unlimited tickets shall issue, in cases where two or more classes of tickets are on sale differing in cost or in the time during which they can be used. Where through rates exist, notation should be made upon each of a series of separate requests involving through continuous travel over two or more roads, to the effect that settlement will be made on the basis of the division among the roads interested of the through limited rate for the entire journey. All officers charged with the duty of providing transportation will inform themselves upon these points, and will avail themselves of all opportunities of securing acceptable transportation at the lowest prices prevailing. Disbursing quartermasters will report to the Quartermaster General all cases of neglect or error on the part of officers issuing transportation requests which result in a waste of public money.

1189. Requests should be properly received by the party named therein, and tickets procured thereon, whenever it can be done, before commencing the journey; otherwise they will be given to the conductor of the train, or agent of the carrier. If more than one person is to be transported, the officer or person in charge of the party, in filling the receipt, will state the number of the persons and pounds of extra
REGULATIONS FOR THE ARMY OF THE UNITED STATES. 127

baggage actually carried, and the class and description of transportation actually furnished. In no case will a receipt be given for transportation of a greater number of persons, or a greater number of pounds of extra baggage, than the request calls for.

1190. The blank receipt at the bottom of the request will be filled in ink, and if the person receiving cannot write his name, his mark will be witnessed. Names and places will be written in full. If the transportation is furnished by other than passenger train, or other than passenger cars, the fact will be stated in the receipt.

1191. Officers will take advantage of any existing through rates either for the whole or part of the journey; when transportation is required over a line of roads by which arrangements have been made for through transportation upon single tickets, a single request, addressed to the initial road of the through line, will be issued (except as provided in paragraph 1194), upon which tickets should be procured by the officer issuing it, or by the party to be transported.

1192. If transportation is required over a line of roads one or more of which are land-grant and subject to deduction of rates, and a single request is issued therefor, the name of the road and the fact that it is land-grant and subject to deduction, and the per centum of deduction, will be stated in the request; and in settlement for the service the deduction on account of land-grant will be made.

1193. If arrangements have been made for transportation for a part of the distance at less than the regular through rate, the rate for that part will be stated on the request.

1194. When transportation is required over a land-grant or bond-aided road, a separate request may be issued therefor if the road desires it, provided the railroad company agrees that such action will not commit the United States to the allowance of local rates for through transportation.

1195. Duplicate requests for transportation will not be issued, nor will requests be issued after the transportation service has been performed.

1196. No portion of a request above the signature of the issuing officer will be changed in any particular. If explanations are required, they will be made on the back of the request.

1197. All unused tickets or parts of tickets, procured on transportation requests, will be returned to the officer who issued the request, and the value thereof will be deducted from any money due, or to become due, the company for which they were obtained. On the collection of the value of such unused tickets they will be returned to the company by which they were issued.

1198. When transportation to any given point and return is required, the request for return transportation should be obtained at the point of destination, provided it can be there procured; otherwise the quartermaster will issue two sets of requests, one to the place of destination, the other for return transportation.

1199. Upon the request all facts should be stated necessary to enable the paying officer to decide as to the regularity or propriety of the proceeding. Should it appear to the paying officer that transportation has been improperly furnished by the issuing officer, payment for the service actually rendered will be made to the carrier, and a statement of all the facts, with request inclosed (a copy being retained by the paying officer in place of the original), will be made to the Quartermaster General, that the issuing officer may be held responsible for his illegal action.

1200. Officers traveling upon transportation requests of the Quartermaster's Department are authorized to carry with them, at public expense, a quantity of baggage not exceeding in any case 150 pounds, or so much of that amount as they may require. This quantity will include that portion carried free by the several transportation lines over which they journey.

1201. Officers drawing mileage are not entitled to transportation for baggage, at public expense, except when changing stations, and as provided in the foregoing paragraph.
1202. Officers traveling under orders with transportation furnished them in kind by the Quartermaster's Department, and who desire to retain in their possession a quantity of baggage greater than that passed free for passengers by the carrier, will be furnished with transportation requests, on which will be stated that portion of the 150 pounds of baggage allowed by the regulations, in excess of the quantity which, by the tariff of the respective carriers, is transported free. The officers receiving the request will certify, in the receipt appended thereto, whether transportation for such excess of baggage has been furnished, and settlement will be made by the Quartermaster's Department with the respective carriers accordingly.

1203. The Quartermaster's Department will provide transportation, when required, not to exceed the following weights of baggage for enlisted men traveling under orders without troops, and not covered by the allowances provided in paragraph 1222:

- Non-commissioned officers .................. 100 pounds.
- Privates .............................................. 50 pounds.
- Enlisted men of the Signal Service .......... 100 pounds.

The allowance will accompany each man on the same conveyance by which he is transported, and will include the number of pounds of baggage carried free on the passage ticket.

1204. Quartermasters in issuing requests for the transportation of officers and others traveling under orders will, in no case, include therein public property of any description, nor personal baggage in excess of that portion of the 150 pounds which is not carried free, and which an officer traveling under orders may take with him under paragraph 1200.

1205. Blank transportation requests bound in books, each containing fifty to one hundred requests, will be provided by the Quartermaster General. They will be numbered and registered in such manner that there cannot be two requests of the same number and series in circulation at the same time. They will be furnished upon properly approved special requisitions, and invoiced to officers doing duty in the Quartermaster's Department, who will receipt and account for them, taking them up on their returns of Quartermaster's Stores, Form No. 27. Their issue will also be reported on Form No. 1, A. The numbers of all requests received, issued, canceled, etc., will be specified in the proper abstracts, and all canceled requests will accompany Form No. 40, Voucher to Abstract I.

1206. An officer relieved from duty in the Quartermaster's Department, or transferred to another station, will turn over to his successor all blank requests in his possession, unless otherwise directed, taking a receipt therefor, which shall show the blank requests turned over from and to what numbers inclusive.

1207. Blank requests will not be removed from the military department to which they have been furnished, nor will they be transferred to officers who are not authorized to receive them. A sufficient supply will be kept on hand at all times, and care will be taken that they are not stolen or defaced. If lost or stolen, a report, giving numbers and series of those missing and circumstances attending loss, will be made at once to the chief quartermaster of the department, and the Quartermaster General, and the former will caution the transportation lines in his department and vicinity not to honor them.

1208. The marginal register, or stub of the request, containing the substance of the request, and showing by what authority and for what purpose it was issued, will be preserved as a part of the permanent record of the post or office from which it was issued.

1209. For instructions regarding the transportation of deserters, see paragraph 124; for transportation of furloughed enlisted men, see paragraph 113; for transportation in kind of officers and enlisted men, in certain cases, when summoned as witnesses before United States courts, see paragraph 74; for transportation to be furnished with artificial limbs, see paragraphs 1679-1681; for transportation of officers
and enlisted men to the Government Asylum of the Insane, see paragraphs 564 and 566; for transportation of enlisted men to the Soldiers' Home, see paragraph 173; for transportation of civilian employés when traveling under orders, see paragraphs 807-812, inclusive.

Requests for passage of Troops over Ferries, Turnpikes, Bridges, etc.

1210. Whenever it shall be necessary for troops, Government teams, or employés in the military service, to pass on public duty over a legally constituted toll-bridge, ferry, or turnpike, the commander or the party in charge will apply to the nearest officer of the Quartermaster's Department for a request for such passage. If he cannot obtain it, he will give to the agent of the ferry, bridge, or turnpike a certificate stating the number of persons and whether mounted or on foot, the number of loose animals, the number of teams, and the number of animals to each team, for which toll or ferriage should be paid, and setting forth that the travel is on public duty. Accounts for such service, accompanied by the requests, or certificates, duly received, will be presented to the nearest disbursing quartermaster for settlement. Before payment, the latter will satisfy himself that the rates charged do not exceed those authorized or paid by private individuals, and that the indebtedness was necessarily incurred for the public service. Payment may be made at the authorized or usual rates, unless more favorable terms can be obtained by special agreement.

Street-car and Ferry Tickets for Messenger Service.

1211. Requisitions for street-car and ferry tickets will be prepared by officers of the Quartermaster's Department upon Form 44, and forwarded, through proper channels, to the Quartermaster General for the necessary authority to purchase. These requisitions will exhibit the number, character, and cost of the tickets required, and the certificates of the officers submitting the same should set forth that the tickets are for use in messenger service on public business. The tickets when purchased will be taken up on Form 27 and expended solely in the performance of messenger service on public duty. In cases where street cars or ferry companies have no tickets for sale, reimbursement for fare paid may be made on voucher, Form 13.

Sleeping-car Accommodations.

1212. Officers of the Army traveling on duty with troops, clerks and agents in the military service traveling under orders on public business, sergeants of the post, non-commissioned staff, hospital stewards, and non-commissioned officers of like grade, sergeants of the Signal Service, and general service men, when traveling on duty without troops, and, when necessary, invalid soldiers traveling under orders, will be allowed one double berth in a sleeping-car, or the customary state-room accommodations on boats, and steamers where extra charge is made for such accommodations. Officers of the Army traveling as aforesaid shall also be allowed one seat in a day parlor-car.

1213. Quartermasters providing parlor and sleeping-car accommodations will issue requests thereof, and will state therein the number of berths or seats required.

1214. When a journey is to be performed covering the route of more than one sleeping or parlor-car, separate requests will be issued for each car in which the person is to travel.

1215. The holder of a request which calls for sleeping or parlor-car accommodations will receipt for the number of berths or seats furnished, and the points between which they are furnished.

1216. Persons holding requests for sleeping or parlor-car accommodation will, whenever practicable, present them to the proper agent, and obtain tickets for the number of berths or seats required, before commencing the journey. When not practicable to do so, berths or seats will be secured from the conductor of the car.

17519—9
REGULATIONS FOR THE ARMY OF THE UNITED STATES.

1217. Special sleeping or parlor-cars will not be chartered, when the expense exceeds the cost of the berths or seats authorized to be furnished.

1218. When it is impracticable for agents or conductors to furnish berths or seats in sleeping or parlor-cars, the holder of the request will, on the termination of his journey, return it to the issuing officer, with a statement of the reasons why it has not been used, and that officer will account for it on Form No. 27.

1219. The Quartermaster's Department will pay accounts for sleeping and parlor-car accommodations when made out in the name of the company furnishing them, and based upon requests issued by officers of that department. In settlement, it will not allow, on any request, for a greater number of berths and seats than are called for therein, although more may be receipted for; and when a less number have been receipted for than the request mentions, it will pay in accordance with the receipt. When the receipt covers a greater number of berths or seats than are called for in the request, the disbursing officer will report the matter to the Quartermaster General, but payment for the authorized number will not be delayed.

1220. An officer traveling with troops, who incurs expense for sleeping or parlor-car accommodations, when it is impracticable to obtain a request from the Quartermaster's Department, will be reimbursed through the Treasury Department.

Transportation of Baggage.

1221. In changing stations an officer's authorized allowance of baggage will be turned over to the quartermaster for transportation, as freight, by ordinary freight lines, unless otherwise ordered by the department commander, or higher authority. No reimbursement will be made to an officer who, under such circumstances, sends packages by express, or ships and pays for the transportation of his baggage.

1222. The baggage to be transported at the public expense, including mess-chests and personal baggage, shall not exceed the following amounts:

<table>
<thead>
<tr>
<th></th>
<th>In the field.</th>
<th>Changing stations.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Pounds.</td>
<td>Pounds.</td>
</tr>
<tr>
<td>Major General</td>
<td>1,000</td>
<td>2,500</td>
</tr>
<tr>
<td>Brigadier General</td>
<td>700</td>
<td>2,000</td>
</tr>
<tr>
<td>Field officers</td>
<td>600</td>
<td>1,800</td>
</tr>
<tr>
<td>Captain</td>
<td>200</td>
<td>1,500</td>
</tr>
<tr>
<td>1st Lieutenant</td>
<td>150</td>
<td>1,300</td>
</tr>
<tr>
<td>2d Lieutenant</td>
<td>150</td>
<td>1,300</td>
</tr>
<tr>
<td>Acting assistant surgeon</td>
<td>150</td>
<td>1,300</td>
</tr>
<tr>
<td>Veterinary surgeons</td>
<td>150</td>
<td>1,000</td>
</tr>
<tr>
<td>Post and regimental non-commissioned staff officers, hospital stewards, and sergents of the signal service, each</td>
<td>150</td>
<td>600</td>
</tr>
</tbody>
</table>

These allowances are in excess of the weight transported free of charge under the regular fares, by public carriers. They may be reduced pro rata by the commanding officer, if necessary, and may, in special cases, be increased by the Quartermaster General on transports by water.

1223. The Quartermaster's Department will transport the change of station allowance or baggage, for officers or enlisted men upon retirement, or who die in the service, from their last stations of duty to such places within the limits of the United States as may be the homes of their families, or as may be designated by their heirs or executors.

1224. Transportation of change of station allowances of baggage is authorized for contract surgeons joining for duty under the first order, and on return to their homes on the termination of their contracts, if therein provided for. Graduates of the Military Academy and officers promoted from the ranks, will be provided with transportation for the field allowance of baggage on their first assignment to duty as commissioned officers. With these exceptions transportation of baggage at the
public expense is not authorized for officers, joining for duty after first appointment to military service, or upon reinstatement or reappointment; nor to effect changes of station, or transfers from one company or regiment to another, made at the request of the parties.

1225. The Quartermaster's Department will furnish transportation for the regimental and company desks prescribed in regulations; for the books, papers, and instruments of staff officers necessary to the performance of their duties; for the medical chests of medical officers, and for the professional books of all officers of the Army, on changing station, of officers ordered home for retirement, and graduates of the United States Military Academy, which they may certify as belonging to them individually, and pertaining to their official duties—such books to be considered not as personal but as public baggage. Invoices of packages turned over to the shipping officer shall in all cases be accompanied by the certificate of the officer as to the character of the books; a certified copy of the certificate will be attached to the bill of lading issued by the shipping officer at the initial point of shipment.

Transportation of things.

1226. Officers of the Quartermaster's Department will, prior to shipment, securely pack, seal, and weigh all quartermaster's stores which are liable to be tampered with while in the hands of the carriers or in store. In sealing, the officer shipping will distinctly impress the official seal furnished him, on sealing-wax, in such manner that no one can open a box or package containing stores without breaking the impression. Each top and bottom board will be sealed above a screw or nail by which it is held in place, the screw or nail being countersunk, and the impression made below the outer surface of the wood, so as to be protected from abrasion.

Bales will be sealed at places on the seams where the impression will be least liable to be injured in transportation.

The gross weight of each box, package, or bale, with date of weighing, will be distinctly marked thereon.

These instructions do not apply to shipments of grain in sacks, or bales of hay, or other stores, when the action indicated is impracticable or unnecessary; the object in view being to protect the Government from loss while stores, boxed or baled, are in the hands of carriers, also to trace responsibility when such boxes or bales remain in Government storehouses at military posts and stations and are transferred unopened by one officer to another.

1227. Officers or agents of the Quartermaster's Department shipping public property or baggage will mark each box, bale, cask, or package with the name and station of the officer to whom it is consigned, and will number them consecutively from one upward. Packages of quartermaster's property should, so far as practicable, bear consecutive numbers, to be preceded or followed by the number given to packages of other classes of property shipped at the same time; but no two packages of the same shipment will bear the same number, unless in case of reshipment of packages already numbered. When grain, hay, and other classes of stores are shipped in large quantities, and in packages of like dimensions and weight, numbering may be omitted. In cases of reshipment stores will be re-marked, if necessary, by the officer required to reship them.

1228. Officers in turning over property to the Quartermaster's Department for transportation will plainly mark each box, bale, cask, or package with the name of the officer or person to whom it is to be forwarded, its contents, weight, and ultimate destination; also with the letters "U. S."

1229. An officer who turns over stores to another for transportation in the best condition in which it is possible for him to put them, is relieved from any further responsibility therefor by the receipt of the officer to whom they are intrusted for transportation. Should the officer to whom the stores are consigned discover damage or deficiency, he will apply for a board of survey, before which all concerned shall be heard in person or by letter. The board will ascertain and determine the amount
and condition of the stores actually delivered to the receiving officer, who shall receive to the officer intrusted with their transportation for the amount and quantity so determined. The latter officer shall be held responsible for all damages or deficiency, unless relieved therefrom by the report of the board of survey, duly approved by the reviewing authority.

1230. When a quartermaster receives stores, transported by a common carrier, under agreement with the Quartermaster's Department, which do not correspond with the invoice because of damage or deficiency not attributable to ordinary loss or wastage, the fact shall be fully investigated by a board of survey, unless the carrier voluntarily assumes liability for the loss, and the money value of the damage or deficiency shall be charged to the party responsible therefor, whether the shipping officer or carrier. The authority which calls the board shall, as soon as possible, transmit copies of its proceedings to the forwarding and receiving officers, and to the officer authorized to pay the account. In case the responsibility is fixed upon the carrier, the receiving officer shall note on the bill of lading the deductions which should be made for such loss or damage, by the quartermaster who pays the accounts, by whom the deduction will be made and the amount stopped refunded to the proper department. A copy of the proceedings will accompany the bill of lading.

Express Transportation.

1231. Transportation by express is authorized when it can be provided as cheaply as by ordinary freight lines; otherwise it is prohibited, except in emergencies. Vouchers on which payments are made for express transportation will state that the cost is not greater than ordinary freight; or will set forth the character of the emergency which required the use of the express.

1232. Upon the authority of a division or department commander, transportation by express, or funds of the Pay Department, will be furnished by the Quartermaster's Department. The quartermaster, on delivery of the funds by the paymaster, will give his receipt for sealed packages said to contain so much money. When an absent paymaster sends his check to the order of the quartermaster, requesting him to express the amount named therein, the latter will receipt to the former for the actual amount to be transported to the point designated. The Quartermaster's Department must be able to show due care and precaution in providing for this transportation; but should loss of funds occur by unavoidable accident, as by shipwreck or fire, the paymaster must seek relief by application to the Court of Claims or to Congress.

1233. Whenever it becomes necessary to send to the chief quartermaster or chief commissary of subsistence of a department, or to the nearest public depository, the quartermaster's or subsistence funds which have accumulated at a post remote from any public depository, they may be transported by express, if there be no other safe way of sending them. Application for authority to transport the funds will be made, through the chief quartermaster or chief commissary of subsistence, to the department commander, and if granted, the transportation will be furnished in accordance with paragraph 1232.

Transportation for other Departments of the Government.

1234. The Quartermaster's Department will take charge of, and ship to destination, all freight that may be delivered to it by any of the executive departments of the Government, such freight to be securely packed and properly marked with address of consignee in each case before it is turned over for shipment. Separate bills of lading will be used in shipments of this character and the following notation will be made thereon: "Payable by the Secretary of the Treasury," or "by the Secretary of the Navy," or "by the Secretary of the Interior," as the case may be. Accounts in duplicate supported by these bills will be prepared by any officer of the Quartermaster's Department to whom they may be presented, and will be forwarded
to the Quartermaster General to be sent to the bureau of the department to which they pertain for payment. In making up the accounts the same plan as to deduction on account of land grant railroads will be pursued as in accounts for transportation of other Government property.

1235. The Quartermaster's Department is authorized to receive and forward to their respective destinations (under the regulations governing the transportation of military property, and on the same form of bills of lading) articles donated by persons to the following institutions, viz: The Medical Museum at Washington; the library and museum of the Military Service institution at Governor's Island, New York; the United States Military Academy at West Point, New York. Packages will be marked with the name of the institution, and sent in care of depot quartermasters at Washington or New York, or post quartermaster, West Point.

1236. The Quartermaster's Department is authorized to furnish transportation for articles purchased with hospital or company funds from place of purchase to the station of the hospital or company, provided the articles are purchased at the nearest accessible market; that their money value is greater than the cost of transporting them to destination; and that they are not kept for sale or issue by any of the supply departments of the Army. Transportation will not be furnished for distilled or fermented liquors, nor for fresh vegetables purchased from the above-named funds, except for the garden products of companies, from the place where raised to a point where a company or detachment may be temporarily stationed. The Quartermaster's Department will also provide transportation for musical instruments donated to military posts, and for books donated to post, regimental, and company libraries, provided the intrinsic value of the articles to be transported is greater than the cost of the transportation required.

**Bills of Lading.**

1237. Public property will be transported by the Quartermaster's Department on bills of lading (Forms Nos. 17, 18, and 19). The bills as issued will be numbered consecutively from one upwards, in the order of the date of shipment—numbers beginning with the first shipment of the fiscal year, and ending on the 30th of June, the end of that year. They will consist of two parts, the original and duplicate, each to be certified by the shipping officer and received by the carrier.

1238. The bills of lading will be prepared in the name of the carrier, and will show the points between which transportation is required; also places of original departure and ultimate destination of the freight.

1239. Bills of lading will show the number, marks, contents, and weight or measurement of each package or class of packages to be transported as follows:

<table>
<thead>
<tr>
<th>Marks.</th>
<th>No.</th>
<th>No. of packages</th>
<th>Contents.</th>
<th>Weight, lbs.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>21 to 30</td>
<td>10 do</td>
<td>Dried salmon</td>
<td>1,900</td>
</tr>
<tr>
<td></td>
<td>31 to 35</td>
<td>5 do</td>
<td>Dehydrated vegetables</td>
<td>300</td>
</tr>
<tr>
<td></td>
<td>36 to 40</td>
<td>5 do</td>
<td>Canned tomatoes</td>
<td>300</td>
</tr>
<tr>
<td>Maj. John Bell, Depot Q. M. Washington, D. C. U. S. property.</td>
<td>41 to 45</td>
<td>5 do</td>
<td>Blacksmith's tools</td>
<td>950</td>
</tr>
<tr>
<td></td>
<td>46 to 50</td>
<td>5 do</td>
<td>Carpenter's tools</td>
<td>384</td>
</tr>
<tr>
<td></td>
<td>51</td>
<td>1 do</td>
<td>Mason's tools</td>
<td>236</td>
</tr>
<tr>
<td></td>
<td>52</td>
<td>1 keg</td>
<td>Chains</td>
<td>372</td>
</tr>
<tr>
<td></td>
<td>53 to 55</td>
<td>3 coils</td>
<td>Rope</td>
<td>648</td>
</tr>
<tr>
<td>Capt. John Smith, Q. M., U. S. A., Georgetown, D. C. U. S. property.</td>
<td>56 to 60</td>
<td>5 bales</td>
<td>Cots</td>
<td>550</td>
</tr>
<tr>
<td></td>
<td>61 &amp; 62</td>
<td>2 do</td>
<td>Sheets</td>
<td>130</td>
</tr>
<tr>
<td></td>
<td>63 to 65</td>
<td>3 boxes</td>
<td>Hats</td>
<td>290</td>
</tr>
<tr>
<td></td>
<td>66 to 70</td>
<td>5 do</td>
<td>Shoes</td>
<td>500</td>
</tr>
<tr>
<td></td>
<td>71 to 75</td>
<td>5 kegs</td>
<td>Horseshoes</td>
<td>600</td>
</tr>
<tr>
<td></td>
<td>76 &amp; 77</td>
<td>2 do</td>
<td>Horseshoe nails</td>
<td>75</td>
</tr>
<tr>
<td></td>
<td>78 to 80</td>
<td>3 do</td>
<td>Cut nails</td>
<td>360</td>
</tr>
<tr>
<td></td>
<td>81 &amp; 82</td>
<td>2 bundles</td>
<td>Bar iron</td>
<td>200</td>
</tr>
<tr>
<td>Lt. Jas. Smith, 1st Inf., Ft. Monroe, Va., Changing station. Private property.</td>
<td>83 to 85</td>
<td>3 boxes</td>
<td>Baggage</td>
<td>425</td>
</tr>
<tr>
<td></td>
<td>86 to 90</td>
<td>5 packages</td>
<td>Furniture</td>
<td>500</td>
</tr>
<tr>
<td></td>
<td>91</td>
<td>1 chest</td>
<td>Books and property</td>
<td>100</td>
</tr>
<tr>
<td>Co. I, 1st Infantry, Co. property.</td>
<td>92 &amp; 93</td>
<td>2 boxes</td>
<td>Books</td>
<td>754</td>
</tr>
<tr>
<td></td>
<td>94</td>
<td>1 do</td>
<td>Field desk</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>95 &amp; 96</td>
<td>2 do</td>
<td>Band instruments</td>
<td>325</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td>10,750</td>
</tr>
</tbody>
</table>
1240. In the transportation of baggage with officers or troops, the bill of lading should show plainly whether the whole weight specified in the bill is to be paid for by the United States, or whether a deduction is to be made for the number of pounds allowed each passenger by the carrier. In the latter case, if the actual number of pounds to be deducted is not known, the number of persons receiving transportation will be stated.

1241. The name of each officer having baggage transported, his rank, and the place at which transportation is provided, will be entered on the bill of lading, in the column headed "Marks," and the number and description of each package, or class of packages, or such baggage, with weight, will be entered in the appropriate columns. Personal baggage of officers will not be shipped on Government bill of lading, except that quantity of the same transported at Government expense when they are changing station, unless transportation by wagon, or other conveyance owned by the United States, is furnished.

1242. In providing transportation by rail, the number of animals or bales of hay and their weight, or number of feet of lumber, or pieces of timber and measurement thereof, should be expressed in the bill of lading, in figures, as well as in car-loads; and when lumber is to be paid for by weight, the number of pounds should be stated. In shipments by water at cubic measurement, the same regulations as to number, weight, or measurement should be observed. The officer receiving the property should, in certifying to its correctness, write out the weight delivered, in words and figures.

1243. In providing transportation for stores under wagon contracts in which ox or mule teams are mentioned, the bill of lading should show whether ox or mule teams are to be used, and the number of each.

1244. Erasures, interlineations, or alterations in bills of lading must be explained thereon by the issuing or other competent officer, over his signature.

1245. In no case will a second original, or duplicate bill of lading, or a copy of a bill of lading, be issued to the carrier for any shipment; nor will a bill of lading be issued after the transportation service has been performed.

1246. When transportation is provided by a through bill of lading on a line composed of several roads, and rates less than tariff are secured for the service, those rates will be inserted in the bill of lading; and in all through bills of lading the initial letters of each road by which the stores are to be transmitted will be inserted.

1247. The original bill of lading will be given to the carrier at the time the shipment is made; and, upon the delivery of the property in good order and condition, will be received by the consignee and returned to the carrier, with such further indorsement as may be necessary to insure settlement for the service. The duplicate will be promptly transmitted by mail, or otherwise, by the shipping officer to the officer to whom the stores are consigned; and, upon delivery of the property will be received by the latter in like manner as the original, and forwarded to the paying officer, to be used in settlement for the service. If the shipping officer is not the paying officer, he will be notified by letter of the receipt of the stores, and their condition when received.

1248. The bill of lading should show, if possible, where the freight is to be paid, which should be at the station of the regular disbursing quartermaster most convenient for the company or party entitled to receive the money, unless the accounts are to be settled by the Quartermaster General. When in doubt as to the place of payment, the bills of lading should be made payable by the chief quartermaster of the department or district in which the stores are to be delivered.

1249. The freight may be paid to the company receiving the stores for transportation, if such an arrangement is desired by the transporting companies concerned. If the transportation is furnished under a contract, or special arrangement, differing from the tariff rates, the rates of payment should be specifically stated in the bill of lading, the officer certifying to their correctness. If payment is to be made at local tariff rates, or through tariff rates, note should be made as the case may require.
1250. Bills of lading issued for stores to be forwarded on boats belonging to, or in the service of, the Quartermaster's Department, or by other Government conveyance, should show that no payment will be made for the service.

1251. Transportation should be provided to ultimate destination, and on through bills of lading when practicable. When not practicable to forward to ultimate destination on through bills of lading, or when through or special rates cannot be obtained, transportation is to be furnished to the most convenient point for forwarding to ultimate destination, or to the furthest point to which through or special rates can be obtained. When transportation is furnished on through bills of lading, and through or special rates obtained for a part of the distance only, the rates for the distance are to be stated. Exceptions to this rule are contained in paragraphs 1252 and 1253.

1252. In the transportation of public stores over a line of roads, one of which is land grant and is subject to deduction of rates, or is not entitled to payment of freight for such stores transported over it, separate bills of lading may at its request, or on the request of other roads of the line participating, be issued to it, upon which the fact that it is land grant will be stated.

1253. Bills of lading will not be issued so as to include service beyond the termination of any road owned, leased, controlled, or operated by one of the bond-aided railroad companies. When such service is required, separate bills of lading will be issued, and no bill of lading will be issued to include service over more than one bonded railroad with its leased lines and branches. These bills of lading will indicate the point of original departure and ultimate destination of the freight transported.

1254. In the absence of an officer to whom property is consigned, or on his failure to receive therefor, the officer receiving should, over his signature, show that he is duly authorized to receive and receipt for the same, and why the consignee does not receipt. Clerks and agents are not authorized to receipt bills of lading unless the stores are consigned to them or to their care.

1255. In case of loss or damage to public property while in possession of the carrier, the bills of lading will not be received until such loss or damage is decided upon, and the responsibility therefor fixed; except that when the loss or damage has been ascertained and the responsibility fixed without the action of a board, the bill may be received and an indorsement made thereof stating the kind of property lost or damaged, its weight or measurement, and full value, including transportation, and the name of the company or party responsible therefor; also, that when a received bill of lading is demanded by the carrier, it may be received by the receiving officer, after noting thereon the loss or damage which is apparent, and adding that final settlement will await the action of a board of survey. All the indorsements that are made by the receiving officer on the original bill of lading will be put upon the duplicate.

1256. Payment will be made on the original bill of lading properly received and accomplished, but not until the duplicate has been received by the paying officer, except as provided in paragraph 1257.

1257. In case of the loss or destruction of one part of the bill of lading, the paying officer, after satisfying himself of the fact, will, if he does not know any good reason to the contrary, report it to the Quartermaster General with recommendation that payment be made for transportation on the part in his possession. The Quartermaster General, being satisfied that payment should be made, will authorize it as recommended.

1258. In case both parts of the bill of lading have been lost or destroyed, the shipping officer will, upon the application of either the carrier, the consignee, or the paying officer, issue certificate to the following effect:
I, __________, Quartermaster, U. S. Army, hereby certify that on the ______ day of ______, 18____, in description and weight, and at rates as follows:

|--------|---------------|-----------|---------|--------|

was delivered by __________, Quartermaster, U. S. Army, at ______, to the ______ Railroad Company, to be forwarded by its road and connecting lines ______ to ______, en route from ______ to ______, to be delivered to __________, Quartermaster, U. S. Army, at ______, and in as good order and condition as when received for transportation, for which a bill of lading, in duplicate, was signed by __________, agent of said Railroad Company.

(Signed in duplicate.)

Quartermaster, U. S. Army.

Note.—This certificate can be varied to answer for shipments by boats or wagons, and can be given by the officer in charge of the records of the post or depot, although he may not have made the shipment. Entry should be made in the shipping book of the loss of both parts of the bill of lading, and of the fact that the certificate has been issued.

1259. This certificate will be forwarded to the consignee, who will indorse his certificate thereon as follows:

I, __________, Quartermaster, U. S. Army, hereby certify that the stores mentioned within were received on the ______ day of ______, 18____, in good order and condition (or otherwise, as the case may be), weight, ______ pounds.

(Date.)

Quartermaster, U. S. Army.

If a board of survey has acted on the shipment he will attach a copy of the proceedings to the certificate.

1260. A shipping officer will only give his certificate when actually necessary to enable the carrier to receive payment, and not until he has satisfied himself, by correspondence with the officer to whom the stores were shipped, and the officer designated to make payment, that neither part is in their possession. He will also require the affidavit of the carrier, stating that neither part of the bill of lading is in his possession, nor can be traced by him, and if subsequently found that he will make no demand thereon, but will at once surrender it to the United States. Upon this evidence, and with the authority of the Quartermaster General, payment may be made for the service. In case either or both parts of the bill of lading should subsequently be recovered by the shipping officer, he will note the fact in the shipping book, and forward the same to the Quartermaster General.

1261. Officers will satisfy themselves of the loss of the original bill of lading, before they surrender the duplicate to the carrier. If lost while in the possession of an officer, his certificate will be sufficient.

1262. In case of the loss of a bill of lading while stores are in transit, railroad companies are requested to forward them to destination, taking such receipts, to show delivery to connecting lines, as they may deem necessary. They will present these receipts instead of the bill of lading to the disbursing quartermaster, who, after having satisfied himself of their correctness, will make payment as directed in paragraph 1265.

1263. Payment in case of loss of either or both parts of a bill of lading will be promptly reported to the Quartermaster General by the disbursing officer, giving description of bill of lading, or certificate, and voucher on which payment is made.
1264. To insure prompt delivery of stores in the absence of both parts of the bill of lading, the consignee may give to the carrier a receipt for the stores actually delivered, which will show that it is given because the bill of lading has not come to hand. The receipt will be recovered and destroyed by the officer who issued it, on the recovery of the bills of lading, or when the certificate provided in paragraph 1260 shall have been given.

1265. Payment for transportation will be made to the last carrier, unless otherwise provided in the bill of lading, and only for the quantity of stores actually delivered at destination. The payee will be held responsible for all loss or damage to stores while in transit (unless relieved by a board of survey), and such loss or damage will be deducted in making settlement for the service.

1266. Officers in settling accounts for transportation, or forwarding them to the Quartermaster General's Office for settlement, will obtain from the companies or lines employed authentic and official lists of tariffs in force at date of service, and will attach to the first account so settled or forwarded, two copies thereof (one for the use of that office, and one for the Treasury), and after, as each account is settled or forwarded, will refer to said lists as long as they are in force. When current rates are charged, a certificate of the proper agent of the line or company performing the service should be appended to the account, setting forth that such rates were the current and lowest rates charged the public at the time the service was rendered. When charges, such as drayage, wharfage, tolls, etc., are made as part of an account, they should be fully and separately set forth in the voucher.

1267. When public tariffs do not include the specific articles shipped, the rates and classification of articles analogous thereto will govern. If articles analogous thereto cannot be found in the tariff lists, the companies will be requested to classify the articles transported.

Land-Grant and Bonded Railroads.

1268. General orders will be issued publishing tables of land-grant and bond-aided railroads, and directing the mode of stating and rendering accounts of such railroads for military transportation. These tables will show the names of such railroads, termini, mileage, the compensation accruing to each for services performed in transporting United States troops and property, the places of preparation of their accounts by the Quartermaster's Department, and such explanatory remarks as may be pertinent. A compendium of the United States laws relating to such railroads, showing dates of the laws, number and pages of statutes, and conditions of the grants or subsidies, so far as they relate to the use of the roads by the United States, will be published with the tables.

1269. Officers of the Quartermaster's Department stationed at the places designated will receive and prepare, upon proper forms, the accounts of these railroad companies, for the transportation of United States troops and property.

1270. All matters pertaining to the transportation of troops, munitions of war, equipments, military property and stores, involving the use of land-grant and bond-aided railroads, are under the direction of the Quartermaster General of the Army, who will exercise general control and supervision of the officers of the Quartermaster's Department in their duties, so far as they relate to Army transportation and the preparation of accounts for such service.

Clothing, Camp and Garrison Equipage.

1271. A table showing the price of clothing and equipage for the Army, the allowance of clothing in kind to each soldier for each year of his enlistment, and his clothing money allowance for each year and day thereof, also the allowance of camp and garrison equipage to officers and enlisted men, will be published in general orders annually, or oftener if changes in patterns or price require. Five dollars in clothing money allowance, in addition to that fixed in the price-list, will be granted to all enlisted men for the first year of every enlistment.
1272. Estimates of clothing and equipage, based on the organic strength of the command and stating the quantities and sizes of articles required, will be made on Form No. 48 by the commander of each company or separate detachment in the early part of each calendar year. Any estimate for more than ten per cent. in excess of the annual allowance must contain full explanation of the necessity thereof.

1273. Each company and detachment commander will forward one copy of his estimate to the commanding officer of the post, who, after careful revision, shall cause the post quartermaster to consolidate them, adding such articles as may be needed for post purposes. The quantity for each company will be stated on a separate line, and from the total the actual or probable amount on hand will be deducted. The company or detachment estimate will be retained in the office of the post quartermaster for the information and guidance of the officers at the post.

1274. The post quartermaster will forward, through the regular channel, two copies of the consolidated post estimates to the chief quartermaster of the department, accompanied by a certified statement showing the articles of clothing (specifying sizes), equipage, and materials on hand at the post and in excess of the requirements of the service during the fiscal year for which the estimate is made. After revision of these estimates at department headquarters, the articles reported as surplus will be made use of in filling the post estimates, articles supplied being noted on said estimates. Surplus articles that cannot be absorbed by issues will then be reported to the Quartermaster General, that they may be applied in filling requisitions from other departments, or ordered into the general depots of the Quartermaster's Department, where facilities to preserve them are better than at posts.

1275. The articles due will be consolidated by posts after the quantities thus supplied have been deducted, and one copy of the consolidated department estimate, with the post estimates, as amended at department headquarters, will be forwarded through the proper channels so as to reach the Quartermaster General's Office in the first week of June. The consolidated department estimate should show only the actual quantities to be furnished to each post.

1276. If, at the time estimates are prepared, it be known that troops are to change stations, their estimate will not be included in the post or consolidated estimates, but will be forwarded separately. The new station to which the supplies are to be sent should be distinctly given. Property once estimated for will not be included in future requisitions. If the supplies are not received as promptly as needed, attention will be called to their non-arrival.

1277. If, in the opinion of the department commander, the interests of the service will best be promoted by retaining the annual supplies at the general depots of the Quartermaster's Department, such facts should be stated, and semi-annual or quarterly estimates may subsequently be forwarded to the Quartermaster General.

1278. Should the quantity of clothing and equipage supplied upon the annual estimates prove inadequate, special requisition, giving reasons therefor in detail, should be made on Form No. 44½, and forwarded, through the proper channels, to the Quartermaster General.

1279. Officers of the recruiting service will forward quarterly estimates, made upon Form No. 44½, to the Superintendent of the recruiting service, who, after revision, will transmit them to the Quartermaster General.

1280. Clothing and equipage required by detachments of Ordnance, the Battalion of Engineers, and the Signal Service, will be estimated for annually. The estimates will be forwarded to the chiefs of the respective corps, who, after revision, will transmit them to the Quartermaster General.

1281. After the clothing and equipage are received, the post quartermaster will make issues on special requisitions (Form No. 44½), in such quantities and at such times as company or detachment commanders may require.
1282. All estimates or requisitions for clothing, whether special or annual, must conform strictly to the regulations which fix sizes and allowances. The following table shows the number of the different sizes which should be called for in each 100 of the articles:

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*The figures on this line indicate the trade sizes of helmets, hats, and caps, corresponding to the sizes of the Quartermaster's Department.

1283. The foregoing table should not be construed as making it compulsory upon officers to estimate for articles of sizes for which there is no demand. The sizes furnished by the Quartermaster's Department require very little, if any, alteration, and estimates can and should be made for the exact requirements of the enlisted men, so far as known. Any reasonable departure from the table will meet with a favorable consideration. Its object is to guide the issuing officers when sufficient information is not given. Should any of the sizes of clothing specified in the foregoing paragraph prove inadequate, measurements to be stated upon prescribed blanks, which can be obtained upon application to the Quartermaster General, will be forwarded with the estimate for the garments. A certificate that the enlisted men for whom such clothing is intended cannot be fitted with the sizes of clothing as furnished by the Quartermaster's Department, should accompany each requisition. Additional cost of manufacture, as given in annual price-list, to be charged in each case.

1284. Unmade uniform coats, blouses, and trousers may be issued to enlisted men at cost of materials. They will be obtained from the Quartermaster's Department in the same manner as other articles of clothing. The materials for each coat, blouse, or pair of trousers, with the buttons, thread, needles, and all necessary trimmings, will be rolled in a bundle, which will be securely fastened and marked with the size of the garment.

1285. When unmade articles of clothing received by officers at military posts are found to be incomplete, but otherwise in good condition, they will not be submitted to an inspector for condemnation, but will be turned over to the nearest manufacturing depot to be completed; or a requisition for the missing parts may be made.

Unmade uniform coats, blouses, trousers, and cloth, flannel, and kersey of finer texture can be obtained upon requisition from the Quartermaster's Department, for issue to non-commissioned officers out of which to make their uniform clothing.

1286. The clothing estimated for by each company or detachment commander should, as a rule, be held subject to its wants; but, in case of need, it may be otherwise issued, and the post quartermaster will then call for a sufficient quantity to replace it, if the state of his supplies so require.
1287. Clothing will be issued to enlisted men by company commanders, who will take their receipts for the same, on a receipt roll (Form No. 46) witnessed by an officer, or if there be no officer available at the post, by a non-commissioned officer. The several issues to a soldier will be entered separately on the roll, and all vacant spaces remaining therein will be filled with parallel lines. The receipt-roll should be accompanied by a certificate of the issuing officer, stating that the money value of each article issued has been entered in the company clothing book. The roll should set forth the several amounts charged, in dollars and cents. It is the voucher for the issue as reported on the quarterly return of the company commander.

1288. The requirements of the above paragraph, as to the witnessing of all issues of clothing, shall not apply to issues to men of the Signal Corps at isolated stations, and to soldiers on detached duty, when it is impracticable. In such cases, the un witnessed receipts of the men for clothing issued to them will be passed as vouchers to the returns of the issuing officer, on his certificate that he has charged the money value of the articles issued on the soldier's clothing accounts.

1289. It is the duty of the witnessing officer, who affixes his signature to the clothing receipt-roll, to witness the fact of issue, and the written acknowledgment of the soldier on both the roll and clothing book of the company; also to see that the several issues are separately entered on the roll and vacant spaces filled before the soldier's signature is made. The witnessing officer's signature will be considered his acknowledgment that he has performed this duty.

1290. Each soldier's clothing account is kept by the company commander in a "Company Clothing Book." The account sets out the money value of the clothing received by the soldier at each issue, for which his receipt is entered in the book, and is witnessed as explained in the preceding paragraph.

1291. The company or detachment commander will settle the clothing accounts of all men of his command on June 30 and December 31 of each year, without regard to dates of individual enlistment. The entire amount thus found due the United States will be charged to the soldier upon the muster-rolls for the months ending with June and December, and upon subsequent rolls until the whole amount is deducted.

1292. The balance due the soldier at either of these dates will be credited to him upon the company clothing book. It will not be placed upon the muster-rolls, but the final balance due at date of discharge will be entered upon the final statements. In the case of deserters, balances due them or the United States at date of desertion will be entered on the muster-rolls upon which their names are dropped. In case of transfer, such balances will be entered on the descriptive list. All balances of this character will be stated in words and figures.

1293. A deserter is entitled to the clothing allowance from the date he surrenders or is apprehended, and calculations of the amount due him should be made from the tables in force during the period of actual service.

1294. Commanding officers may order necessary issues of clothing to prisoners and convicts, taking deserters' or other damaged clothing when there is such in store.

1295. No gratuitous issues of clothing can be made except under section 1298, R. S., to replace articles destroyed to prevent the spread of contagious diseases. Should it, however, become necessary to issue new clothing for use in the burial of a deceased soldier, as in the case of a man who dies away from his proper command and under circumstances which render the clothing which he has with him unfit for burial purposes, the cost of the issue will be borne by the Government. Compensation for articles lost by fire, flood, or other casualty, through no fault or neglect of the owner, may be made under the provisions of the act of Congress approved March 3, 1885. Proceedings of a board of survey should, if possible, accompany any application under this act, showing fully the circumstances attending loss.
1296. Officers of the Army may purchase from the post quartermaster, at the regulation prices, such articles of uniform clothing, clothing materials, and equipage as they actually need, provided the property is available. They should certify that it is intended for their personal use.

1297. Officers' private servants will not be permitted to draw or wear any of the articles of clothing issued to troops, except under-clothing and shoes, which may be purchased from the post quartermaster in limited quantities, if not needed for issue to troops, upon the officer's certificate that no other means of securing them are available.

1298. Officers are authorized to drop from their returns of clothing, camp and garrison equipage, tent-pins, and axe, pick-axe, and hatchet-helves, upon their certificates that they have been worn out in service. Service chevrons, when issued, will be dropped from the returns, and will not be charged in the clothing account of the soldier.

Canvas Mittens and Canvas Caps, Blanket-lined.

1299. For troops stationed in extremely cold regions, when the necessity for their issue is certified by the department commander; for troops stationed at West Point, and for troops not attached to any military department, upon the approval of the head of the respective staff department to which they belong. These articles will be worn on fatigue duty and at labor, and will be issued under the direction of the post commander at the rate of one pair mittens and one cap per annum, and will be dropped from the return of the officer to whom they shall have been transferred when they are furnished to the soldier, and will be issued on the receipt rolls. Issues in excess of the yearly allowance will be charged on the clothing accounts at prices fixed in orders. In the cases of gratuitous issues, the vouchers should show that the same is made within the allowance.

1300. In case of the loss or destruction of any of said articles without fault or neglect on the part of the soldier to whom they have been intrusted, and the immediate commanding officer shall so certify in the matter of the loss, then the article or articles so lost or destroyed may be re-issued without charge to the soldier.

1301. There will be issued to troops stationed in extremely cold regions, when the necessity for such issue is certified, by the department commander, an overcoat made of fur or other suitable warm material. Said issue will, however, be confined to men performing guard duty, or field service, when exposure to weather would jeopardize life or limbs by freezing.

The coats should be borne on the returns as "camp and garrison equipage" and charged to enlisted men only in case of loss, or damage other than from ordinary wear and tear. If made of fur they will, on the approach of warm weather, be turned over to the post quartermaster, who will observe the following directions for their protection:

1. Expose them to the sun and then beat them with a light twig or rattan, making sure that all moth-eggs, should any have been deposited, are destroyed. The exposure should be thorough, and the beating vigorous, but not severe enough to injure the fur or pelt.

2. Repair the coats needing it (using for the purpose, as far as practicable, such articles of a corresponding character as cannot be again rendered serviceable), and then pack in boxes well lined with petroleum and wrapping paper (the latter being next the goods), exercising care that no holes or other openings are left in the wrappers for moths to enter. Securely nail the boxes and paste paper over all joints.
Sufficient petroleum paper may usually be obtained from broken packages of clothing opened for issue; should it be dry from age or use it can be freshened by rubbing into the surface coal oil, being cautious not to use enough to penetrate the Manila wrapping paper.

1302. One pair of gauntlets and one fur cap will be issued annually to all enlisted men in the Departments of the Platte, Dakota, and the Columbia; and in other departments, when specially authorized by division commanders, at the prices established for such articles in the annual price list. The money value will be charged on the clothing accounts of the men to whom they are issued, but will not be computed in their clothing allowances.

1303. Civilian employees at posts where it is found necessary to issue fur clothing may purchase at regulation prices from the supply on hand when, in the opinion of the post commander, their duties are such that they actually need it.

1304. A monthly allowance of three brooms and two scrubbing brushes will be issued to each company regardless of strength. They will habitually be drawn quarterly, but may be drawn when needed. If less than the maximum allowance is drawn in one quarter, credit cannot be given in another. The allowance for each non-commissioned staff officer will be three brooms and two scrubbing brushes per annum.

1305. Post commanders may, when necessary, order the issue of six brooms per annum to each public office and building furnished by the Quartermaster’s Department, as follows: Post commander’s and post quartermaster’s offices, quartermaster’s warehouse, post bakery, post school, post chapel, and post library. The necessity for, and the fact of issue, must in all cases be certified to by the officer in charge of the building, and be verified by the post commander.

1306. Each officer of the Army is authorized to purchase from the Quartermaster’s Department six corn brooms and three scrubbing brushes per annum, at the prices specified in the annual price lists of clothing and equipage.

1307. The use of serviceable tents or other canvas for any purpose other than for which such articles are furnished is strictly prohibited, except in cases of emergency, when their use is absolutely necessary to protect public property.

1308. The clothing of deserters will be turned into store. The invoices of such clothing, and the quartermaster’s receipts for it, will state its condition, and the name of the deserter to whom it belonged.

TELEGRAphING AND TELEGRAPH ACCOUNTS.

1309. The telegraph will only be used in cases of urgent and imperative necessity, in which the delay consequent upon transmission by mail would be prejudicial to the public interests.

1310. Accounts for telegrams on military business, prepared in the name of the proper telegraph company, will, with the following exceptions, be settled and paid by the Quartermaster’s Department:

(a.) Accounts for telegrams which pass over any of the lines constructed and operated along the bonded Pacific railroads.

(b.) Accounts for reimbursement of accounts paid by officers of the Army for telegraphic service, which will be prepared upon Form No. 134.

(c.) Accounts for telegrams on public business of a confidential nature where, in the opinion of the officer receiving or sending them, it is improper that copies should accompany the accounts, or where copies cannot be procured; or where it is questionable whether the telegrams are on official business or that the telegraph should have been used.
The accounts described in this paragraph will be forwarded to the Quartermaster General for transmission to the proper accounting officers of the Treasury for settlement.

1311. When the originals or certified copies of the telegrams are furnished with the accounts, or when it is questionable whether the telegrams are on official business, or that the telegram should have been used, an explanatory letter from the officer who sends, or the officer who receives, the telegram will accompany the account.

1312. In framing telegrams all superfluous words not important to the sense of the communication will be omitted. The last name of the officer addressed, or his title, and the last name of the officer sending the telegram, are generally sufficient for the purpose in view, and officers are enjoined to be discreet in using as few words as possible to convey the message intelligibly.

1313. In counting the words of telegraphic messages the following rules will be observed:

Names of cities and places, when used to designate such cities or places, will be counted as one word. For example: New Orleans, New York, West Troy, Fort McHenry, etc.

Words connected by a hyphen, as found in Webster's Dictionary, will be counted as one word. For example: To-day, to-morrow, aide-de-camp, Quartermaster-General, etc. Names of places and persons, when given to things, will be counted according to the number of distinct words in each, i.e., names of steamers or hotels, as Isaac Newton, two words; Maid of the Mist, four words; Burnet House, two words; United States Hotel, three words. Numerals should be expressed in words, not figures, and should not be counted as hyphenated words, as: Twenty six hundred and three, five words.

In cases of prefixes to surnames, such as Van, Mac or Mc, or St., O', De, as Van Vliet, McGregor, St. Nicholas, O'Connor, De Witt, etc., the whole name will be counted as one word.

All words contained in official telegrams will be counted and allowed, including names and titles of parties addressed and of persons sending the telegrams, excluding only the name of the place from which transmitted and the date, and the words "official business," which should appear on each telegram.

1314. No settlement will be made with the telegraph office to which a telegram is sent unless satisfactory proof be furnished that the office from which it was sent has neither made nor will make any charge for the service; and care should be taken that different officers, or the same officer, be not misled into double payment upon the same telegram by its presentation for payment at different times or places. The guide in the preparation of telegraph accounts is the Postmaster General's annual circular on the subject, published in general orders. The table of distances, prepared by the Pay Department, will govern, unless in specific cases it will be otherwise directed. Blank forms, for use in telegraphing, will be furnished upon application to the Quartermaster General, and will be used in sending telegrams.

1315. In each military department an officer of the Quartermaster's Department will be assigned, by the department commander, to the duty of adjusting and settling telegraph accounts, under the instructions of the Quartermaster General; and, so far as possible, arrangements should be made to have all such accounts which may accrue in each department presented to the officer so assigned, who will prepare and pay them, or forward them for payment, as the case may require. At independent posts, or depots, the officer of the Quartermaster's Department there serving will perform this duty.

1316. No duty is required, on the part of officers sending telegrams, beyond the proper delivery of the message to the telegraph company for transmission. The disbursing officer of the Quartermaster's Department, designated to prepare them, will receive from the telegraph companies their accounts, with proofs of service (which should be original telegrams, whenever practicable), and he will prepare and certify
vouchers for the same, and pay them, or forward them for settlement, as may be required. Whatever information may be desired by the telegraph companies touching their accounts on military business should be sought from the officers of the Quartermaster's Department responsible for their settlement.

1317. "Collect messages," or those to be paid or settled at point of destination, should not be sent. But if circumstances render it necessary that messages be sent in this manner, the following instructions will govern disbursing quartermasters in making settlements for them.

When the points between which the message was sent are within the geographical limits of the department in which the disbursing quartermaster is serving, the responsibility rests with him to see to it that double payment for the service is not made; when the telegram originated in another department, he will seek, from the officer in charge of settlement of telegraphic accounts in that department, the required information. At independent posts or depots the same instructions will be observed. When telegrams are sent "collect" by private individuals, the nature of the telegrams should govern the action of the disbursing quartermaster. If strictly on Government business, payment will be made by the United States. If doubt exists as to the prepayment of a message, the disbursing quartermaster should satisfy himself of the facts by correspondence with the party by whom it was sent.

ACCOUNTS FOR TELEPHONING.

1318. In cases where telephoning is possible—there being no telegraphic communication between the points—an account for telephoning may be paid from the appropriation for the payment of telegrams.

RECORDS.

1319. The following books will be kept in the office of every officer performing duty in the Quartermaster's Department:

1. A cash book, in which will be entered, according to appropriations, all amounts received and disbursed, the date thereof, from whom received or to whom paid, and on what account.

2. A book of letters received, including a record of indorsements.

3. A book of letters sent, in which will be entered in full all letters written from, and pertaining to, the duties of, the office, including estimates for funds and requisitions for quartermaster's supplies.

4. A record book of barracks and quarters, kept as directed in paragraph 1075.

5. A descriptive book of public animals, kept as directed in paragraph 1132.

6. A record of interments (in case of station at a military post) kept as directed in paragraph 592.

7. A book of stores and property shipped, kept as provided in paragraph 1321.

8. A book of stores and property received, kept as provided in paragraph 1322.

1320. The above enumerated books of record will be supplied by the Quartermaster General on requisition. They will not be removed from the office except on its discontinuance, when they will be forwarded to the Quartermaster General. Commanding officers and inspectors will see that they are neatly kept and contain complete and correct records of all matters which should be recorded therein. Commanding officers will also see that they are properly transferred by officers relieved to their successors.

1321. In the book of stores and property shipped will be entered each shipment, with number and date. The number and date will correspond to the number and date of the bill of lading, and the carrier or agent in receipting will write his name on the line on which the number and date are entered. Should it be attended with risk, or great inconvenience, for the shipping officer to obtain the signature of the carrier or his agent, that officer will certify to the shipment, and state that the bill of lading was signed by A. B., carrier or agent. The names of the officers to whom
the stores are shipped, and where, and from whom, will be entered in their appropriate places; and when the stores are consigned to an agent of a connecting line, or to a quartermaster or agent of the Quartermaster's Department, to be forwarded to ultimate destination, the name of the agent or officer, and the initial letters of the line he represents, will be given so far as practicable. The kind of conveyance, whether by rail, boat, or wagon, and the name or initial letters of each railroad, or the general route by which the stores are shipped, as shown by the bill of lading, and the name of the contractor, if there be one, will be entered in its proper column. A full and complete list of all stores shipped, as entered on the bill of lading, with the weight or measurement, rates, and remarks, will be entered in the book, and any other matters that are necessary to show the condition in which the stores are shipped.

1322. In the book of stores and property received will be entered each invoice of stores received, with number and date; the number will correspond to the number of the bill of lading, and the officer in receiving will write his name on the line on which the number and date are entered. The names of the officers by whom the stores were shipped and whence, to whom shipped and where, and for whom, will be entered in their appropriate places. The kind of conveyance, whether by rail, boat, or wagon, and the name or initial letters, of each railroad, or the general route by which the stores were transported, as shown by the bill of lading, will be entered in its proper column. A full and complete list of all stores received, as stated on the bill of lading, with the weight or measurement, rates, and remarks, will be entered, also all other matters that may be necessary to show the condition in which the stores are received. The officer receiving will say "received in good order and condition," or "bad order," as the case may be; and if the stores be damaged, or if a portion of them have been lost, the loss or damage will be stated as required in receiving the bill of lading. In case a board of survey has been called, reference will be made to its report, giving number and date of the order convening the same, so that the report can be readily found if necessary.

1323. All letters received and copies of all orders for the expenditure of money or property, will remain on file as part of the records of the office. When it is necessary to withdraw a letter for file with the officer's accounts, a duly certified copy will be made to replace it in the office file. Letters pertaining exclusively to the settlement of an officer's accounts belong to him and not to the office files.

1324. At posts supplied with copying presses, all correspondence merely routine, such as letters of transmittal, or indorsements having no recommendations, etc., shall be copied in a press copying-book; but correspondence involving the rights of persons, or property, will always be entered in the permanent records of the office.

RETURNS AND REPORTS.

1325. The following returns and reports will be made by all officers doing duty in the Quartermaster's Department, and will be disposed of as indicated by the notes on the forms furnished by the Quartermaster General:

1. Statement of public funds. To be rendered in accordance with paragraph 740. To be forwarded to the Quartermaster General through the chief quartermaster of the department.

2. Report of persons and articles employed and hired (Form No. 1), to be rendered monthly, direct to the Quartermaster General, within ten days after the expiration of the month. This report will contain a complete record of all services rendered the Quartermaster's Department during the month to which it pertains. To that end the following information will be entered therein under appropriate headings, i. e.:

1. The names of all civilian employés, with their designations and rates of pay.

2. The kind and amount of all labor furnished under contracts and agreements during the month.

17519—10
3. An account of all buildings and grounds, and all vessels, teams, and other means of transportation, chartered or hired, with rates of payment.

4. Bills of lading of all property shipped, which will follow all other items in the report. When the report is large they will be entered on sheets containing no other items. (Extra sheets to Form 1 A.) If a shipment is made from a place other than the station of the officer who issues the bill of lading, the name of such place will be entered on the report. Bills of lading issued for transportation by conveyances owned or chartered by the United States will not be entered on the report. The report will show the amount and kind of service rendered in each of the above cases; the amounts due and remaining unpaid, if any there be, at the end of the month; and, in the column of remarks, the particular duty or service upon which each person or article hired has been employed during the month. When persons are employed, buildings rented, means of transportation chartered or hired, or contractors begin performance during a month, a copy of the authority therefor will accompany the report for that month.

Form No. 2. "List of persons and articles employed and hired and transferred.

The purpose of this form is to enable a quartermaster who is relieved by another, or who transfers employés, or articles hired, to another, to state the accounts of the employés, or articles hired, at the date of transfer. The officer to whom the transfer is made enters upon his Form No. 1 the names of the employés thus transferred and the name or description of the articles hired, with the service rendered and amount due at the date of transfer.

Form No. 3. "Roll of enlisted men employed on extra duty." To be rendered monthly, within ten days after the expiration of the month.

The report will contain the name, rank, company and regiment of every enlisted man employed on extra duty; his designation, as a mechanic, clerk, school-teacher, or laborer, the number of days' service rendered during the month, and the amount due therefor. A copy of the order placing an enlisted man on extra duty, or relieving him therefrom, will accompany the report for the month during which he was so detailed or relieved. The report will also show, in the column of remarks the particular duty upon which each man was employed, and whether services were rendered on other than working days.

Form No. 4. Consolidated report of Government troops and stores transported. To be rendered annually, at the end of the fiscal year, direct to the Quartermaster General, by all officers doing duty in the Quartermaster's Department, who, during the year, have transported troops or stores in conveyances owned or chartered by the United States.

Form 244. Statement of outstanding debts. To be rendered monthly; if there are outstanding debts, in time to reach the chief quartermaster of the department on the last day of the month to which it pertains.

1326. The quarterly returns of Quartermaster's stores (Form No. 27) will be made in duplicate; 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, it will be examined in his office, and the officer making the return will be notified of all errors and irregularities found therein, and granted three months to correct them. 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 called to them by the Quartermaster General. If the necessary corrections in the returns be not made within the prescribed time, the Quartermaster General will report the fact to the Secretary of War.

1327. As soon as the return shall have been fully corrected, it will be forwarded by the Quartermaster General to the Third Auditor of the Treasury for settlement, accompanied by a report of errors, if any, stating the manner in which they have been removed, and the ascertained money value of the deficient articles of property.
1328. Upon the 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 re-stated in the present return, and report if any errors in such re-statement will be promptly transmitted to the Quartermaster General, who will take measures for their correction as prescribed in paragraph 1326.

1329. Whenever the errors have been corrected, or compensation is made for deficient articles, and the action of the Quartermaster General is concurred in by the Auditor or sustained or modified by the Secretary of War, the return will be regarded as settled, and the Auditor will so certify to the Quartermaster General, for the information of himself and of the officer concerned.

1330. The return, with abstracts, vouchers, and supplementary papers, will remain in the custody of the Third Auditor, subject at all times to temporary recall by the Quartermaster General, or to the inspection of any person duly authorized by that officer or by the Secretary of War.

1331. Returns of clothing, camp and garrison equipage (Form No. 45) will be made in duplicate; one, accompanied by the proper abstracts and vouchers, will be forwarded to the Quartermaster General within twenty days after the expiration of the quarter to which it pertains, and the other will be retained by the officer.

1332. Returns of clothing and equipage (Form No. 45) will be examined and settled by the Quartermaster General and the Second Auditor of the Treasury in the manner prescribed for returns of quartermaster's stores, with this addition: The Second Auditor will ascertain if the money value of the articles issued, or otherwise chargeable to the soldiers, has been deducted from the amount of their pay and allowances, and notify the Quartermaster General in case such deductions are not made.

1333. When one officer relieves another as quartermaster, the transferring officer will not enter the receipt for quartermaster's stores upon the abstract, but directly on the return, as "transferred to successor." The receiving officer, in such case, may enter the invoice upon the returns as "on hand at the post, received from predecessor."

1334. Blank forms for rendering the returns herein required, and for transacting the business of the Quartermaster's Department, with notes, indicating the manner in which they are to be filled and disposed of, are furnished by the Quartermaster General upon proper requisition.

ARTICLE LXXIX.

SUBSISTENCE DEPARTMENT.

1335. The Subsistence Department, under direction of the Secretary of War, provides for the distribution and expenditure of the money appropriated for the subsistence of the Army, and for the purchase, issue, and sale of subsistence supplies.

1336. This department also furnishes, for sales to posts, such seed potatoes and garden seeds as are necessary for the cultivation of gardens. It furnishes, builds, and repairs ovens for baking bread for the troops, but not bake-houses. When a bakery is not managed by the Subsistence Department, the expenses for hops, yeast, hire of bakers, etc., are paid from the bakery savings.

SUBSISTENCE SUPPLIES.

1337. Subsistence supplies comprise:

1. Articles composing the ration, or those authorized to be issued in lieu of parts of the same, and those authorized to be furnished for sales to officers and enlisted men, also forage for beef cattle. These are denominated subsistence stores.

2. The necessary means for handling, preserving, issuing, selling, and accounting for these supplies, as tools, scales, measures, utensils, stationery, safes, office furniture, etc. These are denominated subsistence property.
1338. With a view to the selection of the best markets, when subsistence supplies are required in considerable quantities for any section of the country, the chief commissary of subsistence of the department or district will submit to the Commissary General, through the chief commissary of his division, a tabular statement showing the quantities required, the quality, the prices at which they were last obtained, and from what places, the prices at which they can be purchased in the vicinity of the several stations at which needed, together with such other information as will enable the Commissary General to determine the places and methods of procuring them.

1339. Subsistence supplies shall not be transferred gratuitously to another staff department, nor obtained, issued, sold, or otherwise disposed of, except as prescribed by regulations.

1340. A disbursing officer of the Subsistence Department, when provided with sufficient funds, will pay promptly, for subsistence supplies purchased by him. When funds to pay for them, in the month in which purchased, are not on hand, he will furnish the seller with a certified account of the purchase (Form No. 8), in duplicate, stating thereon the cause of non-payment, and on what return he has taken up the articles.

1341. When a claim for supplies delivered to a predecessor or other officer is presented to a commissary, he will require the certified account, in duplicate, of the officer to whom the supplies were delivered, and the affidavit of the claimant that he has not been paid, directly or indirectly, for such supplies or any part thereof, and that he has not authorized any person to receive payment for him, and the commissary will transmit the claim to the Commissary General of Subsistence for his instructions, unless previously authorized by the latter to pay it. The same rule will be observed with respect to claims for services rendered under another officer.

1342. When supplies are to be delivered by contractors or other sellers, they will be thoroughly inspected before acceptance by the commissary; or when he does not deem his own personal inspection, or that of one of his regular employees, to be sufficient, or when the quantity to be delivered is large, he may employ a competent expert to make such inspection, and pay therefor as an expense of the Subsistence Department. Certificates (Form No. 9) that such service has been rendered must accompany the accounts.

1343. Officers in charge of principal depots and purchasing stations will render to the Commissary General monthly statements of the cost and quality of the ration, in all its parts, at their stations (Form No. 65).

Requisitions for subsistence supplies.

1344. Officers doing duty in the Subsistence Department who have not been authorized to purchase the subsistence supplies, including seed, required by them for issue or sale, will make timely requisition therefor (Form No. 57). If any of the supplies can be obtained in the vicinity of the place in which required, on terms advantageous to the Government, the requisitions will be accompanied by detailed statements showing the facts.

1345. Post commanders will make monthly examinations of the stores on hand, and see that the wants of the officers and troops at their posts are met, in the requisitions made by the post commissaries, and will cause the chief commissary to be notified if any article is accumulating in excess of probable demands.

1346. Chief commissaries of subsistence of divisions and departments will carefully scrutinize all requisitions for subsistence supplies, and will reduce, or increase, the quantities to be supplied, as may be judicious in view of the quantities on hand and the probable demands.
REGULATIONS FOR THE ARMY OF THE UNITED STATES. 149

STORAGE AND CARE OF SUBSISTENCE STORES.

1347. Good and sufficient store-houses, sheds, paulins, or other proper and adequate means of covering and protecting subsistence supplies, should be provided by the Quartermaster's Department. Care must be taken to keep store-rooms dry and well ventilated.

1348. Officers doing duty in the Subsistence Department will make daily inspections of their store-houses, and see that water barrels, buckets, and other means of extinguishing fires are ready for use, and that all proper precautions are taken to guard against loss thereby.

1349. Coal-oil, gunpowder, quick-lime, or other articles of like dangerous nature will not be kept in or about subsistence store-houses.

1350. Stores longest on hand, if in fit condition, will be first used for issues, transfers and sales.

1351. At least once in each month officers responsible for subsistence stores will examine all packages on hand, and set apart those that require further inspection, early issue, repacking, rebrining, etc., and will take the necessary steps in regard to them. As soon as it is discovered that stores are not in fit condition for issue or sale, the officer will submit an inventory thereof to the commanding officer for the action of an inspector.

INVENTORIES OF SUBSISTENCE STORES.

Losses and Gains.

1352. Once in each calendar month (usually at its close) an accurate and detailed inventory of the stores actually on hand will be taken by the commissary, and all deficiencies and gains found to exist will be reported by him (Form No. 38) on his return of subsistence stores.

1353. Commanding officers will see that the monthly inventory, required by the preceding paragraph, is taken, and, when practicable, will cause it to be made under their personal supervision. They will also examine and approve the monthly statements of "gains" and "wastages" submitted by post commissary. (Form No. 36.)

1354. When deficiency has arisen from ordinary, unavoidable, and actual waste in either of the following cases, viz: 1, During transportation; 2, in making issues; 3, from evaporation, leakage, or other cause, and does not exceed three per cent. of the actual amount of the issues and sales of salt meats, salt fish, flour, hard bread, meal, sugar, soap, salt, molasses, syrup, dried fruit and pickles; or one per cent. of the actual amount of the issues and sales of beans, peas, rice, hominy, coffee, tea, candles, and pepper, it may be regarded as ordinary "wastage." In such cases, the commissary's certificate, examined and approved by the commanding officer of the post, 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. Ordinary wastage will not be allowed on fresh beef furnished directly by a contractor. Wastage will not be reported on the presumption that it exists, or will exist in the future; but on the fact that it actually exists, as determined by examination.

1355. Deficiencies exceeding the percentage specified in the preceding paragraph; or in articles for which a limit of ordinary wastage is not therein indicated; or arising from losses by straying or death of beef-cattle, or from errors in their estimated net weight; or from losses by theft, fire, or vermin; or from deficient or unsuitable means of storage, etc., must be accounted for—1st, by boards of survey; 2d, by affidavits; 3d, by certificates of disinterested commissioned officers. Boards of survey should generally be assembled to report upon such deficiencies; affidavits or certificates being used only in cases where the amount invoiced is very small, or when it is impracticable to assemble a board.

1356. Affidavits or certificates accounting for losses, extraordinary wastage, or for stores or property expended in preserving supplies, must set forth fully and clearly the facts of the case, and the quantities involved.
Transfer of Supplies.

1357. When subsistence supplies are to be transported from one point to another, the invoicing commissary will make timely requisition, in writing, upon the proper quartermaster, stating as nearly as possible the kind and amount of supplies to be transported, when they will be ready for delivery, when they should reach their destination, and any other information relating thereto which the quartermaster should possess. The commissary will also give the quartermaster transportation invoices (Form No. 34) in duplicate, of the packages and their contents as marked, and obtain from him receipts (Form No. 35) in duplicate. The commissary will forward similar invoices (Form No. 34) in duplicate, with letter of transmittal, to the officer for whom the supplies are intended.

1358. The receiving commissary will transmit, to the invoicing officer, receipts (Form No. 37) in duplicate, corresponding with the invoices, if the supplies received agree with them. If a deficiency is found, but does not exceed the small amount of wastage usually and unavoidably attending transportation, he will receipt for the supplies actually received, attaching to the invoices and receipts a certificate of such wastage.

1359. If the receiving commissary finds any discrepancy between the invoices and the quantities, description, or condition of the supplies received, not attributable to ordinary wastage in transportation, he will at once apply to the commanding officer for a board of survey to ascertain the quantity and nature of the discrepancy, and fix the responsibility therefor. The receiving commissary will transmit, to the invoicing officer, receipts (Form No. 37) in duplicate, for the supplies actually received, stating on the receipts the discrepancy ascertained, and how, and file a copy of the proceedings of the board with his return. The invoicing officer will file with his return the receipts accompanied by the quartermaster's transportation receipts. When the board finds the carrier responsible for the loss or damage, it will fix the amount in money to be charged to the carrier, which amount will be charged on the bill of lading, deducted from the freight bill, and paid to the Subsistence Department.

1360. When the receipts (Form No. 37) of the officers to whom the stores are invoiced are not received in time to accompany the return of the invoicing officer, the quartermaster's transportation receipts (Form No. 33) will be forwarded instead, and the former will be transmitted when received.

1361. When subsistence supplies are transferred by one commissary to another at the same station, without being turned over to a quartermaster for transportation, the invoicing and receiving commissaries will interchange duplicate invoices and receipts therefor (Form Nos. 36 and 37). Should any of the supplies not be in good condition, a board of survey will be applied for at once to examine and report upon them. The condition as determined by the board will be noted upon the invoices and receipts, and a copy of the proceedings of the board will accompany each officer's returns.

Beef-cattle.

1362. Beef-cattle will be purchased by gross or net weight, preferably however the latter, and all advertisements and contracts should state the average weight desired, and that none below a specified weight will be received. Generally cattle weighing less than 1,000 pounds should not be accepted, unless it is impracticable to procure them of that weight at economical rates, or smaller ones are preferred on account of the limited number of troops to be supplied, or for other sufficient reasons. Bulls, cows, stags, and hornless cattle should not be received. When beef-cattle are accepted, whether under formal contracts or otherwise, they must be accurately weighed, if practicable, and will be accounted for in the return of subsistence stores by number and aggregate net weight. The net weight will be estimated at 55 per cent. of the gross weight when the animal weighs 1,300 or more pounds; 50 per cent. when weighing less than 1,300 and over 800 pounds; and 40 per cent. when weighing 800 pounds or less. This mode of determining the net weight will govern only when
cattle are in condition to yield fresh beef of good and marketable quality; if not in such condition they will be rejected, unless circumstances render acceptance or purchase indispensable, when a lower and specially determined percentage to determine their net weight will be adopted. When the cattle of a herd cannot be weighed, their net weight will be determined as follows: The herd will be separated into three lots, according to apparent weight—heavy, medium, and light—or into a greater number of lots if the herd is large and the cattle are of great diversity in size; from each of these lots one average animal will be selected, killed, dressed, and trimmed, as prescribed in the ordinary beef contract (Form No. 23), and accurately weighed; the dressed weight thus ascertained will be accepted as the average net weight of the lot from which selection was made. All supplies of fresh meats for troops should be contracted for and delivered from the block when it can be done economically, and cattle on the hoof purchased only for troops in campaigns or on the march. Hides of slaughtered cattle will be taken up and accounted for on the returns of subsistence stores, and sold as soon as practicable. Care must be exercised to preserve them, by either drying or salting, while they remain on hand.

1363. Contracts for beef-cattle should stipulate that the cattle shall be kept without food and water for twelve hours immediately preceding the time of weighing; and the manner prescribed in paragraph 1362 for determining the net weight must be inserted therein. When open-market purchases are made, and time or special circumstances do not admit of reducing to writing the terms of purchase agreed on, the mode of determining the net weight must be stated to, and accepted by, the party supplying the cattle.

1364. Hay, corn, or other articles of food suitable for beef-cattle, may be purchased for their subsistence when sufficient pasturage cannot be secured; the 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.

1365. When beef-cattle are to be transferred they will be weighed, or their weight estimated, as prescribed in paragraph 1362.

1366. If neither course be practicable, their weight for the transfer will be assumed to be the same as when it was last determined by the regulation methods.

THE RATION.

1367. A ration is the established daily allowance of food for one person. As now fixed its components are as follows: Twelve ounces of pork or bacon, or canned beef (fresh or corned), or one pound and four ounces of fresh beef, or twenty-two ounces of salt beef; eighteen ounces of soft bread or flour, or sixteen ounces of hard bread, or one pound and four ounces of corn meal; and to every one hundred rations, fifteen pounds of beans or peas, or ten pounds of rice or hominy; ten pounds of green coffee or six ounces of roasted (or roasted and ground) coffee, or two pounds of tea; fifteen pounds of sugar; four quarts of vinegar; four pounds of soap; four pounds of salt; four ounces of pepper; one pound and eight ounces of adamantine or star candles; and to troops in the field, when necessary, four pounds of yeast powder to one hundred rations of flour.

1368. At posts or stations where oil for illuminating purposes is furnished by the Quartermaster's Department, candles will not be issued as a part of the ration except to individuals whom it is not practicable to supply with oil and who have not received the prescribed allowance of the same.

Issues to Troops.

1369. Issues will be made to troops on ration returns (Form No. 66) signed by the immediate commander and approved 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, and will, ordinarily, be made
but for a few days at a time. They will be consolidated for the post or regiment (Form No. 69) when practicable, and numbers drawn for will include only the strength of the command actually present. At the end of the calendar month the commissary shall enter on separate abstracts, for each class of troops, every return upon which he has issued rations in that month. The commanding officer shall compare these abstracts with the original ration returns, and if they are correct will so certify thereon.

1370. When practicable, persons entitled to rations must draw them at the place and time they are due.

1371. Sergeants and corporals of the Ordnance Department are entitled, each, to one and one-half rations per day; all other enlisted men and hospital matrons to one ration per day each.

1372. When troops are detached from a post or command, the commanding officer of each company or smaller detachment will be furnished by the commissary with a certificate (Form No. 67) setting forth the date to which, and by whom, rations were last issued. This certificate will be presented to the commissary from whom rations may next be drawn, and will be transmitted by him, with his abstract of issues, to the Commissary General. Similar certificates will be given to civilian employees entitled to rations.

1373. When men leave their company, the rations drawn for them and left with it will be deducted from the next ration return for the company; a like rule will govern in case of men leaving the hospital. When rations are drawn for a few persons separately from their company, hospital, or mess, the names of such persons will be written on the return return.

1374. On each issuing day a settlement will be made, between each company and the hospital, of any difference of rations arising from men entering or leaving the hospital for whom rations had been previously drawn by the company or hospital. Such settlement will be submitted to the commanding officer, with the returns, and he will see that it is correct.

1375. Back rations will not be issued, unless troops have not been sufficiently subsisted, and then only to such an extent as may be necessary for their health and comfort; no sales thereof will be allowed.

1376. Issues on ration returns will be made in the full net weight or measure of the articles called for. Such portion of the ration as may be required for consumption will be drawn and removed at once from the subsistence store-house. The remainder will be carried 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 savings, except on the order of the commanding officer.

Substitutive Issues.

1377. Fresh mutton may be issued in lieu of, and at the same rate as, fresh beef, when the cost of the former does not exceed that of the latter.

1378. Fourteen ounces of dried fish, or eighteen ounces of pickled or fresh fish, may be issued in lieu of the meat components of the ration.

1379. Molasses, or syrup, may be issued in lieu of sugar, at the rate of two gallons to fifteen pounds of sugar.

The Travel Ration.

1380. When troops are traveling by cars, stages, transports, or otherwise than on the march, or when, for short periods, they may be separated from necessary cooking facilities, the following articles may be issued in lieu of all components of the ordinary ration. They will constitute and be referred to as the "travel ration."
Per 100 rations:

1124 pounds soft bread; or
100 pounds of hard bread.
75 pounds of canned fresh beef; or
75 pounds of canned corned beef.
33 1-pound cans baked beans; or
20 2-pound cans baked beans; or
15 3-pound cans baked beans.
8 pounds roasted coffee.
15 pounds of sugar.

Six-pound cans of beef, and three-pound cans of beans, should be habitually issued. One and two-pound cans of beans, and two and four-pound cans of beef, will be issued when it is not convenient to provide the larger ones, or when small amounts are demanded. When troops arrive at their destination, or rejoin their station, such unconsumed articles of the travel ration on hand as are in good condition, will be turned over to the post commissary, and subsistence upon the ordinary ration immediately resumed. None of the articles will, under any circumstances, be sold as savings.

1381. When articles composing the “travel ration” accumulate at posts in excess of anticipated demands, they may, to prevent loss by deterioration, be issued to troops, upon the orders of commanding officers, according to the equivalents prescribed in paragraph 1380.

1382. To troops traveling by cars, stages, transports, or otherwise than on the march, and supplied with cooked or travel rations, liquid coffee may be furnished in lieu of the coffee and sugar portion of the ration, provided the cost thereof does not exceed twenty-one cents per man per day. The accounts therefor (Form No. 14) will show that coffee and sugar were not drawn for the time for which the liquid coffee was furnished, and by what officers the other portion of the ration were issued.

1383. For an organized command or a large detachment in charge of commissioned officers, funds for the purchase of liquid coffee will be transferred to, and be disbursed and accounted for by, a designated officer. At the end of the journey the unexpended balance will be transferred to the nearest commissary. For a small detachment the twenty-one cents per day authorized by paragraph 1382, for the number of days for which travel rations are furnished, may, on the order of the commanding officer directing the journey, be paid directly to the men, and their individual receipts (Form No. 15) will be taken and filed (with a copy of the order) with the account current of the commissary.

1384. Officers having on hand component parts of the ration, as pork, bacon, salt beef, dried beef, and fish, or flour, hard bread, and corn meal, or beans, peas, rice, and hominy, will keep themselves informed as to the number of rations of each available, and will determine in what relative proportion each should be issued, according to its condition, keeping qualities and cost, and will request their commanding officers to direct such issues as may seem best for the interests of the service.

1385. Whenever subsistence stores (articles of food) furnished for sales to officers and enlisted men, have accumulated at a post in excess of the wants for that purpose, and are liable to damage if kept on hand solely for sales, the excess may be issued to troops on ration returns, in lieu of some component parts of the ration of equal money value. In case, however, of hams, white sugar, Java coffee, dried or pickled fish, or of other articles which are equivalents of some of the components of the ration, the issue will be made at the rate per ration designated therefor.

1386. None of the stores issued in lieu of the component parts of the established ration will, under any circumstances, be bought as savings by the Subsistence Department.
1387. Savings from the ration may be sold for the benefit of the company, hospital, bakery, or other organization to which they belong, at the discretion of the officer in charge thereof, unless the Subsistence Department requires the stores for re-issue, in which case they must be sold to it. Yeast powder issued but not used will not be sold as savings, but must be returned to the Subsistence Department.

1388. The Subsistence Department will purchase, at the invoice price of the last lot of the article received by the officer making the purchase, prior to the first day of the month in which the purchase is made, such sound and well-conditioned articles of the ration (fresh beef and bread excepted) saved by companies, hospitals, bakeries, or other organizations, as the officers in charge thereof may desire to sell to the department. Savings or sales of fresh beef, after issue to the troops, are prohibited. The purchase vouchers (of savings) (Forms Nos. 16 and 17) 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 the officers in charge of hospitals, bakeries, etc., by any officer performing duty in 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, medical or other officer, the letter or name of the company, hospital, or bakery from which the savings are purchased, as well as the articles and quantities, must be entered on the abstract of purchases (Form No. 31) for the month. The purchase vouchers will be made in duplicate, when the officer purchasing the savings pays for them in the same month in which he takes them up on his return. These vouchers will accompany his accounts current. If not paid for in the month in which purchased, quadruplicate vouchers will be made out—one set, without receipts, to accompany the returns of subsistence stores for the month.

Issues to Hospitals.

1389. Issues to hospital will be made on ration returns (Form No. 66) signed by the medical officer in charge, and approved by the post commander. These returns will be made for a few days at a time. They will be entered on the abstract of issues to troops (Form No. 39).

1390. The rations or parts of rations not drawn (including fresh beef) to which the hospital is entitled, shall be purchased and accounted for by the commissary (Form No. 17). The money value of these undrawn rations shall be paid to the senior medical officer at the post or station. The fresh beef so purchased will be dropped from the return of subsistence stores as "Dropped, undrawn by hospital. See Returns No. — and No. —. Abstract of Issues to Troops," on which abstract, opposite the entry of the proper ration return, will be noted the number of rations undrawn.

1391. Accounts for the board of soldiers in private hospitals will not be paid by commissaries of subsistence. The settlement of such accounts is assigned to the Medical Department.

Issues to Civilians.

1392. One ration a day may be issued to each civilian employed with the Army when the rate of pay does not exceed $60 per month, and when the circumstances of his service make it necessary, and the terms of his engagement provide for it. These issues will be on ration returns (Form No. 39) similar to those used for troops, signed by the officer in charge of the employés, and ordered by the post commander.

1393. One ration per day, in kind, may be issued to a contract physician when the stipulations of his contract provide for it. Such rations will be drawn on ration returns, approved by post commanders, and in the month when due.
REGULATIONS FOR THE ARMY OF THE UNITED STATES. 155

Issues to Destitute Citizens.

1394. Rations will not be issued to destitute persons, except when, to prevent starvation or extreme suffering, the overruling demands of humanity shall move the commanding officer to assume the responsibility of ordering limited issues, he trusting to the circumstances, which will be fully stated in the order for the issue, that the Secretary of War will sustain his action.

Issues to Indians.

1395. When articles composing the ration can be spared from the supplies on hand at a military post, the commanding officer may, at his discretion, direct the issue of small quantities of the same to Indians visiting the post. Indians will not be continuously subsisted from Army supplies, except by the special orders of the Secretary of War.

1396. When issues are made to visiting Indians the orders therefor will be in writing, and will state the necessity for the issue, the number of Indians, the tribe or tribes to which they belong, the number of days for which the issues are made, and the articles and quantities to be issued. A copy of the order will accompany the abstract of such issues (Form No. 39). The cost of the articles issued, including cost of transportation (when it can be ascertained), will be reported upon the abstract.

Extra Issues.

1397. The following extra issues may be made when necessary for the public service:

1. Adamantine candles, at not exceeding the following rates per month, when oil for illuminating purposes is not furnished by the Quartermaster's Department:

To headquarters:
- Of a military geographical division or department ............... 30 lbs.
- Of a military geographical district ................................... 20 lbs.
- Of a military geographical sub-district .............................. 10 lbs.

To headquarters in the field:
- Of each separate army when composed of more than one corps ...... 40 lbs.
- Of an army corps ................................................................ 30 lbs.
- Of a division ....................................................................... 20 lbs.
- Of a brigade or of a regiment ............................................ 10 lbs.
- Of a battalion, serving separately from regimental headquarters ... 10 lbs.

To offices and store-rooms:
- Of the chief quartermaster or chief commissary of subsistence of a military division, department, district, or depot of supply, from April 1st to September 30th ........................................... 10 lbs.
- Of the quartermaster or commissary of a military post, from April 1st to September 30th ........................................... 5 lbs.
- From October 1st to March 31st, at a rate per month not exceeding double the above quantities.

To guards:
- To the principal guard of each camp, per month ...................... 12 lbs.

2. Lantern candles; to stables: Such quantity as the commanding officer shall order as necessary.

3. Salt. At the following rates:

For public animals: To each animal 2 ounces per week; or when, in the opinion of the commanding officer, so much is necessary, 12 ounces per month may be allowed.
4. Vinegar. At the following rates:
   For public animals: To each 100 horses of cavalry and artillery, for sanitary purposes, such quantity as may be necessary, not exceeding 2 gallons per week.

The above issues will be made by the Subsistence Department on requisitions (Form No. 41) signed by the officer in charge of the guard, stable, headquarters, office, etc., and approved by the commanding officer, who will determine whether the whole or a part of the allowance shall be issued. The number of animals and the period for which salt and vinegar are drawn will be stated in each requisition and entered on the abstract (Form No. 40).

Sales.

1398. Sales of damaged subsistence supplies will be made on due public notice, and in such market as the interests 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 (Form No. 50), will accompany the proper returns.

1399. Subsistence supplies in good condition, but not required for use, will be disposed of by orders from the Commissary General of Subsistence. In urgent cases, such as a sudden abandonment of the post, their rapid deterioration, etc., these supplies may be sold as prescribed in the preceding paragraph, or otherwise properly disposed of, on the written advice of an inspecting officer, approved by a commanding general.

1400. The Subsistence Department will sell to the Quartermaster's Department, at cost price, the flour which the latter is required to provide, for use in target practice, under the provisions of paragraph 397; also the matches which the latter is directed to issue to troops in paragraph 1106.

1401. The proceeds of all sales of subsistence supplies are exempt from being covered into the Treasury, but will be taken up on the officer's account current as being immediately available for the purchase of supplies.

Sales to Officers and Enlisted Men.

1402. The Subsistence Department is authorized to provide, for sales to officers and enlisted men, articles composing the ration, and such other articles as may be designated by the Inspectors General of the Army. The Commissary General of Subsistence will, from time to time, furnish the proper officers with lists of such articles, and instructions for procuring, selling, and accounting for the same.

1403. Subsistence supplies sold to officers and enlisted men and employees are for the use of purchasers, and must not be sold or bartered by them.

1404. Potatoes and onions will be furnished only at places where they cannot be procured by cultivation, or by purchase at reasonable rates, otherwise than through the Subsistence Department. When required in a department or district, they will be included in the tabular statement directed in paragraph 1398.

1405. Articles purchased by the Subsistence Department, by actual net weight, will be sold to officers and enlisted men at actual net weight at the time of sale; but articles put up in wrappers or canvas covers—such as hams, or breakfast bacon, which are usually bought by weight, including wrappers and covers—and articles purchased in sealed cans, cartoons, or packets, will be sold as purchased.

1406. Any officer of the Army (including contract surgeons), on his certificate that they are for his personal or family use, or for an officer's mess of which he is caterer, may purchase from the Subsistence Department any article denominated "subsistence stores," except forage for beef-cattle, paying cash therefor at cost price. An enlisted man may, on a written permit designating the quantities, and approved by the commanding officers of his company and of the post, make like purchases for cash. A company, detachment, or hospital may purchase in like manner, and at the same rates, upon the certificate of the officer commanding the company or detachment,
or in charge of the hospital, that the stores are necessary for the exclusive use of such company, detachment, or hospital. Sales to officers will be reported on the abstract of sales to officers (Form No. 42); those to enlisted men, and to companies, detachments, and hospitals, on the abstract of sales to enlisted men (Form No. 45). The commanding officer will compare the certificates and permits with the commissary's abstracts of sales (Forms Nos. 42 and 45) and if correct, will so certify on the abstracts.

1407. When an officer of the Army is absent from his family, any member thereof authorized by him may, in his name, make purchases, as specified in the preceding paragraph, upon his written request to the commissary at the place where the purchases are to be made.

1408. Whenever subsistence stores, sold to officers, are paid for within the calendar month in which they are sold, the sales shall be regarded as cash sales; if not paid for within that month, they will be regarded and reported as credit sales, and the amounts due will be collected through the Pay Department, as provided in sections 1144 and 1299, R. S.

1409. Subsistence stores may be sold on credit to an officer who has not been regularly paid, or who is in the field where it is impracticable to procure funds, upon his certificate that the stores are required for the use of himself and his family, and his written receipt for the articles (Form No. 68).

1410. "Abstracts of sales to officers on credit" (Form No. 43) will be made in duplicate, one to accompany the return of subsistence stores and the other to be filed with the one retained. A "Statement of dues to the Subsistence Department from officers for subsistence stores sold to them on credit" (Form No. 44) will be made in duplicate, one to be attached to the "Abstract of sales to officers on credit," which accompanies the return of stores, and the other to be attached to the retained abstract.

1411. Every officer purchasing subsistence stores on credit shall, at the end of the month in which the purchase is made (or earlier if the selling officer ceases to perform subsistence duty, or the purchasing officer leaves the post or station), be furnished by the commissary with a certified bill (Form No. 63) showing the articles purchased, the quantity and price of each, and the total amount due.

1412. Every officer who purchases subsistence stores on credit shall enter on his pay account, for the month in which such purchases are made, the amount of his indebtedness therefor, as shown by the certified bill, or bills, furnished him under the provisions of the preceding paragraph. The amount of each bill will be separately entered on the pay account as follows: "Deduct — dollars and — cents, the amount due the Subsistence Department for stores purchased on credit, at Fort ——, in the month of ——, 18—, from —— Lieut. A — B, —— Regt. of ——, A. C. S."

The total amount of such entries shall be withheld and taken up by the paymaster when he pays the account.

1413. Subsistence stores may be sold on credit to enlisted men who have not been regularly paid, or who are in the field where it is impracticable to procure funds, on written permits (Form No. 64), signed by their respective company commanders and approved by their commanding officers; but such permit shall not be given to any enlisted man in excess of the amount of unincumbered pay due him, nor in any month in excess of the amount of his monthly pay. The permits will, as a rule, be made monthly, and for all of the enlisted men of a company who desire to purchase stores on credit. Post commanders will designate a special time for the enlisted men of each company to receive their stores, and establish such other rules as they may deem necessary, to economize labor and secure accuracy in delivering and accounting for them.

1414. "Abstracts of sales to enlisted men on credit" (Form No. 46) will be made in duplicate, one to accompany the return of subsistence stores and the other to be filed with the retained return. A "Statement of dues to the Subsistence Depart-
ment from enlisted men, of subsistence stores sold to them on credit" (Form No. 46), will be made in triplicate, at the end of each month (or earlier if the officer ceases to perform subsistence duty, or the company leaves the post or station), for each company to the enlisted men of which sales have been so made. One of the triplicates will be filed with the "Abstract of statements of dues to the Subsistence Department from enlisted men for stores sold to them on credit" (Form No. 48); one will be filed with the retained abstract, and the third delivered by the commissary to the company commander for file with the company records. The company commander will be held responsible that each enlisted man is charged, on the first ensuing muster and pay-rolls, with the value of the stores reported on the statement furnished by the commissary, and the charges shall be continued, on succeeding rolls, until the full amounts due are collected by the paymaster.

1415. All amounts withheld or collected by paymasters under the provisions of paragraphs 1412 and 1414 will be promptly transferred to the senior disbursing commissary present, or at the paymaster's station; the paymaster giving the commissary duplicate invoices (Form No. 3) and taking his receipt, on each pay account or pay-roll, for the amount withheld therein and transferred. The invoices shall designate each pay account affected (by name of officer and period) and pay-roll (by company, regiment, and muster period), and name the amount collected therein.

1416. On the first day of each calendar month officers doing duty in the Subsistence Department will prepare a list, showing the cost prices at which stores will be sold to officers and men during that month. Such cost price, for each article, will be the invoice price of the last lot of that article received by the officer prior to the first day of said month.

Sales to Civilian Employés.

1417. Civilians employed with the Army at remote posts, where food cannot otherwise be procured, may purchase stores from the Subsistence Department in limited quantities, for their own personal use only, paying cash therefor on delivery at invoice or contract price, with 10 per cent. added.

Commutation of Rations.

1418. No persons, except enlisted men, will be paid commutation of rations by the Subsistence Department.

1419. Commutation, in lieu of rations, 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 it is specially authorized by the Secretary of War.

1420. Rations in kind will be furnished to men traveling under orders in all cases where they can carry and cook them; when they cannot cook them en route, cooked rations, or the prescribed travel ration, will be furnished when practicable.

1421. Commutation of rations will not be allowed to men traveling under orders when they can be subsisted as required by the preceding paragraph.

1422. The Commissary General of Subsistence is authorized to cause the rations of sergeants of the post non-commissioned staff, on duty at forts and stations, where there are no other troops, to be commuted at the rate of forty cents per day.

1423. Commutation of rations, at thirty cents per day, may be paid to soldiers stationed where the Government does not otherwise provide for their subsistence, on satisfactory evidence that they have not received rations, or an equivalent therefor, during the period for which commutation is claimed.

1424. Commutation of rations may be paid to a soldier detached, traveling under orders, at the rate of one dollar and fifty cents per day, or less, as the Secretary of War may direct, when it is impracticable for him to be subsisted as required by paragraph 1420. The amount will be paid by the commissary when due, or in advance, upon the order of the commanding officer, for the necessary number
of days' travel over the shortest traveled route. The voucher (Form No. 12) will show the nature and extent of the duty and kind of transportation, and will be accompanied by the order directing the journey to be made, or a duly authenticated copy thereof, which order will state that the journey is necessary for the public service, that it is impracticable for the soldier to carry rations of any kind, and, if payment of commutation is ordered in advance, the number of days for which it is to be made. When it is proper that the original order shall be retained by the soldier, the amount paid him will be noted thereon, with the date and place of payment duly signed by the commissary. There must be added to the voucher the certificate of a commissioned officer (in all practicable cases that of the officer ordering the journey) that the number of days charged for is (or was) the actual time required to make the journey, and that he is satisfied that it is (or was) impracticable for the soldier to be subsisted as required by paragraph 1420.

1425. The commutation of rations specified in paragraph 1424 will be allowed, as a rule, only in case of a soldier traveling alone under orders. It will not be paid to detachments consisting of more than two men, nor in any case where the travel can be accomplished in less than twenty-four hours, except in case of an enlisted man ordered from the place or station where his rations have been regularly commuted, or where rations in kind cannot be furnished.

1426. Commutation of rations, at twenty-five cents per day, will be paid to a soldier on furlough by competent authority, provided he has reported for duty at his proper station, as required by the furlough, on or before the date of its expiration. The furlough must show the date to which the soldier has been subsisted, and must be presented with the claim for commutation (Form No. 13), with the certificate of a commissioned officer that the soldier has returned to duty at its expiration. Payment will not be made until the expiration of the furlough and return therefrom. The officer making the payment will indorse the fact upon the furlough, and certify on the voucher for the payment that he has made such indorsement.

EXTRA DUTY PAY.

1427. The per diem allowed by law to enlisted men detailed on extra duty in the Subsistence Department will be paid by the commissary at the end of each calendar month, or when relieved (Form No. 30).

BOOKS.

1428. At each military post, a "Letter Book," a "Commissary Book," and a "Record Book" will be kept by the commissary, and will not be removed therefrom. In the commissary book will be entered all the returns of subsistence stores. In the record book will be copied all letters, orders, instructions, and other authoritative papers, not printed, relating to the administration of the duties of the Subsistence Department, which are received by a commissary and which should be brought to the attention of his successor.

1429. Every disbursing officer of the Subsistence Department will keep, in a "Cash Book," a detailed record of all money, item by item, received or disbursed by him. The book will be balanced at the end of each calendar month (or more frequently if necessary), to exhibit the precise condition of his money responsibility.

1430. A detailed account of all sales to officers and enlisted men shall be made, at the time of sale, in a book kept for that purpose, and, at the close of each day, such sales shall be made up and recorded; the cash sales in one book, those on credit in another.

1431. The following returns and accounts, to be prepared in accordance with the directions furnished with the blanks, are required:

1. An account current (Form No. 1) will be prepared and forwarded, within ten days after the close of each month, by all officers responsible for subsistence funds.
2. Weekly and monthly statements of funds, prepared as directed in paragraph 740.

3. Return of subsistence stores (Form No. 30). Abstract of purchases (Form No. 33) without vouchers; the invoices of stores received in the month (if numerous, an abstract thereof), and all other papers upon which stores have been received; all abstracts of issues and sales; receipts of stores, with or without an abstract; accounts of auction or other special sales; certificates of wastage, of loss, and other papers accounting for subsistence stores disposed of, filed in the order in which they are entered upon the returns.

Return of subsistence property (Form No. 57). The abstract of purchases of such property, without vouchers; invoices of property, and, if numerous, an abstract thereof; and all other papers upon which such property has been received; all receipts of property, with or without an abstract; accounts of auction or other special sales; certificates of loss and of expenditures, and any other papers upon which subsistence property has been disposed of, filed in proper order under one band or tie; will be rendered quarterly.

The articles and quantities of stores sold to officers, to companies, or other organizations of enlisted men, to civilians employed with the Army, to Indian agents, to departments of the military service, etc., or at auction, and the net proceeds thereof, will be reported separately on the proper abstracts, returns, and accounts current for the month.

4. Issues to regulars, volunteers, militia, civilians employed with the Army, and to Indians, and extra issues, will be entered on separate abstracts (Form No. 39), each to be certified by the officer commanding at the time they are presented for verification. The original ration returns will be retained by the commanding officer who certifies the abstract; the latter, after completion, being the commissary's voucher for the issues.

Abstracts of issues to regulars, civilians, etc., will show in the column of "Remarks" the company and regiment of the former, or the staff department in which the latter are employed. When an abstract requires more than one sheet of paper, the sheets will be numbered in series, and the total at the foot of each sheet will be carried to the head of the next.

5. When subsistence stores or subsistence property have been lost or improperly issued, their cost must be taken up on the officer's account current, unless the loss or issue shall be explained, and the explanation admitted as satisfactory.

6. Officers when notified of errors in their returns will correct them on the return for the month or quarter in which they receive such notification, by taking up or dropping the amount of stores or of property necessary to cover the errors. It will be stated in the column of "Remarks" in what month or quarter the errors occurred. When the errors are numerous, abstracts of errors should accompany the return upon which the corrections are made, and should contain full and complete remarks.

7. A similar course of examination and action will be taken by the Commissary General of Subsistence upon the returns of subsistence stores, and the return of subsistence property, as is prescribed for the return of quartermaster's stores.

1432. Empty barrels and boxes, hides, tallow, 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. An abstract of such sales (Form No. 54), showing names of purchasers, dates, prices, and quantities sold, will be filed with the account current. The proceeds will be accounted for as prescribed in paragraph 1401.

ARTICLE LXXX.
PAY DEPARTMENT.

1433. The Paymaster General, under the direction of the Secretary of War, has charge of the supply and distribution of funds for the payment of the Army, and all other matters pertaining to the financial duties of the Pay Department.
1434. An officer of the Pay Department may be assigned to the headquarters of a division or department, as chief paymaster thereof. He will, under the direction of its commander, have control of all paymasters stationed therein, and be responsible for the payment of the troops of the command.

1435. Military commanders will assign paymasters, ordered to their commands, to such stations as will best secure the regular and prompt payment of the troops and the safety of the public funds. In directing payments they will not require a paymaster to be absent from his station on the last day of the month, except for special reasons, which will be reported to the Adjutant General.

1436. Assistant and deputy paymaster generals, and all chief paymasters, will make local, and a due proportion of other payments, in addition to their regular duties.

1437. The Paymaster General shall make timely requests for remittances of funds for the payment of troops. Chief, and such other paymasters as may be required to do so, will transmit their periodical estimates for funds, direct to the Paymaster General, stating the amounts required under each appropriation for pay of the Army. They will be held responsible for any unnecessary accumulation of funds supplied on their estimates, either in depositories or in the hands of paymasters under their control.

PAYMENTS TO OFFICERS.

1438. Officers are paid monthly, on duplicate accounts, certified by themselves, according to prescribed forms. (Form No. 3, for pay; Form No. 11 for travel; Form No. 17 for commutation of quarters.)

1439. As far as practicable, officers will draw their pay from paymasters assigned to pay the posts where they are stationed. When officers are absent therefrom, paymasters will, before paying them, require proof of proper authority for such absence.

1440. An officer shall not hypothecate, or transfer, a pay account not actually due. When due, it may be transferred by indorsement, naming the party to whom it is transferred, and may be paid by the proper paymaster, if he be satisfied of the genuineness of the officer's signature, and if no stoppage or other disability as to pay prevents. The date of transfer, certified by the officer whose account it is, will appear in the indorsement. When an officer transfers his pay accounts, he will immediately communicate the fact to the chief paymaster of the department in which he is serving, through the paymaster who is expected to pay them. If the officer be on leave, or if his accounts are payable in Washington, the notification of transfer will be made to the Paymaster General.

1441. When the Paymaster General shall learn that an officer has drawn pay more than once for the same period, he will immediately report the fact to the Adjutant General, for the consideration of the Secretary of War, and will call upon the officer to make refundment of the amount overrun.

1442. Payments, except to troops at posts and in the field, will be made by check, unless the paymaster is authorized to keep funds in his possession.

1443. The following officers, in addition to those whose pay is fixed by law, are entitled to pay as mounted officers: Officers of the staff corps below the rank of major, officers of troops of cavalry, officers of a light battery duly organized and equipped, officers announced in orders from the Adjutant General's Office as acting signal officers, authorized aides-de-camp duly appointed as such, acting inspectors general, officers actually serving with companies of mounted infantry, and officers on duty which, in the opinion of the department commander, requires them to be mounted, and is so certified by the latter.

1444. Department commanders will announce, in orders, the authority obtained from the Secretary of War for mounting companies of infantry, giving the date from which such mounted service commences; also the date of termination of the same. These announcements will guide the Pay Department in paying mounted pay to officers of companies so serving.

17519—11
1445. Master-rolls and returns of light batteries and companies of mounted infantry will show, in all cases, number, date, and source of order authorizing the service. A copy of the order will be attached to the first master-rolls prepared after the battery or company has been equipped or mounted; a copy of the order discontinuing such service will appear on the first master-rolls prepared after its discontinuance. The pay accounts of officers charging mounted pay will contain the same information.

1446. An acting commissary of subsistence will be paid the additional pay allowed by law, on the certificate of the Commissary General of Subsistence that he has performed the duty contemplated therein during the time charged. To entitle him to this pay, he must be detailed under proper orders from some established post or body of troops, and must issue full rations to troops from stores for which he is responsible.

1447. No officer shall receive pay for two staff appointments for the same time. This prohibition does not prevent a regimental quartermaster who, in addition to the duties of his office, may be acting commissary of subsistence, from receiving the extra compensation allowed by law for performing the duties of the latter.

1448. A person appointed to the Army, or receiving an appointment to a new office therein, is entitled to pay from the date of acceptance only. In all cases of promotion an officer is entitled to pay from date of vacancy.

1449. An officer or contract surgeon leaving the service shall, before receiving final payment, produce certificates from the several accounting officers of the Government as to his indebtedness to the United States, and shall make an affidavit, upon the final voucher, to the correctness of the several items contained therein, stating the place of his residence, and the fact that he is not indebted to the United States on any account whatever, except as shown by said certificates.

1450. An officer who tenders his resignation while on duty will receive pay to include the date on which he receives notice of acceptance, if he continue on duty until that time; or, if sooner relieved from duty, to include the date of relief. An officer whose resignation takes effect while he is on leave will be paid to include date of acceptance.

1451. An officer placed upon the retired list will receive active pay to include the date of retirement. If on duty, he will receive such pay to include the date of relief from duty.

1452. An officer dismissed by sentence of court-martial will be paid to the date of termination of service, as specified in the order promulgating the sentence.

1453. In computing longevity pay, service performed as cadets at the Military or Naval Academy, or as enlisted men of the Army or Navy, will be counted.

1454. In payments to officers and enlisted men, the days of commencement and expiration of service will be computed. When service begins on the 31st day of a month, pay will not be allowed for that day.

1455. An officer of the Army duly appointed to a grade in the volunteers, or militia, at the time in actual service of the United States, superior to that held by him in the Army, shall be entitled to the pay and emoluments of the grade to which appointed after proper muster therein.

PAY DURING ABSENCE.

1456. The laws affecting pay of an officer during leave of absence will be found in section 1265, Revised Statutes, and the act of July 29, 1876.

1457. An officer absent on a duly accepted certificate of disability, on account of sickness or wounds, will be allowed pay as if on sick leave under proper order. The certificate of disability will cover entire calendar months, and not monthly periods commencing with intermediate days.
1458. To entitle him to full pay during absence on account of sickness or wounds, an officer must exhibit to the paymaster an order from competent authority granting his sick leave, or the formal acceptance, by the Adjutant General, of a certificate of disability covering the time charged. In the latter case, the paymaster will certify on the officer's pay account that he has seen such official acceptance.

1459. The pay account of an officer on leave will, throughout the period of his absence, exhibit the date of commencement of leave, the authority therefor, and, in case the account is for the month in which the absence terminates, the date of return to duty. In all cases the day of departure (or relief from duty) will be counted as a day of duty, and the day of return as a day of leave.

1460. In determining the period for which an officer is entitled to full pay on leave, time within four successive leave years, terminating with the one in which absence is taken, shall be considered. If the absence does not cover the entire period for which full pay is allowed, the balance thereof shall be placed to the officer's credit as belonging to the last year or years of the four considered, and may be made available for future leaves.

1461. The leave year is reckoned from June 20th to the following June 19th, both days inclusive. In computing the period of absence during any one leave year, each and every day's absence during periods less than one month must be included.

1462. When an officer on leave claims full pay for any part of his absence, the paymaster will ascertain the time for which he is entitled to the same from the monthly list of absences issued from the Adjutant General's Office; or, if that does not afford the information, from the officer's statement on his account as to the time for which he may have been absent on leave during each leave year.

1463. Officers ordered to temporary duty while on leave, will be regarded as on duty from the day on which they receive the order placing them thereon. When, however, the duty is to be performed at a future date specified in the order, they will not be regarded as on duty until the date they are required to start to obey the order. The date of receipt of the order in the first case, and the date of departure in the second, will be promptly reported to the Adjutant General. When relieved from the duty assigned to them, or on the completion thereof, they revert to the status of leave, and will be credited with the time they were actually on duty under such order.

TRAVEL ALLOWANCES.

1464. When an officer travels, without troops, under orders from competent authority, he is entitled under existing law to the following allowances:

1st. To mileage at the rate of four cents per mile for the distance between the points covered by the order. Such distance will be computed over the shortest usually traveled route.

2d. To reimbursement of the cost of transportation actually paid by the officer over the route above specified (exclusive of sleeping or parlor-car fares, charges for baggage, and transfers); upon his certificate that he did not obtain transportation from the Quartermaster's Department. Officers cannot be reimbursed, however, for cost of transportation over free roads, or over bond-aided Pacific railroads; but transportation, in kind, will be furnished them by the Quartermaster's Department over such roads.

1465. The travel allowances provided for in paragraph 1464 will be paid by paymasters stationed in the division or department from the headquarters of which the order for the journey was issued.

1466. Claims for travel allowance based upon orders issued from the headquarters of the Army will be forwarded to the Paymaster General for settlement.

1467. An order by which a claim for travel allowance is supported, must recite that the travel therein directed is necessary for the public service, and should direct the officer to return to his station upon completion of assigned duty, if such return is contemplated. An order for travel, part of which is to be made with troops, should
call upon the Quartermaster's Department to furnish transportation over that portion of the route, in order that the officer may receive travel allowances for the remaining portion.

**1468.** Orders should not prescribe lines of travel except in cases where it is indispensable to the public service, or made unavoidable by special causes, when the reasons will be clearly set forth in the order.

**1469.** The original order for the journey, with all the indorsements thereon, or a certified copy of the same, will accompany each voucher for travel allowances.

**1470.** Lists of distances are compiled by the Paymaster General, and in accordance therewith mileage shall be computed no matter by what route the travel may have been performed. Exception to this rule will only be made when the terms of the order, or the impracticability of the "shortest usually traveled route," compel the officer to take another one. In such case travel allowances will be computed over the route actually traveled.

**1471.** When an officer on leave of absence is ordered to rejoin his station, he will not be entitled to travel allowances unless the public service requires the performance of duty en route, in which case the order will specify the duty, the necessity therefor, and the point at which the duty will begin and end.

**1472.** Orders to temporary duty contemplating travel without troops, while on leave of absence, carry travel allowances for actual travel from place of receipt of order to place of performance of duty and return.

**1473.** When the station of an officer, serving either with or without troops, is changed while he is on leave of absence, he will, on joining his new station, be entitled to travel allowances for the excess of distance, if any, from the place of receipt of his order to his new station, over the distance between that place and his old station.

**1474.** When an officer who is under orders to change station, takes advantage of a leave of absence subsequently granted, and before he joins his new station, he is not deprived of the travel allowances to which he would be entitled had he not availed himself of the leave.

**1475.** When an officer who is relieved from duty at a station, and is granted a leave of absence before assignment to another station, receives an order of assignment before expiration of leave, he is entitled to travel allowances from the place where he receives the order to his new station.

**1476.** The maximum sum allowed contract surgeons when traveling on duty, or from the place of annulling to the place of making the contract, unless such contract shall have been annulling for misconduct or neglect of duty, shall be four cents per mile, and in addition thereto, when transportation cannot be furnished by the Quartermaster's Department, the cost of the same actually paid by them, exclusive of sleeping or parlor-car fare and transfers.

**1477.** An officer traveling on duty in connection with public works (not fortifications, arsenals, military survey or explorations) receives mileage from the appropriation for the work on which he is engaged, but if there be no appropriation he will receive traveling allowances from the Pay Department.

**1478.** In the following cases no expense of travel is allowed: In joining for duty upon first appointment to the military service; or under the first order after a reinstatement, or reappointment; or under an order to effect a change of station, or a transfer from one company or regiment to another which has been made at the request of the parties. Assistant surgeons, contract surgeons joining for duty under the first order, graduates of the Military Academy joining their stations, and enlisted men journeying under first order after appointment or commission, are excepted from these provisions.

**1479.** Allowances for travel of officers summoned to testify before committees of Congress are not a proper charge upon the appropriations for the support of the Army.
REGULATIONS FOR THE ARMY OF THE UNITED STATES. 165

COMMUTATION OF QUARTERS.

1480. Officers on duty, without troops, at stations where there are no public quarters, are entitled to commutation therefor, which will be paid by the Pay Department at established rates.

1481. Commutation of quarters will be paid by the senior disbursing paymaster at the station for which it is claimed; or, if there be no paymaster there, by the chief paymaster of the department, or by a subordinate whom he may designate.

1482. An officer on duty at a station where he is properly in receipt of commutation of quarters, is entitled to the allowance during leave on full pay. If he is relieved from duty at the station and then granted a leave, his commutation ceases.

1483. An officer does not lose his right to quarters, at his permanent station, by a temporary absence on duty. While he continues to hold that right, and exercises it by constructive occupation or use of any kind, he cannot legally demand quarters nor commutation therefor at any other station. Exceptions to this rule can be made only by the Secretary of War.

1484. When the command to which an officer belongs changes station during his temporary absence on duty, he loses his right to quarters from the time it departs from its old station, and does not acquire a right at the new station until he has reported for duty thereat. He is entitled, in the meantime, to quarters or commutation therefor, at the station where he is temporarily serving.

1485. Officers who, for the convenience of the Government, are directed to await orders for a limited period at a designated point where there are no public quarters, are entitled to commutation of quarters, and have the right to purchase fuel at the regulation rates. An officer ordered to report, "by letter," to a superior, does not become entitled to commutation of quarters until he receives specific orders assigning him to a station.

1486. The first voucher for commutation of quarters at any station must be accompanied by a copy of the order, or authority, assigning the officer to duty thereat. In subsequent vouchers for commutation, the paymaster will refer by number, etc., to the first voucher with which the order is filed.

1487. When a paymaster is relieved from duty at a station, or in case of anticipated prolonged absence therefrom, he will furnish his successor, or, if the station be broken up, his chief paymaster, with a certified statement setting forth the name and grade of each officer who is reported upon his list as receiving commutation at the time, together with the number and date of the voucher with which the officer's order entitling him to commutation is filed.

STOPPAGES OF PAY.

1488. When it is ascertained, by any bureau of the War Department, that an officer has been overpaid, or is indebted to the United States for money or property, or has failed properly to account for the same, the chief of such bureau will promptly notify him of the amount of his indebtedness, or his failure to account. If, after such notice, he does not refund or make satisfactory explanation, or take proper action within a reasonable time, the matter will be reported to the Secretary of War.

1489. Stoppages may be made against the pay of officers, on the order of the Secretary of War, for overpayments, for illegal disbursement, or loss through fraud or neglect, of the public funds; and for deficiencies in, loss of, and damage to, military supplies, unless they furnish proof that the deficiency, loss, or damage was not occasioned by any fault on their part.

1490. The notice of stoppage of officers' pay will be prepared in the form of a monthly circular to paymasters, advising them of stoppage outstanding at its date. This circular will be submitted to the Secretary of War for his approval prior to its publication. When an officer's name is borne thereon, no payment of salary will be made to him which is not in accordance with the stoppage entry made against his name.
1491. Overpayments to an officer will be deducted on the first payment, after a notice of stoppage against him is received, even if the pay accounts have been assigned. The assignee takes the account subject to all risks of stoppage.

**PAYMENT OF CADETS AT THE MILITARY ACADEMY.**

1492. Payment on bi-monthly muster and pay-rolls shall be made to the cadets at the U.S. Military Academy by an army paymaster, who will turn over the net amount of such rolls to the treasurer of the academy, to be by him disbursed, on account of said cadets, under rules laid down in the Military Academy regulations.

**PAYMENT OF ENLISTED MEN.**

1493. Troops will be paid every two months, unless circumstances prevent; in which case the paymaster charged with the payment will immediately report the facts through his chief paymaster to the Paymaster General.

1494. Payments to enlisted men, except upon discharge, to those on the retired list, and ordnance sergeants at posts not garrisoned, shall be made on muster and pay-rolls.

1495. Officers in command of companies and detachments, and in charge of hospitals, will attend at the pay table, witness the payment of their men, and certify at the foot of the muster and pay-rolls that the payment was witnessed by them. All enlisted men present shall receive the pay-roll for the amount due them thereon. When a soldier cannot write, he will receive by mark, which will be witnessed by a commissioned officer.

1496. A paymaster is not authorized to pay money to any person other than the one entitled to it. If he intrusts the pay of a soldier to a third party, he does so at his own risk.

1497. Paymasters will wear undress uniform when paying troops upon the regular musters.

1498. The rates of pay to enlisted men during their first enlistments are shown in the following table:

**TABLE OF MONTHLY PAY OF ENLISTED MEN OF THE UNITED STATES ARMY.**

*(Sections 1277, 1279, and 1280 to 1284, Revised Statutes.)*

<table>
<thead>
<tr>
<th>Year of enlistment</th>
<th>First year</th>
<th>Second year</th>
<th>Third year</th>
<th>Fourth year</th>
<th>Fifth year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount retained per month</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Rank and Service.**

**Company.**

<table>
<thead>
<tr>
<th>Rank</th>
<th>Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>Private—Artillery, Cavalry, Infantry, and Hospital Corps</td>
<td>$13</td>
</tr>
<tr>
<td>Private (second class)—Engineers, Ordnance, and Signal Corps</td>
<td>$13</td>
</tr>
<tr>
<td>Gunner—Artillery, Cavalry</td>
<td>$14</td>
</tr>
<tr>
<td>Corporal—Artillery, Cavalry, and Infantry</td>
<td>$15</td>
</tr>
<tr>
<td>Blacksmith, Farrier, and Saddler—Cavalry</td>
<td>$16</td>
</tr>
<tr>
<td>Sergeant—Artillery, Cavalry, and Infantry</td>
<td>$17</td>
</tr>
<tr>
<td>Private (first class)—Engineers, Ordnance, and Signal Corps</td>
<td>$18</td>
</tr>
<tr>
<td>Corporal—Engineers, Ordnance, and Signal Corps</td>
<td>$19</td>
</tr>
<tr>
<td>First Sergeant—Artillery, Cavalry, and Infantry</td>
<td>$20</td>
</tr>
<tr>
<td>Sergeant—Engineers, Ordnance, and Signal Corps</td>
<td>$21</td>
</tr>
</tbody>
</table>

**Regiment.**

<table>
<thead>
<tr>
<th>Rank</th>
<th>Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief Trumpeter</td>
<td>$22</td>
</tr>
<tr>
<td>Saddler Sergeant—Cavalry</td>
<td>$23</td>
</tr>
<tr>
<td>Principal Musician—Artillery, Cavalry, and Infantry</td>
<td>$24</td>
</tr>
<tr>
<td>Chief Musician—Artillery, Cavalry, and Infantry</td>
<td>$25</td>
</tr>
<tr>
<td>Sergeant Major—Artillery, Cavalry, and Infantry</td>
<td>$26</td>
</tr>
<tr>
<td>Quartermaster Sergeant—Artillery, Cavalry, and Infantry</td>
<td>$27</td>
</tr>
<tr>
<td>Veterinary Surgeon (senior)</td>
<td>$28</td>
</tr>
<tr>
<td>Veterinary Surgeon (junior)</td>
<td>$29</td>
</tr>
<tr>
<td>Hospital Steward—first class</td>
<td>$30</td>
</tr>
<tr>
<td>Hospital Steward—second class</td>
<td>$31</td>
</tr>
</tbody>
</table>

**Post.**

<table>
<thead>
<tr>
<th>Rank</th>
<th>Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ordnance Sergeant</td>
<td>$32</td>
</tr>
<tr>
<td>Commissary Sergeant</td>
<td>$33</td>
</tr>
<tr>
<td>Post Quartermaster Sergeant</td>
<td>$34</td>
</tr>
</tbody>
</table>

**General Service.**

<table>
<thead>
<tr>
<th>Rank</th>
<th>Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clerks—first class</td>
<td>per annum</td>
</tr>
<tr>
<td>Clerks—second class</td>
<td>per annum</td>
</tr>
<tr>
<td>Clerks—third class</td>
<td>per annum</td>
</tr>
<tr>
<td>Messengers</td>
<td>per month</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Not entitled to additional pay.</th>
<th>1,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not entitled to additional pay.</td>
<td>1,100</td>
</tr>
<tr>
<td>Not entitled to additional pay.</td>
<td>200</td>
</tr>
<tr>
<td>Not entitled to additional pay.</td>
<td>60</td>
</tr>
</tbody>
</table>
The increase of pay authorized in the third, fourth, and fifth years, as shown above, will be retained until the soldier's discharge, and will be forfeited unless he shall have served honestly and faithfully to date of discharge.

RE-ENLISTMENT AND CONTINUOUS SERVICE PAY.

1499. Re-enlistment pay under section 1282, R. S., will be allowed to all enlisted men (chief musicians, wagoners, artificers, and general service clerks and messengers excepted) at the rate of pay provided for the fifth year of a first enlistment, who have been honorably discharged and have re-enlisted within one month thereafter. One dollar per month of this pay, however, shall be retained until the soldier's discharge from such re-enlistment, subject to forfeiture unless he serves honestly and faithfully to that date. This re-enlistment pay having been once earned, by service through a re-enlistment, will be paid to the soldier during all future enlistments, whatever period of time may intervene between them and prior discharges, subject to the same conditions in regard to retention and forfeiture.

1500. Continuous service pay, under section 1284, R. S., is an additional monthly allowance, paid to all enlisted men (general service clerks and messengers excepted) who have served continuously for a longer period than five years. If, having been honorably discharged from an enlistment, they re-enlist within one month thereafter, they shall receive two dollars, in addition to the pay of their grades for each month of the first re-enlistment service; and for a second re-enlistment, within a month after honorable discharge, three dollars; and for each successive period of five years, so long as they shall remain continuously in the Army, an additional monthly allowance of one dollar. A re-enlistment after a month's absence does not entitle the soldier to continuous service pay. One or more terms of service rendered prior to August 4, 1854, shall be counted as one enlistment.

1501. The re-enlistment pay of an enlisted man, not entitled to continuous service allowances, will be indicated on the muster and pay-rolls as "entitled to re-enlisted pay." If entitled to both re-enlistment and continuous service pay, then as "$2.00 per month for five years continuous service." "$3.00 per month for ten years continuous service." "$4.00 per month for fifteen years continuous service, etc.

FORFEITURES AND DEDUCTIONS.

1502. The paymaster will deduct from the pay of all soldiers, except general service clerks and messengers and retired enlisted men, twelve-and-a-half cents per month for the support of the "Soldiers' Home," and also the authorized stoppages entered on the muster-rolls, descriptive lists, or final statements.

1503. The retained pay provided for in sections 1281 and 1282, Revised Statutes, is forfeited for the following causes:

1st. Dishonorable discharge by sentence of general court-martial on expiration of term of service or after completion of imprisonment extending beyond term of service.

2d. Imprisonment by sentence of general court-martial continuing until the end of or beyond the term of service.

The retained pay does not accrue to the soldiers under the law:

1st. When discharged before end of term of service under sentence of general court-martial.

2d. When discharged for minority or other cause involving fraud on his part in enlistment.

3d. When discharged because of imprisonment by civil authority or for disability caused by his misconduct.

The cause of forfeiture of retained pay must be stated on the muster and pay-rolls and on the final statements of the soldier.
CERTIFICATE OF MERIT.

1504. The extra pay of two dollars a month to a private soldier, upon a certificate of merit, will commence at the date of the service for which the certificate is given, and will be paid as long as he remains continuously in service as an enlisted man.

DEPOSITS.

1505. Any enlisted man may deposit his savings with any paymaster, in sums not less than five dollars, the same to remain so deposited until final payment on discharge. The paymaster will furnish the depositor with a book, in which each deposit, with name of depositor and date, place, and amount in words and figures, will be entered in the form of a certificate, signed by the paymaster and company commander. The company commander shall keep in the company record book an account of every deposit made by the soldier; and after each regular payment he, and all officers having charge of distinct detachments of enlisted men at date of deposit, shall transmit, direct to the Paymaster General, a list of names of depositors, showing in each case the date, place, and amount of deposit, and name of paymaster receiving the same. These lists will be carefully examined and compared with the record of deposits on the company or detachment book and the deposit book of the soldier before transmittal. Should a soldier who has made a deposit be transferred or desert, the fact shall be promptly reported direct to the Paymaster General by the officer in command of the company or detachment to which he belonged. In case of transfer, his descriptive list will be made to exhibit the date and amount of each separate deposit.

1506. On the discharge of a soldier, the date and amount (in words and figures) of each of his deposits will be entered upon his final statements; and his deposit book will be taken up by the paymaster who pays him, and filed with the voucher of payment. In case deposits are forfeited by desertion, the amounts of the same will be entered on the final statements under the head of "remarks," and the facts and authority for such forfeiture given.

1507. Before delivering final statements upon which deposits are credited, the officer signing them will ascertain if the soldier has the deposit book in his possession, and if so, instruct him to present it to the paymaster. Should he claim to have lost it, the officer will cause his affidavit to that effect to be taken and attached to the statements, the affidavit clearly setting forth the circumstances regarding loss of the book, and showing that the soldier has not sold or assigned it. Upon this evidence the paymaster may pay, and the responsibility for the correctness of amounts credited on the statements will rest with the officer certifying them.

1508. Paymasters will not pay deposits except on final statements. When they are not paid the soldier should forward his deposit book, or the evidence referred to in paragraph 1507, to the Paymaster General, who alone can settle such claims. Enlisted men should be informed of the importance of preserving deposit books, as the only certain means of insuring correct repayment without delay.

1509. For any sum of not less than five dollars deposited for the period of six months or longer, the soldier, when discharged, shall be paid interest at the rate of four per cent. per annum to date of discharge. The separate and accurate statement, by date and amount, of each deposit, is absolutely essential to the correct calculation of interest.

1510. On the death of a soldier, each deposit will be noted, with date, place and paymaster with whom deposited, in the inventory of his effects, and on the accompanying final statements with which his deposit-book will be filed.

1511. Both deposits and interest thereon will be forfeited by desertion, but are exempt from forfeiture by sentence of court-martial and from liability for the soldier’s debts.

1512. Paymasters will forward, with their accounts for the month, an abstract of soldiers' deposits, if any, received by them during such period. The abstracts will set forth the name, company, and regiment of each depositor, with date and
amount of deposit. The gross amount of the abstract will be carried to the account current, under the appropriation of "Pay of the Army" for the fiscal year in which the deposits were received. This amount may be disbursed by the paymaster under the same appropriation. Deposits, and interest thereon, paid on final statements, will be charged by the paymaster to "Pay of the Army" for the fiscal year in which the soldier is discharged. The Paymaster General will keep, in his office, such records as may be necessary to show the deposits made by the enlisted men of the Army.

PAY OF DESERTERS.

[See Art. XIX.]

1513. An enlisted man charged with desertion shall not receive pay until his offence has been investigated by a court-martial, or until he has been restored to duty without trial by competent authority.

1514. Every deserter shall forfeit all pay and allowances due at the date of desertion. Stoppages and forfeitures then due shall be deducted from his arrears of pay, and, if not satisfied by the latter, from pay due after apprehension. The company commander will note upon the first muster-rolls after apprehension all the data necessary to a complete settlement by the paymaster of the soldier’s account from date of last payment; and will carry the account to subsequent rolls until the contemplated settlement is made. The required data will include dates of last payment, and of desertion and apprehension; credits to the soldier at date of desertion on account of clothing; unsatisfied forfeitures under prior sentences, and dues to the United States at date of desertion, on account of clothing, subsistence, ordnance, etc. If, while absent in desertion, he illegally enlisted in another organization, the date of last payment in such enlistment and all stoppage due the United States at date of surrender or apprehension will be stated.

PAYMENT OF DISCHARGED SOLDIERS.

[See Art. XXII.]

1515. Discharged soldiers are paid on final statements (Form No. 30, A. G. Dept.) prepared in duplicate by the company or detachment commander. Paymasters will only pay upon the presentation of the duplicates. The Paymaster General will report to the Adjutant General any case of neglect to furnish the proper certificates.

1516. Upon payment of the final statements of a discharged soldier, the paymaster will place over his signature made on the soldier's discharge, the following: “Paid in full,” noting amounts paid, except when the final statements have been transferred and are not accompanied by the discharge.

1517. Paymasters, or other officers to whom a discharged soldier shall report the loss or non-receipt by him of final statements to which he is entitled, will report the fact to the Paymaster General, with any evidence the soldier furnishes them in the matter; the Paymaster General will transmit the evidence to the Second Auditor, for the settlement of the accounts.

1518. Traveling allowances to discharged soldiers are computed by taking the distance in miles, by the shortest usually traveled route, from place of discharge to that of enlistment, and allowing one day's pay, and subsistence at the rate of thirty cents, for every twenty miles of travel. If, in the computation, there remains a fraction of ten miles or more, it will be reckoned as a full day's pay and subsistence; if less, it will not be considered. If transportation has been furnished for any part of the distance, that part will be excluded from the computation of travel pay, but subsistence for the full distance will be allowed.

1519. Every enlisted man, discharged as a minor, or for other cause involving fraud on his part in the enlistment, shall forfeit all pay and allowances due, including those for travel, and shall not receive final statements unless there are deposits due him, in which case final statements, containing only a list of his deposits, shall be furnished. (Circular 10, A. G. O., 1884.)
Recruits who have passed the prescribed examination at the depot, are entitled to pay and allowances when discharged on certificates of disability, unless fraud was practiced by them at enlistment.

The transfer by an enlisted man of a claim for pay due him on his final statements can only be recognized when made after his discharge in writing, indorsed on the final statements, signed by the soldier and witnessed by a commissioned officer, when practicable, or by some other reputable person known to the paymaster. The person witnessing the transfer must deliver the discharge to the soldier, indorsing thereon the fact of transfer of the final statements, and on the latter that such indorsement has been made on the discharge.

Whenever a paymaster has made an incorrect payment to an enlisted man, and it has been reported in the settlement of his accounts, he will report the fact to the commander of the company in which the man is mustered, who will note the same on the next muster-rolls, that it may be corrected.

Authorized stoppages will be entered on the rolls and paid in the following order: Reimbursements to the United States for loss or damage to arms, equipments, or other public property, the nature of which will be clearly stated, or for extra issues of clothing, or for the expense of apprehending deserter; reimbursements to individuals (as the paymaster, for instance); forfeitures for desertion, and fines by sentence of court-martial.

MISCELLANEOUS.

Officers of the Pay Department should not give receipts except in the following cases, viz:

1. For transfers of money between themselves.
2. For effects of deceased soldiers or of deserters.
3. For stoppages authorized by the Secretary of War, for which the Paymaster General may direct receipts to be given.
4. For refunds made, by officers in service, on account of over-payments made by paymasters.

In all other cases, the party turning over or refunding money, should place it in some authorized public depository, or transfer it to a disbursing officer of the department to which the money belongs.

Paymasters will treat all balances for clothing entered upon final statements, in favor of the discharged soldier, as "Pay of the Army" for the fiscal year in which the soldier is discharged. Balances for clothing due the United States entered upon final statements or muster-rolls, will, after collection and deposit by paymasters, be designated by the Paymaster General for the credit of the appropriation for "Clothing, camp, and garrison equipage," for the fiscal year in which the date of settlement occurs.

Correspondence between the Paymaster General and his subordinates upon matters pertaining to the financial duties of the Pay Department will be direct. All other correspondence will pass through the prescribed military channels.

RETURNS AND REPORTS.

The following periodical returns are required of officers of the Pay Department, to be transmitted as prescribed in each case:

1. Monthly personal report, by letter, through the Paymaster General, to the Adjutant General. To be forwarded on the first day of each month, wherever the officer may be at the time.
2. Statements of funds, in accordance with paragraph 740.
3. Estimates of funds, by chief paymasters. To be forwarded monthly, direct to the Paymaster General.
4. A general account current, accompanied by abstracts of disbursements, together with the vouchers pertaining thereto, of collections, deposits, and for disbursements for travel allowances. To be forwarded at the end of each month direct to the Paymaster General. A copy of the account current will be forwarded to the chief paymaster.
5. Monthly report of pay operations. To be made by chief paymasters and forwarded on the first day of every month, direct to the Paymaster General. This should contain a list of the paymasters, with note of duties performed by each, citing the orders directing the same, and, in cases of absence, the dates of departure and return, and orders authorizing the same, also, a statement, with reasons, of troops unpaid to date of last muster.

6. Annual reports of checks (separate lists for each depository) outstanding and unpaid for three years or more. To be made on the 30th of June, or as soon thereafter as reports of depositaries to that date have been received. If there be no such checks, report to be made accordingly. This report will be made to the Secretary of the Treasury, through the Paymaster General.

1528. Each officer of the Pay Department will keep a "cash book" and "check stub," in form and manner as prescribed by the Paymaster General.

1529. Chief paymasters may require their subordinates to furnish them with copies of any of the accounts, returns, and reports above prescribed, or with any other statements or reports which they may deem necessary for their information. They may require, at their discretion, in special cases, the rendition of accounts at other times than those prescribed for the regular returns.

1530. Accounts current will, in general, cover monthly periods only. They may, if necessary, be stated at intermediate dates, when rendered to close accounts on renewal of bond, change of station, or taking advantage of leave of absence for more than ten days. In these cases the paymaster must make an actual transfer of his entire balance of public funds. If the transfer is by check, such check will be drawn to the order of the officer to whom the transfer is made, who will immediately forward the same to transfer to his credit.

1531. The account current will exhibit the receipts and expenditures for the period embraced, and show the balance due the United States to be deposited in authorized depositaries, on the date to which it is rendered, except such sum as the officer may have in his personal possession by special authority from the Secretary of War. The amounts received and disbursed, and the balances on hand of the several appropriations of each fiscal year, must be exhibited. In crediting drafts on the account current the numbers of the requisition, as indicated on each draft, will be carefully noted on the credit entry.

1532. Payments to discharged soldiers will be charged as follows: Pay proper to the fiscal year in which it accrued; commutation of subsistence, travel pay, retained pay, and clothing, to the fiscal year in which the man is discharged.

1533. All stoppages, or deductions from the pay of officers, and all receipts of whatever nature, except transfers of funds and soldiers' deposits, will be entered by the paymaster on his abstract of collections, showing amount, date of receipt, from whom received, and on what account. The several amounts will be carried from the abstract in gross to the account current as "Paymaster's collections."

1534. Paymasters will take receipts for the full amount of an officer's pay, and carry the amount to the abstract of disbursements. A stoppage refunded by an officer must not be deducted from the footing of his pay account. It will be receipted for by the paymaster, noted on the officer's voucher, and credited to the United States on the paymaster's abstract of collections, stating in full on what account it was made.

1535. Suspensions reported to the Second Auditor in transmitting a paymaster's account, or by the accounting officers upon settlement of the same (a copy of which will be furnished to the paymaster), will be taken up under the head of suspensions, on the next account current rendered under the bond cited in the report. Suspensions removed will be entered, upon the account current, only after notice is received of their removal, when a copy of the letter authorizing the credit must be filed with the account current.
1536. When a paymaster turns over funds to a quartermaster for transportation under paragraph 1232, he will, during the pendency of the transportation, account for this portion of his balance on his weekly and monthly returns, as in process of transportation by the Quartermaster's Department, from such a point to such a point.

1537. The foregoing accounts, returns, and reports will be prepared on the blank forms prescribed by the War Department and furnished, on application, from the office of the Paymaster General.

ARTICLE LXXXI.

MEDICAL DEPARTMENT.

1538. The administrative duties of the Medical Department are performed by the Surgeon General under instructions of the Secretary of War.

1539. The Chief Medical Purveyor is the chief purchasing and disbursing officer of the department. Under the direction of the Surgeon General he supervises the purchase and distribution of all medical and hospital supplies.

1540. The assistant medical purveyors pay the duly approved accounts against the Medical Department. They purchase, and keep on hand at their depots, such supplies as the Surgeon General designates.

1541. The medical directors at division and department headquarters will be assigned by the Secretary of War.

1542. No person shall receive the appointment of assistant surgeon unless he shall have been examined and approved by an Army medical board consisting of not less than three surgeons or assistant surgeons designated by the Secretary of War; and no person shall receive the appointment of surgeon unless he shall have served at least five years as an assistant surgeon in the Regular Army and shall have been examined and approved by an Army medical board consisting of not less than three surgeons, designated as aforesaid.

1543. An assistant surgeon after five years' service is subject to an examination for promotion, and will then be expected to show continuous proficiency in all branches of medical science, and a correction of such deficiencies as may have been noted in his primary examination. He will be thoroughly examined in practical matters relating to his profession as a military surgeon, and especially in the hygiene and sanitation of troops, hospitals, garrisons, and camps. Failing in one he may be allowed a second examination at such time as the Surgeon General may direct, but again failing he will be reported to the Secretary of War as not qualified for promotion.

1544. Candidates seeking appointment in the Medical Corps will apply to the Secretary of War for an invitation to appear before the medical board for examination. The application must be in the handwriting of the candidate, must state date and place of birth, State of permanent residence, and be accompanied by certificates, based upon personal acquaintance, from at least two reputable persons, as to citizenship, character, and habits. The candidate must be between twenty-one and twenty-eight years of age, and a graduate of a regular medical college, in evidence of which his diploma will be submitted to the board.

1545. The morals, habits, physical and mental qualifications, and general aptitude for the service, of each candidate, will be carefully investigated by the board, which will report the case unfavorably should it have a reasonable doubt that the candidate is deficient in any of these particulars.

1546. The general plan and scope of the examination will be as follows:

1. Consideration of a short essay to be prepared by the candidate, either autobiographical or upon some professional subject, to be indicated by the board.

2. A rigid physical examination of the candidate, who will be required to certify "that he labors under no mental or physical infirmity, or disability of any kind, which can in any way interfere with the efficient discharge of any duty that may be required."
3. Oral and written examinations in the elementary branches of education, general literature, and science. If found deficient in the subjects taught in the common schools, especially in English grammar, arithmetic, and the history and geography of the United States, he will not be examined further. The examination in science will include chemistry and natural philosophy; that in general literature will embrace Latin and English literature, and history, ancient and modern. Candidates claiming proficiency in other branches of knowledge, such as the higher mathematics, ancient and modern languages, etc., will be examined therein, and receive due credit therefor.

4. Oral and written examinations on anatomy, physiology, surgery, practice of medicine and general pathology, obstetrics and diseases of women and children, chemistry, pharmacy, materia medica and therapeutics, medical jurisprudence and toxicology, and practical sanitation.

5. Clinical examination, medical and surgical, at a hospital.


Due credit will be given for hospital training, and practical experience in surgery, practice of medicine, and obstetrics. The board will deviate from the general plan when necessary, in such manner as it deems best to secure the interests of the service.

1547. The board will report the merits of the candidates in each of the several branches of the examination, also their relative merit as evidenced by the results obtained from the entire examination. In accordance with the report, the approved candidates will be appointed to existing vacancies, or to such as may occur within two years thereafter. An applicant failing in one examination may be allowed a second after one year, but not a third.

1548. No allowance will be made for the expenses of persons undergoing examination, but those who receive appointments will be entitled to travel allowances in obeying the first order assigning them to duty.

**ACTING ASSISTANT SURGEONS.**

*(Contract Surgeons.)*

1549. When it is necessary to employ a physician as an acting assistant surgeon, a written contract (Form No. 33) will be entered into, at such rate of pay as may be determined by the Surgeon General; and no contract shall be made except by the latter, or on his authority previously obtained. When not actually made by the Surgeon General, the contract will be in quadruplicate; two of these will be forwarded to him with the prescribed oath of office (Form No. 34), one will be retained by the officer making the contract, and the remaining one by the physician contracted with. The contract will be annulled only by the direction of the Surgeon General, or by a department or division commander. In all cases the date of termination of a contract will be immediately reported to the Surgeon General.

1550. An acting assistant surgeon shall receive, in addition to his pay, the quarters of a first lieutenant (or commutation therefor when no public quarters are available), and shall be furnished with the same fuel allowance as is prescribed for the latter; and, when serving west of the Mississippi River, shall receive a daily ration in kind. When necessary, he will be furnished a horse, and forage therefor, by the Quartermaster's Department.

1551. The maximum sum allowed an acting assistant surgeon when traveling on duty, or from the place of annulling to the place of making the contract, unless such contract shall have been annulled for misconduct or neglect of duty, shall be four cents per mile, and in addition thereto, when transportation cannot be furnished by the Quartermaster's Department, the cost of the same actually paid by him, exclusive of sleeping or parlor-car fare and transfers.

1552. The pay accounts of an acting assistant surgeon, prepared on Form 3, Pay Department, certified to by the commanding officer that it is correct and according to contract, and that the services have been duly rendered, will be paid by the paymas-
The certificate will not be made, unless the contract has been approved by the medical director or the department, or by the Surgeon General. An acting assistant surgeon is not entitled to pay when absent on leave, whether on account of sickness or otherwise.

1553. Acting assistant surgeons are entitled to the same protection in their positions, and the same respect and obedience from enlisted men, as commissioned officers. They are not, however, to wear the uniform of a commissioned officer, nor any insignia of rank, nor shall they be entitled to a choice of quarters over a commissioned officer.

1554. Surgeons in 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 be allowed transportation to and from the place to which they may be requested to go, and the use of a public horse, a tent, and the privilege of purchasing stores from the Subsistence Department while rendering service.

THE HOSPITAL CORPS.

1555. The Hospital Corps shall consist of hospital stewards, acting hospital stewards, and privates. All hospital services in garrison and in the field shall be performed by its members, who shall be regularly enlisted for, and permanently attached to, the Medical Department. In time of war, the corps shall perform the necessary ambulance service under such officers of the Medical Department and assistants as may be detailed to direct and supervise it.

1556. Candidates for promotion to the grade of hospital steward must pass a satisfactory examination in the subjects mentioned in paragraph 1558; also in the elementary principles of hygiene, including ventilation, heating, and disinfecting; the principles of materia medica, therapeutics, and minor surgery; and the administration of anesthetics. They must also possess a thorough knowledge of the regulations of the Medical Department.

1557. Candidates for the position of acting hospital steward must pass a satisfactory examination as to their physical condition, moral character, and general aptitude, and in the general principles of arithmetic, including decimal fractions and the rules of proportion; in orthography and penmanship; the Articles of War and the regulations affecting enlisted men; pharmacy; care and use of meteorological instruments and hospital and field appliances furnished by the Medical Department; the methods of rendering first aid to the sick and wounded; the ordinary modes of cooking.

1558. No person shall be appointed a hospital steward until he has demonstrated his fitness for the position by service of not less than a year as acting hospital steward. The examination required by paragraph 1556 shall only be made on the written authority of the Surgeon General. The examination of hospital stewards and acting hospital stewards shall be conducted by a board composed of all the commissioned medical officers of the post at which the applicant may be serving; and if there is no commissioned medical officer at the station the candidate shall be sent for examination to the nearest station provided with such an officer. They shall be both oral and written; the latter upon a series of questions prepared under the direction of the Surgeon General, to whom the report shall be forwarded direct.

1559. The duties of hospital stewards and acting hospital stewards are, under the direction of the medical officer, to look after and distribute hospital stores and supplies; to care for hospital property; to compound and administer medicines; to supervise the preparation and serving of food; to maintain discipline in hospitals and watch over their general police; to prepare the hospital reports and returns; to supervise the duties of the members of the hospital corps in hospital and in the field, and to perform such other duties connected with their positions as may, by proper authority, be required of them.
REGULATIONS FOR THE ARMY OF THE UNITED STATES. 175

1560. Hospital stewards may be re-enlisted at the expiration of their term of service on the written authority of the Surgeon General, provided they have passed successfully the examination prescribed by him. When hospital stewards re-enlist, the re-enlistment papers will be made in triplicate, the third copy to be sent directly to the Surgeon General.

1561. When a hospital steward is discharged by expiration of service and declines to re-enlist, or is discharged for cause, a special report of the fact will be made to the Surgeon General by the medical officer. Hospital stewards desiring to re-enlist will report the fact, in writing, through the proper military channels, to the Surgeon General, sixty days before the expiration of their term of service.

1562. Hospital stewards, whenever stationed in places whence no post return is made, will, at the end of every month, report by letter to the Adjutant General. They will likewise report monthly by letter, when on furlough, to the Adjutant General, Surgeon General, and to the medical officer in charge of the hospital to which they are attached.

1563. Hospital stewards, though liable to discharge, will not be reduced, nor will they be tried by garrison courts-martial unless by special permission of the department commander. An acting hospital steward may be reduced to the rank of a private of the hospital corps by the commanding officer of a post, upon the recommendation of his senior medical officer, or by the sentence of a general or garrison court-martial.

1564. The privates of the hospital corps shall, so far as practicable, be taken by transfer from enlisted men who have served at least one year in the line, preferably as company bearers, and who desire to enter the corps. Transfers will be made upon the application of the senior medical officer, concurred in by the post commander. When such transfers are impracticable, privates may be enlisted. The period of service shall be the same as that of other enlisted men of the Army, and they shall be examined as to their physical qualifications in the same manner.

1565. Privates of the hospital corps may be re-enlisted, or soldiers discharged from another branch of the service may re-enlist in the corps, upon the written authority of the Surgeon General, provided they possess the necessary qualifications; but married men shall not be enlisted or re-enlisted as privates in, or transferred to, the corps; and no acting hospital steward who shall have married during his term of enlistment shall be re-enlisted without special authority of the Adjutant General.

1566. Candidates for enlistment, or re-enlistment, from another branch of the service, must not only pass the examination required for enlistment in the line, but they shall be further examined, by a commissioned medical officer, as to their ability to read and write, and their general intelligence and aptitude for the duties which they will be expected to perform, and, if found deficient in these matters, they shall be rejected.

1567. In time of peace, recruits for the hospital corps who have not previously received at least a year’s military instruction in the Army, shall be attached to a company stationed at Fort Monroe, Va., Fort Leavenworth, Kansas, or Fort Riley, Kansas, and shall perform all the duties, and be subject to all the drill and discipline, required of privates in the organizations to which they are attached. After one year's service in the line, they may be assigned to duty with the hospital corps. The number of privates so enlisted and undergoing instruction shall at no time exceed ten, unless specially authorized by the Secretary of War.

1568. Privates who have served one year or more in the hospital corps, and have displayed particular merit, will be recommended to the Surgeon General for promotion, by the senior medical officer of the command; from those thus recommended, acting hospital stewards will be appointed.

1569. Members of the hospital corps will be instructed by the senior medical officer of the post, at such times, in addition to those prescribed in paragraph 1575, as he may deem necessary. This instruction shall consist of lectures and demonstrations in the methods of rendering first aid to the sick and wounded, and of drills in the ambulance service, and as litter-bearers, in accordance with the prescribed manual.
1570. Members of the hospital corps shall not be required to perform any military duties, other than those pertaining to their corps. They shall not be required to attend reviews, parades, or other military ceremonies, but shall be inspected and mustered at the hospital to which they are attached. The forms of inspection of the hospital corps shall be in accordance with the prescribed manual.

1571. To meet the requirements of epidemics, or other emergencies, the men of the hospital corps may, by order of the army or department commander, on the recommendation of the medical director, be temporarily transferred in such numbers and to such places as may be necessary. Such transfers will be reported to the Surgeon General.

1572. The accounts of pay and clothing of members of the hospital corps will be kept by the medical officers under whose immediate direction they are serving.

1573. The senior medical officer at each post will, on the last day of every month, render a return of the personnel and equipment of the hospital corps (Form No. 28), in duplicate, sending one copy to the Surgeon General direct, and the other to the medical director of the department.

COMPANY BEARERS.

1574. There shall be in each company four privates designated for instruction as litter-bearers. They will be selected by company commanders, with the concurrence of the post surgeon. They should be men of good character, and of sufficient intelligence to make them eligible for transfer to the hospital corps, and will be known as "company bearers."

1575. The company bearers, together with all available men of the hospital corps, shall be instructed, under the supervision of the senior medical officer, for at least four hours in each month, at such times as the post commander may direct, in the duties of litter-bearers and the methods of rendering first aid to the sick and wounded. This special instruction shall not relieve them from the performance of all their regular military duties; its object being to insure the constant presence in each company of a number of men who can, in emergencies, render temporary aid to the sick or wounded of their organizations, and to constitute a reserve or school of instruction, from which the privates of the hospital corps can be drawn.

During an engagement, or in an emergency, the company bearers shall, under the orders of their commanding officers, and the supervision of the regimental surgeons, if any are present, give first aid to the wounded or carry them to the rear until relieved by the members of the hospital corps; when so relieved, they shall immediately join their companies. In active service company bearers shall wear, as a distinguishing mark, a red brassard around the left arm.

1576. Officers of the Inspector General’s Department, medical directors, and medical inspectors will, at their regular inspections, specially examine the privates of the hospital corps and the company bearers as to their efficiency in the ambulance and litter-bearers’ drill, and the methods of rendering first aid to the wounded.

ASSIGNMENT OF MEMBERS OF THE HOSPITAL CORPS.

1577. At every post there shall be at least one hospital steward, two if the garrison equals six companies, and an additional one for every six additional companies serving thereat. At every post of two companies, or of a single company of cavalry, there shall also be an acting hospital steward.

1578. There shall be three privates of the hospital corps at every military post, four if the garrison consists of two companies, and an additional private for each additional two companies. They shall be assigned to the respective duties connected with the hospital service as ward-masters, nurses, cooks, attendants, etc., by the senior medical officer present.

1579. The number of stewards and privates of the hospital corps to be stationed at arsenals, engineer stations, and recruiting depots will be determined by the Surgeon General.
AMBULANCES AND LITTERS.

1580. One regulation ambulance, with proper ambulance harness, will be issued to each military post. To posts of more than two hundred men, the number to be issued will be in accordance with the act of March 11, 1864.

1581. The ambulance and harness shall be under the immediate control of the senior medical officer of the command, and shall be used for no other purpose than the transportation of the sick and wounded, the recreation of convalescent patients in hospital, or to enable the medical officer to give instruction in the duties of the ambulance service.

1582. Ambulances and ambulance harness furnished for use at military posts shall be invoiced to, and shall be under the immediate control of, the post surgeon, who shall make the necessary returns therefor to the Quartermaster General. They shall be kept in repair by the Quartermaster's Department, and shall be housed, when practicable, in the immediate vicinity of the hospital, and it shall be the duty of the post surgeon to see that they are at all times fully equipped and ready for service.

1583. At each military post one of the privates of the hospital corps will be designated by the post surgeon as an ambulance driver. In addition to his other duties, under the supervision of the post surgeon, he shall care for the ambulance, its equipment and harness, and see that they are always in readiness for immediate use. He shall drive the ambulance, and in the field he shall care for the animals. When it is necessary to use the ambulance, the commanding officer will, on the application of the post surgeon, see that the requisite number of animals are provided by the Quartermaster's Department, and placed under the exclusive control of the Medical Department.

1584. At military posts each company shall be furnished with one hand-litter, which will be kept ready for use at all times by the company bearers.

1585. Cacolets, travois, and mule-litters (double) will be issued to each military department in which Indian operations are liable to take place, at the rate of four per thousand men; they will be distributed on the recommendation of the medical director.

1586. Commanding officers will inspect the ambulances, litters, and other appliances for transporting the wounded, at each monthly inspection, and see that they are completely equipped. When practicable, the ambulance, fully equipped for service, will be presented for inspection, with the animals attached.

FIELD SERVICE.

1587. In the field, troops shall be accompanied by such number of men of the hospital corps as may be determined by the post commander, on the recommendation of the post surgeon.

1588. Upon the march or in battle, medical officers will habitually be attended by a mounted private of the hospital corps, carrying a medicine case and such instruments and dressings as may be considered necessary. Hospital stewards, acting hospital stewards, and at least one private of the hospital corps shall be mounted when serving in the field; and all privates of the hospital corps shall be mounted when serving in mounted commands. The Quartermaster's Department will furnish the necessary mounts.

1589. In the field, or in time of war, each company bearer and each member of the hospital corps shall carry upon his person a canteen of water, a knife of approved pattern, and a simple package of dressings; and one-fourth of the hospital privates shall carry hospital knapsacks or dressing cases.

HOSPITAL AND AMBULANCE SERVICE IN WAR.

1590. In time of war, ambulance and field hospital services will be performed by members of the hospital corps. The privates of the corps, to perform the duties of
litter-bearers, service with the ambulances, and at dressing and ambulance stations, should number at least two per cent. of the aggregate strength of the command. To every ten privates there should be an acting hospital steward, and to every thirty privates a hospital steward.

1391. The ambulance and hospital service of each corps shall be under the supervision of its medical director. He should, under such directions as he may receive from the Medical Director of the Army, make all necessary arrangements for the care and transportation of the wounded, who, during an engagement, will receive attention at the following principal points, and in the following order: 1st, with the line of battle under fire; 2d, at the first dressing stations; 3d, at the ambulance station; 4th, at the division hospitals. He establishes the ambulance stations in the rear, and gives directions concerning the first dressing stations; details the proper number of privates of the hospital corps, acting hospital stewards, hospital stewards, and medical officers for duty with the advance line, and for the care and transportation of the wounded between the front line, the first dressing stations, the ambulance station, and the division hospital.

1392. First dressing stations will be established at the nearest place to the combatants, where the wounded and those caring for them may not be unnecessarily exposed to fire. Ambulance stations will be established at some place of security in the rear, or in some convenient building near the field of battle. The division hospital will be established by the medical director, after consultation with the commanding general.

1393. During an engagement the wounded who require immediate operative procedures shall be designated by a colored badge, to be attached to their clothing by the first medical officer into whose hands they come. On arriving at the first dressing stations, the wounded so designated will receive the first surgical attention.

1394. Medical directors of armies, under the general instructions of the commanding general, will provide for the care of the wounded at dressing and hospital stations when taken possession of by the enemy, by deciding in advance what medical officers and members of the hospital corps shall remain with a dressing or hospital station in case it is abandoned or captured by the enemy.

1395. There shall be allowed and permanently attached to each army corps two-horse ambulances, upon the following basis: Three to each regiment of infantry of five hundred men or more; two to each regiment of infantry of more than two hundred and less than five hundred men; and one to each regiment of infantry of less than two hundred men; two to each regiment of cavalry of five hundred men or more; and one to each regiment of cavalry of less than five hundred men; one to each battery of artillery. To the headquarters of each army corps, two such ambulances; and to each division train of ambulances two army wagons. Ambulances shall be allowed and furnished upon the same basis to divisions, brigades, and commands not attached to any army corps. Each ambulance will be provided with such number of stretchers and other appliances as shall be prescribed by the Surgeon General. Horse and mule litters may be adopted or authorized by the Secretary of War, in lieu of ambulances, when judged necessary, under such rules and regulations as may be prescribed by the medical director of each army corps.

1396. The medical director of an army corps shall, under the direction of the Chief Medical Director of the Army, exercise supervision of its ambulances, medicine wagons, and the animals, harness, and other fixtures appertaining thereto. He will be assisted by suitable officers detailed for the service. These officers will see that the ambulance service is kept in efficient condition, that privates of the Hospital Corps detailed for duty therein are properly instructed, and will in all things be guided by such regulations as the Secretary of War may issue for their government.

1397. Ambulances shall be used only for the transportation of the sick and wounded, and, in urgent cases, for medical supplies, and all persons shall be prohibited from using them, or requiring or permitting them to be used, for any other purpose. It shall be the duty of the officers of the ambulance service to report to the
commander of the army corps any violation of the provisions of this paragraph. Any officer who shall use an ambulance, or require it to be used, for any other purpose than as provided in this paragraph, shall, for the first offense, be publicly reprimanded by the commander of the army corps in which he may be serving; and for the second offense shall be dismissed from the service.

1598. No person, except the proper medical officers, or the officers, non-commissioned officers, and privates of the ambulance service, or such persons as may be specially assigned, by competent military authority, to duty therewith for the occasion, shall be permitted to take or accompany sick or wounded men to the rear, either on the march or upon the field of battle.

1599. It shall be the duty of the medical director, or chief medical officer, of the army corps, previous to a march, and previous to and in time of action, or whenever it may be necessary to use the ambulances, to issue the proper orders to his assistants for the distribution and management of the same in collecting the sick and wounded and conveying them to their destination.

1600. Privates of the hospital corps in the field in time of war will be organized into a company for each brigade, with their hospital stewards and acting hospital stewards, under command of an officer of the ambulance service, or a medical officer detailed for that purpose. They will habitually camp near the division hospital, or, if there be none, the brigade or field hospital, to give such assistance as may be needed.

1601. They will be assigned, by order of the commanding general or the senior medical officer, to such duties connected with their corps elsewhere as may be required; but on the completion of such duty, or after an action, they will rendezvous at their camp unless otherwise ordered. In time of action, in the absence of specific orders from the commanding general or proper medical officer, the officer in charge of the company will, under the general instructions which he may have received, himself issue the necessary orders to proceed to the dressing stations, or to the relief and care of the wounded.

1602. For the care and treatment of the sick while in hospital or in transport, members of the hospital corps will be allowed as follows:

(a.) To general and division hospitals, six privates to every thirty beds, with such number of hospital stewards and acting hospital stewards as the Surgeon General, with the approval of the Secretary of War, may direct.

(b.) To a railway hospital train of twenty cars, carrying six hundred sick and wounded, two hospital stewards, six acting hospital stewards, and one hundred privates. To trains of a greater or less capacity, the number will be in the same proportion; to vary, however, at the discretion of the medical director, according to the distance to be traveled and the character of the cases to be transported.

(c.) To a hospital boat of three hundred beds, three hospital stewards, six acting hospital stewards, and sixty-five privates; or in like proportion to hospital boats of a greater or less capacity.

HOSPITAL BUILDINGS.

1603. A building shall not be erected for, nor occupied as, a hospital until the opinion of a medical officer has been obtained, in writing, upon the suitableness of site and proposed arrangement. If the commanding officer dissent from this opinion, he shall return it to the medical officer, with his reasons indorsed thereon.

1604. Regulation hospitals will be erected at permanent posts, when specially authorized by the Secretary of War, in accordance with plans and specifications furnished by the Surgeon General.

1605. When hospital construction is necessary, the senior medical officer, after obtaining from the post quartermaster an estimate of cost, will transmit the regulation plans and specifications, with proposed modifications and explanation of location and material, through military channels, to the Secretary of War. Similar action will be taken upon quarters for hospital stewards.
1606. When hospitals or hospital steward’s quarters are erected or repaired, the officer conducting the work will consult the medical officer, who will inspect the work for the Medical Department; and when a building is reported ready for occupation, the medical officer will report in full, as to its merits, to the Surgeon General, through the regular channel, and shall furnish a copy of the same to the constructing officer.

1607. The senior medical officer will, after obtaining a detailed estimate of labor, material, and cost from the post quartermaster, forward on the 15th of March of each year, through military channels, to the Secretary of War, an account of repairs, alterations, or additions, with necessary plans, needed during the fiscal year for hospitals and hospital stewards’ quarters, stating the condition of the buildings and the necessity for repairs. When the work is completed, the medical officer will report to the Secretary of War whether it was performed according to the estimate, and the material and balance of allotment remaining. Approved plans or estimates for construction and repair will be altered only on authority of the Secretary of War.

1608. The Surgeon General will furnish to the Quartermaster General, in sufficient time for the latter to consider in his annual estimates, a statement, showing the hospital repairs which will probably be required during the ensuing year, with the probable cost of the same.

1609. Hospital buildings are provided for the care and treatment of the sick and wounded of the Army, and will be reserved for that purpose. No portion of them shall be used or occupied as quarters, nor shall any mess be permitted or maintained therein except such as may be necessary for the patients and for the enlisted men on duty.

1610. At surgeon’s call the sick of the companies will be conducted to the hospital by the first sergeants; each first sergeant will give to the surgeon the company Sick Report Book, in which there shall have been previously written the names of the company sick. The surgeon, after examination, will indicate in the book, opposite the names, the men who are to be admitted to hospital, and those who are to be taken to quarters; what duties the latter are capable of, together with any other information in regard to the sick which he may have to communicate to the company commander.

1611. General hospitals will be under the exclusive control of the Surgeon General, and will be governed by such regulations as the Secretary of War may prescribe. Medical officers assigned to duty in charge of the same shall not be subject to the orders of local commanders, other than those of geographical divisions or departments, but shall be invested with the prerogatives of commanding officers, and will be obeyed and respected accordingly.

1612. Hospital transports, hospital boats, and hospital railway trains, after being properly assigned as such, will be exclusively under the control of the Medical Department, and will not be diverted from their especial purposes by orders of local or department commanders, or of officers of other staff corps.

1613. 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.

1614. The senior medical officer will assign the members of the Hospital Corps to their several duties, and report them on the muster-rolls in the capacity in which they are acting. With the approval of the commanding officer he will also appoint the matrons.
1615. Hospital matrons will be allowed as follows: At general hospitals, one matron to twenty patients, or fraction thereof greater than ten; at hospitals at posts, recruiting depots, and arsenals, a number to be fixed by the Surgeon General.

1616. The medical officer in charge of a hospital will assign the patients to wards or divisions according to convenience and the nature of their complaints. He will visit them himself each day, as frequently as their condition may require.

1617. The senior medical officer of a hospital will be responsible for the care and preparation of the necessary hospital reports, registers, and records, as well as for all medical property which may come into his possession; for the proper expenditure of medicines, hospital stores, and funds, and for the preparation of requisitions, returns, and muster and pay-rolls of the hospital. He will require a proper performance of duty by the enlisted men of the Hospital Corps; enforce proper regulations as to the sanitary and disciplinary requirements of the hospital, and indicate the duties that shall be performed by other medical officers who may be assigned as his assistants, or to duty in the hospital of which he has charge.

1618. The diet of patients in hospital will be regulated as far as practicable, according to tables issued by the Surgeon General (Forms Nos. 36 and 37).

1619. Patients shall, if possible, leave their arms and accouterments with their companies. In no event shall ammunition be taken into the hospital.

1620. When a soldier in hospital is detached from his company, his company commander shall send to the hospital his descriptive list and account of pay and clothing. The surgeon shall enter thereon all payments, stoppages, and the money value of all issues of clothing made to him while in hospital, and when he leaves the same shall return it to the company commander. If the soldier is discharged from the service while in hospital, the surgeon shall furnish him with final statements, and will notify the Adjutant General and the company commander of the date, place, and cause of discharge. If the soldier die in hospital, the surgeon shall take charge of his effects, and make the reports required in paragraph 151.

1621. Medical officers, in giving certificates of disability on which to base discharge, will exercise care in all cases, but especially in those of chronic rheumatism, epilepsy, affections of the eye and ear, and obscure diseases liable to be feigned or purposely produced. The certificates must not be given until sufficient time has elapsed to afford opportunity for full examination and observation to detect deception. They will be prepared in the handwriting of the medical officer.

1622. Whenever a patient is transferred from the care of one medical officer to another, a report of the case (Form No. 57) shall accompany him.

1623. Sick and wounded soldiers discharged, while in hospital, on account of expiration 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 readmitted, except upon the written order of the commanding officer.

1624. Hospital clothing shall be worn by patients only during their stay in hospital. Each article will be marked as hospital property. When very 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.

1625. Tents, clothing, hospital furniture, and other stores used in the treatment of contagious diseases, shall be disinfected or burned under the supervision of a medical officer. In no instance shall they be turned into depot and sold.

1626. The Secretary of War may, on the recommendation of the Surgeon General, order gratuitous issues of clothing to soldiers who have had contagious diseases, and to hospital attendants who have nursed them, to replace any articles of clothing destroyed by order of the proper medical officer to prevent contagion.

1627. Medical officers in charge of hospital property at military posts or stations will not permit it to be used for other than hospital purposes. Inspectors will report every instance in which this regulation is violated.
1628. Civilian employés stationed at military posts may purchase the medical supplies prescribed by a medical officer at cost price with ten per centum added. Medical officers who dispense medical supplies to civilian employés under any other circumstances than those mentioned in paragraph 1634 will render direct to the Surgeon General, upon the first day of every month, detailed accounts in duplicate, giving the name of each employé and the kind and quantity of medical supplies furnished him, and by whom prescribed, during the preceding month, leaving a space between items for the insertion of the price, which will be fixed at the Surgeon General's Office. One of the duplicates will be returned to the officer furnishing the supplies, and the amounts so inserted will be collected by the medical officer responsible for them, and be disposed of in the same manner as proceeds of other sales of medical and hospital property.

1629. Civilian employés on duty at stations where other medical attendance cannot be procured are entitled to the professional services of medical officers of the Army, and, when necessary, to admission to hospital, in which case their ration will be transferred to the hospital, and they will pay to the senior medical officer forty cents per day.

1630. Civilians not in public service shall be admitted to hospital only in cases of extreme necessity, and on the written statement of the senior medical officer. Rations will not be issued by the Subsistence Department, but food will be purchased from the hospital fund. A reasonable charge, not exceeding $1 per day, will be made for each civilian so admitted; three-fourths of the money thus received being added to the hospital fund, and the remainder distributed among the members of the hospital corps.

1631. The charges for admission to post hospitals will be as follows, viz: For subsistence for general service clerks, 50 cents per day; for enlisted men of the Signal Corps, 30 cents per day; for retired sergeants and corporals of ordnance, 26 2/3 cents per day; for other retired enlisted men, 18 1/4 cents per day; for general service messengers, 25 cents per day. The money thus received will be added to and accounted for with the hospital fund. For nursing, medicines, and subsistence for veterinarians, 50 cents per day; for quartermaster's and other civilian employés, who will transfer their ration to the hospital, 40 cents per day; for seamen and river-boatmen, admitted only on permit issued by a medical officer of the Marine Hospital Service, or a customs officer, $1 per day. The money thus received will be accounted for as provided in paragraph 1630.

1632. The savings arising from an economical use of the rations of the sick and members of the Hospital Corps shall constitute the hospital fund. It will be paid to the senior medical officer at the post, and will be accounted for and 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, according to the instructions of the Surgeon General.

1633. Medical and official publications, furnished from the Surgeon General's Office to surgeons in charge of hospitals, belong to the hospital library, and are to be properly filed and preserved therein. The expense of binding these publications and those issued to medical directors will be defrayed by the Medical Department. The expense of transporting them to and from the several medical purveying depots will be borne by the Quartermaster's Department.

MEDICAL ATTENDANCE.

1634. Medical officers, where on duty, shall attend officers and the enlisted men and their families; and at stations, or in the field, where other medical attendance cannot be procured without great expense and inconvenience, civilian employés. Medicines will be dispensed to all persons entitled to medical attendance; and hospital stores to enlisted men and matrons, also to officers at posts or stations where they cannot be procured by purchase.
1635. Medical officers at their stations will furnish medical attendance to officers and enlisted men on the retired list, but they shall not be required to leave their stations for that purpose. Medicines, dressings, etc., will be supplied to retired officers and enlisted men from army dispensaries on medical officer's prescriptions.

1636. When medical attendance is required by an officer or enlisted man on duty, 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, and a just account for his services and for necessary medicines (Form No. 55) will be paid by the Medical Department; but bills for attendance or medicines for officers or enlisted men not on duty will not be paid by the Government.

1637. Accounts for medical attendance shall set forth the full name and address of the physician, the full name, rank, company, and regiment or corps of the patient, the date of and charge for each visit and for medicines, and the particular disease or injury treated. The physician shall certify in the case of an officer, or make an affidavit in the case of an enlisted man, that the account is correct and just, and that the charges do not exceed the customary charges in the vicinity. The officer shall make his certificate, or the enlisted man his affidavit, to the correctness of the account, stating that he was on duty at the time and place specified, and that it was impossible to secure the services of a medical officer of the Army, and why it was impossible. When medicines are furnished by a druggist and are charged for by the physician, the original prescriptions must be furnished, and the receipt of the druggist to the physician must accompany the account as evidence that the latter has paid for the medicines and is entitled to reimbursement.

1638. Accounts for medicines must be accompanied by the original prescriptions, and must be for medicines properly so called only. Whenever such an account is presented for payment, whether to a disbursing officer or to the accounting officer, the apothecary shall be required to furnish the following certificate:

"I certify that the above account is a just and correct statement of medicines furnished by me at ______, to officers and enlisted men of the United States Army, on the prescriptions herewith submitted; that the said medicines were actually furnished on said prescriptions to said officers and enlisted men respectively, at the dates set forth in said account; and that the prices charged are not in excess of the customary charges of said place." The officer under whose authority the prescriptions are filled shall certify the account as follows:

"I certify that the foregoing account is correct; that the officers and enlisted men therein mentioned were actually on duty at ______, when medicine was furnished for them as stated therein; that none of such medicines were furnished for any persons except officers and enlisted men on duty; and that said medicines could not have been procured at an army dispensary in or near said place when said medicines were furnished."

The account must set forth the full name of each officer and enlisted man, designating his rank and the command to which he belongs, and the number, date, and price of each prescription. If there was an army dispensary in or near the place, but the medicines were procured elsewhere, because it was closed when they were required, or, if they could not be there procured, for some other sufficient reason, a statement of the facts supposed to justify the purchase will be added at the end of the officer's certificate.

1639. When the charge for attendance is against an officer, he should pay the account, if practicable, and transmit it, properly receipted, to the Surgeon General for reimbursement; if the officer has paid it, the fact must be plainly stated in both his and the physician's certificates. If against a deceased officer, or enlisted man, the physician shall make the affidavit required in paragraph 1637, adding that he has not received the sum expressed, nor any portion thereof. Charges for consultation will not be paid by the Medical Department.

1640. Accounts for board, nursing, and medical attendance of sick soldiers in private hospitals shall be sent to the Surgeon General for settlement,—the Medical Department to be reimbursed by the Subsistence Department for that part paid for board.
Bills for medical attendance or medicines for officers or enlisted men not on duty, or for their families including officers' servants, will not be paid by the United States.

**SANITARY DUTIES OF MEDICAL OFFICERS.**

An important part of the duty of a medical officer is the supervision, under the direction of his immediate commander, 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 troops. For this purpose he shall examine, and note in the medical history of the post, at least once a month, the sanitary condition of all buildings, the drainage, and the amount and quality of the water supply, the clothing and habits of the men, the character and cooking of the rations, and shall immediately after such examination make report thereof in writing to the commanding officer, with such recommendations as he may deem proper. The commanding officer shall return the report with his views thereon, and if he deem the action recommended impracticable or undesirable, will state fully his objections. The indorsement shall be recorded in the medical history of the post, and a copy of the report and indorsement shall be forwarded by the medical officer, through the regular channels, to the Surgeon General for his information.

Officers of the Medical Department shall unite with officers of the line in encouraging and promoting the best system of cookery, as a measure of the greatest sanitary importance.

**MEDICAL AND HOSPITAL SUPPLIES.**

Purchase of medical and hospital supplies for the Army shall be made in pursuance of law, under the direction of the Surgeon General, after due advertisement and a public opening of bids; or, in cases of emergency, and in small quantities, to fill duly approved requisitions, in open market.

The standard supply table enumerates the medical supplies furnished for the Army. When requisitions do not conform to it, the reason must be stated. Issues will be governed by it except as to size of package, which may vary according to circumstances and quantities required.

The senior medical officer of every hospital, post, or detached command, and acting assistant medical surveyors at field depots, will in future make annual requisitions for medical supplies for the year, unless otherwise instructed by a medical director or the Surgeon General. Such requisitions will be made in duplicate (Form No. 18), and each duplicate will be forwarded through the medical director to the Surgeon General, but by different mails. They will be made only for articles that are, or probably will be, needed in the year, will exhibit the quantity of each article on hand, and will state the number of men or beds to be supplied, and whether the articles are needed for a general hospital, permanent post, or for field service. Medical directors will personally and carefully scrutinize the requisitions, and make such changes therein as they may deem proper.

When, on account of an emergency not admitting of delay, medical supplies are necessary, they should be requested upon a special requisition, in duplicate, giving a list of the articles required, the quantity on hand, and the quantity needed, with a certificate properly dated and signed, stating that they are necessary for the public service, and giving the reason for the necessity. The requisitions will be transmitted to the medical director, who will forward the original, with his approval, to the nearest medical surveying depot for issue, and the duplicate to the Surgeon General, with his remarks, together with a statement of the date of his approval and the depot to which he has sent the original for issue. Requisitions for articles not on the standard supply table must, in all cases, be forwarded to the Surgeon General for his action.

When it is necessary to obtain medical supplies, and recourse cannot be had to a surveying depot, they must be purchased by the medical officer, and bills therefor, in duplicate (Form No. 5), may be sent through the medical director to the
Surgeon General for payment. The purchasing officer shall prepare, in triplicate, an invoice (Form No. 6) of the articles bought—one of which he will forward to the Surgeon General with the bill, one he will retain as a voucher to accompany his next property return, on which he shall account for the articles purchased, and one he will file with his retained papers.

1649. In all returns, estimates, requisitions, invoices, and receipts for medical supplies, the nomenclature, order of entry, and classification of the standard supply table will be strictly followed.

1650. All requisitions, claims, or official communications which require the action of the Surgeon General, should be forwarded to him through regular channels.

1651. Officers in transferring medical supplies will prepare invoices (Form No. 20) in triplicate—two for the receiving officer, and one for the Surgeon General. The receiving officer will prepare receipts (Form No. 21) in triplicate—two for the issuing officer, with a report of the quality and condition of the articles, and one for the Surgeon General, to be accompanied by a copy of the report required by the preceding paragraph. A packer's list (Form No. 19) will be furnished by the issuing officer. The contents of medicine wagons will be invoiced in detail. When supplies are turned over to a quartermaster for storage or transportation, a duplicate of the quartermaster's receipt will be forwarded to the Surgeon General with the invoice.

1652. Medical officers will report to the Surgeon General and to the issuing officer all defects observed in quality, quantity, or packing of medical supplies, or in the material or construction of surgical instruments received by them, stating the name of the seller or maker, and that of the issuing officer.

1653. In transfers of funds belonging to the Medical Department, invoices (Form No. 1) and receipts (Form No. 2) will be prepared and disposed of as in the case of invoices and receipts for medical supplies (see paragraph 1651), and will show the source or appropriation from which the funds were received.

1654. Medical officers are forbidden to transfer surgical instruments, issued to them for their personal use, unless authorized by the Surgeon General. The instruments must be kept in good condition. If unavoidably lost or damaged, they are to be immediately replaced or repaired by requisition on the Surgeon General, at the expense of the Medical Department, otherwise at the cost of the medical officer responsible.

1655. Surgical instruments, medicine cases, panniers, mess-chests, and other medical property that require and are considered worth repairing, shall be reported to the Surgeon General through the medical director, with a statement of the repairs needed.

1656. Carbolic acid, chloride of lime, sulphate of iron, corrosive chloride of mercury, solution of chlorinated soda, and other articles required as antiseptics or disinfectants in hospitals, and for general use at military posts, will be issued by the Medical Department upon the requisition of the medical officer.

1657. All empty boxes, cans, and bottles in which medical supplies are received at permanent posts, and which are not required for future use at a hospital, shall be disposed of by sale, when convenient, and the proceeds accounted for as directed in paragraph 689. In the field when not needed they may be expended.

MEDICAL STOREKEEPERS.

1658. Medical storekeepers are charged, under the direction of the Surgeon General, and the chief and assistant medical purveyors, with the storing and safekeeping of medical supplies, and with the duties of receiving, issuing, and accounting for the same. If a medical storekeeper be assigned to the same depot with an assistant medical purveyor, he shall prepare all requisitions under the latter's instructions.
1659. Medical supplies, transferred to a medical storekeeper by the chief or assistant medical purveyors, will be receipted for as invoiced. Packages will not be broken if the number correspond with the invoice, are in good condition, and there be no reason to suppose the contents defective.

1660. Medical storekeepers will cause the medical supplies issued by them to be well packed, each article designated by the name of the maker or vendor. Each package will be legibly and correctly marked with the address of the officer for whom it is intended, and will show its weight and contents, whether medicines, hospital stores, instruments, dressings, books and stationery, bedding, clothing, or furniture and appliances.

REPORTS AND RETURNS:

1661. Each medical director will make to the Surgeon General, on the last day of every month, a return of medical officers and of private physicians under contract (Form No. 24).

1662. Each medical director will visit the posts in his department at least once each year, and make such special reports as will fully inform the Surgeon General concerning their sanitary condition, and the general conduct of his department.

1663. The senior medical officer of each hospital, post, regiment, or detachment shall prepare and forward the following reports:
1. A daily report, after surgeon's call, of sick and wounded, and of the detachment of the hospital corps, for the commanding officer.
2. A consolidated report of the Medical Department, which shall also be an exact copy of the register of patients (Form No. 43), to be made in duplicate on the last day of every month, one to be sent to the medical director, and one to the Surgeon General.
3. A monthly report of the Hospital Corps (Form No. 28) to be made, in duplicate, on the last day of each month, one to be sent to the medical director, and one to the Surgeon General.
4. A monthly statement of the hospital fund and return of durable property (Form No. 46) to be made and forwarded to the medical director, who will verify its correctness, and forward it to the Surgeon General.

1664. On the appearance of the first recognized case of cholera, yellow fever, or other epidemic disease, at or near a military post or station, the medical officer in charge will at once report the fact to the medical director, and forward a duplicate of his report direct to the Surgeon General. Every medical officer in charge of cholera or yellow fever patients will, in addition to the usual report of sick and wounded, render, in duplicate, at the end of each month, a report (Form No. 39) containing a list of such patients, one of which he will forward to the medical director and the other direct to the Surgeon General. At the close of the epidemic, or of his tour of service at the place, he will forward, with as little delay as practicable, a history of the epidemic, its origin or importation, its progress and decline, and the methods of treatment or prevention, with results, also results of autopsies.

1665. Meteorological observations shall be taken and registers thereof kept at such posts as may be designated by the Surgeon General, to whom a report of the observations (Form No. 40), which shall be a true copy of the register, will be forwarded by the senior medical officer at the end of every month. Proper instruments, blank registers, and forms for the report will be supplied, and no part of the observations indicated in the blank registers will be dispensed with, nor additional ones recorded, without special instructions from the Surgeon General.

1666. All pathological specimens of interest, accompanied, if possible, by complete historical accounts, shall be forwarded to the Army Medical Museum.

1667. 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 will at once render, to date, the reports of sick and wounded.
REGULATIONS FOR THE ARMY OF THE UNITED STATES. 187

1668. The death of a medical officer, acting assistant surgeon, or hospital steward, shall be immediately reported by the attending surgeon, or the nearest medical officer, to the medical director and the Surgeon General.

1669. Within two days after every action, the senior medical officer on duty with a regiment or detachment participating, shall transmit through the proper channels to the medical director, a list of the wounded in duplicate (Form No. 49). The medical director shall immediately forward one of the lists to the Surgeon General, and retain the other to accompany his report to the commanding general.

1670. Acting assistant medical purveyors and medical storekeepers shall prepare at the end of each quarter:

1. A return, in duplicate, of medical supplies (Form No. 17), showing those on hand at last return; those received, expended, issued, and sold during the quarter, and those remaining on hand.

2. A quarterly abstract of receipts and issues (Forms Nos. 14, 15, and 16), in duplicate, which shall state the names of the persons from whom supplies have been received, those to whom they have been issued, the quantities transferred in each instance, and the dates of the transactions.

One of the duplicates of the return, together with one of the abstracts, accompanied by a complete set of vouchers, will be transmitted to the Surgeon General at the end of the quarter, and the others will be retained by the officer.

1671. All other medical officers in charge of medical supplies shall prepare, annually, on the 31st of December, or when relieved from the charge thereof, returns of medical supplies (Form No. 22), in duplicate, showing those on hand at last return, those received, expended, issued, and sold, and those remaining on hand (including personal instruments), one copy of which, including vouchers, will be forwarded direct to the Surgeon General, the other copy will be retained by the officer.

1672. The blank forms of the Medical Department will be furnished by the Surgeon General. Ordinarily, requests will be made for one year's supply. With armies in the field, they will be obtained from the medical director.

HOSPITAL RECORDS.

1673. The books of record required to be kept by officers of the Medical Department, with directions for keeping them, will be furnished by the Surgeon General.

1674. Assistant medical purveyors shall keep the following books of record, and turn them over to their successors: Record of letters received, of letters sent, of moneys received, of moneys disbursed, orders given for medical stores, and of employés.

1675. Medical directors shall keep the following record books: Letters received, letters sent, and orders. They will also keep and turn over to their successors complete files of circulars, requisitions, records of medical officers, returns of hospital corps, and reports received.

1676. 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, of patients' effects, of the hospital corps, of statements of hospital funds, of the examination of recruits, and of deaths and interments; a morning report book of the hospital corps, a transfer book, and a medical history of the post; copies of his requisitions, annual returns, and all other reports, and also of all orders and letters relating to his duties.

1677. Medical storekeepers shall keep the following books of record and turn them over to their successors: Book of letters received, of letters sent, of articles received, of requisitions, of issues, of invoices of packages turned over to the Quartermaster's Department, of contents of packages, of articles expended, of employés, and of articles on hand.
1678. Every officer, enlisted man, or employee of the military forces of the United States, who in the line of duty, or through disease contracted in service, shall have lost a limb or the use of a limb, shall receive once every five years an artificial limb or appliance, or commutation therefor, if he shall so elect, under such regulations as the Surgeon General of the Army shall prescribe. The period of five years shall be held to commence with the filing of the first application after the 17th day of June, in the year 1870. The money value allowed as commutation is for a leg, $75; for an arm, foot, and apparatus for resection, $50. (Revised Statutes, sections 4787, 4788. Section 17, act of August 15, 1876, as amended by act of February 27, 1877.)

1679. Necessary transportation to have artificial limbs fitted shall be furnished by the Quartermaster General, the cost of which shall be refunded out of any money appropriated for the purchase of artificial limbs.

1680. Officers who pay accounts for transportation of persons to procure artificial limbs will, as soon as payment is made, forward the original account to the Quartermaster General, with a letter of transmittal, in which they will state that "the account is forwarded under the provisions of this paragraph that it may be referred to the Surgeon General for repayment to the Quartermaster's Department." The paying officer will take credit for the amount paid on his abstract "B" for the month, and will note thereon the fact that the account was forwarded to the Quartermaster General, on a specified date, for the purpose aforesaid.

1681. The Quartermaster General, if he finds the account correct, will forward it to the Surgeon General, with request that the amount be paid to the Depot Quartermaster, Washington, D. C., and the Surgeon General will cause the amount to be paid from the appropriation for artificial limbs. The Depot Quartermaster will deposit the money in the Treasury to the credit of the appropriation for army transportation; and in his account current will state from whom the money was received, and that it was a refundment to the Quartermaster's Department from the appropriation for artificial limbs, of a sum paid by ———, Quartermaster, U. S. A., on voucher No. ———, for ——— 18——, for the transportation of a person en route to procure an artificial limb. He will also immediately notify the Third Auditor of the Treasury of the receipt of the money (stating amount and from whom and when received, and for what purpose) and where he has deposited the money, and that he will account for the same in his account current for the month of ———.

1682. On referring an account to the Surgeon General for refundment, the Quartermaster General will notify the Depot Quartermaster of his action, giving the name of the quartermaster who made the payment, the date and number of the voucher on which payment was made, and the amount paid, and will state that the payment was for the transportation of a person en route to procure an artificial limb.

ARTICLE LXXXII.

CORPS OF ENGINEERS.

[Note.—Regulations for the government of the Corps of Engineers, prepared and published under the authority of the Secretary of War, are distributed to its officers by the Chief of Engineers. Only such regulations are herein given as are general in their nature or affect other branches of the service.]

1683. The duties of the corps of engineers comprise reconnoitering and surveying for military purposes; the selection of sites and formation of plans and estimates for military defenses; the construction and repair of fortifications and their accessories of every description; the planning and superintending of offensive or defensive works of troops in the field; the examination of routes of communications for supplies and for military movements; and the construction of military roads and bridges; also the execution of river and harbor improvements assigned to it; and such other duties as the President may order. It collects, arranges, and preserves all correspondence, reports, memoirs, estimates, plans, drawings, deeds, titles, and models which concern or relate in anywise to the several duties above enumerated.
1684. The Chief of Engineers shall have his headquarters at the seat of government, and shall be charged, under the direction of the Secretary of War, with the command of the Engineer Department, including its bureau, and 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. By virtue of this authority he directs the affairs of the department, and gives such orders to the officers and soldiers, and to all individuals connected therewith, as the necessities of the service demand.

1685. The Secretary of War will assign, from time to time, to any military division, department, district, fort, garrison, or post, to troops, or to any 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 conform to the regulations of the Engineer Department in regard to keeping of records and rendering of reports and accounts.

1686. Engineer officers and troops on special service under the immediate orders of the Chief of Engineers will not be diverted from such service 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 order shall transmit a copy direct to the War Department for the decision of the Secretary of War.

1687. Every organization, command, or detachment of engineer troops shall be entitled to the same provisions, allowances, and benefits, in every respect, as are allowed by law or regulations to the other troops constituting the military establishment of the United States.

1688. The commandant of the engineers serving with an army in the field will be attached to general headquarters, for the direction and administration of his branch of the service.

1689. The senior officer of the corps of engineers, serving with an army corps, a division, a brigade, or smaller body, will communicate to the commandant thereof any orders he may receive from his own particular commandant-in-chief attached to general headquarters, or other superiors in his own corps.

1690. An officer of engineers directed to superintend any works to be constructed by troops, will point out what is to be done, and will maintain such a supervision as will enable him to see that it is done correctly. It will be the duty of the officer having charge of the detachment to execute the work accordingly. The detail of troops for works to be carried on under the superintendence of officers of engineers will be furnished on the requisition of the senior engineer, addressed to the officer in command of the troops. The requisition will specify the number of men required to labor; the time and place at which they will assemble to commence work, and the name and rank of the engineer officer to whom they will report. The requisition may be for part of a day or night, for a whole day or night, for a week, or a longer period, according to circumstances; the duration of the service being always specified.

1691. When on duty with armies in the field, officers of engineers engaged in surveys and reconnaissances will report their operations therein, and also the execution of all other duties, to their immediate chief at headquarters of the army, and the chief will report directly to the commander of the army.

1692. The senior engineer serving with the army in the field will, subject to the approval of his commander, report monthly to the Chief of Engineers, at Washington, the operations of the engineer force under his direction sufficiently in detail to show the nature and extent of the operations, and the respective portions executed by the several engineer officers engaged therein.

1693. He will also cause to be made exact plans of all military works executed under his direction, and, in cases 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 recon-
naisances, with explanatory reports or memoirs, will be carefully preserved, and transmitted, at suitable opportunities, to the Chief of Engineers, at Washington.

1694. When an officer of engineers is sent to any military department, fortress, garrison, or post, a duplicate of his orders will be sent to the commanding officer. On his arrival the engineer officer will communicate his orders, and the necessary facilities for accomplishing them will be afforded by the commanding officer. While so on duty, without being specially put under the direction of the commanding officer, the engineer officer will be furnished with copies of all orders and regulations of the command relative to etiquette and police, and with the countersign when quartered within a chain of sentinels. The engineer officer will report to the commanding officer when relieved from duty within the limits of the command.

1695. Officers of the corps of engineers engaged in the construction of fortifications or other public works, are entitled to the like allowances of quarters, mess-rooms, and kitchens, with fuel for the same, as are provided by the general regulations for officers at garrisoned posts or other fixed stations.

1696. All quarters for officers and soldiers, all work-shops and store-houses required within the lines of permanent fortifications, shall be constructed by the Corps of Engineers as a part of the work. The quarters and barracks of the permanent fortifications, when occupied by garrisons, will be kept in order and repair by the Quartermaster's Department.

1697. 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.

1698. 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.

1699. Officers of the Corps of Engineers, or on engineer duty, traveling on service connected with works of internal improvement, will be paid their mileage out of the specific appropriation for the benefit of which the journey was performed. When traveling on any other duty, the mileage will be paid by that branch of the service intrusted with such payments for the Army.

1700. The following books and files for each work will be required to be kept by the officer in charge:

1. A cash-book, with daily record of receipts and expenditures.
2. An appropriation or allotment book.
3. A roll-book, showing the name, occupation, time employed, and amount paid to each hired person each month.
4. A journal of operations, containing a daily record of the occupation of the persons employed on the work, the application of their labor, and miscellaneous facts connected with the work; with contract work, a record of the quantity of work done by the contractor daily, if possible, or at such times as the work can be measured, stating daily the number and occupation of men employed, and number and kind of machines used by contractor.
6. A file of bills paid.
7. A file of letters received.
8. A file of orders received.
9. An index will be kept with each book and file.
ARTICLE LXXXIII.
ORDNANCE DEPARTMENT.

[Note.—The following regulations for the Ordnance Department are general in their nature. Those of a more specific character, and which concern especially the duties of members of the Ordnance Corps, will be found in the ordnance regulations prepared by the Chief of Ordnance under the authority conferred in section 1167 of the Revised Statutes, by whom they will be furnished to officers requiring them, upon application.]

1701. The Chief of Ordnance, under the direction of the Secretary of War, procures by purchase, or manufacture, the necessary supplies of ordnance and ordnance stores for the Government, establishes and maintains depots for their storage and protection, and distributes them to the Army when needed. He is also charged with the examination and settlement of the property accountability of all officers, or other persons in the military establishment, to whom ordnance and ordnance stores are intrusted. (R.S., sections 1164, 1165, 1167.)

1702. Vacancies in the grade of 1st lieutenant of ordnance are filled by transfer from the line of the Army. To be eligible, an officer must be less than thirty years of age, must have served at least four years as an officer in the line of the Army, and must have passed a satisfactory examination before a board of ordnance officers. Applications for examination will be made to the Adjutant General.

1703. Should the applicant be directed to appear before a board, he will, after passing a satisfactory preliminary examination as to his physical qualifications, be examined upon the following, or such other subjects, as the Secretary of War may prescribe: Gun construction, present and past state of the art; ballistics and ballistic machines; types of projectiles and gun-carriages; gun-powder, types and modes of manufacture; small-arms and machine-guns; employment of artillery, kinds of fire, etc.; armored defenses; materials for ordnance construction and processes of manufacture; torpedoes for coast defenses; general principles of mechanics.

1704. Enlistments in the ordnance department are made by the Chief of Ordnance, by whom the number and grade of enlisted men at each ordnance station are fixed. They are enlisted as second-class privates, and 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 that of corporal or sergeant, promotion to which grades is made by the Chief of Ordnance on the recommendation of the officer in command. They cannot be discharged before the expiration of period of enlistment, except under the direction of the Secretary of War. Enlistment papers are made in duplicate (Form 24, Ordnance Department); one will be retained and the other forwarded to the ordnance office.

1705. In the temporary absence of the officer commanding an armory, arsenal, depot, or other ordnance establishments, if there be no other commissioned officer of ordnance present on duty, the command devolves upon the ordnance storekeeper.

ISSUES AND SALES.

1706. "Ordnance or ordnance stores" comprise all cannon and artillery carriages and equipments; all apparatus and machines for the service and maneuver of artillery; all small-arm ammunition accouterments; horse equipments and harness for the artillery; all tools, machinery, and materials for the ordnance service, and, in general, all property of whatever nature which is supplied to the military establishment by the Ordnance Department.

1707. In time of peace, ordnance and ordnance stores are issued from the arsenals and armories on the authority of the Ordnance Bureau. Should an issue be made not especially directed from the Ordnance Bureau, the order therefor will be promptly transmitted to it by the issuing officer.

1708. In time of war, issues may be made to troops in service, on the order of any general or field officer commanding an army, garrison, or detachment. But, to authorize issues to the militia, they must have been regularly mustered into the service, and the requisition for the stores must be approved by the mustering and inspecting officer of the United States, or by a general or field officer commanding in the regular service.
REGULATIONS FOR THE ARMY OF THE UNITED STATES.

1709. To meet emergencies which may arise with troops serving in the field, the Chief of Ordnance, under section 1165, R. S., will, on the recommendation of the commanding general of military geographical divisions and departments, favorably endorsed by the General of the Army, and approved by the Secretary of War, establish ordnance depots at such points (preferably one in each department) as may be designated by the Secretary of War, where ordnance stores will be held for distribution to the troops under such regulations as the commanding general may prescribe.

1710. When practicable, these depots will be under the charge of an ordnance officer; they will be provided by the Chief of Ordnance with tools and appliances with which to repair arms and equipments, when the necessary repairs cannot be made by troops, and when transportation to an arsenal would involve unnecessary expense.

1711. Requisitions for ordnance supplies, for the posts and troops of a department, will be filled from such depot upon order of the commanding general, or otherwise as he may direct. The officer in charge will be responsible, under the commanding general, that sufficient stores procured by timely requisitions upon the Chief of Ordnance, and are always on hand to meet probable wants. Unserviceable and unsuitable ordnance and ordnance stores at such depots, being no longer of service to the troops, nor issuable under orders of the department commander, return to the condition of ordnance property, under the control of the Chief of Ordnance, and are disposed of as directed by the Secretary of War. Inspections of such property are made by ordnance officers, and the reports sent direct to the Chief of Ordnance for the action of the Secretary of War.

1712. Requisitions for ordnance and ordnance stores not on hand within a department, must be approved by the immediate commanders. The personal approval of the department commander is necessary, but, in his absence, it may be made in his name by one of his staff officers. After approval, one copy is forwarded to the Chief of Ordnance direct.

1713. Supply tables prepared by the Chief of Ordnance give the components of the equipments for each arm of the service, also the materials for repairing the same, and for the care and preservation of field and sea-coast guns, carriages, and projectiles. Requisitions will be made in conformity with these tables, unless extraordinary circumstances, to be plainly set forth in each case, should require a larger supply of one or more of the articles authorized.

1714. Requisitions for ordnance stores, to replace those which have been regularly "condemned," will be accompanied by a certified copy of the inspection report; but issues may be made upon the requisition of officers, for an advance of stores—before an inspector has acted upon those considered unserviceable—on the officer's statement that the stores asked for are absolutely necessary for the proper equipment of his command, and upon his showing that the articles are to replace unserviceable stores. When stores are required to replace those lost or damaged by the carelessness of the men, the officer must certify that he has charged the cost of the same on the muster and pay-rolls.

1715. The Ordnance Department will provide and issue the horse-shoes, nails, and smith's tools and materials for the artillery service, and smith's tools for the cavalry service.

1716. The service arms, ammunition, accouterments, and horse equipments required by an officer for his own use in the public service may be sold to him by the Ordnance Department at the regulation price, and the money received passed to the credit of the proper appropriation at the Ordnance Bureau. Arms and ammunition thus sold to officers are intended for their own use, and not for sale to persons not in the military service. Officers who have once purchased cannot be resupplied, except by order of the Secretary of War; and then only after certifying that the arms previously purchased were not disposed of in a manner contrary to the meaning of this paragraph.
1717. When the arms or equipments authorized to be purchased in the preceding paragraph cannot be obtained from an officer of the Ordnance Department at an arsenal or depot, officers may take from those held in their possession for their commands such articles as they require for their personal use, or may furnish them to officers of their commands for like purpose. In such cases they will refund the cost of the articles to the Ordnance Department by depositing the money with an Assistant Treasurer, or an authorized depositary, and taking and transmitting the customary certificates.

1718. Officers serving with troops, may draw for their personal use, from stores belonging to the command with which they are serving, one regulation rifle, or carbine, and one revolver, with the appropriate belts, carbine-slings, and cartridge-boxes, and the usual quantity of ammunition for each arm. This ordnance property can be used in action or target practice, and will be accounted for in the same manner as similar stores belonging to the United States in the hands of troops.

1719. Ordnance stores shall not be loaned by any officer to individuals, corporations, Indian agencies, or any other parties whomever, and any officer making such loan will be held responsible for the money value of the articles.

1720. An officer who makes an issue of stores to one not in command of troops, unless under orders from competent authority, will be charged with the money value of the stores so issued.

1721. Department commanders may, in cases of emergency, direct the sale of arms and ammunition, of calibers not used in service, at exposed frontier settlements, to actual settlers for their protection, when they have not, the means and facilities to provide for themselves. Officers who make the sales will be required to file with their returns the department commander’s authority for the same, and his explanation of the emergency requiring it. No deduction in price will be made on account of failure of purchasers to take bayonets.

1722. The issue or sale of arms, ammunition, or other ordnance stores, to Indians not in the military service, or to Indian agents, will not be made unless under the special authority of the Secretary of War. Sales will not be made to contractors or corporations, who with ordinary foresight might otherwise provide for the protection of their employés and property.

1723. Civil employés of the War Department may be armed, when necessary, for the protection of life or public property, and the same responsibility attaches to the officers accountable for the arms furnished them that attaches to those accountable for the arms in the hands of enlisted men.

1724. The sale of ammunition to civilians belonging to exploring or surveying expeditions authorized by law, and to civilian employés of the War Department, may be made for hunting purposes when considered necessary for their subsistence, or for the interest of the United States.

1725. Arms lost, destroyed, or embezzled by civilian employés are charged in the same manner as stores similarly lost by enlisted men. A certified statement of the fact is made in duplicate (Form 14), and the money accounted for to the Ordnance Department. One copy of the statement is filed with the return.

ISSUE AND EXPENDITURE OF AMMUNITION.

1726. Ammunition can only be expended in action, in defense of life or public property, in target practice, in the preliminary instruction of the soldier, in hunting, for authorized salutes, and for the subsistence of scouts and other civil employés when they are obliged to rely on their arms to sustain life.

1727. The officer's certificates as to the necessity for all expenditures of ammunition, must accompany his property return, and when ammunition is dropped from his return as "expended in action by civil employés," a statement giving the place, date, and attending circumstances, sufficiently in detail to insure verification, must be filed with the return.

17519—13
1728. Ammunition expended by a soldier without orders, or not in the line of duty, or which may be damaged or lost through his neglect, must be invariably charged to him.

1729. When ammunition is furnished to civilian employees it is not to be dropped from the returns as "issued to civilian employee," "issued for escort duty," etc. It must be actually expended by firing from the piece, and only in action, or in hunting when necessary to obtain subsistence. Ammunition not so expended must be returned to the responsible officer and accounted for by him, or paid for at the price fixed.

SURPLUS AND DAMAGED STORES.

1730. Serviceable surplus ordnance stores may be turned in at the nearest arsenal, on the order of a department commander; or, if in the hands of a recruiting officer, on the order of the Adjutant General.

1731. Officers in charge of arsenals and ordnance depots will receive and afford every facility to officers authorized to turn over property. They will give receipts for it in due form (Form 3 A) according to its condition.

1732. Whenever canteens become unserviceable because of worn-out covers or lost corks, they will not be presented for condemnation, but will be repaired by the troops. Timely requisitions will be made on the Ordnance Department for extra covers, corks, etc., with which to repair them.

1733. On arrival of recruits at their destination, the clothing bags and haversacks, which they turn in, will be properly packed and turned over to the Quartermaster's Department for transportation to the Watervliet Arsenal, West Troy, New York, for repairs and subsequent issue to recruiting depots.

1734. Ordinary repairs can usually be made in the company, or at the post, with the means provided for that purpose by the Ordnance Department. When the repairs required are too expensive to be thus made, an inspector should recommend that the stores be sent to the nearest arsenal. A certified extract from the inspection report, accompanying the invoices, is the officer's authority for turning them in.

1735. In the absence of an inspecting officer, department commanders may direct all arms, accouterments, or equipments needing repairs, which cannot be made by the troops, to be sent to the nearest arsenals.

1736. No officer has authority to turn in any unserviceable ordnance stores without complying with these regulations, nor has any ordnance officer authority to receive them.

1737. To prevent, as far as possible, the loss of small-arms while in the hands of troops, officers having charge of ordnance stores of this description will take the most stringent measures to guard them; and no one shall be relieved from his responsibility for loss, except upon clear and convincing proof that no blame can attach to him therefor.

1738. Lists of prices to be charged against soldiers for the loss of or damage to fire-arms, are published from time to time.

1739. The application of oil or grease to the shell of metallic ammunition has a tendency to cause the shell to rupture when fired, and shall not under any circumstances be applied. When practicable, every cartridge, before being placed in the piece, will be examined, to see that it is perfectly clean; and no cartridge, and particularly no discharged shell, shall be kept in the piece longer than is absolutely necessary.

1740. Arm-chests, not required for the storage of supplies, are returned to the nearest arsenal or ordnance depot when the cost of transportation is not greater than the value of the property. Officers to whom such chests have been issued are charged with their value if they are destroyed.

INSPECTION OF UNSERVICEABLE ORDNANCE AND ORDNANCE STORES.

1741. Before making final disposition of ordnance stores, which, from any cause, are worn out or damaged, they must be submitted to an inspecting officer.
REGULATIONS FOR THE ARMY OF THE UNITED STATES. 195

1742. When sales of ordnance stores are recommended, the reports will be forwarded, by the general commanding, direct to the Chief of Ordnance, for the final action of the Secretary of War.

1743. When the recommendation of an inspector for sale of ordnance is approved, the reports are returned to the officer accountable for the stores, through the headquarters of the department in which he may be serving, with detailed instructions how to make the sales and account for the proceeds. One copy of each inventory and inspection report must accompany the return.

PACKING AND TRANSPORTATION.

1744. Officers who ship arms of any description are held strictly responsible that they so pack them that, under ordinary handling, they cannot break loose from their fastenings in the boxes, and that no loaded arm is packed for transportation. When loaded arms, or arms insecurely packed, are received by an officer, he will report the facts direct to the Chief of Ordnance.

1745. After packing arms or other ordnance stores for shipment, the covers and bottoms of the arm-chests and packing-boxes will, if possible, be sealed with wax and stamped with an official mark by the officer responsible for them. The lid will be secured by screws, at least two of which will be sealed, in addition to the nails used. Each board on top and bottom will have at least one sealed screw. The screw-heads will be countersunk to a depth sufficient to protect the wax seal from injury. The design of the seal will designate the arsenal or post from which the shipment is made, or the name of the shipping officer.

1746. The Ordnance Department prepares official stamps for sealing boxes, and distributes them in duplicate to each company in the Army. Company commanders will account for them in their quarterly returns of ordnance stores, and will use them exclusively for purposes intended.

1747. The gross weight of all boxes, and date of weighing, will be distinctly marked thereon. Each quartermaster who ships or receives ordnance stores will satisfy himself that the seals on the packages are unbroken. If the seals should be broken and any stores lost, he will cause the value of the lost stores to be charged to the transporter.

1748. For transportation, ordnance stores are turned over to the Quartermaster's Department, with duplicate invoices; and a third invoice, with duplicate receipts, to be signed by the receiving officer, is sent direct to him by mail, with a letter of transmittal. But materials procured for current use at ordnance establishments are transported at the expense of the Ordnance Department. For such shipments the regular bills of lading will be used.

RETURNS AND REPORTS.

1749. Officers responsible for ordnance funds will render the returns and statements required by paragraph 57, Ordnance Regulations.

1750. Officers, or ordnance sergeants, responsible for ordnance and ordnance stores, will render a quarterly return thereof, direct to the Chief of Ordnance, within twenty days after the expiration of each quarter.

1751. Records of artillery firing will be rendered by commanding officers of permanent forts and batteries, and forwarded direct to the Chief of Ordnance, at the end of February, April, June, August, October, and December of each year.

1752. Requisitions for blanks and blank books required for the use of the Ordnance Department should be made quarterly, or when needed, by every regiment and company. Those suited to every command and arm of the service can be obtained upon application to the Chief of Ordnance.

1753. In the care and preservation of artillery material, magazines, small-arms, etc., the instructions contained in "Tidball's Manual" and the publications of the Ordnance Department will be observed.
ARTICLE LXXXIV.

THE SIGNAL SERVICE.

1754. The Chief Signal Officer is charged, under the Secretary of War, with the direction of the Signal Bureau; with the control of the officers, enlisted men, and employees attached thereto; with the construction, maintenance, and operation of military telegraph lines; with the procurement, preservation, and distribution of the necessary supplies for the signal service; with the supervision of such instruction in military signaling and telegraphy as may be prescribed in orders, from time to time, by the War Department; with the observation and report of storms for the benefit of the agriculture and commerce of the United States, and with the construction, operation, and repair of such lake or sea-coast telegraph lines as may be established in connection with the light-house and life-saving systems of the Treasury Department.

1755. Officers of the signal corps, and those placed on signal duty in orders from the War Department, as fully qualified, will be styled “signal officers;” those assigned to such duty by other authority will be known as “acting signal officers.”

1756. The number and grade of enlisted men at each signal station is fixed by the Chief Signal Officer. They are enlisted as second-class privates, and may be mustered, at his discretion, in any grade for which they are competent, and in which there is a vacancy. Non-commissioned officers are appointed, promoted, and reduced by the Chief Signal Officer. The monthly muster of the enlisted men of the signal corps shall be conducted in such manner as the Secretary of War may prescribe.

FIELD SERVICE.

1757. The senior signal officer of an army in the field commands the signal parties serving therein. Orders affecting them will be transmitted through him, and he will be responsible that they are fully instructed, adequately supplied, and that they properly perform their duties. He will keep himself informed of the position of the army and of the enemy, and, under the instruction of the general commanding, will establish his stations to the greatest advantage. He will submit reports of operations to the general commanding, and will forward copies thereof to the Chief Signal Officer in Washington, to whom he will report monthly his station, the strength and condition of his parties, and all other matters pertaining to its duties and equipments.

1758. Signal officers in the field will report to their immediate commanders, and to the senior signal officer, for the information of the general commanding, all movements of the enemy and other facts, of interest to the service, coming within their knowledge.

MILITARY TELEGRAPH LINES.

1759. When telegraph lines are, by order of the Secretary of War, placed in charge of signal officers, they will be held responsible for their construction, maintenance, and operation. Commanding officers and others will see that the especial duties of these officers are not interfered with, and will, upon proper application, render such assistance as may be in their power.

1760. Official and military messages will have precedence on the Government telegraph lines. Communications transmitted by telegraph or signals are always confidential, and will only be revealed to those officially entitled to receive them.

1761. In time of peace, department commanders will attend to the instruction and practice in military signaling of the line officers and enlisted men in their departments. To this end they will cause an acting signal officer to be appointed, at each military post, who shall give the necessary instruction and supervise field practice, during at least two months of each year. Constant instruction will be maintained until at least one officer and four enlisted men, of each company, are proficient in the exchange of both day and night signals by flag, heliograph, or other device.
The detail will be changed from time to time, so as to insure that each company shall always have a sufficient number of instructed officers and men, competent to maintain, by signals, distant communication in the field. Monthly reports of instruction and practice will be rendered to the Chief Signal Officer through department commanders.

1762. Whenever in the judgment of the department commander such course is necessary for thorough supervision of signal practice, an officer of the department staff may be designated as signal officer of the department.

1763. Each post shall be visited at least once annually by an inspector, under orders from the commanding General, for the purpose of determining the relative efficiency in signaling of all officers and enlisted men who have had instruction and practice. A report of such inspection will be made to the Secretary of War.

1764. Signal equipments, property, and stores will be furnished by the Signal Bureau to military posts, and such organizations as require them, on requisitions approved by department commanders. They will be receipted for by signal officers, or those acting as such, and will be regularly accounted for to the Chief Signal Officer on forms furnished for the purpose. Issues of instruments and equipments will not be made, except to signal officers, or officers acting as such.

Telescopes, field-glasses, heliographs, and telephones, when unserviceable, will not be submitted to an inspector for condemnation, but will be reported to the Chief Signal Officer for suitable disposition.

1765. Officers of the Quartermaster's and Subsistence Departments will issue to signal parties serving in their vicinity such supplies as may be necessary for their proper equipment and subsistence, on the requisition of the officer in charge of such parties. The cost of such supplies will be reimbursed from the appropriation for the Signal Service. The receipt of the officer or agent receiving the stores will be taken by the officer making the transfer, for file with his returns, and such receipts must show that the request has been made for reimbursement of the cost of the stores so transferred.

ARTICLE LXXXV.

UNIFORM OF THE ARMY OF THE UNITED STATES.

OFFICERS.

Coats.

1766. Full-dress for Officers.—A double-breasted frock coat of dark-blue cloth, the skirt to extend from one-half to three-fourths the distance from the hip-joint to the bend of the knee.

For a General.—Two rows of buttons on the breast, twelve in each row; placed by fours; the distance between each row 5½ inches at top and 3½ inches at bottom; stand-up collar, not less than 1 nor more than 2 inches in height, to hook in front at the bottom and slope thence up and backward at an angle of thirty degrees on each side, corners rounded; cuffs 3 inches deep, with three small buttons at the under seam; pockets in the folds of the skirts, with two buttons at the hip and one at the lower end of each pocket, making four buttons on the back and skirt of the coat; collar and cuffs to be of dark-blue velvet; lining of the coat black.

For a Lieutenant General.—The same as for a general, except that there will be ten buttons in each row, on the breast, the upper and lower groups by threes, and the middle groups by fours.

For a Major General.—The same as for a general, except that there will be nine buttons in each row, on the breast, placed by threes.

For a Brigadier General.—The same as for a general, except that there will be eight buttons in each row, on the breast, placed by pairs.

For a Colonel, Lieutenant Colonel, or Major.—The same as for a general, except that there will be nine buttons in each row, on the breast, placed at equal distances; collars and cuffs of the same color and material as the coat.
For a Captain, First Lieutenant, Second Lieutenant, and Additional Second Lieutenant.—The same as for a colonel, except that there will be seven buttons in each row, on the breast.

This coat will be worn on all dress occasions, such as reviews, inspections, dress parades, and courts-martial, and upon guards and drills when prescribed by the commanding officer. It may be worn with shoulder-straps, when not on armed duty.

For a Chaplain.—Plain black frock coat with standing collar; one row of nine black buttons on the breast. This coat is intended for both "full dress" and "undress."

Undress for all Officers.

1767. For marches, fatigue duty, and ordinary wear.—A sack coat of dark-blue cloth or serge; falling collar; single-breasted, with five buttons in front and three small buttons on the under seam of the cuff of each sleeve, arranged like those worn on the dress coat. To be with or without braid at the edges of the option of the wearer; braid, when worn, not to exceed one-fourth of an inch in width. The skirt to extend from one-third to two-thirds the distance from the hip-joint to the bend of the knee. The shoulder-straps will always be worn with this coat.

1768. Officers are permitted to wear a plain dark-blue dress-coat, with the button designating their respective corps, regiments, or departments, with no other mark or ornament upon it. Professors at the Military Academy and officers of the Judge-Advocate General's Department may wear this coat on duty, but it shall not otherwise be considered as a dress for any military purpose.

Buttons.

1769. For General Officers and Officers of the General Staff.—Gilt, convex, with spread eagle and stars, and plain border.

For Officers of the Corps of Engineers.—Gilt, slightly convex; a raised bright rim, one-thirteenth of an inch wide; device, an eagle, holding in his beak a scroll, with the word "Essayons," a bastion, with embrasures in the distance, surrounded by water, with a rising sun—the figures to be of dead gold upon a bright field. Small buttons of the same form and device.

For Officers of the Ordnance Department.—Gilt, convex, with plain border; device, crossed cannon and a bombshell, with a circular scroll over and across the cannon containing the words "Ordnance Corps."

For Officers of the Signal Corps.—Gilt, convex, with plain border; device, two crossed signal flags and burning torch; small buttons of the same form and device.

For Officers of the Artillery, Infantry, and Cavalry.—Gilt, convex; device, a spread eagle, with the letter A for artillery, I for infantry, and C for cavalry, on the shield.

Buttons to be of the following dimensions: Large size, seven-eighths of an inch; small size, nine-sixteenths of an inch, in exterior diameter.

Cravats.

1770. For all Officers.—Black; the tie not to be worn outside the opening of the coat collar. For chaplains a white or black tie.

Vests.

1771. Officers, when not on duty, are permitted to wear a buff, white, or blue vest, with the small button prescribed in paragraph 1769.

Trousers.

1772. For General Officers, Officers of the General Staff, and Staff Corps.—Dark-blue cloth, plain, without stripe, welt, or cord.

For Officers of Cavalry, Artillery, and Infantry.—Light-blue cloth, same shade of color as prescribed for enlisted men, with stripe 1 1/2 inches wide, welted at the edges, color, that of facings of their respective arms.

For Chaplains.—Plain black, without stripe, welt, or cord.
REGULATIONS FOR THE ARMY OF THE UNITED STATES.

Chapeau or Helmet (Full Dress).

1773. For General Officers, Officers of the General Staff, and Staff Corps.—Chapeau according to pattern in office of the Quartermaster General; to be worn with the front peak turned slightly to the left, showing the gilt ornaments upon the right side.

Helmet, for all Mounted Officers.—According to the pattern in the office of the Quartermaster General. Body: Of cork or other suitable material, covered with black cloth, or of black felt, at the option of the wearer. Trimmings: Cord and tassels, top-piece and plume-sockets, chain chin-strap and hooks, eagle with motto, crossed cannon, rifles, or sabers, all gilt, with the number of the regiment on the shield in white; plume of buffalo hair—white for infantry, yellow for cavalry, and red for artillery.

Helmet for all Officers of the Line not mounted.—Same as above, except that the trimmings are as follows: Top-piece, spike, chain chin-strap, with hooks and side buttons, eagle with motto, crossed rifles or cannon, all gilt, with the number of the regiment on the shield in white.

The helmet-cords will be attached to the left side of the helmet and come down to the left shoulder, where they are held together by a slide; one cord then passed to the front and the other to the rear of the neck, crossing upon the right shoulder and passing separately around to the front and rear of the right arm, where they are again united and held together by a slide under the arm; the united cords then cross the breast and are looped up to the upper button on the left side of the coat.

For Chaplains.—A plain black hat. This hat is intended for "full dress" and "undress."

Plumes for Officers.

1774. For the General-in-Chief.—Three black ostrich feathers.
For other General Officers, Officers of the General Staff, and Staff Corps.—Two black ostrich feathers.

Forage-Cap.

1775. For General Officers.—Of dark-blue cloth, chasseur pattern, with black velvet band and badge in front, and a cap-cord of gold on silver, according to the pattern in the office of the Quartermaster General.

For all other Commissioned Officers except Chaplains.—Of dark-blue cloth, chasseur pattern, with badge of corps or regiment in front, top of badge to be even with top of cap, and a cap-cord of gold on silver, according to the pattern in the office of the Quartermaster General.

Forage-cap Badges.

1776. To be embroidered on dark-blue cloth ground, with devices as follows:

For General Officers.—A gold wreath encircling the letters U. S. in silver, old English characters.
For Officers of the Adjutant General's Department.—A gold wreath encircling a solid silver shield bearing thirteen stars.
For Officers of Engineers.—A gold wreath encircling a silver-turreted castle.
For Officers of Ordnance.—A gold shell and flame.
For Officers of the Signal Corps.—A gold wreath encircling two crossed signal flags and a burning torch, according to the pattern in the office of the Chief Signal Officer.
For all other Staff Officers.—Same as for general officers.
For Officers of Cavalry.—Two gold sabers, crossed, edges upward, with number of the regiment, in silver, in the upper angle.
For Officers of Artillery.—Two gold cannons, crossed, with the number of the regiment, in silver, at the intersection of the crossed cannons.
For Officers of Infantry.—Two gold rifles, crossed, without bayonets, barrels upward, with the number of the regiment in silver in the upper angle.
200 REGULATIONS FOR THE ARMY OF THE UNITED STATES.

Fatigue Hat.

1777. For all Officers.—Of black or drab felt, according to pattern, to be worn in the field, and in garrison only on fatigue duty and at target practice.

Epaulettes.

1778. For the General of the Army.—Of gold, with solid crescent; device—two silver embroidered stars, with five rays each, one and one-half inches in diameter, and the “Arms of the United States” embroidered in gold placed between them.

For the Lieutenant General.—Of gold, with solid crescent; device, three silver embroidered stars of five rays each, respectively, 1¼, 1½, 1¾ inches in diameter. The largest placed in the center of the crescent; the others placed longitudinally on the strap and equidistant, ranging in order of size from the crescent.

For a Major General.—Same as for Lieutenant General, omitting smallest star, and the smaller of the two remaining stars placed in the center of the strap.

For a Brigadier General.—Same as for Lieutenant General, omitting all but the largest star.

Shoulder-knots.

1779. For the Officers of the Adjutant General’s and Inspector General’s Departments, and for Aides-de-Camp to General Officers.*—Of gold cord, Russian pattern, on dark-blue cloth ground; insignia of rank and letters or designation of corps or regiment embroidered on the cloth ground, according to pattern; and aiguillette of gold cord to be worn with the right shoulder-knot, according to pattern. The aiguillette, instead of being permanently attached to the shoulder-knot, may be made separate, so as to be attached to the coat underneath the knot by means of a strap or tongue passing through the lower fastening of the knot.

For Officers of other Staff Corps.—Same as above described, without the aiguillette, and with distinctive insignia as follows:

Signal Corps.—Two crossed signal flags and a burning torch, according to the pattern deposited in the office of the Chief Signal Officer.

Adjutant General’s Department.—A solid shield of silver bearing thirteen stars, according to pattern in the Adjutant General’s Office. For an Assistant Adjutant General with the rank of Colonel, it will be worn on the bullion of the knot, midway between the upper fastening and the pad.

Inspector General’s Department.—I. D.
Judge-Advocate General’s Department.—J. A.
Quartermaster’s Department.—Q. D.
Subsistence Department.—S. D.
Medical Department.—M. D.
Pay Department.—P. D.
Engineer Corps.—A turreted castle of silver.
Ordnance Department.—A shell and flame 1¼ inches in height by ½ of an inch in width.

For Officers of Cavalry, Artillery, and Infantry.—Of the same pattern as for the staff corps, but on cloth of the same color as the facings of the arm, with insignia of rank and number of regiment embroidered on the cloth ground, according to pattern.

For Regimental Adjutants.—Of same pattern as for other officers of their arm, but with aiguilettes attached.

The letters and devices prescribed in this paragraph, except those for officers of the Adjutant General’s and Engineer Departments, will be executed in silver embroidery.

1780. When the full-dress coat is worn by officers on duty, the prescribed epaulettes or shoulder-knots will be attached.

* Aides-de-camp and a Military Secretary, with increased rank, will wear the aiguillette with the uniform of the General Staff.
Aides-de-camp to Major and Brigadier Generals will wear the aiguillette with the uniform of their regiments or corps.
REGULATIONS FOR THE ARMY OF THE UNITED STATES. 201

Insignia of Rank on Shoulder-knots.

1781. For a Colonel.—A silver embroidered eagle at the center of the pad.

For a Lieutenant Colonel.—Two silver embroidered leaves, one at each end of pad.

For a Major.—Two gold embroidered leaves, one at each end of pad.

For a Captain.—Two silver embroidered bars at each end of pad.

For a First Lieutenant.—One silver embroidered bar at each end of pad.

For a Second Lieutenant.—Plain.

For an Additional Second Lieutenant.—Same as second lieutenant.

The above insignia to be the same as prescribed for the shoulder-strap.

Shoulder Straps.

1782. For the General of the Army.—Dark-blue cloth, 1½ inches wide by 4 inches long, bordered with an embroidery of gold one-fourth of an inch wide; two silver embroidered stars of five rays each, and gold embroidered “Arms of the United States” between them.

For a Lieutenant General.—Dark-blue cloth, 1½ inches wide by 4 inches long, bordered with an embroidery of gold one-fourth of an inch wide; three silver embroidered stars of five rays, one star on the center of the strap, and one at each end, equi-distant between the center and outer edge of the strap, the center star to be the largest.

For a Major General.—The same as for a Lieutenant General, except that there will be two stars instead of three; the center of each star to be 1 inch from the outer edge of the gold embroidery on the ends of the strap; both stars of the same size.

For a Brigadier General.—The same as for a major general, except that there will be one star instead of two, at the center of the strap.

For a Colonel.—The same as for a brigadier general, omitting the star, with a silver embroidered spread-eagle on the center of the strap, 2 inches between the tips of the wings, having in the right talon an olive branch, and in the left a bundle of arrows; an escutcheon on the breast, as represented in the “Arms of the United States.” Cloth of the straps as follows: For the general staff and staff corps, dark-blue; infantry, white; artillery, scarlet; cavalry, yellow.

For a Lieutenant Colonel.—The same as for a colonel, according to corps, omitting the eagle, with a silver embroidered leaf at each end, each leaf extending seven-eighths of an inch from the end of the strap.

For a Major.—The same as for a lieutenant colonel, according to corps, with a gold embroidered leaf at each end, each leaf extending seven-eighths of an inch from the end of the strap.

For a Captain.—The same as for a major, according to corps, omitting the leaves, at each end two silver embroidered bars of the same width as the border, placed parallel to the ends of the strap; the distance between them and the border equal to the width of the border.

For a First Lieutenant.—The same as for a captain according to corps, at each end one silver embroidered bar of the same width as the border, placed parallel to the ends of the strap, at a distance from the border equal to its width.

For a Second Lieutenant.—The same as for a first lieutenant, according to corps, omitting the bars.

For an Additional Second Lieutenant.—The same as for a second lieutenant.

1783. Officers in the field may dispense with prominent marks likely to attract the fire of sharpshooters; but all officers will wear the prescribed shoulder-straps to indicate their rank, whenever the epaulette or shoulder-knot is dispensed with.

Gloves.

1784. For all Mounted Officers.—White gauntlets or gloves.

For all other Officers.—White gloves.
REGULATIONS FOR THE ARMY OF THE UNITED STATES.

Sash.

1785. For General Officers.—Buff silk net, or buff silk and gold thread, with silk bullion fringe ends; sash to go twice around the waist, and to tie behind the left hip, pendent part not to extend more than 18 inches below the tie.

General officers above the grade of brigadier general may, at their option, wear the sash across the body from the left shoulder to the right side.

Sword-belt.

1786. For all Officers.—A waist belt, not less than 1½ nor more than 2 inches wide, with slings of same material as the belt. A hook will be attached to the belt on which to hang the sword. To be worn outside the coat.

For General Officers.—Of red Russia leather, with three stripes of gold embroidery, as per pattern.

For all Field Officers.—One broad stripe of gold lace on black enameled leather, according to pattern.

For all Officers of the General Staff and Staff Corps, below the rank of Field Officers.—Four stripes of gold lace, interwoven with black silk, lined with black enameled leather, according to pattern.

For Company Officers of Cavalry, Artillery, and Infantry.—Four stripes of gold lace, interwoven with silk of the same color of the facings of their arms of service, and lined with black enameled leather.

1787. On undress duty, officers will wear a plain black leather belt.

Sword-belt Plate.

1788. For all Officers.—Gilt, rectangular, 2 inches wide, with a raised bright rim; a silver wreath of laurel encircling the "Arms of the United States;" eagle, shield scroll, edge of cloud, and rays bright. The motto "E pluribus unum" upon the scroll; stars also of silver, according to pattern.

Swords.

1789. For General Officers.—A straight sword, brass or steel scabbard.

For Officers of the General Staff.—Same as now worn, according to pattern in Ordnance Department.

For Cavalry Officers.—Saber and scabbard according to pattern in Ordnance Department.

For all Mounted Officers of Artillery.—Light artillery saber according to pattern in the Ordnance Department.

For Mounted Officers of Infantry.—Sword and scabbard of the pattern prescribed for cavalry officers.

For all other Officers.—The straight sword prescribed for officers of the general staff, according to pattern in the Ordnance Department.

The sword and sword-belt will be worn upon all occasions of duty, except stable and fatigue. When not on military duty, officers may wear swords of honor.

Sword-knot.

1790. For General Officers.—Gold cord, with acorn end.

For all Mounted Officers.—Gold-lace strap, with gold bullion tassel.

Top Boots and Spurs.

1791. Top Boots for all Officers of Cavalry and Mounted Artillery.—According to patterns in the office of the Quartermaster General, to be worn on all mounted duty.

1792. Spurs for all Mounted Officers.—Yellow metal or gilt, according to pattern in the office of the Chief of Ordnance.
REGULATIONS FOR THE ARMY OF THE UNITED STATES. 203

Overcoat.

1793. For General Officers.—Of dark-blue cloth, closing by means of four black silk olives and loops of black silk cord fifteen-hundredths of an inch in diameter on each side, down the front, and at the throat by a long loop of same cord with three knots and two silk slides, fastened at the left side by a silk olive and closing on the right with the same. Around each olive, on the breast, a frogging of black silk cord seven-hundredths of an inch in diameter, all as per pattern; back, a single piece, slit up from bottom from 15 to 17 inches, according to the height of the wearer, and closing at will by buttons and button-holes cut in a concealed flap; collar of the same color and material as the coat, rounded at the edges, and to stand or fall—when standing to be about 5 inches high; sleeves loose, of a single piece and round at the bottom, without cuff or slit; lining woolen, and with the facings to correspond in color with the trimmings of the uniform; around the front and lower borders, the edges of the pockets, sleeves, collar, and slit in the back, a flat braid of black silk one-half of an inch wide; cape of the same color and material as the coat, removable at the pleasure of the wearer, and reaching to the cuff of the coat-sleeve when the arm is extended; coat to extend down the leg from 6 to 8 inches below the knee, according to height.

For all other Officers.—A double-breasted ulster of dark-blue cloth, lined with dark-blue flannel, or black Italian cloth, closing by means of four black mohair netted olives and loops of black mohair square cord, one-quarter of an inch in diameter, on each side, down the front, with a frogging of same cord at the end of each loop, and at the throat a long loop of same cord with three knots and two netted mohair slides, fastened at the left side with a netted mohair olive, and closing at the right with the same, as per pattern; the back slit up from the bottom from 20 to 25 inches, according to the height of the wearer, and closing at will by buttons and button-holes placed in a concealed flap; bottom of the skirt 9 to 12 inches from the ground; a rolling collar of the same material as the coat, and broad enough when turned up to protect the ears, having a collar loop about 44 inches long and 14 inches wide; two horizontal side pockets on the outside, just below the hip, covered with flaps to be worn inside or out; sleeves loose, with cuff or slit; back straps to consist of two straps, each about 8 inches long and 2 inches wide, let into the side seams of back of coat; left-hand strap to have a button-hole, and the right-hand strap to have two buttons about 2 inches apart; a vertical slit about 6 inches long at the side of the left hip, large enough to admit the front sling and hook of the sword-belt; a hood of the same material as the coat, lined with black Italian cloth or other suitable material, made to button around the neck, under the collar, and large enough to cover the head and cap, to be worn at night and in inclement weather.

The belt will be worn under the coat, with the sword or saber outside, the rear sling passing out at the slit at the back.

The insignia of rank on the sleeves, of flat black mohair braid, one-eighth of an inch in width, as follows, viz:

General, five braids, double knot.
Colonel, five braids, single knot.
Lieutenant Colonel, four braids, single knot.
Major, three braids, single knot.
Captain, two braids, single knot.
First lieutenant, one braid, single knot.
Second lieutenant, without braid.
Chaplains, without braid.

A cape of the same color and material as the coat, and reaching to the tips of the fingers when the arm is extended, a rolling collar of black velvet, 3 inches broad, rounded at the edges, and closing at the throat with a long loop, as described above, may be worn by all officers when not on duty with troops under arms.

The linings of officers' capes shall be: For the general staff, dark blue; for infantry, white; for artillery, scarlet; for cavalry, yellow.
REGULATIONS FOR THE ARMY OF THE UNITED STATES.

Horse Furniture.

1794. Housing for General Officers.—To be worn over the saddle, of dark-blue cloth, trimmed with two rows of gold lace, the outer row 1½ inches wide, the inner row 2½ inches; to be made full, so as to cover the horse's haunches and forehands, and to bear on each flank corner the following insignia of rank, to wit:

For the General.—A gold embroidered spread eagle, with two stars and the arms of the United States between them.

For the Lieutenant General.—A gold embroidered spread eagle and three stars.

For a Major General.—A gold embroidered spread eagle and two stars.

For a Brigadier General.—A gold embroidered spread eagle and one star.

Saddle-cloths for Officers of the Staff Corps.—Dark-blue cloth, according to pattern, worn over the saddle-blanket or pad and under the saddle, with an edging of gold lace 1 inch wide; in each flank corner the insignia as prescribed for the forage-cap.

For all other Officers.—Dark-blue felt, according to pattern, worn under the saddle; number of regiment in cloth figures 2 inches in length, on each flank corner, edge trimmed with cloth 1½ inches wide, edges and figures of the same color as the trimmings of their respective arms.

ENLISTED MEN.

Dress Coat.

1795. For Enlisted Men of Infantry.—A single-breasted frock, of dark-blue cloth, according to pattern deposited in Quartermaster General's Office; nine buttons on the breast, piped down the front edges with white; standing collar same height as for officers' coat, and faced with white cloth all around; skirt of coat, on each side of opening behind, to be faced with white cloth, ornamented with six buttons, as on pattern coat, the edges of slit to be piped with white; shoulder-straps of cloth the color of the facings, let into the shoulder-seam, and to button at the collar-seam with one button; sleeves to have a cuff facing of white cloth on front side, ornamented with three buttons, as per pattern.

For Enlisted Men of Artillery, Engineers, and Ordnance.—Same as for infantry, except that facings and pipings for artillery shall be scarlet; facings for Engineers shall be scarlet piped with white, and for Ordnance, crimson piped with white.

For Enlisted Men of Cavalry and Light Artillery.—Same as for infantry, except it is shorter in the skirts, which are slit to a depth of 8 inches at the sides; the facings on the skirts are put on differently and are ornamented with but four buttons, and the coat is piped down the front, round the bottom and side slits of skirt, according to pattern in the Quartermaster General's Office. The facings and pipings for cavalry to be yellow, and for the light artillery scarlet.

For Musicians.—Same as for other enlisted men of the respective arms, with an ornamentation on the breast of braid of same color as the facings, running from the button across the breast, the outer extremities terminating in "herring bone," and the braid returning back to the buttons.

For Post Quartermaster Sergeants.—Same as for infantry, except that the facings shall be buff piped with white.

For Commissary Sergeants.—Same as for infantry, except that the facings shall be cadet gray piped with white.

For Hospital Stewards, Acting Hospital Stewards, and Privates of the Hospital Corps.—Same as for infantry, except that the facings shall be of emerald green piped with white; that for acting hospital stewards to have a red cross on each side of the collar, in front. The uniform dress coats for all non-commissioned officers shall be made of dark-blue cloth, of finer quality than for privates.

1796. Whenever the dress-coat is worn by enlisted men, it will be buttoned, and hooked at the collar.

Blouses.

1797. For general wear and on field service.—A blouse of dark-blue wool flannel, lined with suitable flannel lining, according to pattern in the office of the Quarter-
master General. Those for non-commissioned coffers to be made of flannel of finer quality than for privates.

Buttons.

1798. For all Enlisted Men (except the Signal Corps).—Of yellow metal, fire-gilt and burnished, according to standard in the Quartermaster General’s Office.

Chevrons.

1799. The rank of non-commissioned officers will be marked on the blouse and overcoat by chevrons of cloth, and on the uniform dress-coat by chevrons of gold lace. The chevrons will be worn points down; those upon the uniform dress-coat and blouse will be above the elbow; those on the overcoat will be below the elbow, with the point one-half inch above the cuff.

1800. The cloth chevrons to be of the same color as the facings of the uniform dress-coat, except those worn on the overcoat by infantry, which will be of dark-blue cloth. The engineers chevrons are to be piped with white cloth. The bars of the chevrons will be one-half inch wide, separated by silk stitching, white for hospital stewards, acting hospital stewards, engineers, and for overcoats for infantry, black for all others; the upper and lower edges to be finished or bound with a similar stitching. The arms of the chevron-bars to be 6 to 7 inches long, to be the arcs of a circle of about 25 inches radius, and to meet at an angle of about ninety-six degrees; distance between extreme outer ends about 9 inches.

1801. Rank will be indicated as follows:

For a Sergeant Major.—Three bars and an arc of three bars.

For a Quartermaster Sergeant.—Three bars and a tie of three bars.

For a Saddler Sergeant.—Three bars and a saddler’s round knife; handle upward. Knife of the following dimensions: Handle, 1½ inches long, ⅜ of an inch wide near top, ⅜ of an inch near the blade; blade, 1½ inches deep in center; from point to point of blade, 2½ inches; center of edge, 1½ inches above inner angle of chevron.

For a Chief Trumpeter.—Three bars and an arc of one bar, with a bugle of pattern worn on caps, in the center.

For a Principal Musician.—Three bars and a bugle.

For an Ordnance Sergeant.—Three bars and a star.

For a Post Quartermaster Sergeant.—Three bars and a crossed key and pen.

For a Commissary Sergeant.—Three bars and a crescent (points to the front), 1½ inches above the inner angle of chevron.

For a Hospital Steward.—Three bars and an arc of one bar of emerald-green cloth, inclosing a red cross.

For an Acting Hospital Steward.—The same as for a hospital steward, omitting the arc.

For a Company or Litter Bearer.—A brassard of white cloth, 16 inches by 3 inches, on which is a red cross, 2 inches by 2 inches, to be worn on the cuff of the left arm.

For a First Sergeant.—Three bars and a lozenge.

For a Sergeant.—Three bars.

For a Regimental and Battalion Color Sergeant.—Three bars and a sphere, 1½ inches in diameter.

For a Corporal.—Two bars.

For a Farrier.—A horseshoe of cloth, 4½ inches long and 3½ inches wide.

For a Pioneer.—Two crossed hatchets, of cloth, same color and material as the facings of the uniform dress-coat, to be sewed on each sleeve above the elbow, in the place indicated for a chevron (those of a corporal to be just above and resting on the chevron), the head of the hatchet upward, its edge outward, of the following dimensions, viz: handle, 4½ inches long, one-fourth to one-third of an inch wide; hatchet 2 inches long, 1 inch wide at the edge.

Gold-lace Chevrons.

1802. The gold-lace chevrons will be of the same dimensions as cloth chevrons, stitched upon cloth of the same color as the facings of the uniform dress-coat. Those for engineers to have a stitching of white silk on each edge of the gold lace.
Regulations for the Army of the United States.

1803. Service Chevrons.—All enlisted men who have served faithfully for one term of enlistment, for either three or five years, will wear as a mark of distinction upon both sleeves of the uniform dress-coat, below the elbow, a diagonal half chevron of gold-lace, one-half an inch wide, stitched upon a piece of dark-blue cloth of the color of the uniform dress coat, and extending from seam to seam, the front end nearest the cuff, and one-half an inch above the point of the cuff.

1804. To indicate Service in War.—A diagonal half chevron of gold-lace, one-half inch wide, with piping on each side one-eighth of an inch wide, of cloth of the same color as the facings of the arm of service in which the soldier earned the right to wear it, those for engineers to have in addition a stitching of white silk on each side of the gold lace. To be worn on both sleeves of the uniform dress-coat.

1805. All soldiers who have served during the war of the rebellion, and who were honorably discharged; all who served in the Indian campaigns enumerated in general orders from the Headquarters of the Army; and all who have served or may serve in the Army of the United States in war, or in such Indian campaigns approaching the magnitude of war, as may from time to time be so designated by the Secretary of War, are entitled to wear the "service-in-war" chevron. The chevrons to indicate service and service in war, if more than one, will be worn one above the other in the order in which they were earned, one-fourth of an inch distance between them. But one chevron will be worn for each enlistment, the "service-in-war" chevron being worn in place of the "service" chevron for each enlistment in which the right to wear it was earned. Service chevrons will not be worn on the overcoat or blouse. War and service chevrons will be issued without charge.

Collars.

1806. For all Enlisted Men.—White linen collars; to be worn with the uniform dress-coat, according to pattern in the office of the Quartermaster General.

Trousers.

1807. For Enlisted Men of all arms, except the Hospital and Signal Corps.—Sky-blue mixture; to be cut and made in accordance with the standard patterns in the Quartermaster General's Office. Those for mounted troops to have a reinforce or saddle-piece of the same material on seat and legs.

For Enlisted Men of the Hospital Corps.—Of dark-blue cloth, same as for uniform dress-coat.

The Trousers for Non-commissioned Officers to be made of material of finer quality than for privates.

Stripes for Trousers.

1808. Sergeants to wear a stripe 1 inch wide; corporals to wear a stripe one-half inch wide; and musicians to wear two stripes, each one-half inch wide, of cloth conforming to color of facings.

For Engineers.—Scarlet stripes piped with white.

For Ordnance Sergeants.—Crimson stripe, 1½ inches wide.

For Post Quartermaster Sergeants.—Buff stripe, 1½ inches wide.

For Commissary Sergeants.—Cadet gray stripe, 1½ inches wide.

For Enlisted Men of the Hospital Corps.—Of emerald green piped with white. Hospital stewards, to be 1½ inches wide; acting hospital stewards, 1 inch wide; privates, to be one-half inch wide.

All stripes to be of cloth.

Summer Clothing.

1809. In extreme southern latitudes, in summer, when the necessity for such issues are certified by the department commander, and for troops not attached to any military department; upon the approval of the head of the respective staff departments to which they belong. The suit to consist of a sack coat, trousers, and
REGULATIONS FOR THE ARMY OF THE UNITED STATES.

overalls, according to pattern in office of the Quartermaster General. Coats and trousers to be of bleached cotton duck for non-commissioned officers and bandmen, and of unbleached cotton duck for privates. All overalls to be of unbleached cotton duck. These articles will be charged at cost prices, but they do not form part of the annual money allowance.

Canvas Fatigue Clothing.

1810. For all Enlisted Men.—Of brown cotton duck, according to pattern in the office of the Quartermaster General. The suit to consist of coat and trousers. It will be worn as a working dress on extra, daily, or fatigue duty, and charged at the regulation prices.

Suspenders.

1811. There will be provided for issue annually to each enlisted man of the Army one pair of suspenders, according to pattern in the office of the Quartermaster General.

Boots and Shoes.

1812. The Quartermaster's Department manufactures the boots and shoes for the Army of the best materials and patterns possible. No particular pattern is adopted as uniform.

Barrack Shoes.

For all enlisted men, according to the pattern in the office of the Quartermaster General. Uppers to be of brown cotton duck.

Arctic Overshoes.

1813. For all Enlisted Men.—According to pattern in the office of the Quartermaster General. They will be issued at cost price, when the necessity for their issue is certified by the department and division commanders, at the rate of one pair during each of the first and third years of enlistment; but they do not form part of the annual money allowance of clothing of the enlisted men.

Leggings.

1814. For all Foot Troops.—Of brown cotton duck, according to pattern in the office of the Quartermaster General, to be worn on marches and campaigns. They will be charged at cost price, but will not form part of the annual money allowance of clothing.

Helmet, Full-dress.

1815. For all Mounted Troops and for Band Musicians.—Body of black felt, or other suitable material, as per pattern in the office of the Quartermaster General, with leather chin-strap. Brass eagle, with motto, shield, and crossed arms, according to arm of service. Number of regiment or device of corps in white metal (German silver) on shield. For band musicians a lyre of white metal. Brass side buttons bearing device of corps or arm of service. Top piece, plume-socket, and rings all brass. Horsehair plume, with cord and bands of color according to arm of service.

Helms for all Foot Troops.—Of the same pattern and material as for mounted troops, with chin-strap, brass eagle, and side buttons bearing device of corps or arm of service. The side buttons for enlisted men of the hospital corps, however, shall be of yellow metal, with a Geneva cross of white metal. The top ornament to consist of a spike and base of brass, as per pattern, instead of the plume-socket. No rings.

Devices in white metal (German silver) for Staff and Staff Corps.—Commissary sergeants, a crescent; post quartermaster sergeants, a crossed key and pen; for enlisted men of the hospital corps, a Geneva cross; engineers, a castle; ordnance, a shell and flame.
REGULATIONS FOR THE ARMY OF THE UNITED STATES.

1816. The helmet cords are attached to the left side of the helmet, and come down to the left shoulder, where they are held together by a slide; one cord then passes to the front and the other to the rear of the neck; crossing the right shoulder under the shoulder-strap and passing separately around to the front and rear of the right arm, where they are again united and held together by a slide under the arm; the united cords then cross the breast and are looped up to the button of the shoulder-strap on the left side.

Forage Cap.

1817. For all Enlisted Men.—Of plain blue cloth, same pattern as for officers. Badge of corps or letter of company, of yellow metal, unless otherwise specified, according to patterns in the office of the Quartermaster General, worn in front as for officers, and in the following manner:

For Cavalry, Artillery, and Infantry.—Number of regiment in the upper, and the letter of company in the lower, angle of the badge, which shall be, for cavalry, crossed sabers; artillery, crossed cannon; infantry, crossed rifles.

For Ordnance Sergeants and Soldiers.—The "shell and flame."

For Hospital Stewards.—A cross in white metal, inclosed by a wreath in white metal. For acting hospital stewards and privates of the Hospital Corps, a cross in white metal.

For Commissary Sergeants.—Crescent in white metal, the points upward inclosed in a wreath of dead or unburnished gilt metal.

For Post Quartermaster Sergeants.—Crossed key and pen of German silver, inclosed in a wreath of dead or unburnished gilt metal.

For Engineers.—The castle, with letter of company above it.

For Field and Band Musicians and Trumpeters of Cavalry.—Field musicians, bugle with number of regiment in the center and the letter of the company above the bugle; band musicians, a lyre of white metal; trumpeters of cavalry, crossed sabers, with number of regiment and letter of company in upper and lower angles respectively.

Fatigue Hat.

1818. For all Enlisted Men.—Of black or drab-colored felt, according to pattern in office of the Quartermaster General; to be worn in the field, and in garrison only on fatigue duty, and at target practice; the color to be uniform in each troop, battery, or company. In extreme southern latitudes, in summer, commanding officers may authorize a straw hat to be worn.

Gloves.

1819. For all Enlisted Men.—Of white Berlin.

Gauntlets.

1820. For all Mounted Men.—Leather gauntlets; according to pattern in Quartermaster General's Office.

Woolen Mittens.

1821. For all Enlisted Men.—According to pattern in office of the Quartermaster General. They will be issued at cost price, at the rate of two pairs per annum, when the necessity for such issue is certified by the department and division commanders. They do not form part of the annual money allowance.

Canvas Mittens and Canvas Caps.

1822. Of brown cotton duck, lined with woolen blanket, according to patterns in the office of the Quartermaster General.

Spurs.

1823. For all Mounted Men.—Of yellow metal, plain surface.
Overcoats.

1824. For all Enlisted Men.—Of sky-blue cloth, double-breasted, according to pattern; the lining to conform in color to the facing on the uniform, except for infantry, in which case the lining of the capes will be dark blue.

The cape, according to pattern (to be adjusted by means of seven hooks beneath the collar of the coat and seven eyes upon the cape), may be detached and the coat or cape worn by enlisted men when not on duty under arms.

Regimental Bands.

1825. Bands will wear the general uniform of their regiments. Commanding officers may, upon appropriations made by the councils of administration, add such ornaments as they deem proper. Upon proper application they will be supplied by the Quartermaster's Department with mounted helmets, having cords and bands and hair plumes conforming in color to the arms of service, and lyres of white metal, aiguilletes with shoulder-knots, music-pouches, white summer trousers (according to pattern in the office of the Quartermaster General), to be worn upon such occasions as may be prescribed by the commanding officer.

Miscellaneous.

1826. On the frontier and campaign, officers may wear the soldier's overcoat, with insignia of rank on the sleeve.

1827. Officers' Summer Helmets.—Body: Of cork, as per pattern in the office of the Quartermaster General, covered with white facing cloth; chain, chin-strap, and hooks, all gilt.

1828. Cork helmets will be supplied to troops in the first and third years of their enlistment, in lieu of the campaign hat. The necessity for such issue must be certified by the department commander.

1829. The proper dress will be determined by the commanding officer, in conformity with Army Regulations, and no officer or man should be permitted to deviate from it. When an officer or soldier is permitted to wear citizen's dress, it should not be accompanied by a single button or other mark of the individual's garb. When in uniform, he will conform rigidly to the requirements for the day.

ARTICLE LXXXVI.

UNIFORM FOR ENLISTED MEN OF THE SIGNAL CORPS.

1830. The enlisted men of the Signal Corps will wear the prescribed uniform during office hours at Signal Service Stations, or when serving in the field.

1831. Dress.—To be worn on all occasions of ceremony.
For all Enlisted Men: Dark-blue cloth coat, trousers, and waistcoat of the same; cap, white shirt with collar, cuffs, and cravat. To be in accordance with the specifications.

1832. Undress.—To be worn on ordinary occasions and in the field.
For all Enlisted Men: The same as dress, but clothing that has been longer in use may be worn.

SPECIFICATIONS.

Cap.

1833. For all Enlisted Men.—Dark-blue cloth, the diameters at the top and base to be the same, the quarters not less than 1½ or more than 1¾ inches high, and of the same height in front and at back. The seam around the top shall be without a welt, and neatly stitched on each side. The band shall be 1¾ inches wide, with welt ½ inch in diameter at the top and bottom; the bottom Welt shall be ½ inch from base of the cap. A band of lustrous black mohair braid shall be worn between the upper and lower welts. The visor shall be of black patent leather, molded to 17519—14
shape and bound with the same, green underneath, rounded and sloping downward at an angle not less than 20° nor more than 30° from the horizontal. Inside band shall be of leather, to extend to within 1 inch of the top; sweat-lining shall be of morocco. Four black metal eyelets, two on each side, shall be placed in the quarters for ventilation. A small button shall be placed on each side, beyond the ends of the visor. A sliding chin-strap, ½ inch wide, of patent leather, shall be fastened over the buttons, and when not used under the chin it shall be drawn between the buttons, resting on the upper edge of the visor.

Cap Ornaments.

1834. For all Enlisted Men.—The Signal Service device of crossed flags and torch embroidered on dark-blue cloth, in silk and bullion in high relief, attached to the front of the cap, the center midway between buttons over the upper welt.

Overcoat.

1835. For all Enlisted Men.—Same as for mounted troops, except that it shall be lined with dark-blue flannel.

Coats.

1836. For all Enlisted Men.—Dark-blue cloth, single-breasted sack pattern, rolling collar; front and back of skirt to descend to top of in-seam of trousers, lined with dark-blue flannel or black Italian cloth. A pocket in the left breast, and one in each front near the bottom. Five gilt buttons ½-inch diameter, equally spaced from top button, which shall be placed so as to close the coat at the throat; coat to be worn habitually with four lower buttons buttoned.

Trousers.

1837. For all Enlisted Men.—Dark-blue cloth.
1838. In summer the use of dark-blue flannel coats and trousers is authorized.

Waistcoats.

1839. For all Enlisted Men.—Dark-blue cloth, single-breasted, without collar, cut high in front, with six small-sized gilt buttons.

Chevrons.

1840. For Sergeants and Corporals.—Of black silk braid, according to pattern deposited in the office of the Quartermaster General.

Buttons.

1841. For all Enlisted Men.—Two sizes; same as for officers of the Signal Corps.

Cravat.

1842. For all Enlisted Men.—Black ribbed silk, from 32 to 36 inches long, not more than 1½ inches wide, tied in double bow-knot in front.
1843. All other articles of clothing not enumerated shall conform to those prescribed for other enlisted men of the Army.
1844. Whenever an enlisted man shall have a uniform made, and not furnished by the Quartermaster's Department, such uniform shall conform, in every particular, to the foregoing regulations.

ARTICLE LXXXVII.

FLAGS, COLORS, STANDARDS, GUIDONS, FIELD MUSIC.

1845. The garrison flag is the national flag. It is made of bunting, 36 feet fly, and 20 feet hoist, with 13 horizontal stripes of equal breadth, alternately red and
white, beginning with the red. In the upper quarter, next the staff, is the Union, composed of a number of white stars, equal to the number of states, on a blue field, one third the length of the flag, and extending to the lower edge of the fourth red stripe from the top. This flag will only be furnished to important posts, and will be hoisted on holidays and great occasions.

1846. The post flag, of the same material and design as the national flag, with 20 feet fly and 10 feet hoist, will be furnished to all garrisoned posts, and will be hoisted in pleasant weather.

1847. The storm flag, 8 feet fly, and 4 feet 2 inches hoist, of the same material and design as the national flag, will be furnished to all occupied military posts and national cemeteries, and will be hoisted in stormy or windy weather. It will also be used as a recruiting flag.

1848. The hospital and ambulance flags of the Army are as follows: For general hospitals, white bunting, 9 by 5 feet, with a cross of red bunting 4 feet high and 4 feet wide in the center; arms of cross to be 16 inches wide.

For post and field hospitals, white bunting, 6 by 4 feet, with a red cross of bunting, 3 feet high and 3 feet wide, in the center; arms of cross to be 12 inches wide.

For ambulances, and guidons to mark the way to field hospitals, white bunting, 16 by 28 inches, with a red cross of bunting 12 inches high and 12 inches wide in the center; arms of cross to be 4 inches wide.

REGIMENTAL COLORS.

Colors of the Engineer Battalion.

1849. The national color of stars and stripes, as described for the garrison flag, except that the field shall be 31 inches in length instead of one-third the length of color, with the words "U. S. Engineers" embroidered in silver on the center stripe. The battalion color will be of scarlet, of the same dimensions as above, bearing in the center a castle, with the letters "U.S." above and the word "Engineers" below, in silver; fringe, white. The size of each color and the length of pike the same as described for colors for artillery and infantry regiments. Cords and tassels, red and white silk intermixed.

Colors of Artillery Regiments.

1850. Each regiment of artillery shall have two silken colors, 6 feet 6 inches fly, and 6 feet on the pike. The first, or national color, of stars and stripes, as described for the garrison flag, except that the field shall be 31 inches in length instead of one-third of length of color. The number and name of regiment to be embroidered in yellow silk on the center stripe. The second, or regimental color, to be scarlet, bearing in the center two cannon crossing, with the letters "U. S." above in a scroll, and underneath the number of the regiment, also in a scroll. The scroll to be of yellow and the letters of scarlet; fringe, yellow. The pike, including the spear and ferrule, to be 9 feet 10 inches in length. Cords and tassels, red and yellow silk intermixed. Both colors to have water-proof cases or covers to protect them when furled.

Colors of Infantry Regiments.

1851. Each regiment of infantry shall have two silken colors, 6 feet 6 inches fly and 6 feet on the pike. The first, or national color, of stars and stripes, as described for the garrison flag, except that the field shall be 31 inches in length instead of one-third of length of color. The number and name of regiment to be embroidered in white silk on the center stripe. The second, or regimental color, to be blue, with the arms of the United States embroidered in silk on the center. Underneath the eagle a red scroll, with the number and name of the regiment, is embroidered in white. The length of the pike, including the spear and ferrule, to be 9 feet 10 inches. The fringe yellow, cords and tassels blue and white silk intermixed. Both colors to have water-proof cases or covers to protect them when furled.
Standards and Guidons for Mounted Regiments.

1852. Each regiment will have a silken standard, and each troop or mounted battery a silken guidon. The standard for cavalry to be made of a single thickness of seamless yellow banner-silk, to be 4 feet fly and 3 feet on the lance. To have the coat of arms of the United States, as on the standard sample on file in the office of the Quartermaster General, and which may be described as follows: An eagle with outstretched wings; on its breast a U.S. shield; in the right talon an olive branch with red berries, and in the left ten arrows bunched. A red scroll held in eagle's beak, with the motto "E pluribus unum" in yellow; over the scroll a group of thirteen white stars, surmounted by an arc of diverging sun rays, also in white. Below the eagle a red scroll, with the number and name of regiment in yellow, as, for example, "3d U.S. Cavalry." The design, letters, and figures to be embroidered in silk, the same on both sides of the standard. The standard to be trimmed on three sides with United States silk knotted fringe 2½ inches deep. Lance to be 9 feet 6 inches long, including metal spear and ferrule. To have water-proof case or cover to protect the standard when furled.

Guidons for Cavalry.

1853. The flag of the guidon is swallow-tailed, 3 feet 5 inches fly from the lance to the end of the swallow-tail, and 2 feet 3 inches on the lance. To be cut swallow-tailed, 15 inches to the fork. To be made of silk, and to consist of two horizontal stripes, each one-half the width of the flag, the upper red and the lower white; the red to have on both sides in the center the number of the regiment in white silk, and the white to have the letter of troop in red silk; the letter and number to be block-shaped, 4½ inches high, and held in place by a border of needle-work embroidery three-sixteenths of an inch wide, of same color. The lance to be 1½ inches in diameter, and 9 feet long, including spear and ferrule. To have a water-proof case or cover to protect the guidon when furled.

Guidons for Light Artillery.

1854. The flag of the guidon is swallow-tailed, 3 feet 5 inches fly from the lance and 2 feet 3 inches on the lance, to be cut swallow-tailed, 15 inches to the fork. To be made of scarlet silk, and to bear in the center on both sides of the guidon two cannon crossing (about 14½ inches in length), with the number of regiment above and letter of the battery below. The crossed cannon, letter, and number to be of yellow silk, and to be held in place by a border of needle-work embroidery three-sixteenths of an inch wide, of the same color. Letter and number to be block-shaped, 4½ inches high. The lance to be 1½ inches in diameter and 9 feet long, including spear and ferrule. To have a water-proof case or cover to protect the guidon when furled.

Flags for Markers and General Guides.

1855. Each foot regiment shall have four flags for "markers" and two for "general guides."

The flag for "marker" to be made of banner silk, measuring 20 inches fly and 18 inches on the pike. The design to be the same as the national color, except that the stars shall be placed in two circles, with one star in each corner of the field, the number of the regiment to be in solid block figure in the inner circle of the stars; stars and figures to be in white silk needlework embroidery on a single thickness of silk. The pike to be of ash, with brass spear-head and ferrule; total length, 8 feet. To have a case or cover of water-proof material, to protect the flag when furled. All to conform to sample in the office of the Quartermaster General.
REGULATIONS FOR THE ARMY OF THE UNITED STATES. *213

The flag for "general guide" to be made of banner silk, measuring 18 inches fly and 15 inches on the rod. The design to be the same as for the flag for "marker," to be trimmed with yellow silk cut fringe 1½ inches deep. The rod to be of brass tubing, nickel-plated, and of diameter to exactly fit inside the bore of the .45-inch caliber rifle; 28½ inches long, with a collar fitted 10 inches from the bottom to rest on the muzzle of the gun. To be finished with two nickel-plated knobs for fastening the flag, and at the top with a nickel-plated spear-head 3½ inches long. The case or covering to be the same as for the flag for "marker." All to conform to sample in the office of the Quartermaster General.

1856. Whenever, in the opinion of commanding officers, the condition of the silken colors and standards in possession of regiments or of the engineer battalion shall have become such as to require the issue of new ones, a board of survey shall be appointed to report to the Secretary of War their condition, and make recommendations as to the necessity of furnishing new colors or standards.

1857. Upon receipt of new colors or standards by the respective regiments or engineer battalion, commanding officers will cause those condemned to be suitably labeled and sent to the Adjutant General of the Army for preservation and safekeeping.

1858. The names of battles in which regiments, batteries, and cavalry companies have borne a meritorious part will be inscribed upon their colors or guidons. The portion of a regiment which must be engaged to entitle a regiment to have inscribed upon its colors the name of the battle is that number of companies which, by tactics and regulations, is entitled, as a battalion, to carry the colors of the regiment. The inscription on the guidons of artillery and cavalry are not to include the honors to which the regiment is entitled, but those won separately by them when detached.

Camp Colors.

1859. The stars and stripes, as described for garrison flags, printed upon bunting, 18 by 20 inches, on a pole of ash, 8 feet long and 1½ inches in diameter; the butt end of the pole armed with a pointed ferrule, screwed on with four wood screws.—[Regs. 1863, Ap. B, ¶8.]

Field Music.

1860. There shall be furnished for the field music of the Army: For mounted troops, the "F" trumpet with a detachable "C" crook; for foot troops, the drum and fife, or the "F" trumpet without crook. Trumpets to have cords and tassels conforming, in color, to the arm of the service. The drums to be provided with slings and sticks.

1861. The instruments and equipments specified in the foregoing paragraph are supplied by the Quartermaster's Department, and will conform to patterns in the office of the Quartermaster General.

ARTICLES OF WAR.

INDEX.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Art.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absence, certificate of, at muster</td>
<td>12</td>
</tr>
<tr>
<td>from parade, without leave</td>
<td>33</td>
</tr>
<tr>
<td>one mile from camp, without leave</td>
<td>34</td>
</tr>
<tr>
<td>without leave, soldier</td>
<td>32</td>
</tr>
<tr>
<td>Accouterments, &amp;c., selling, losing, &amp;c.</td>
<td>17</td>
</tr>
<tr>
<td>Alarms, false, punishment for occasioning</td>
<td>41</td>
</tr>
<tr>
<td>Ammunition, punishment for wasting, selling, &amp;c.</td>
<td>16</td>
</tr>
<tr>
<td>Arms, &amp;c., accountability for</td>
<td>10</td>
</tr>
<tr>
<td>Arrest, duty of officers put under</td>
<td>65</td>
</tr>
<tr>
<td>officers charged with crime to be put under</td>
<td>65</td>
</tr>
<tr>
<td>Subject</td>
<td>Art.</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Articles of war, all troops subject to</td>
<td>64</td>
</tr>
<tr>
<td>officers shall subscribe to be read and published once in six months to every regiment, &amp;c. to be read to recruits.</td>
<td>125</td>
</tr>
<tr>
<td>Branding</td>
<td>97</td>
</tr>
<tr>
<td>Camp, lying out of, without leave</td>
<td>31</td>
</tr>
<tr>
<td>soldier one mile from, without leave</td>
<td>59</td>
</tr>
<tr>
<td>retainers of</td>
<td>67</td>
</tr>
<tr>
<td>violence to persons bringing provisions to, punishment for</td>
<td>56</td>
</tr>
<tr>
<td>Captured stores to be secured for public service</td>
<td>11</td>
</tr>
<tr>
<td>Certificates, false, punishment for signing</td>
<td>25</td>
</tr>
<tr>
<td>Challenges, duty of officer or soldier to refuse</td>
<td>88</td>
</tr>
<tr>
<td>on courts-martial, by prisoner</td>
<td>26</td>
</tr>
<tr>
<td>to fight duel, punishment for sending, accepting, &amp;c.</td>
<td>28</td>
</tr>
<tr>
<td>upbraiding another for refusing</td>
<td>71</td>
</tr>
<tr>
<td>Charges, copy of, to be served on prisoner</td>
<td>122</td>
</tr>
<tr>
<td>Command, when different corps happen to join</td>
<td>54</td>
</tr>
<tr>
<td>Commandes, officers shall keep good order in their</td>
<td>61</td>
</tr>
<tr>
<td>Conduct unbecoming an officer and gentleman</td>
<td>70</td>
</tr>
<tr>
<td>Confinement, duration of</td>
<td>85</td>
</tr>
<tr>
<td>Contempt, courts-martial to punish for</td>
<td>93</td>
</tr>
<tr>
<td>Continuances</td>
<td>107</td>
</tr>
<tr>
<td>Courts-martial, division or brigade, sentence of dismissal to be confirmed by general commanding all troops subject to trial by behavior of members of challenges by prisoner continuances, when granted in time of peace, sentence of dispatch shall be confirmed by sitting of hours of sitting of judge-advocate of, by whom appointed Marine and Regular officers may be associated on oath of judge-advocate members of witnesses before order of voting power to punish for contempt sentence to penitentiary by sentences of, by whom confirmed death, shall be confirmed by President respecting general officers shall be approved, by whom shall not punish by flogging, branding, &amp;c. when regular officers shall sit on garrison jurisdiction of general, by whom appointed in time of war, by whom appointed officers triable only by members of organization, when requisite number of officers not at a post party tried entitled to a copy of proceedings prisoners standing mute before proceedings and sentence of, forwarded to Judge-Advocate General sentence of death by regimental jurisdiction of Courts of inquiry, authentication of proceedings of how ordered members of oath taken by members and record of opinion, when given by proceedings of, used as evidence witnesses before Courts, field-officers' jurisdiction of garrison jurisdiction of Cowardice officer dismissed for, to be published Crimes, capital, offender to be delivered up to civil magistrates during rebellion, punishment of of fraud, against the United States officers accused of, subject to arrest soldiers accused of Death, sentence of confirmation of suspension of Depositions may be read as evidence Deserters to serve full term Desertsion by resignation enlisting in other regiments without discharge punishable as punishment for advising Discharge and dismissal of officers</td>
<td></td>
</tr>
</tbody>
</table>
### INDEX—Continued.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Art.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discharges</td>
<td>4</td>
</tr>
<tr>
<td>Dismissal, for sentence of division or brigade courts-martial, to be confirmed by general commanding officer, in time of peace, confirmation of sentence of officers, suspension of sentences of officers</td>
<td>100</td>
</tr>
<tr>
<td>Disrespect toward commanding officer, using words of, against President, &amp;c.</td>
<td>19</td>
</tr>
<tr>
<td>Divine service, officiated to attended irreverent behavior at</td>
<td>52</td>
</tr>
<tr>
<td>Duels, challenges to fight, allowing persons to go out and fight, seconds and promoters of hiring</td>
<td>57</td>
</tr>
<tr>
<td>Duty, being drunk on conniving at hiring</td>
<td>38</td>
</tr>
<tr>
<td>Duties, being drunk on conniving at hiring</td>
<td>37</td>
</tr>
<tr>
<td>Effects of deceased soldiers, and soldiers, to be accounted for</td>
<td>127</td>
</tr>
<tr>
<td>Enemy, corresponding with misbehavior before the relieving, harboring, &amp;c.</td>
<td>46</td>
</tr>
<tr>
<td>Enlistments, unlawful, punishment of officers making</td>
<td>42</td>
</tr>
<tr>
<td>False muster, punishment of officers signing muster-roll containing</td>
<td>3</td>
</tr>
<tr>
<td>Field-officers' courts jurisdiction of sentences, by whom confirmed</td>
<td>109</td>
</tr>
<tr>
<td>Flogging</td>
<td>98</td>
</tr>
<tr>
<td>Fraud, instances of, against the United States officer dismissed for</td>
<td>100</td>
</tr>
<tr>
<td>Furloughs</td>
<td>11</td>
</tr>
<tr>
<td>Garrison courts jurisdiction of</td>
<td>83</td>
</tr>
<tr>
<td>General officers, sentences respecting</td>
<td>108</td>
</tr>
<tr>
<td>Good order, officers to keep, in their commands</td>
<td>54</td>
</tr>
<tr>
<td>Guard, punishment for quitting, without leave</td>
<td>40</td>
</tr>
<tr>
<td>Judge-advocate, by whom appointed duty of, in relation to prisoner</td>
<td>74</td>
</tr>
<tr>
<td>Judge-advocate, oath of</td>
<td>90</td>
</tr>
<tr>
<td>Jurisdiction of field-officers', regimental, and garrison courts</td>
<td>85</td>
</tr>
<tr>
<td>Limitation of time for prosecution of offenses before general courts-martial military discipline, crimes and disorders to prejudice of</td>
<td>103</td>
</tr>
<tr>
<td>Military discipline, crimes and disorders to prejudice of stores, accountability for punishment for allowing loss, damage, &amp;c., to</td>
<td>10</td>
</tr>
<tr>
<td>stores, punishment for allowing loss, damage, &amp;c., to</td>
<td>15</td>
</tr>
<tr>
<td>Misbehavior before the enemy</td>
<td>42</td>
</tr>
<tr>
<td>Muster, false, punishment for making</td>
<td>14</td>
</tr>
<tr>
<td>Mustering as soldiers persons not soldiers receiving money, &amp;c., for</td>
<td>5</td>
</tr>
<tr>
<td>Musters</td>
<td>6</td>
</tr>
<tr>
<td>Mutiny, failing to resist</td>
<td>22</td>
</tr>
<tr>
<td>Oath of judge-advocate members of courts-martial by whom administered</td>
<td>85</td>
</tr>
<tr>
<td>Oath of judge-advocate witnesses before courts-martial courts of inquiry</td>
<td>84</td>
</tr>
<tr>
<td>to be taken by recruits profane, punishment for using</td>
<td>3</td>
</tr>
<tr>
<td>Offense, no person tried twice for same</td>
<td>102</td>
</tr>
<tr>
<td>Pay of officers, suspension of</td>
<td>101</td>
</tr>
<tr>
<td>Penitentiary, sentence to, by court-martial</td>
<td>97</td>
</tr>
<tr>
<td>Prisoners, counsel for duty of provost-marshal, &amp;c., with regard to</td>
<td>90</td>
</tr>
<tr>
<td>prosecutor of releasing, without authority report of, by whom made</td>
<td>67</td>
</tr>
<tr>
<td>standing mute before courts-martial suffering to escape</td>
<td>69</td>
</tr>
<tr>
<td>Proceedings, party tried by general court-martial entitled to copy of</td>
<td>114</td>
</tr>
<tr>
<td>Profane oaths, punishment for using</td>
<td>53</td>
</tr>
<tr>
<td>Prosecution, limitation of time of</td>
<td>103</td>
</tr>
<tr>
<td>Prosecutor of prisoners</td>
<td>90</td>
</tr>
<tr>
<td>Proceedings, violence to persons, bringing</td>
<td>56</td>
</tr>
<tr>
<td>Quarrels and frays</td>
<td>24</td>
</tr>
<tr>
<td>Quarters, &amp;c., lying out of, without leave</td>
<td>31</td>
</tr>
<tr>
<td>Rank of militia officers on duty with officers of regular or volunteer forces</td>
<td>123</td>
</tr>
<tr>
<td>Recruits, articles of war to be read to</td>
<td>2</td>
</tr>
<tr>
<td>Recruits, form of oath to be taken by</td>
<td>2</td>
</tr>
<tr>
<td>Regimental courts jurisdiction of</td>
<td>83</td>
</tr>
<tr>
<td>Regular officers, on what courts may sit</td>
<td>77</td>
</tr>
</tbody>
</table>
SECTION 1342, R. S.—The armies of the United States shall be governed by the following rules and articles. The word officer, as used therein, shall be understood to designate commissioned officers; the word soldier shall be understood to include non-commissioned officers, musicians, artificers, and privates, and other enlisted men, and the convictions mentioned therein shall be understood to be convictions by court-martial.

ARTICLE 1. Every officer now in the Army of the United States shall, within six months from the passing of this act, and every officer hereafter appointed shall, before he enters upon the duties of his office, subscribe these rules and articles.

ART. 2. These rules and articles shall be read to every enlisted man at the time of, or within six days after, his enlistment, and he shall thereupon take an oath or affirmation, in the following form: "I, A. B., do solemnly swear (or affirm) that I will bear true faith and allegiance to the United States of America; that I will serve them honestly and faithfully against all their enemies whomsoever; and that I will obey the orders of the President of the United States, and the orders of the officers appointed over me, according to the rules and articles of war." This oath may be taken before any commissioned officer of the Army.

ART. 3. Every officer who knowingly enlists or musters into the military service any minor under the age of sixteen years without the written consent of his parents or guardians, or any minor under the age of sixteen years, or any insane or intoxicated persons, or any deserter from the military or naval service of the United States, or any person who has been convicted of any infamous criminal offense, shall, upon conviction, be dismissed from the service, or suffer such other punishment as a court-martial may direct.

ART. 4. No enlisted man, duly sworn, shall be discharged from the service without a discharge in writing, signed by a field-officer of the regiment to which he belongs, or by the commanding officer, when no field-officer is present; and no discharge shall
be given to any enlisted man before his term of service has expired, except by order of the President, the Secretary of War, the commanding officer of a department, or by sentence of a general court-martial.

Art. 5. Any officer who knowingly musters as a soldier a person who is not a soldier shall be deemed guilty of knowingly making a false muster, and punished accordingly.

Art. 6. Any officer who takes money, or other thing, by way of gratification, on mustering any regiment, troop, battery, or company, or on signing muster-rolls, shall be dismissed from the service, and shall thereby be disabled to hold any office or employment in the service of the United States.

Art. 7. Every officer commanding a regiment, an independent troop, battery, or company, or a garrison, shall, in the beginning of every month, transmit through the proper channels, to the Department of War, an exact return of the same, specifying the names of the officers then absent from their posts, with the reasons for and the time of their absence. And any officer who, through neglect or design, omits to send such returns, shall, on conviction thereof, be punished as a court-martial may direct.

Art. 8. Every officer who knowingly makes a false return to the Department of War, or to any of his superior officers, authorized to call for such returns, of the state of the regiment, troop, or company, or garrison under his command; or of the arms, ammunition, clothing or other stores therunto belonging, shall, on conviction thereof before a court-martial, be cashiered.

Art. 9. All public stores taken from the enemy shall be secured for the service of the United States; and for neglect thereof the commanding officer shall be answerable.

Art. 10. Every officer commanding a troop, battery, or company, is charged with the arms, accouterments, ammunition, clothing, or other military stores belonging to his command, and is accountable to his colonel in case of their being lost, spoiled, or damaged otherwise than by unavoidable accident, or on actual service.

Art. 11. Every officer commanding a regiment or an independent troop, battery, or company, not in the field, may, when actually quartered with such command, grant furloughs to the enlisted men, in such numbers and for such time as he shall deem consistent with the good of the service. Every officer commanding a regiment, or an independent troop, battery, or company, in the field, may grant furloughs not exceeding thirty days at one time, to five per centum of the enlisted men, for good conduct in the line of duty, but subject to the approval of the commander of the forces of which said enlisted men form a part. Every company officer of a regiment, commanding any troop, battery, or company not in the field, or commanding in any garrison, fort, post, or barracks, may, in the absence of his field-officer, grant furloughs to the enlisted men, for a time not exceeding twenty days in six months, and not to more than two persons to be absent at the same time.

Art. 12. At every muster of a regiment, troop, battery, or company, the commanding officer thereof shall give to the mustering officer certificates, signed by himself, stating how long absent officers have been absent and the reasons of their absence. And the commanding officer of every troop, battery, or company shall give like certificates, stating how long absent non-commissioned officers and private soldiers have been absent and the reasons of their absence. Such reasons and time of absence shall be inserted in the muster-rolls opposite the names of the respective absent officers and soldiers, and the certificates, together with the muster-rolls, shall be transmitted by the mustering officer to the Department of War, as speedily as the distance of the place and muster will admit.

Art. 13. Every officer who signs a false certificate, relating to the absence or pay of an officer or soldier, shall be dismissed from the service.

Art. 14. Any officer who knowingly makes a false muster of man or horse, or who signs, or directs, or allows the signing of any muster-roll, knowing the same to con-
tain a false muster, shall, upon proof thereof by two witnesses, before a court-martial, be dismissed from the service, and shall thereby be disabled to hold any office or employment in the service of the United States.

Art. 15. Any officer who, willfully or through neglect, suffers to be lost, spoiled, or damaged, any military stores belonging to the United States, shall make good the loss or damage, and be dismissed from the service.

Art. 16. Any enlisted man who sells, or willfully or through neglect wastes, the ammunition delivered out to him, shall be punished as a court-martial may direct.

Art. 17. Any soldier who sells or, through neglect, loses or spoils his horse, arms, clothing, or accouterments, shall suffer such stoppages, not exceeding one-half of his current pay, as a court-martial may deem sufficient for repairing the loss or damage, and shall be punished by confinement or such other corporal punishment as the court may direct.

Art. 18. Any officer commanding in any garrison, fort, or barracks of the United States who, for his private advantage, lays any duty or imposition upon, or is interested in, the sale of any victuals, liquors, or other necessaries of life, brought into such garrison, fort, or barracks, for the use of the soldiers, shall be dismissed from the service.

Art. 19. Any officer who uses contemptuous or disrespectful words against the President, the Vice-President, the Congress of the United States, or the chief magistrate or legislature of any of the United States in which he is quartered, shall be dismissed from the service, or otherwise punished, as a court-martial may direct. Any soldier who so offends shall be punished as a court-martial may direct.

Art. 20. Any officer or soldier who behaves himself with disrespect toward his commanding officer shall be punished as a court-martial may direct.

Art. 21. Any officer or soldier who, on any pretense whatsoever, strikes his superior officer, or draws or lifts up any weapon, or offers any violence against him, being in the execution of his office, or disobeys any lawful command of his superior officer, shall suffer death, or such other punishment as a court-martial may direct.

Art. 22. Any officer or soldier who begins, excites, causes, or joins in any mutiny or sedition, in any troop, battery, company, party, post, detachment, or guard, shall suffer death, or such other punishment as a court-martial may direct.

Art. 23. Any officer or soldier who, being present at any mutiny or sedition, does not use his utmost endeavor to suppress the same, or having knowledge of any intended mutiny or sedition, does not, without delay, give information thereof to his commanding officer, shall suffer death, or such other punishment as a court-martial may direct.

Art. 24. All officers, of what condition soever, have power to part and quell all quarrels, frays, and disorders, whether among persons belonging to his own or to another corps, regiment, troop, battery, or company, and to order officers into arrest, and non-commissioned officers and soldiers into confinement, who take part in the same, until their proper superior officer is acquainted therewith. And whosoever, being so ordered, refuses to obey such officer or non-commissioned officer, or draws a weapon upon him, shall be punished as a court-martial may direct.

Art. 25. No officer or soldier shall use any reproachful or provoking speeches or gestures to another. Any officer who so offends shall be put in arrest. Any soldier who so offends shall be confined, and required to ask pardon of the party offended, in the presence of his commanding officer.

Art. 26. No officer or soldier shall send a challenge to another officer or soldier to fight a duel, or accept a challenge so sent. Any officer who so offends shall be dismissed from the service. Any soldier who so offends shall suffer such [corporal] punishment as a court-martial may direct.

Art. 27. Any officer or non-commissioned officer commanding a guard, who, knowingly and willingly, suffers any person to go forth to fight a duel, shall be punished as a challenger; and all seconds or promoters of duels, and carriers of challenges to fight duels, shall be deemed principals, and punished accordingly. It shall be the
duty of any officer commanding an army, regiment, troop, battery, company, post, or detachment, who knows or has reason to believe that a challenge has been given or accepted by any officer or enlisted man under his command, immediately to arrest the offender and bring him to trial.

Art. 28. Any officer or soldier who upbraids another officer or soldier for refusing a challenge shall himself be punished as a challenger; and all officers and soldiers are hereby discharged from any disgrace or opinion of disadvantage which might arise from their having refused to accept challenges, as they will only have acted in obedience to the law, and have done their duty as good soldiers, who subject themselves to discipline.

Art. 29. Any officer who thinks himself wronged by the commanding officer of his regiment, and, upon due application to such commander, is refused redress, may complain to the general commanding in the State or Territory where such regiment is stationed. The general shall examine into said complaint and take proper measures for redressing the wrong complained of; and he shall, as soon as possible, transmit to the Department of War a true statement of such complaint, with the proceedings had thereon.

Art. 30. Any soldier who thinks himself wronged by any officer may complain to the commanding officer of his regiment, who shall summon a regimental court-martial for the doing of justice to the complainant. Either party may appeal from such regimental court-martial to a general court-martial; but if, upon such second hearing, the appeal appears to be groundless and vexations, the party appealing shall be punished at the discretion of said general court-martial.

Art. 31. Any officer or soldier who lies out of his quarters, garrison, or camp, without leave from his superior officer, shall be punished as a court-martial may direct.

Art. 32. Any soldier who absents himself from his troop, battery, company, or detachment, without leave from his commanding officer, shall be punished as a court-martial may direct.

Art. 33. Any officer or soldier who fails, except when prevented by sickness or other necessity, to repair, at the fixed time, to the place of parade, exercise, or other rendezvous appointed by his commanding officer, or goes from the same, without leave from his commanding officer, before he is dismissed or relieved, shall be punished as a court-martial may direct.

Art. 34. Any soldier who is found one mile from camp, without leave in writing from his commanding officer, shall be punished as a court-martial may direct.

Art. 35. Any soldier who fails to retire to his quarters or tent at the beating of retreat, shall be punished according to the nature of his offense.

Art. 36. No soldier belonging to any regiment, troop, battery, or company shall hire another to do his duty for him, or be excused from duty, except in cases of sickness, disability, or leave of absence. Every such soldier found guilty of hiring his duty, and the person so hired to do another's duty, shall be punished as a court-martial may direct.

Art. 37. Every non-commissioned officer who connives at such hiring of duty shall be reduced. Every officer who knows and allows such practices shall be punished as a court-martial may direct.

Art. 38. Any officer who is found drunk on his guard, party, or other duty, shall be dismissed from the service. Any soldier who so offends shall suffer such [corporal] punishment as a court-martial may direct. [No court-martial shall sentence any soldier to be branded, marked, or tattooed.]

Art. 39. Any sentinel who is found sleeping upon his post, or who leaves it before he is regularly relieved, shall suffer death, or such other punishment as a court-martial may direct.

Art. 40. Any officer or soldier who quits his guard, platoon, or division, without leave from his superior officer, except in a case of urgent necessity, shall be punished as a court-martial may direct.
ART. 41. Any officer who, by any means whatsoever, occasions false alarms in camp, garrison, or quarters, shall suffer death, or such other punishment as a court-martial may direct.

ART. 42. Any officer or soldier who misbehaves himself before the enemy, runs away, or shamefully abandons any fort, post, or guard, which he is commanded to defend, or speaks words inducing others to do the like, or casts away his arms or ammunition, or quits his post or colors to plunder or pillage, shall suffer death, or such other punishment as a court-martial may direct.

ART. 43. If any commander of any garrison, fortress, or post is compelled, by the officers and soldiers under his command, to give up to the enemy or to abandon it, the officers or soldiers so offending shall suffer death, or such other punishment as a court-martial may direct.

ART. 44. Any person belonging to the armies of the United States who makes known the watchword to any person not entitled to receive it, according to the rules and discipline of war, or presumes to give a parole or watchword different from that which he received, shall suffer death, or such other punishment as a court-martial may direct.

ART. 45. Whosoever relieves the enemy with money, victuals, or ammunition, or knowingly harbors or protects an enemy, shall suffer death, or such other punishment as a court-martial may direct.

ART. 46. Whosoever holds correspondence with, or gives intelligence to, the enemy, either directly or indirectly, shall suffer death, or such other punishment as a court-martial may direct.

ART. 47. Any officer or soldier who, having received pay, or having been duly enlisted in the service of the United States, deserts the same, shall, in time of war, suffer death, or such other punishment as a court-martial may direct; and in time of peace, any punishment, excepting death, which a court-martial may direct. [See sections 1906-1998.]

ART. 48. Every soldier who deserts the service of the United States shall be liable to serve for such period as shall, with the time he may have served previous to his desertion, amount to the full term of his enlistment; and such soldier shall be tried by a court-martial and punished, although the term of his enlistment may have elapsed previous to his being apprehended and tried.

ART. 49. Any officer who, having tendered his resignation, quits his post or proper duties, without leave, and with intent to remain permanently absent therefrom, prior to due notice of the acceptance of the same, shall be deemed and punished as a deserter.

ART. 50. No non-commissioned officer or soldier shall enlist himself in any other regiment, troop, or company, without a regular discharge from the regiment, troop, or company in which he last served, on a penalty of being reputed a deserter, and suffering accordingly. And in case any officer shall knowingly receive and entertain such non-commissioned officer or soldier, or shall not, after his being discovered to be a deserter, immediately confine him and give notice thereof to the corps in which he last served, the said officer shall, by a court-martial, be cashiered.

ART. 51. Any officer or soldier who advises or persuades any other officer or soldier to desert the service of the United States, shall, in time of war, suffer death, or such other punishment as a court-martial may direct; and, in time of peace, any punishment, excepting death, which a court-martial may direct.

ART. 52. It is earnestly recommended to all officers and soldiers diligently to attend divine service. Any officer who behaves indecently or irreverently at any place of divine worship shall be brought before a general court-martial, there to be publicly and severely reprimanded by the president thereof. Any soldier who so offends shall, for his first offense, forfeit one-sixth of a dollar; for each further offense he shall forfeit a like sum, and shall be confined twenty-four hours. The money so forfeited shall be deducted from his next pay, and shall be applied, by the captain or senior officer of his troop, battery, or company, to the use of the sick soldiers of the same.
ART. 53. Any officer who uses any profane oath or exclamation shall, for each offense, forfeit and pay one dollar. Any soldier who so offends shall incur the penalties provided in the preceding article; and all moneys forfeited for such offenses shall be applied as therein provided.

ART. 54. Every officer commanding in quarters, garrison, or on the march, shall keep good order, and, to the utmost of his power, redress all abuses or disorders which may be committed by any officer or soldier under his command; and if, upon complaint made to him of officers or soldiers beating or otherwise ill-treating any person, disturbing fairs or markets, or committing any kind of riot, to the disquieting of the citizens of the United States, he refuses or omits to see justice done to the offender, and reparation made to the party injured, so far as part of the offender's pay shall go toward such reparation, he shall be dismissed from the service, or otherwise punished, as a court-martial may direct.

ART. 55. All officers and soldiers are to behave themselves orderly in quarters and on the march; and whoever commits any waste or spoil, either in walks or trees, parks, warrens, fish-ponds, houses, gardens, grain-fields, inclosures, or meadows, or maliciously destroys any property whatsoever belonging to inhabitants of the United States (unless by order of a general officer commanding a separate army in the field), shall, besides such penalties as he may be liable to by law, be punished as a court-martial may direct.

ART. 56. Any officer or soldier who does violence to any person bringing provisions or other necessaries to the camp, garrison, or quarters of the forces of the United States in foreign parts, shall suffer death, or such other punishment as a court-martial may direct.

ART. 57. Whosoever, 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, forces a safe-guard, shall suffer death.

ART. 58. In time of war, insurrection, or rebellion, larceny, robbery, burglary, arson, mayhem, manslaughter, murder, assault and battery with an intent to kill, wounding, by shooting or stabbing, with an intent to commit murder, rape, or assault and battery with an intent to commit rape, shall be punishable by the sentence of a general court-martial, when committed by persons in the military service of the United States, and the punishment in any such case shall not be less than the punishment provided, for the like offense, by the laws of the State, Territory, or district in which such offense may have been committed.

ART. 59. When an officer or soldier is accused of a capital crime, or of any offense against the person or property of any citizen of any of the United States, which is punishable by the laws of the land, the commanding officer, and the officers of the regiment, troop, battery, company, or detachment, to which the person so accused belongs, are required, except in time of war, upon application duly made by or in behalf of the party injured, to use their utmost endeavors to deliver him over to the civil magistrate, and to aid the officers of justice in apprehending and securing him, in order to bring him to trial. If, upon such application, any officer refuses or willfully neglects, except in time of war, to deliver over such accused person to the civil magistrate, or to aid the officers of justice in apprehending him, he shall be dismissed from the service.

ART. 60. Any person in the military service of the United States who makes or causes to be made any claim against the United States, or any officer thereof, knowing such claim to be false or fraudulent; or

Who presents or causes to be presented to any person in the civil or military service thereof, for approval or payment, any claim against the United States or any officer thereof, knowing such claim to be false or fraudulent; or

Who enters into any agreement or conspiracy to defraud the United States by obtaining, or aiding others to obtain, the allowance or payment of any false or fraudulent claim; or
Who, for the purpose of obtaining, or aiding others to obtain, the approval, allowance, or payment of any claim against the United States or against any officer thereof, makes or uses, or procures or advises the making or use of, any writing, or other paper, knowing the same to contain any false or fraudulent statement; or

Who, for the purpose of obtaining, or aiding others to obtain, the approval, allowance, or payment of any claim against the United States or any officer thereof, makes, or procures or advises the making of, any oath to any fact or to any writing or other paper, knowing such oath to be false; or

Who, for the purpose of obtaining, or aiding others to obtain, the approval, allowance, or payment of any claim against the United States or any officer thereof, forges or counterfeits, or procures or advises the forging or counterfeiting of, any signature upon any writing or other paper, or uses, or procures or advises the use of, any such signature, knowing the same to be forged or counterfeited; or

Who, having charge, possession, custody, or control of any money or other property of the United States, furnished or intended for the military service thereof, knowingly delivers, or causes to be delivered, to any persons having authority to receive the same, any amount thereof less than that for which he received a certificate or receipt; or

Who, being authorized to make or deliver any paper certifying the receipt of any property of the United States, furnished or intended for the military service thereof, makes, or delivers to any person, such writing, without having full knowledge of the truth of the statements therein contained, and with intent to defraud the United States, or

Who steals, embezzles, knowingly and willfully misappropriates, applies to his own use or benefit, or wrongfully or knowingly sells or disposes of any ordnance, arms, equipments, ammunition, clothing, subsistence stores, money, or other property of the United States, furnished or intended for the military service thereof; or

Who knowingly purchases, or receives in pledge for any obligation or indebtedness, from any soldier, officer, or other person who is a part of or employed in said forces or service, any ordnance, arms, equipments, ammunition, clothing, subsistence stores, or other property of the United States, such soldier, officer, or other person not having lawful right to sell or pledge the same,

Shall, on conviction thereof, be punished by fine or imprisonment, or by such other punishment as a court-martial may adjudge. And if any person, being guilty of any of the offenses aforesaid, while in the military service of the United States, receives his discharge, or is dismissed from the service, he shall continue to be liable to be arrested and held for trial and sentence by a court-martial, in the same manner and to the same extent as if he had not received such discharge nor been dismissed.

Art. 61. Any officer who is convicted of conduct unbecoming an officer and a gentleman shall be dismissed from the service.

Art. 62. 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 the foregoing articles of war, are to be taken cognizance of by a general, or a regimental, garrison, or field officers' court-martial, according to the nature and degree of the offense, and punished at the discretion of such court.

Art. 63. All retainers to the camp, and all persons 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. 64. The officers and soldiers of any troops, whether militia or others, mustered and in pay of the United States, shall, at all times and in all places, be governed by the articles of war, and shall be subject to be tried by court-martial.

Art. 65. Officers charged with crime shall be arrested and confined to their barracks, quarters, or tents, and deprived of their swords by the commanding officer. And any officer who leaves his confinement before he is set at liberty by his commanding officer shall be dismissed from the service.
ART. 66. Soldiers charged with crimes shall be confined until tried by court-martial, or released by proper authority.

ART. 67. No provost marshal, or officer commanding 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 crime charged against the prisoner.

ART. 68. Every officer to whose charge a prisoner is committed shall, within twenty-four hours after such commitment, or as soon as he is relieved from his guard, report in writing, to the commanding officer, the name of such prisoner, the crime charged against him, and the name of the officer committing him; and if he fails to make such report, he shall be punished as a court-martial may direct.

ART. 69. Any officer who presumes, without proper authority, to release any prisoner committed to his charge, or suffers any prisoner so committed to escape, shall be punished as a court-martial may direct.

ART. 70. No officer or soldier put in arrest shall be continued in confinement more than eight days, or until such time as a court-martial can be assembled.

ART. 71. When an officer is put in arrest for the purpose of trial, except at remote military posts or stations, the officer by whose order he is arrested shall see that a copy of the charges on which he is to be tried is served upon him within eight days after his arrest, and that he is brought to trial within ten days thereafter, unless the necessities of the service prevent such trial; and then he shall be brought to trial within thirty days after the expiration of said ten days. If a copy of the charges be not served, or the arrested officer be not brought to trial, as herein required, the arrest shall cease. But officers released from arrest, under the provisions of this article, may be tried, whenever the exigencies of the service shall permit, within twelve months after such release from arrest.

ART. 72. Any general officer commanding an army, a territorial division or a department, or colonel commanding a separate department may appoint general courts-martial whenever necessary. But when any such commander is the accuser or prosecutor of any officer under his command, the court shall be appointed by the President, and its proceedings and sentence shall be sent directly to the Secretary of War, by whom they shall be laid before the President, for his approval or orders in the case.

ART. 73. In time of war the commander of a division, or of a separate brigade of troops, shall be competent to appoint a general court-martial. But when such commander is the accuser or prosecutor of any person under his command, the court shall be appointed by the next higher commander.

ART. 74. Officers who may appoint a court-martial shall be competent to appoint a judge-advocate for the same.

ART. 75. General courts-martial may consist of any number of officers from five to thirteen, inclusive; but they shall not consist of less than thirteen when that number can be convened without manifest injury to the service.

ART. 76. When the requisite number of officers to form a general court-martial is not present in any post or detachment, the commanding officer shall, in cases which require the cognizance of such a court, report to the commanding officer of the department, who shall, thereupon, order a court to be assembled at the nearest post or department at which there may be such a requisite number of officers, and shall order the party accused, with necessary witnesses, to be transported to the place where the said court shall be assembled.

ART. 77. Officers of the Regular Army shall not be competent to sit on courts-martial to try the officers or soldiers of other forces, except as provided in Article 78.

ART. 78. Officers of the Marine Corps, detached for service with the Army by order of the President, may be associated with officers of the Regular Army on courts-martial for the trial of offenders belonging to the Regular Army, or to forces of the Marine Corps so detached; and in such cases the orders of the senior officer of either corps, who may be present and duly authorized, shall be obeyed.
ART. 79. Officers shall be tried only by general courts-martial; and no officer shall, when it can be avoided, be tried by officers inferior to him in rank.

ART. 80. In time of war a field-officer may be detailed in every regiment to try soldiers thereof for offenses not capital; and no soldier, serving with his regiment, shall be tried by a regimental^ garrison court-martial when a field-officer of his regiment may be so detailed.

ART. 81. Every officer commanding a regiment or corps shall, subject to the provisions of Article 80, be competent to appoint, for his own regiment or corps, courts-martial, consisting of three officers, to try offenses not capital.

ART. 82. Every officer commanding a garrison, fort, or other place, where the troops consist of different corps, shall, subject to the provisions of Article [ninety-five] [80], be competent to appoint, for such garrison or other place, courts-martial, consisting of three officers, to try offenses not capital.

ART. 83. Regimental and garrison courts-martial, and field-officers detailed to try offenders, shall not have power to try capital cases or commissioned officers, or to inflict a fine exceeding one month's pay, or to imprison or put to hard labor any non-commissioned officer or soldier for a longer time than one month.

ART. 84. The judge-advocate shall administer to each member of the court, before they proceed upon any trial, the following oath, which shall also be taken by all members of regimental and garrison courts-martial: "You, A B, 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, without partiality, favor, or affection, according to the provisions of the Rules and Articles for the Government of the Armies of the United States, and if any doubt should 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 until it shall be published by the proper authority; 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 court of justice, in a due course of law. So help you God."

ART. 85. When the oath has been administered to the members of a court-martial, the president of the court shall administer to the judge-advocate, or person officiating as such, an oath in the following form:

"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 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."

ART. 86. A court-martial may punish, at discretion, any person who uses any menacing words, signs, or gestures in its presence, or who disturbs its proceedings by any riot or disorder.

ART. 87. All members of a court-martial are to behave with decency and calmness.

ART. 88. Members of a court-martial may be challenged by a prisoner, but only for cause stated to the court. The court shall determine the relevancy and validity thereof, and shall not receive a challenge to more than one member at a time.

ART. 89. When a prisoner, arraigned before a general court-martial, from obstinacy and deliberate design, stands mute, or answers foreign to the purpose, the court may proceed to trial and judgment, as if the prisoner had pleaded not guilty.

ART. 90. The judge-advocate, or some person deputed by him, or by the general or officer commanding the Army, detachment, or garrison, shall prosecute in the name of the United States, but when the prisoner has made his plea, he shall so far consider himself counsel for the prisoner as to object to any leading question to any of the witnesses, and to any question to the prisoner, the answer to which might tend to criminate himself.

*The word or omitted from the Roll.
ART. 91. The depositions of witnesses residing beyond the limits of the State, Territory, or District in which any military court may be ordered to sit, if taken on reasonable notice to the opposite party and duly authenticated, may be read in evidence before such court in cases not capital.

ART. 92. All persons who give evidence before a court-martial shall be examined on oath, or affirmation, in the following form: "You swear (or affirm) that the evidence you shall give in the case now in hearing, shall be the truth, the whole truth, and nothing but the truth. So help you God."

ART. 93. A court-martial shall, for reasonable cause, grant a continuance to either party, for such time, and as often, as may 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.

ART. 94. Proceedings of trials shall be carried on only 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, require immediate example.

ART. 95. Members of a court-martial, in giving their votes, shall begin with the youngest in commission.

ART. 96. No person shall be sentenced to suffer death, except by the concurrence of two-thirds of the members of a general court-martial, and in the cases herein expressly mentioned.

ART. 97. No person in the military service shall, under the sentence of a court-martial, be punished by confinement in a penitentiary, unless the offense of which he may be convicted would, by some statute of the United States, or by some statute of the State, Territory, or District in which such offense may be committed, or by the common law, as the same exists in such State, Territory, or District, subject such convict to such punishment.

ART. 98. No person in the military service shall be punished by flogging, or by branding, marking, or tattooing on the body.

ART. 99. No officer shall be discharged or dismissed from the service except by order of the President, or by sentence of a general court-martial; and in time of peace no officer shall be dismissed, except in pursuance of the sentence of a court-martial, or in mitigation thereof. [See section 1229.]

ART. 100. When an officer is dismissed from the service for cowardice or fraud, the sentence shall further direct that the crime, punishment, name, and place of abode of the delinquent shall be published in the newspapers in and about the camp, and in the State from which the offender came, or where he usually resides; and after such publication it shall be scandalous for an officer to associate with him.

ART. 101. When a court-martial suspends an officer from command, it may also suspend his pay and emoluments for the same time, according to the nature of his offense.

ART. 102. No person shall be tried a second time for the same offense.

ART. 103. No person shall be liable to be tried and punished by a general court-martial for any offense which appears to have been committed more than two years before the issuing of the order for such trial, unless, by reason of having absented himself, or of some other manifest impediment, he shall not have been amenable to justice within that period.

ART. 104. No sentence of a court-martial shall be carried into execution until the whole proceedings shall have been approved by the officer ordering the court, or by the officer commanding for the time being.

ART. 105. No sentence of a court-martial, inflicting the punishment of death, shall be carried into execution until it shall have been confirmed by the President; except in the cases of persons convicted, in time of war, as spies, mutineers, deserters, or murderers, and in the cases of guerrilla marauders, convicted in time of war of robbery, burglary, arson, rape, assault with intent to commit rape, or of violation of the laws and customs of war; and in such excepted cases the sentence of death may be carried into execution upon confirmation by the commanding general in the field, or the commander of the department, as the case may be.

17519—15
ART. 106. In time of peace no sentence of a court-martial, directing the dismissal of an officer, shall be carried into execution until it shall have been confirmed by the President. [See section 1229.]

ART. 107. No sentence of a court-martial appointed by the commander of a division or a separate brigade of troops, directing the dismissal of an officer, shall be carried into execution until it shall have been confirmed by the general commanding the army in the field to which the division or brigade belongs.

ART. 108. No sentence of a court-martial, either in time of peace or in time of war, respecting a general officer, shall be carried into execution until it shall have been confirmed by the President.

ART. 109. All sentences of a court-martial may be confirmed and carried into execution by the officer ordering the court, or by the officer commanding for the time being, where confirmation by the President, or by the commanding general in the field, or commander of the department, is not required by these articles.

ART. 110. No sentence of a field-officer, detailed to try soldiers of his regiment, shall be carried into execution until the whole proceedings shall have been approved by the brigade commander, or, in case there be no brigade commander, by the commanding officer of the post.

ART. 111. Any officer who has authority to carry into execution the sentence of death, or of dismissal of an officer, may suspend the same until the pleasure of the President shall be known; and in such case he shall immediately transmit to the President a copy of the order of suspension, together with a copy of the proceedings of the court.

ART. 112. Every officer who is authorized to order a general court-martial shall have power to pardon or mitigate any punishment adjudged by it, except the punishment of death, or of dismissal of an officer. Every officer commanding a regiment or garrison in which a regimental or garrison court-martial may be held, shall have power to pardon or mitigate any punishment which such court may adjudge.

ART. 113. Every judge-advocate, or person acting as such, at any general court-martial, shall, with as much expedition as the opportunity of time and distance of place may admit, forward the original proceedings and sentence of such court to the Judge-Advocate General of the Army, in whose office they shall be carefully preserved.

ART. 114. Every party tried by a general court-martial shall, upon demand thereof, made by himself or by any person in his behalf, be entitled to a copy of the proceedings and sentence of such court.

ART. 115. A court of inquiry, to examine into the nature of any transaction of, or accusation or imputation against, any officer or soldier, may be ordered by the President or by any commanding officer; but, as courts of inquiry may be perverted to dishonorable purposes, and may be employed, in the hands of weak and envious commandants, as engines for the destruction of military merit, they shall never be ordered by any commanding officer, except upon a demand by the officer or soldier whose conduct is to be inquired of.

ART. 116. A court of inquiry shall consist of one or more officers, not exceeding three, and a recorder to reduce the proceedings and evidence to writing.

ART. 117. The recorder of a court of inquiry shall administer to the members the following oath: "You shall well and truly examine and inquire, according to the evidence, into the matter now before you, without partiality, favor, affection, prejudice, or hope of reward: so help you God." After which the president of the court shall administer to the recorder the following oath: "You, A B, do swear that you will, according to your best abilities, accurately and impartially record the proceedings of the court and the evidence to be given in the case in hearing: so help you God."
ART. 118. A court of inquiry, and the record thereof, shall have the same power to summon and examine witnesses as is given to courts-martial and the judge-advocates thereof. Such witnesses shall take the same oath which is taken by witnesses before courts-martial (s) and the party accused shall be permitted to examine and cross-examine them, so as fully to investigate the circumstances in question. [See section 1202.]

ART. 119. A court of inquiry shall not give an opinion on the merits of the case inquired of unless specially ordered to do so.

ART. 120. The proceedings of a court of inquiry must be authenticated by the signatures of the recorder and the president thereof, and delivered to the commanding officer.

ART. 121. The proceedings of a court of inquiry may be admitted as evidence by a court-martial, in cases not capital, nor extending to the dismissal of an officer: Provided, That the circumstances are such that oral testimony cannot be obtained.

ART. 122. If, upon marches, guards, or in quarters, different corps of the Army happen to join or do duty together, the officer highest in rank of the line of the Army, Marine Corps, or militia, by commission, there on duty or in quarters, 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.

ART. 123. In all matters relating to the rank, duties, and rights of officers, the same rules and regulations shall apply to officers of the Regular Army and to volunteers commissioned in, or mustered into said service, under the laws of the United States, for a limited period.

ART. 124. Officers of the militia of the several States, when called into the service of the United States, shall, on all detachments, courts-martial, and other duty wherein they may be employed in conjunction with the regular or volunteer forces of the United States, take rank next after all officers of the like grade in said regular or volunteer forces, notwithstanding the commissions of such militia officers may be older than the commissions of the said officers of the regular or volunteer forces of the United States.

ART. 125. In case of the death of any officer, the major of his regiment, or the officer doing the major's duty, or the second officer in command at any post or garrison, as the case may be, shall immediately secure all his effects then in camp or quarters, and shall make, and transmit to the office of the Department of War, an inventory thereof.

ART. 126. In case of the death of any soldier, the commanding officer of his troop, battery, or company shall immediately secure all his effects then in camp or quarters, and shall, in the presence of two other officers, make an inventory thereof, which he shall transmit to the office of the Department of War.

ART. 127. Officers charged with the care of the effects of deceased officers or soldiers shall account for and deliver the same, or the proceeds thereof, to the legal representatives of such deceased officers or soldiers. And no officer so charged shall be permitted to quit the regiment or post until he has deposited in the hands of the commanding officer all the effects of such deceased officers or soldiers not so accounted for and delivered.

ART. 128. The foregoing articles shall be read and published, once in every six months, to every garrison, regiment, troop, or company in the service of the United States, and shall be duly observed and obeyed by all officers and soldiers in said service.

SEC. 1343. All persons who, in time of war or of rebellion against the supreme authority of the United States, shall be found lurking or acting as spies, in or about any of the fortifications, posts, quarters, or encampments of any of the armies of the United States, or elsewhere, shall be liable by a general court-martial, or by a military commission, and shall, on conviction thereof, suffer death.

(*) Sic in the Roll.
BLANK FORMS FURNISHED BY THE ADJUTANT GENERAL'S DEPARTMENT.

Form No. 1. Company Muster and Pay Rolls.
2. Detachment Muster and Pay Roll.
3. Field Staff and Band Muster and Pay Roll.
4. Hospital and General Non-Commissioned Staff Muster and Pay Roll.
5 and 6. Detachment of Ordnance Muster and Pay Roll (large and small).
15 and 16. Descriptive and Assignment Roll of Recruits (large and small).
17. Account of Clothing Issued to Recruits.
18. Recruiting Accounts Current.
22. Return Regimental Recruiting Party.
23. Enlistment.
25. Tri-Monthly Reports.
26. Form for Physical Examination of Recruit.
27. Poster.
28. Furlough.
29. Descriptive List.
30. Final Statement.
32. Inventory of Effects of Deceased Soldier.
34. Descriptive List of Deserters.
35. Accounts Current, Contingent Fund.
37. Quarterly Return of Property.
38. Voucher.
39. Voucher, Transportation of Recruits.
40. Purchase Voucher, Recruiting Service.
41. Voucher (general), Recruiting Service.
42. (Form No. 27, Recruiting Regulations.) Abstract of Lodgings Furnished.
44. Statements of Funds, Recruiting Service.
45. Quarterly Return of Recruiting Service.
46. Certificate of Sickness.
47. Quarterly Report of Artillery Instruction (Regimental)
47½. Quarterly Report of Artillery Instruction (Battery).
50. Letter of Transmittal inclosing Band Funds.
52. Account Current Band, Bakery, and Company Funds.
53. Consolidated Return of Books (Department).
54. Return of Books (Post).
55. Return of Instruction (Colleges).
BLANK FORMS FURNISHED BY THE INSPECTOR GENERAL'S DEPARTMENT.

Form No. 1. Inventory and Inspection Report. (Property.)
2. Inspection Report. (Posts and Commands.)
3. Inspection of Money Accounts.

BLANK FORMS FURNISHED BY THE QUARTERMASTER'S DEPARTMENT.

Form No. 1. Report of Persons and Articles Employed and Hired.
1 A. List of Bills of Lading and Transportation Requests Issued.
2. Descriptive List of Persons and Articles Employed and Hired and Transferred.
5. Invoices of Stores Transferred.
6. Receipt for Stores Transferred.
7. Account Current.
7 4. Abstract Z. Funds Received from Sales of Fuel, etc.
10. Abstract B. Expenditures.
11. Voucher to Abstract B. Receipt Roll.
14 Amended. Voucher, Passenger Transportation.
14 4. Voucher, Tickets Furnished.
15. Copy of Transportation Request. (Sub-voucher to Form 14.)
16 A. Voucher. Freight, wagon, water, etc.
16 4. Voucher to Land Grant Railroad Freight and Passenger Service.
16 4. Voucher to Land Grant.
17. Bill of Lading, Original (Rail).
17. Bill of Lading, Original (Rail). (Extra sheet.)
17. Bill of Lading, Duplicate (Rail).
17. Bill of Lading, Duplicate (Rail). (Extra sheet.)
18. Bill of Lading, Duplicate, Marine.
22. Abstract B b. Transfer of Funds.
23. Invoice or Receipt of Funds.
24. Estimate of Funds. (Extra leaves will be supplied.)
24 4. List of Outstanding Debts.
27. Quarterly Returns of Quartermaster's Stores. (Extra leaves will be supplied.)
REGULATIONS FOR THE ARMY OF THE UNITED STATES.

Form No. 28. Abstract D. Articles Purchased. (Extra leaves will be supplied.)
29. Voucher to Abstract D.
30. Abstract E. - Articles Received from Officers, and extra leaves.
31. Voucher to Abstract E. Invoice of Stores Transferred.
32. Abstract F. Articles Received from Various Sources. (Extra leaves.)
34. Voucher to Abstract G. Sales to Officers.
35. Voucher to Abstract G. Requisition for Fuel, Forage, etc.
36. Voucher to Abstract G. Statement of Forage and Straw consumed by Public Animals.
37. Voucher to Abstract H. Stationery Issued.
38. Voucher to Abstract H. Horse Medicines and Dressings Issued.
40. Voucher to Abstract H. Requisition for Horse Medicines and Dressings.
41. Abstract I. Articles Expended, Lost, Destroyed and Sold.
42. Abstract I. Articles Expended. (Extra sheets.)
43. Voucher to Abstract I. List of Q. M. Stores Expended.
44. Voucher to Abstract I. List of Articles Lost or Destroyed.
45. Voucher to Abstract I. List of Sales at Auction.
46. Abstract K. Articles Transferred to Officers. (And extra leaves.)
47. Vouchers to Abstract K. Receipt for Q. M. Stores.
48. Vouchers to Abstract K. Special Requisitions.
49. Special Requisition for Clothing, Equipage, and Material.
50. Quarterly Returns of Clothing and Equipage.
51. Quarterly Returns of Clothing and Equipage. (Extra sheets.)
52. Receipt Roll, Clothing, etc., Sold to Officers.
54. Statement of Purchases.
56. Estimate Clothing and Equipage.
57. Receipts for Private Funds (Sales to Officers).
58. Estimates of Quartermaster's Stores. (Extra sheets.)
60. Indebted Railroad Certificate.
61. Voucher for Job Printing.
62. Order for Ferry or Bridge Transportation.
63. Descriptive List of Public Animals.
64. Request for Authority to advertise "Ordinary."
65. Request for Authority to advertise "Special."
70. Bond.
71. Articles of Agreement. General.
72. Articles of Agreement. Steamboat Transportation.
74. Articles of Agreement. Charter Party, River Steamers and Barges.
75. Articles of Agreement. Wagon Transportation.
76. Articles of Agreement. For Clothing, Wagons, and Harness.
77. Articles of Agreement. Lease.
BLANK FORMS FURNISHED BY THE SUBSISTENCE DEPARTMENT.

Form No. 1. Account Current.  
2. Invoice of Funds.  
3. Invoice of Funds (Paymaster's Collections).  
4. Receipt for Funds.  
5. Abstract of Purchases. (For Account Current.)  
6. Abstract of Contingencies.  
7. Purchase Voucher for Stores.  
8. Certified Voucher for Stores.  
10. Purchase Voucher for Property.  
12. Voucher for Commutation of Rations (Traveling).  
13. Voucher for Commutation of Rations (Furlough).  
15. Receipt Roll for Coffee Money.  
17. Voucher for Hospital Savings.  
22. Voucher for Advertising (Special).  
25. Contract for Beef Cattle.  
26. Contract for Supplies or Services. (General Form.)  
27. Contract for Supplies.  
30. Contractor's Bond.  
32. Return of Subsistence Stores.  
33. Abstract of Purchases. (For Return of Subsistence Stores.)  
34. Transportation Invoice.  
35. Transportation Receipt.  
36. Invoice of Stores.  
37. Receipt for Stores.  
38. Statement of Gains and Wastage.  
39. Abstract of Issues to ———.  
41. Requisition for Extra Issues.  
42. Abstract of Sales to Officers, for Cash.  
43. Abstract of Sales to Officers, on Credit.  
44. Statement of Dues from Officers.  
45. Abstract of Sales to Enlisted Men, &c., for Cash.  
46. Abstract of Sales to Enlisted Men, &c., on Credit.  
47. Statement of Dues from Enlisted Men.  
49. Abstract of Beef Cattle and Forage.  
50. Account of Sales at Auction.  
51. Return of Subsistence Property.  
52. Invoice of Property.  
53. Receipt for Property.  
54. Statement of Sales of Boxes, Barrels, &c.
MISCELLANEOUS.

Form No. 55. Estimate of Funds.
56. Weekly and Monthly Statement of Funds.
57. Requisition for Stores.
58. Requisition for Stores for Sales.
59. Ration Return.
60. Consolidated Ration Return.
61. Ration Certificate.
62. Application to Purchase on Credit (Officer's).
63. Bill for Purchases on Credit (Officer's).
64. Permit to Purchase on Credit (Enlisted Men).
65. Cost of Components of the Ration.
66. Requisition for Blanks.
67. List of Officers doing duty in the Subsistence Department.
68. Monthly Personal Report, Officers of the Subsistence Department.

BLANK FORMS FURNISHED BY THE PAY DEPARTMENT.

Form No. 1. Estimate of Funds Required.
2. Receipts.
3. Voucher.
3½. Voucher.
5. Voucher.
6. Abstract of Payments.
7. Account Current.
8. Abstract of Collections.
9. Statement of Public Funds.
10. Voucher.
11. B. Mileage Voucher.
12. B. Mileage Voucher.
15. Abstract of Deposits.

BLANK FORMS FURNISHED BY THE MEDICAL DEPARTMENT.

Form No. 1. Invoice of Moneys.
2. Receipt for Moneys.
3. Account of Moneys Received.
5. Account for Medicines Purchased.
6. Invoice of Medical Supplies Purchased.
7. Bill for Articles Purchased or Services Performed.
8. Abstract of Property Received by Purchase.
10. Abstract of Disbursements.
12. Account of Sales of Medical and Hospital Property.
13. Invoice of Medical and Hospital Property Sold.
14. Abstract of Medical Property Received by Purchase by Medical Storekeepers.
15. Abstract of Medical Property Issued, Sold, &c., by Medical Storekeepers.
REGULATIONS FOR THE ARMY OF THE UNITED STATES. 233

Form No. 16. Abstract of Medical Property Received from Officers by Medical Storekeepers.
17. Return of Medical Property Received, Issued, &c., by Medical Storekeepers.
18. Requisition for Medical Supplies.
18½ Special Requisition for Medical Supplies.
19. Packer's List of Medical and Hospital Supplies.
20. Invoice of Medical Supplies Issued.
20½ Invoice of Medical Supplies Issued (Single Sheets).
21. Receipt for Medical Supplies Received.
21½ Receipt for Medical Supplies Received (Single Sheets.)
22. Return of Medical Property.
24. Return of Medical Officers.
28. Return of Hospital Corps.
32. Merit Roll of Candidates Examined by Army Medical Board.
34. Oath of Office for Private Physicians.
36. Diet Table for Hospitals.
37. Special Diet Table.
39. List of Patients Suffering from Epidemic Diseases.
40. Meteorological Register.
43. Consolidated Report of the Medical Department, with Inserts A and B (Form 43, New).
44. Nomenclature of Diseases.
46. Statement of the Hospital Fund, and Return of Durable Property.
55. Bills for Medical Attendance.
57. Transfer Book.
58. Invoice of Medical Supplies (Chemicals).
59. Receipt for Medical Supplies (Chemicals).
60. Abstract of Disbursements (Medicines furnished on prescriptions).
61. Articles of Agreement.
63. Oath of Disinterestedness (R. S., 3745).
    Diagram of Areas of Physical Signs.
    Record of Variations of Temperature.
    Requisition for Blank Forms.
    Report of Record Books Turned Over.
    Report of Record Books Received From.
    Annual Return of Record Books.
    Surgical Report.

BLANK FORMS FURNISHED BY THE ENGINEER DEPARTMENT.

Form 1. Personal Report.
2. Return of Officers and Hired Men.
2a. Return of Officers and Hired Men (small).
3. Account-Current.
3½. Account-Current (large.)
3a. Account-Current.
5. Abstract of Disbursements.
5a. Abstract of Disbursements.
Form 6. Voucher, ordinary size.
7. Voucher, extra size.
8. Voucher, small size.
9a. Voucher, Traveling Expenses.
9b. Voucher, Traveling Expenses.
10. Voucher, Advertisement.
11. Pay-Roll (large).
12. Pay-Roll (small).
13b. Property Return, last sheet.
13a. Property Return, single sheet.
15. Inventory and Inspection Report.
16. Estimate of Funds.
17. Weekly Money Statement.
18a. Instructions to Bidders.
19. Articles of Agreement.
20. Bond.
22. Voucher, Job Printing.
23. Voucher, Mileage.
25. Abstract of Property paid for.
25a. Abstract of Property paid for (small).

BLANK FORMS FURNISHED BY THE ORDNANCE DEPARTMENT.

In addition to the following Regulations and Forms pertaining to the Ordnance Department are the Ordnance Regulations and the Ordnance Property Regulations, which are published in pamphlet form, and distributed to those officers who require them by the Chief of Ordnance.

Form No. 1 b. For Infantry and Heavy Artillery.
1 c. For use of Cavalry.
1 d. For Horse and Foot Cavalry.
1 f. For Forts and Permanent Batteries.
1 h. For Stores in charge—miscellaneous.
2 a. Invoices for Shipment.
2 b. Invoices—single transfer.
3 a. Receipts for Issue.
4 a. Receipts for Stores turned over to Quartermaster for transportation.
8 Abstract of Ordnance and Ordnance stores sold.
10 c. Abstracts for Expenditures for Infantry and Cavalry.
14 Statements of charges to Soldiers.
22 Requisition for Ordnance and Ordnance stores.
28 Report on metallic Small-arm ammunition, caliber .45.
31 Record of Artillery Firing at Forts.
30. Annual Report of Target Firing of Troops in the Department.
30 c. Monthly Progress Report of Target Firing of Company
REGULATIONS FOR THE ARMY OF THE UNITED STATES. 235

30e. Report and Bulletin of the Annual Competition.
33b. Quarterly Statement of Stores on hand—made to Chief Ordnance Officers by Company Commanders.

BLANK FORMS FURNISHED BY THE SIGNAL CORPS.

Form No. 11. Quarterly Return of Signal Service Property.
14. Abstract of Signal Service Property Received.
15B. List of Signal Equipments and Signal Stores Transferred.
17. Abstract of Signal Service Property Transferred.
18B. List of Signal Equipments and Signal Stores Received.
20. Certificate—Signal Service Property Lost or Destroyed.
23E. Annual Estimate Supplies A. S. O.
46. Special Requisition for, and Voucher of, Signal Equipments and Stores.
201. Message Blank—Telegrams Sent.
202. Message Blank—Telegrams Received.
418. Request for Supply of Blanks.
422. Letter Transmitting Returns of Signal Equipments and Signal Stores.
INDEX.

[The numbers refer to paragraphs only.]

Absence, leaves of. (See Leaves of absence.) 132
without leave, forfeitures incident to time lost in, by enlisted men, to be made good 132
Abstracts of purchases, to be prepared monthly 729
Abusive language, on part of superiors forbidden 3 778-797
Accountability, for company clothing 1103-1106
forge and fuel 1108-1109
money, rules for 1109-1110
property, rules for 747-749
Accounts, authority for and orders to accompany for advertising, how prepared, etc. 719
of appropriations to be kept by fiscal years rendered when separate, for each appropriation, to be kept submitted monthly vouchers, etc., to accompany when to be prepared 719-720
Accounts (money), contingencies of the Army examination of disbursing officer's 735-736
of appropriations to be kept by fiscal years rendered when separate, for each appropriation, to be kept submitted monthly vouchers, etc., to accompany when to be prepared 712-713
Accounts-current. (See Accounts—money.) Acting assistant surgeon. (See Contract surgeons) 1549-1554
Acting commissioner of subsistence, how paid 1448
Acting hospital stewards, appointment of duties of examination of promotion of rank and precedence of re-enlistment of 1557-1558
Additional second lieutenants, allowance of baggage, forage, when mounted quarters stationery 1142-1144
Address of officer, to be given in his official letters 837
Adjutant General, duties of, in general 827-830
Adjutant General’s Office, blank forms furnished by business and duties of 827-835
Adjudants of regiments. (See Regimental adjutants) 224
Administration, staff. (See Staff administration) 833-836
Advances of public funds, how made 674
Advertisements, under special authority, copies of, to be sent to Chief Clerk, War Department 604
conditions imposed on bidders need not be published in full forms of guarantees for proposals, when to be inserted in insertions of, rules as to number written authority of Secretary of War necessary to publish 604
Advertising, regulations respecting accounts for, how prepared official form of of officer deceased, resigned, or removed to be certified by successor when relieved, to be transferred to successor when presented to officer other than the one ordering publication 604
authority for, how obtained 597-601
bills for, to be sent to Chief Clerk, War Department by circular letters, newspapers, and posters displayed type not to be used frequency of, how regulated general authority for, how obtained form of request for newspaper, to be confined to papers on official list 595-606
resorted to when time permits 595
newspapers authorized to publish advertisements, list of, to be prepared by Secretary of War 614
printed circulars to be used in connection with rates for, to be furnished by publishers to Chief Clerk, War Department requests for authority to advertise addressed to Chief Clerk, War Department 599-601
must name papers in which advertisements are to appear special authority for, form of request for how obtained to whom granted vouchers for, to contain accounts of but one newspaper and one advertisement when required 594-595

237
<table>
<thead>
<tr>
<th>Topic</th>
<th>Paragraph</th>
</tr>
</thead>
<tbody>
<tr>
<td>Affidavits, regarding loss, etc., of property, how taken</td>
<td>769-771</td>
</tr>
<tr>
<td>Agent's, may sign receipts to vouchers in certain cases</td>
<td>737</td>
</tr>
<tr>
<td>Agents of U. S., classification of</td>
<td>802</td>
</tr>
<tr>
<td>Trustees, to intrusted with property, to be selected with great care</td>
<td>749</td>
</tr>
<tr>
<td>in military service, purchases from, or contracts with, forbidden</td>
<td>746</td>
</tr>
<tr>
<td>not to share in purchases, or, to receive benefit therefrom</td>
<td>746</td>
</tr>
<tr>
<td>pay of, rates</td>
<td>802</td>
</tr>
<tr>
<td>Aides-de-camp, aiguillette for</td>
<td>1779</td>
</tr>
<tr>
<td>how appointed</td>
<td>36, 36</td>
</tr>
<tr>
<td>Aiguillette</td>
<td>1770</td>
</tr>
<tr>
<td>Allowances, for travel to civilian employes, etc.</td>
<td>808-812</td>
</tr>
<tr>
<td>contract surgeons</td>
<td>1476, 1551</td>
</tr>
<tr>
<td>discharged soldiers</td>
<td>1518</td>
</tr>
<tr>
<td>officers</td>
<td>1464-1479</td>
</tr>
<tr>
<td>ammunition for artillery practice</td>
<td>396</td>
</tr>
<tr>
<td>to small-arm practice</td>
<td>392</td>
</tr>
<tr>
<td>baggage for officers, contract surgeons, and enlisted men, transportation of 1200-1204, 1221-1225</td>
<td>1306</td>
</tr>
<tr>
<td>brooms</td>
<td>1306</td>
</tr>
<tr>
<td>chairs to enlisted men</td>
<td>1069</td>
</tr>
<tr>
<td>clothing, (price-lists, etc.)</td>
<td>1271</td>
</tr>
<tr>
<td>draught animals</td>
<td>1171</td>
</tr>
<tr>
<td>forage for horses</td>
<td>1142</td>
</tr>
<tr>
<td>mules</td>
<td>1142</td>
</tr>
<tr>
<td>officers</td>
<td>1146</td>
</tr>
<tr>
<td>fuel to enlisted men</td>
<td>1098</td>
</tr>
<tr>
<td>hospitals</td>
<td>1098</td>
</tr>
<tr>
<td>officers</td>
<td>1098</td>
</tr>
<tr>
<td>when increased</td>
<td>1104, 1105</td>
</tr>
<tr>
<td>lamps to barracks and hospitals</td>
<td>1108, 1109</td>
</tr>
<tr>
<td>chapels, schools, bakeries, etc.</td>
<td>1109, 1110</td>
</tr>
<tr>
<td>passages, posterns, exterior to quarters</td>
<td>1110</td>
</tr>
<tr>
<td>mineral oil</td>
<td>1108, 1109, 1112</td>
</tr>
<tr>
<td>quarters to officers</td>
<td>1076, 1084, 1098</td>
</tr>
<tr>
<td>how increased and reduced</td>
<td>1078</td>
</tr>
<tr>
<td>to contract surgeons</td>
<td>1085</td>
</tr>
<tr>
<td>rations to civilian employes</td>
<td>1392, 1393</td>
</tr>
<tr>
<td>enlisted men</td>
<td>1371</td>
</tr>
<tr>
<td>matrons of hospitals</td>
<td>1371</td>
</tr>
<tr>
<td>scrubbing-brushes</td>
<td>1304</td>
</tr>
<tr>
<td>spring wagons to posts</td>
<td>1174</td>
</tr>
<tr>
<td>stationary to boards, courts, etc.</td>
<td>1184</td>
</tr>
<tr>
<td>enlisted men of post non-commissioned staff</td>
<td>1183</td>
</tr>
<tr>
<td>organizations, etc</td>
<td>1119</td>
</tr>
<tr>
<td>officers</td>
<td>1119</td>
</tr>
<tr>
<td>offices</td>
<td>1119, 1121</td>
</tr>
<tr>
<td>retired officers</td>
<td>1122</td>
</tr>
<tr>
<td>stores to barracks</td>
<td>1098, 1101</td>
</tr>
<tr>
<td>enlisted men</td>
<td>1098</td>
</tr>
<tr>
<td>hospitals</td>
<td>1098</td>
</tr>
<tr>
<td>officers</td>
<td>1098, 1100</td>
</tr>
<tr>
<td>officers</td>
<td>1098, 1100</td>
</tr>
<tr>
<td>straw for bedding, enlisted men</td>
<td>1100</td>
</tr>
<tr>
<td>animals</td>
<td>1551</td>
</tr>
<tr>
<td>to civilian surgeons who tender their services</td>
<td>1554</td>
</tr>
<tr>
<td>Alterations, in fortifications, or appennances thereto</td>
<td>358, 1697</td>
</tr>
<tr>
<td>Ambulances, accountability for</td>
<td>1084</td>
</tr>
<tr>
<td>allowance of</td>
<td>1580, 1585</td>
</tr>
<tr>
<td>control of</td>
<td>1581</td>
</tr>
<tr>
<td>drivers of, how assigned</td>
<td>1583</td>
</tr>
<tr>
<td>flags and guidons for</td>
<td>1584</td>
</tr>
<tr>
<td>furnished by Quartermaster's Department</td>
<td>1176</td>
</tr>
<tr>
<td>harness for</td>
<td>1582</td>
</tr>
<tr>
<td>inspection of</td>
<td>1586</td>
</tr>
<tr>
<td>uses of</td>
<td>1581</td>
</tr>
<tr>
<td>Ammunition, allowance of, for artillery practice</td>
<td>386</td>
</tr>
<tr>
<td>for small-arm practice, how expended and regulated</td>
<td>392, 394-396</td>
</tr>
<tr>
<td>expenditures and issues of, how made</td>
<td>1725-1739</td>
</tr>
<tr>
<td>metallic, how cared for</td>
<td>1739</td>
</tr>
<tr>
<td>sale of, authorized to enlisted men for hunting</td>
<td>398</td>
</tr>
<tr>
<td>value of, for small-arm practice, determined by Chief of Ordnance</td>
<td>396</td>
</tr>
<tr>
<td>Animals, grazing or walking of, on slopes of works forbidden</td>
<td>390</td>
</tr>
<tr>
<td>private, forage for</td>
<td>1146</td>
</tr>
<tr>
<td>public. (See Public animals)</td>
<td>1125-1137</td>
</tr>
<tr>
<td>Appointments, in Ordnance Department, how made</td>
<td>1702, 1710</td>
</tr>
<tr>
<td>notices of, issued by Adjutant General of assistant surgeons, how made</td>
<td>19</td>
</tr>
<tr>
<td>enlisted men to post non-commissioned staff</td>
<td>1542, 1544-1548</td>
</tr>
<tr>
<td>officers, how made</td>
<td>93-99</td>
</tr>
<tr>
<td>record of, where kept</td>
<td>828</td>
</tr>
<tr>
<td>staff. (See Staff appointments.)</td>
<td>712</td>
</tr>
<tr>
<td>Appropriation, accounts of, kept by fiscal years, separately</td>
<td>706</td>
</tr>
<tr>
<td>and allotment book, (Engineer Corps)</td>
<td>1700</td>
</tr>
<tr>
<td>Arctic overhares</td>
<td>1813</td>
</tr>
<tr>
<td>Arm badges</td>
<td>1801</td>
</tr>
<tr>
<td>Arms, alteration of, forbidden, not to be loaded in barracks</td>
<td>298</td>
</tr>
<tr>
<td>to be kept in racks, not to be taken apart</td>
<td>298</td>
</tr>
<tr>
<td>Army officers. (See Officers)</td>
<td>298</td>
</tr>
</tbody>
</table>
INDEX.

Arrest, limits of, how extended. .............................................. 992
not to be imposed upon officers for light offenses .............................. 993
of medical officers, how regulated .............................................. 994
non-commissioned officers ..................................................... 998, 997
officer by whom made .................................................................. 999
how imposed .................................................................................. 999
reported to immediate commander ............................................... 997

Articles of War

index to ......................................................................................... 214-216

Articles purchased, charged to proper appropriation ....................... 739

Artillery, duration of term .................................................................. 255

Artificial limbs .............................................................................. 1678-1682

Artillery, heavy, guns, how numbered at forts ................................. 380
horses, specifications for .............................................................. 1127
light batteries. (See Batteries, light.)
guidons for instruction .................................................................... 1854

Artillerist, officers of ...................................................................... 376, 377
practice, allowance of ammunition for, how regulated ................. 386
book of, to be kept .......................................................................... 381
charts for, rules for elaborating ...................................................... 383
inspectors of, duties of .................................................................. 382
how detailed .................................................................................. 382
methods of, regulated in orders from Headquarters of the Army .... 384
positions of guns for, how fixed ..................................................... 389
reports of, made to Chief of Ordnance .......................................... 388
when and how made ...................................................................... 388
rules for ......................................................................................... 380-388
targets for, how moved and stored................................................. 387
provided ......................................................................................... 387
precedence of foot, on occasions of ceremony ................................ 5
light, on occasions of ceremony ..................................................... 5

Artillery schools, officers for instruction at, how selected ................ 555
organization of ............................................................................... 569

Arms, extra-duty pay of ................................................................. 163
Assignees of officers' pay-accounts, take risks of stoppage ............... 1491
Assignments, of hospital corps to posts ........................................ 1577-1579
officers to quarters near their commands, how and by whom made 1080
to duty in Staff Department, how and by whom made ..................... 816

Assistant surgeons ........................................................................ 1542-1548
appointment of ............................................................................. 1542
examination of for appointment and for reappointment ............... 1543-1548

Attorneys, payments to, when made ............................................. 724-726

Authority, military, how exercised .................................................. 2
reviewing. (See Reviewing authority) .............................................. 1041, 1043, 1044

Award of contract, interest of Government to be fully considered in making .......................... 639
made by whom, in Departments .................................................. 640
made to be lowest bidder, who, when required, produces proper article, and who is not unreasonable ............... 638

Ax-helves, how dropped from returns ........................................... 1298

Back rations, when issued ............................................................... 1375

Bacon, ration of ............................................................................ 1367

Badges for caps of enlisted men ..................................................... 1817, 1834
officers .......................................................................................... 1716

Baggage, officers', contract surgeons, and enlisted men, transportation of ......................................................... 1290-1294, 1221-1225

Bakery. (See Post bakers.)

Bakers. (See Post baker.)

Bakery funds, accounted for, by whom ............................................. 297
accounts of, how audited and rendered ......................................... 298-300
application of expenditures from, how made ................................. 285
sources of, supervised by whom .................................................... 298-297

Baking. (See Post bakers.) ................................................................. 300-310

Band fund, accounts of, how audited and rendered ......................... 292, 294, 295, 298, 299
distribution of, how made .............................................................. 283-287
excess of, how distributed .............................................................. 284
expenditures from, how made ....................................................... 294
loss of, how investigated ................................................................. 290
purchase of certain articles prohibited .......................................... 289
purposes for which used ................................................................ 294
responsibility for ............................................................................ 249, 292
sources of ...................................................................................... 283, 291

Bands of regiments. (See Regimental bands.)

Barracks, allowance of lamps for .................................................. 1168
stoves for ...................................................................................... 1097-1101

Bathing, requisition made for ......................................................... 1066
record book of responsibility for care of ........................................ 1072

Batteries, light, command of, how regulated ................................ 262
enlisted men of, exempt from details, except for their own park and stable guards ......................................................... 244-246
furnish their own stable and park guards ...................................... 410
supplied with facilities for policing stables by Quartermaster's Department ................................................................. 410, 537

Battle-ground cemeteries ................................................................. 587

Registers of .................................................................................. 587

Battles, names of, to be inscribed on colors ..................................... 1858

Bread, ration of ............................................................................. 1380

Bread, ration of

...
INDEX.

17519—16

Books, of Engineer Department 1700
Medical Department 1673-1679
Pay Department 1528
Quartermaster's Department 1319
Subsistence Department 1458

Boots, enlisted men 1812
officers 1791

Bowling alleys, how erected 313

Brassards, for company or litter bearers 1801

Bread, baking of, by individual companies, at posts, prohibited 310
fresh, ration of 1387
hard, ration of 1387

Brevet rank, officer assigned according to; allowed aides-de-camp 36

Brigadier General, allowance of baggage 1122
forage 1142, 1146
quarters 1068

Brooms, allowance of, how issued and accounted for 1304-1306

Brushes, scrubbing, allowance of 1306

Buildings, at posts to be numbered 1304
material alterations in, not to be made except by authority of the Secretary of War 775
not to be erected within one mile of fortifications except by authority of Secretary of War 355, 775
permanent, not erected except by order of Secretary of War 775
to be erected without authority of Congress when cost exceeds $20,000 unless labor is performed by troops 774
plans of, to be approved by Secretary of War before erecting 775

Bunks, name of man to be attached to 206
repairst of, to be performed by troops 206

Buttons, for enlisted men 1798, 1841

Cacolets, how issued 1769

Cadets, payments to, how made 1585
rank and precedence of 1492

Camp and garrison equipage. (See Clothing, camp and garrison equipage) 1328-1333

Camp guards 531-535
duty of, at new camp 535
members of, when command marches 534
posts exterior to, how established and inspected 533
Camps, establishment of, to be reported to Adjutant General 201

Candidates, (non-commissioned officer,) conditions to be fulfilled by 24-26, 31

Candles, extra issues of 1355

Canteen council, composition of 1365

Canteens, repair of 1222

Canvas clothing, how issued 1817, 1841

Caps, enlisted men 1119

officers 1119

Captains, allowance of baggage 1142

forage, when mounted 1142, 1146
quarters 1068

statutory stores 1098

duties of 244, 247, 248, 249, 250, 253, 257, 258, 262, 271, 274
not to be detached from companies for any considerable time 244
not to be used, except for light-artillery batteries, how detailed 244
rank and precedence of 277
responsibility of 1375

Cash-book, Engineer Department 1375

Pay Department 1528

Quartermaster's Department 1319

Subsistence Department 1458

Casualties, records of, where kept 1362-1366

Cattle, how purchased, subsisted, and issued 858

Cavalry, supplies of, with facilities for policing stables by Ordinance Department 1177
dismounted men of, to be taken for dismounted service 409
guidons for 1833
head, packed for all mounted service 247
precedence of, on occasions of ceremony 5
stable guards of 536
standards for 1857

Cavalry horses, distribution of, directed, when practicable, by regimental commander 1128
purchase of 1125, 1126
specifications for 1126

Cemeteries 586-588
Ceremonies, how conducted, etc. 485-495
Certificates, in case of loss of bills of lading, forms of 1223
professional books to be transported
justification of survivals, given by whom medical. (See Medical certificate).
of deposit, when and by whom given and how disposed of 69, 698-703
disability (enlisted men) by whom made
how prepared
what to contain
145-149
148
145-149
merit awarded to private soldiers
176
disposition of
179
extra pay for, begins and ends when
178
rate of
178
recommendations for, by whom originated
177
to be separate in each case
177
officer accountable for forage or fuel
1161
desiring to purchase fuel
1092
officer's, to facts of an account, to be stated in voucher
716
pay due, not to be purchased by officers or clerks
745
rations issued to civilian employés and troops detached
1372
Chairs, rates of issue of
1069
supplied by Quartermaster's Department
1069
Changes of station, of officers and enlisted men of Staff Departments, how made
815
Chapeau
1773
Chaplains
33-41
29, 40
rank of
8
Chargé d'affaires, salute to
401
Charges, against enlisted men, preparation and transmission of
1015
joint, not to be made except in cases of concert of action
1015
Check, disbursement of
1017
Checks, credits for collection of, not allowed
738
disbursement officers, how drawn
680
drawn to order or bearer, in general
680
duplicates of, how issued
794, 795
mutilated, how disposed of
733
outstanding more than three fiscal years, how disposed of
698, 699
Chevrons for enlisted men, black silk braid (Signal Corps)
1777
Chevrons
1840
cloth and gold
1799-1802
service
1398, 1803
in war
1394, 1805
Chief commissaries of subsistence, duties of
1338, 1346
Chief executive of foreign country, salute to
461
Chief Justice of the United States, honors paid to, at posts
423
sitting to
450
Chief medical purveyor
1659
Chief musician, rank and precedence of
8
Chiefs of bureaus, approval of, necessary to make simple contract
670
Chiefs of bureaus, direct travel of officers and men of departments, procedure of
461
246, 551, 941
desiring to direct travel of officers and men of departments, procedure of
461
16
direct correspondence of, with subordinate, when authorized
461
grant leaves of absence to offices of their respective bureaus, when
48
power to convene boards
817
recommend meritorious non-commissioned officers for promotion
26
to indorse decision on money accounts examined
735
examine contracts entered into by subordinates
653
furnish officers with official lists of newspapers
614
invite attention of Secretary of War to matters of account
735
see that no more money than is necessary is transferred to disbursing officers
676
Chief of Engineers, headquarters to be at seat of government
1684
to give notice of completion of fortifications
1684
to supervise alterations in permanent works and appurtenances thereto
1697
Chief of Ordnance, duties of
1701
Chief paymasters, assignment of
1434
Chief Signal Officer, duties of
1754, 1756
Chief trumpeter, rank and precedence of
8
Cholera, reports of
1664
Circulars, guarantees for proposals, when to be inserted in
595
Circulars, guarantees for proposals, when to be inserted in
645, 646
Civilian employees, admission of, to hospitals, medical attendance and medicine
1628-1631
allowance of rations to
1392
armed in what case
1723
arms, etc., lost by, to be charged
1729
certification of pay due, when given
805
change of stations of, how regulated
807
classification of
802
designation of, on rolls, how made
803
employment of, how regulated
309, 310, 308
expenditures for, how restricted
801-804
expenses of, for authorized travel, how paid
808-812
hours of labor of
806
paid monthly, when possible
805
INDEX.

Civilian employees (continued), pay of, how regulated
- sales of subsistence stores to
- selection of, by whom made
- travel allowances of
- surgeons, who tender their services, allowances to
- witnesses, allowances to
- clothing of, soldiers not to have, in possession
- pay of, when worn by officers
- pay of, by whom signed
- Civilians, how appointed to grade of second lieutenant
- examination of, for appointment
- limits of age for appointment
- restrictions upon, on military reservations
- Civil officers of Government, compliments of guards and sentinels to
- Claims against U. S. officers and clerks not to be interested in
- Clerks, to, by whom signed
- Clerks, classification of
- extra-duty pay of (enlisted men)
- (general service)
- of disbursing officers prohibited from purchasing certificates of pay due soldiers
- pay of, rates
- Clothing, accounts of enlisted men, how kept
- bags of recruits, how disposed of
- canvas, for fatigue, how issued
- estimates for, to conform to regulations
- of, for battalion of engineers
- detachments of ordinance
- Signal Corps (how prepared)
- fur overcoats, care and issue of
- gratuitous issues, when made
- issue of, at posts
- to enlisted men
- prisoners
- price-lists of, issue annually
- special sizes, how obtained
- table of sizes of
- unmade, how issued
- when found incomplete, disposition of
- used in treatment of contagious diseases, how disposed of
- (See also Clothing, camp and garrison equipment.)
- Clothing balances, treatment of, by paymasters
- Clothing books
- Clothing, camp and garrison equipment
- articles of, how dropped from returns
- estimates for preparation of
- issue of at posts
- price-lists of
- returns of
- used for police, rules respecting
- in treatment of contagious diseases, how disposed of
- Coats, for enlisted men, dress
- when worn to be buttoned and hooked
- officers, dress
- full dress
- Coffee, green, ration of
- liquors, issue of
- roasted, issue of
- Collars, for enlisted men
- Collect messages, not sent when it can be avoided
- College details, officer desiring, may apply
- not detailed unless acceptable to college
- officers not eligible for
- retired officers, how detailed
- ordinance stores: how issued to
- Colonel, allowance of baggage
- fuel
- forage
- quarters
- stationery
- stores
- rank and precedence of
- Colors
- camp
- names of battles to be inscribed on
- of regiments and corps
- artillery
- disposition of, when worn out
- draping, how executed
- dropped, as a salute to whom
- engineer battalion
- infantry regiments
- Command, how exercised
- of corps, duty of commander
- troops not to be assumed by Staff Officers unless by authority of the President
- officers of Pay and Medical Departments not to exercise, except in their own departments
- Commanding officers, determines uniform for the day and occasion
- strength of guards
- directing movements of engineer officers or troops, to report fact to Secretary of War

Paragraph

243
INDEX.

Commanding officers (continued), may assign quarters to officers near their commands
procedure of, in case of disturbing officer betting at cards...
when officer responsible for property is separated therefrom...
to afford every facility to inspectors...
ensure economy in expenditures...
furnish engineer officers with necessary facilities for accomplishing his orders...
give quarterly notice to Quartermaster's Department of contemplated move-
ments...
keep in office plan of lands at post...
make annual inspection of buildings...
meet civil official arriving at post...
notify senior officer of salutes to be given to junior...
parade troops for review upon arrival of a general officer...
require returns, requisitions, and estimates to be prepared and submitted...
scrutinize contracts and vouchers for disbursements...
visit quarters, hospitals, etc., frequently...
(See also Department, Division, and Post commanders.)

Commissary Sergeants, appointment of...
rank and precedence of...

Commissioned officers, rank and precedence of...

Commissions, where filled out and registered...

Committees of Congress, salutes to...

Commissary of subsistence, acting, how paid...

Communications, by a commander, to subordinates, may be made by Staff Officers
channels of, general rules as to...
classes of which need not be forwarded to Adjutant General...
direct between heads of bureaus and subordinates, when...
forwarded by officers to be indorsed...
oficial, to and from officers at posts to go in general through post commander...
preparation of, folding, addressing, etc.
relating to questions of military justice, forwarded to Judge-Advocate General
through Adjutant General...
to disturb officers, from Bureau of War Department, copies of, to be sent to division
or department commander, when...
written "by order" to state by whose order...

Commutation of quarters, by whom paid...
causes when...
not forfeited during temporary absence on duty...
paid while on leave in full pay...
to whom paid...
vouchers for, how prepared...
rations, by whom paid...
rates of...
to post non-commissioned staff...
to whom paid...

Companies, command of, how regulated...
enlisted men in, to be serially numbered...
equipments to be marked...
how designated...
in absence of officers, by whom commanded...
monthly returns of...
to be divided into squads...

Company, application of terms...
books...
command of, how regulated...
desk, transportation of...
fund, account of, by whom kept...
audited by whom...
expended for what purpose...
loss of, how investigated...
purchase of certain articles prohibited...
Sources of...
transportation of articles purchased with...
property, issues of, not to be made by enlisted men...
how marked...
responsibility for...
responsibility for, how regulated...
when transferred to successor...

records, by whom kept...
of what composed...

savings, sale of, etc...

Company bearers, arm badges or brassards...
duties of...
inspection of...
instruction of...

Company commander, certifies on pay-rolls that he has witnessed payment...
keeps record of ammunition expended in small-arms practice...
pecuniary responsibility of, cannot be transferred to enlisted men...
prepares estimates of clothing, etc...
recommends meritorious non-commissioned officers for promotion...
responsibility of, for property...
settles clothing accounts of enlisted men...
to furnish descriptive lists of deserters...
men detached...
discharged enlisted men...
retired enlisted men...
indorse applications of enlisted men for appointment in post non-commis-

sioned staff.

94, 95
<table>
<thead>
<tr>
<th>Paragraph</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company cooks. (See Cooks, company.)</td>
</tr>
<tr>
<td>Computation of time, rules for</td>
</tr>
<tr>
<td>Condemned property and stores, disposition of.</td>
</tr>
<tr>
<td>Conduct, tyrannical or capricious on the part of superiors, forbidden</td>
</tr>
<tr>
<td>Confinement, length of, before a trial may be considered in mitigation of punishment.</td>
</tr>
<tr>
<td>of enlisted men awaiting trial, character of</td>
</tr>
<tr>
<td>how made</td>
</tr>
<tr>
<td>inquiry to be made previous to</td>
</tr>
<tr>
<td>to be reported to immediate commander</td>
</tr>
<tr>
<td>place of, how changed</td>
</tr>
<tr>
<td>sentence of, when carried into effect</td>
</tr>
<tr>
<td>Constitution, provisions of, of the United States in executing laws</td>
</tr>
<tr>
<td>Consul-General, salute to a</td>
</tr>
<tr>
<td>Contingencies of army, accounts-current to be separate</td>
</tr>
<tr>
<td>Continuous-service pay</td>
</tr>
<tr>
<td>Contractors bond, amount of penalty in</td>
</tr>
<tr>
<td>by whom executed</td>
</tr>
<tr>
<td>Contractors, mail. (See Mail contractor)</td>
</tr>
<tr>
<td>Contracts, articles to be marked, lists of, furnished by proper department</td>
</tr>
<tr>
<td>award of</td>
</tr>
<tr>
<td>blank forms of, how supplied</td>
</tr>
<tr>
<td>copies of, how disposed of</td>
</tr>
<tr>
<td>examination of, in bureaus of War Department</td>
</tr>
<tr>
<td>execution of</td>
</tr>
<tr>
<td>for beef-cattle, how made</td>
</tr>
<tr>
<td>for clothing</td>
</tr>
<tr>
<td>for general</td>
</tr>
<tr>
<td>formal, under seal, when to be made</td>
</tr>
<tr>
<td>forms prescribed for, to be followed</td>
</tr>
<tr>
<td>labor of troops not to be used in performance of, except in cases of necessity</td>
</tr>
<tr>
<td>made at posts only when specially authorized</td>
</tr>
<tr>
<td>means of transportation not to be used in performance of, except in cases of necessity</td>
</tr>
<tr>
<td>not to be made unless authorized by law, or under adequate appropriation</td>
</tr>
<tr>
<td>number of copies to be made</td>
</tr>
<tr>
<td>officers making, to exercise certain discretion as to form</td>
</tr>
<tr>
<td>papers relating to, to accompany copy transmitted to proper bureau of War Department</td>
</tr>
<tr>
<td>scrutiny of, by commanding officers</td>
</tr>
<tr>
<td>simple, when made</td>
</tr>
<tr>
<td>with officers or agents in the military service forbidden</td>
</tr>
<tr>
<td>Contract surgeons, allowance of baggage</td>
</tr>
<tr>
<td>quarters</td>
</tr>
<tr>
<td>rations</td>
</tr>
<tr>
<td>allowances to civilian surgeons, who render their services</td>
</tr>
<tr>
<td>death of, to be reported</td>
</tr>
<tr>
<td>how employed</td>
</tr>
<tr>
<td>not to wear uniform</td>
</tr>
<tr>
<td>pay and allowances of</td>
</tr>
<tr>
<td>purchase of fuel by</td>
</tr>
<tr>
<td>rights of</td>
</tr>
<tr>
<td>travel allowances of</td>
</tr>
<tr>
<td>Convicts, how reported, at posts</td>
</tr>
<tr>
<td>issue of clothing to</td>
</tr>
<tr>
<td>Cooking, manual for, by whom issued</td>
</tr>
<tr>
<td>supervised by company commanders</td>
</tr>
<tr>
<td>Cooking stoves. (See Stoves.)</td>
</tr>
<tr>
<td>Cooking utensils. (See Utensils, for cooking.)</td>
</tr>
<tr>
<td>Cooks, company, how paid</td>
</tr>
<tr>
<td>inspected and approved</td>
</tr>
<tr>
<td>Copies, letter-press, of letters, etc.</td>
</tr>
<tr>
<td>Cords and tassels for field-music</td>
</tr>
<tr>
<td>Corporals of ordinance, ratings of,</td>
</tr>
<tr>
<td>Corporals, rank and precedence of</td>
</tr>
<tr>
<td>Copying-presses</td>
</tr>
<tr>
<td>Corp of Engineers</td>
</tr>
<tr>
<td>duties of</td>
</tr>
<tr>
<td>engineer, battalion</td>
</tr>
<tr>
<td>troops, allowances, benefits, etc., to be same as of other troops</td>
</tr>
<tr>
<td>assignments of, how made</td>
</tr>
<tr>
<td>commander of, in the field, to be attached to general headquarters, on special service, not to be diverted thereof except in case of emergency</td>
</tr>
<tr>
<td>precedence of, on occasions of ceremony</td>
</tr>
<tr>
<td>senior officer of, in army corps, division, etc., to communicate to commander thereof any orders received from the commanding officer</td>
</tr>
<tr>
<td>monthly reports required of senior officer of, with an army in the field</td>
</tr>
<tr>
<td>officers of, allowances of, quarters assigned to duty at departments or at posts, duplicates of orders to be sent to commanding officers</td>
</tr>
<tr>
<td>assignments of, to commands</td>
</tr>
<tr>
<td>books and records kept by</td>
</tr>
<tr>
<td>charged with superintendence of construction of works, methods of obtaining working parties</td>
</tr>
<tr>
<td>duties of, in divisions and departments, general</td>
</tr>
<tr>
<td>supervising works constructed by troops</td>
</tr>
<tr>
<td>senior, with army in the field</td>
</tr>
<tr>
<td>army corps, division, etc</td>
</tr>
</tbody>
</table>
INDEX.

Corps of Engineers (continued), officers of, engaged in surveys, etc., report to their immediate chief at the general headquarters

on special service not to be diverted thereto except in case of emergency

ordered to duty in departments or at posts, to be furnished with necessary facilities by commanding officer

ordered to execute work and repairs at forts, etc., relations of, to commanding officer

reports required of, when diverted from special service

returns made by

to exhibit orders to commanders of departments, posts, etc.

travel allowances of, how paid

senior officer of, with army in the field, to cause journals of attack and defense to be kept

plans to be made of works executed under his direction

transmit reports of subordinates to army commander

Corn meal, ration of

Correspondence, channels of, general rule

concerning officer’s resignation not entertained after acceptance

direct, between Chiefs of Bureaus and subordinates when

private, of officers from foreign countries, how forwarded

Cost of making and repairing uniform, how regulated

Councils of Administration

appointed by whom

approval of proceedings of, by whom made

dates of

records of, by whom kept

Council, employment of

Courts-martial, allowance of stationery for

application of accused for postponement of trial

civilian witnesses, how paid

compensation not to be paid to persons in military or civil service of U. S. for clerical service rendered to

consideration of previous convictions by procedure

disorderly conduct of members of, how reported

in awarding sentence may consider previous convictions for same offense

interpreters to

Judge-Advocate of, how appointed

members of, how proceeded against for disobeying orders

members of, take seats in order of rank

place of holding, how determined

President of, duties

presiding officer, how determined

proceedings of, how recorded

where filed

punishments legally awarded by, to enlisted men

record of, how indorsed

Court-martial orders, copies of, to accompany property returns in cases of property charged against enlisted men

Courts of the United States, power of, to discharge enlisted men

Cravats, for enlisted men

Damages, to property, classified

by civilian employee, procedure in case of

enlisted man, procedure in case of

Death, information of, of officer or enlisted man, to whom given

to be reported, of contract surgeon

hospital steward

officer

surgeon

Debts, outstanding, statements of

Decased officers, allowance of baggage

effects of, how disposed of

inventoried

fact of death, how reported

list of effects, to whom sent

public property pertaining to, how disposed of

remains, where buried

soldiers, clothing for burial of

deposits of, how noted

effects of, how disposed of

inventory of, by whom made (126th Article of War)

remains, where buried

Deductions of pay

Defensive works, when evacuated, in charge of Engineer Department

Deliberations, conveying praise or censure toward officers in military service, forbidden

Department commanders, approve recommendation of past commander as to lighting of lamps

authority of, to direct sale of arms and ammunition to settlers

authorize lamps, oil, etc., for exterior illumination of posts

246

1891

1696

1694

1694

1688

1685

1689

1689

1693

1691

1885

1696

1367

845

80

823, 845, 846, 851, 941, 1526, 1650

844

256

220

279, 333

281, 283, 288

281, 284, 288, 290

281, 282, 334

1056-1059

1124

1013

1050-1054

1054

1048

1018

1006

1005-1006

1007

1006

1002

1003

1004

1005

1004

1004

1009

985

1019

1009

1009

1009

1009

1019

1018

1068

1048

1047

1023

1016

1008

785

138

1842

1770

786

787

781-786

888

1668

1668

82

1668

89

741

1223

80

83

82, 1668

84

85

86

1293

1510

152-154

151

155

1502

213

4

1116

1721

1110
**INDEX.**

<table>
<thead>
<tr>
<th>Paragraph</th>
</tr>
</thead>
<tbody>
<tr>
<td>247</td>
</tr>
</tbody>
</table>

Deputy commanders (continued), command of, extent of... 188, 190
- in case of staff officers
- determine controversies
- posts which fuel shall be purchased or cut by troops
- direct and supervise post and regimental instruction
- duties of, general
- how assigned
- leaving headquarters, to report intention
- may order officers on sick leave to return to their posts
- set apart quarters assigned to officers of staff
- orders given by, for inspection of money accounts
- power of, to assign officers and men of staff departments to barracks
- review proceedings of Boards of Survey
- responsibility of
- staff of, how composed
- to administer military affairs in his command
- announce, in orders, authority for mounting companies of infantry
- audit accounts of land, bakery, and company funds
- designate posts as depots for collection of convicts
- forward prisoners to military prison
- make annual report of desertions
- restrict expenses of inspection
- revise estimates of clothing, etc
- sanction employment of extra duty men for services not routine
- supervise award of contracts
- instruction in signaling
- military reservations
- post gardens and regulate distribution of products

(See also Commanding officers.)

- Department headquarters, quarters for officers attached to, assigned by whom
- Department recruiting service
- Departments, commanders of, how assigned
- how established
- monthly returns of...
- Deposits regarding loss, etc., of property, how taken
- Deposits (of enlisted men)
- entered on final statements
- forfeited, when
- how made
- how paid
- interest upon
- payments of, how charged
- Depots, establishment of, to be reported to Adjutant General
- Descriptive book, company
- of public animals
- regimental, what to contain
- Descriptive lists, how prepared
- of insane soldiers are sent to Adjutant General
- patients in hospital
- prisoners sent to military prison, how prepared
- public animals
- recruits sent to regiments
- to be prepared in cases of deserters
- enlisted men, detached
- discharged
- retired
- transferred

[Deactivated, 235]
- Deserters, apprehension and delivery of, expenses of and reward for...
- board of survey to ascertain public property lost or abstracted by, and determine value, etc.
- clothing allowances of, after surrender, or apprehension
- of, how disposed of...
- to be issued to
- enlisted men apprehended, or surrendering, to be examined
- not to be reported as, for ten days after unauthorized absence
- from navy or marines, how disposed of
- loss of property by, procedure
- not to be credited with unlawful enlistment
- pay of...
- remarks concerning, on muster-rolls, what to contain
- reports of, by department commanders
- when received at posts
- restoration of, to duty
- to be brought to trial
- make good time lost
- when regarded as again in service
- deposits forfeited by

[Deserts, allowance of stationery for...
- Description of property, by civilian, procedure in case of...
- Detached enlisted man, procedure in case of...
- Detached service, officers and men for, how obtained
- officers detailed for, to be relieved from other duty
- organized units to be taken for, when practicable
- Detachments, how formed
- verified
- made, when practicable, by taking organized units
- meeting of, command how regulated
- return of, reports required
- when made from companies, battalions, etc., to be taken by roster

[227, 1131-1133, 1319]
INDEX.

Paragraph.

Details, arrangement of, on roster for service, to be by roster of Staff. (See Staff appointments.) 346-347

Disallowance of expenditure, charged to officer ordering it 737, 835

Disbursing officers, accounts of, examination of amount of bonds of, by whom determined 739-740,

betting of, at cards, to be tried for 743

bonds of, when and by whom given 688

checks of, to state object or purpose of avail credit to be given, for expenditures, based upon certificate 737

made in obedience to order deposits of funds to credit of Treasurer of United States, how made, errors discovered in examination of accounts, to be notified of 737

funds of, how deposited when disbursed directly, where to be kept 736

inspection of money accounts of issue of vouchers by, to act as due-bills, forbidden 743

not to be concerned in purchases 737

pay accounts until due purchase supplies from officers or agents in the military service payments of, to be made to party to whom money is due, or to a duly authorized attorney 746

to furnish depositaries with official signature 688

Discharged enlisted men payments to, how made 138-139

Discharge papers, not to be made in duplicate how prepared 152-153

to be kept in personal possession of company commander 142

Discharges, by whom granted for disability, how made 144

procedure of company commander regarding reports of, to be made in cases of men discharged while absent from their companies sentence of dishonorable, rules respecting when to be given 138-139

take effect 140

Discipline, military

Discussions, conveying praise or censure toward others in military service forbidden 140

Disinfectants, how issued 1-4

Dispatches, precedence of, on occasions of ceremony 152

Distances, how determined in computing travel allowances 867

870

Division commanders, action of, upon inspection reports of property command of, extent of in case of staff officers, decides questions referred to him in appeal 983-985

determines controversies 189, 190

directs military operations in division 188

how assigned 188

leaving headquarters to report intention 189

may set apart and assign quarters to staff 190

orders for inspection of money accounts given by regulates establishment of posts reports to Secretary of War and General commanding the Army 192

reviews proceedings of Boards of Survey 193

staff of, how composed 784, 785

supervises departments in his division to assign officers and enlisted men of Staff Departments to stations and transfer chaplains discharge, dismiss, and promote general service clerks, etc 198

grant and extend leaves of absence, restrict expenses of inspection 46, 61

Restricts (See also Commanding officers.) 947

Divisions, commanders of, how assigned how established monthly returns of 188

Draught animals, allowance of Dress parade, required daily 188

Drums, for field music of funeral escort, how draped 1171
sling and sticks 487

Duplicate checks, regulations concerning 1860, 1861

Duties, classes of enlisted men detailed for, must serve whether roster be kept or not method of performing, by roster 704, 705

officers detailed for, must serve, whether roster be kept or not of military character not to be performed by extra-duty men 399,

performed by roster 408

Emergency purchases, approval of, by Secretary of War, necessary how made 408

when made 620, 621

Employés, civil (See Civilian employees) 604, 605

Employment, of civil counsel, how regulated 607, 608

Enforcement of laws, employment of troops in 581-585

Engineer Battalion, colors of, and flags for marchers, etc 581-585

estimates of clothing, etc., for 1280

248
<table>
<thead>
<tr>
<th>Engineer Corps. (See Corps of Engineers.)</th>
<th>Pages 233, 234</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engineer Department, blank forms furnished by the</td>
<td></td>
</tr>
<tr>
<td>charts to be furnished by, to artillery posts</td>
<td></td>
</tr>
<tr>
<td>Chief of Engineers to be in command of</td>
<td></td>
</tr>
<tr>
<td>1864</td>
<td></td>
</tr>
<tr>
<td>estimates of clothing, etc., for enlisted men of</td>
<td></td>
</tr>
<tr>
<td>plans and title-papers of lands purchased or appropriated for fortifications, to</td>
<td></td>
</tr>
<tr>
<td>be kept by</td>
<td></td>
</tr>
<tr>
<td>776</td>
<td></td>
</tr>
<tr>
<td>to supervise alterations in fortifications</td>
<td></td>
</tr>
<tr>
<td>358</td>
<td></td>
</tr>
</tbody>
</table>

---

<table>
<thead>
<tr>
<th>Engineer officers. (See Corps of Engineers.)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>132</td>
<td></td>
</tr>
<tr>
<td>admission of, to Soldiers' Home</td>
<td></td>
</tr>
<tr>
<td>171-174</td>
<td></td>
</tr>
<tr>
<td>allowance of baggage and transportation of, etc</td>
<td></td>
</tr>
<tr>
<td>1260, 1272</td>
<td></td>
</tr>
<tr>
<td>chairs to, and rations</td>
<td></td>
</tr>
<tr>
<td>1069</td>
<td></td>
</tr>
<tr>
<td>fuel and stoves</td>
<td></td>
</tr>
<tr>
<td>1068</td>
<td></td>
</tr>
<tr>
<td>quarters</td>
<td></td>
</tr>
<tr>
<td>1098</td>
<td></td>
</tr>
<tr>
<td>stationary to, of post non-commissioned staff</td>
<td></td>
</tr>
<tr>
<td>1271</td>
<td></td>
</tr>
<tr>
<td>straw for bedding</td>
<td></td>
</tr>
<tr>
<td>813</td>
<td></td>
</tr>
<tr>
<td>charges against, for property lost, how determined</td>
<td></td>
</tr>
<tr>
<td>1015</td>
<td></td>
</tr>
<tr>
<td>and specifications against, what to set forth</td>
<td></td>
</tr>
<tr>
<td>999</td>
<td></td>
</tr>
<tr>
<td>clothing allowance for first year</td>
<td></td>
</tr>
<tr>
<td>1271</td>
<td></td>
</tr>
<tr>
<td>clothing allowances, how regulated</td>
<td></td>
</tr>
<tr>
<td>999</td>
<td></td>
</tr>
<tr>
<td>confined, awaiting trial, character of confinement</td>
<td></td>
</tr>
<tr>
<td>699</td>
<td></td>
</tr>
<tr>
<td>confinement of, to be reported to immediate commander</td>
<td></td>
</tr>
<tr>
<td>254</td>
<td></td>
</tr>
<tr>
<td>confinements of, how made</td>
<td></td>
</tr>
<tr>
<td>999</td>
<td></td>
</tr>
<tr>
<td>deceased</td>
<td></td>
</tr>
<tr>
<td>651-655</td>
<td></td>
</tr>
<tr>
<td>deposits of</td>
<td></td>
</tr>
<tr>
<td>1505-1512</td>
<td></td>
</tr>
<tr>
<td>detailed for duty, to serve, whether roster be kept or not</td>
<td></td>
</tr>
<tr>
<td>399</td>
<td></td>
</tr>
<tr>
<td>deserters</td>
<td></td>
</tr>
<tr>
<td>117-132</td>
<td></td>
</tr>
<tr>
<td>detached</td>
<td></td>
</tr>
<tr>
<td>109, 110</td>
<td></td>
</tr>
<tr>
<td>discharged, how paid</td>
<td></td>
</tr>
<tr>
<td>109, 110</td>
<td></td>
</tr>
<tr>
<td>discharge of</td>
<td></td>
</tr>
<tr>
<td>115-119</td>
<td></td>
</tr>
<tr>
<td>In hospital</td>
<td></td>
</tr>
<tr>
<td>1620</td>
<td></td>
</tr>
<tr>
<td>enlistment of</td>
<td></td>
</tr>
<tr>
<td>908-910</td>
<td></td>
</tr>
<tr>
<td>extra duty</td>
<td></td>
</tr>
<tr>
<td>1620</td>
<td></td>
</tr>
<tr>
<td>furloughs to</td>
<td></td>
</tr>
<tr>
<td>106-114</td>
<td></td>
</tr>
<tr>
<td>general service clerks and messengers</td>
<td></td>
</tr>
<tr>
<td>156-159</td>
<td></td>
</tr>
<tr>
<td>how reported on returns</td>
<td></td>
</tr>
<tr>
<td>601</td>
<td></td>
</tr>
<tr>
<td>in confinement, to be released at guard mounting, unless specific orders to contrary have been given</td>
<td></td>
</tr>
<tr>
<td>1001</td>
<td></td>
</tr>
<tr>
<td>insignia of rank</td>
<td></td>
</tr>
<tr>
<td>1601-1605, 1608</td>
<td></td>
</tr>
<tr>
<td>issues of clothing to, how made</td>
<td></td>
</tr>
<tr>
<td>1267-1285</td>
<td></td>
</tr>
<tr>
<td>loss of property by neglect of, procedure</td>
<td></td>
</tr>
<tr>
<td>781-783</td>
<td></td>
</tr>
<tr>
<td>may demand inquiry as to sufficiency of charge on muster-rolls</td>
<td></td>
</tr>
<tr>
<td>783, 784</td>
<td></td>
</tr>
<tr>
<td>medals of honor</td>
<td></td>
</tr>
<tr>
<td>179-179</td>
<td></td>
</tr>
<tr>
<td>musters of, how made</td>
<td></td>
</tr>
<tr>
<td>874</td>
<td></td>
</tr>
<tr>
<td>not to be reported as deserters for ten days after unauthorized absence</td>
<td></td>
</tr>
<tr>
<td>of Signal Corps, how rated</td>
<td></td>
</tr>
<tr>
<td>159</td>
<td></td>
</tr>
<tr>
<td>Staff Departments not to be placed on extra duty without authority of Secretary of War</td>
<td></td>
</tr>
<tr>
<td>165</td>
<td></td>
</tr>
<tr>
<td>opportunity to be given to, by inspector, to submit complaints</td>
<td></td>
</tr>
<tr>
<td>428</td>
<td></td>
</tr>
<tr>
<td>passing national colors, to salute</td>
<td></td>
</tr>
<tr>
<td>971</td>
<td></td>
</tr>
<tr>
<td>payment of</td>
<td></td>
</tr>
<tr>
<td>1463-1504, 1515-1523</td>
<td></td>
</tr>
<tr>
<td>post non-commissioned staff</td>
<td></td>
</tr>
<tr>
<td>rank and precedence of</td>
<td></td>
</tr>
<tr>
<td>92-106</td>
<td></td>
</tr>
<tr>
<td>rates of pay to</td>
<td></td>
</tr>
<tr>
<td>1498-1501</td>
<td></td>
</tr>
<tr>
<td>retirement of</td>
<td></td>
</tr>
<tr>
<td>133-137</td>
<td></td>
</tr>
<tr>
<td>sales of ammunition to, for hunting, authorized</td>
<td></td>
</tr>
<tr>
<td>388</td>
<td></td>
</tr>
<tr>
<td>sales of subsistence stores to</td>
<td></td>
</tr>
<tr>
<td>1402-1407</td>
<td></td>
</tr>
<tr>
<td>on credit</td>
<td></td>
</tr>
<tr>
<td>1413, 1415</td>
<td></td>
</tr>
<tr>
<td>signature of, to muster-rolls an acknowledgment of correctness of charges</td>
<td></td>
</tr>
<tr>
<td>784</td>
<td></td>
</tr>
<tr>
<td>to appear armed and equipped for march on duties of first and second classes</td>
<td></td>
</tr>
<tr>
<td>407</td>
<td></td>
</tr>
<tr>
<td>attend parades</td>
<td></td>
</tr>
<tr>
<td>487</td>
<td></td>
</tr>
<tr>
<td>salute officers</td>
<td></td>
</tr>
<tr>
<td>433</td>
<td></td>
</tr>
<tr>
<td>transfers of uniform of</td>
<td></td>
</tr>
<tr>
<td>115, 116</td>
<td></td>
</tr>
<tr>
<td>Enlistment papers, preparation of</td>
<td></td>
</tr>
<tr>
<td>185-192</td>
<td></td>
</tr>
<tr>
<td>Enlistments, how made</td>
<td></td>
</tr>
<tr>
<td>908-911, 914-917</td>
<td></td>
</tr>
<tr>
<td>of discharged men</td>
<td></td>
</tr>
<tr>
<td>923, 925</td>
<td></td>
</tr>
<tr>
<td>what persons may be made</td>
<td></td>
</tr>
<tr>
<td>recorded in Adjutant General's Office</td>
<td></td>
</tr>
<tr>
<td>830</td>
<td></td>
</tr>
<tr>
<td>Envelopes, penalty</td>
<td></td>
</tr>
<tr>
<td>900, 901</td>
<td></td>
</tr>
<tr>
<td>Envoys and Ministers, honors paid to, at posts</td>
<td></td>
</tr>
<tr>
<td>553</td>
<td></td>
</tr>
<tr>
<td>Epamolettes of officers</td>
<td></td>
</tr>
<tr>
<td>573</td>
<td></td>
</tr>
<tr>
<td>Epidemic diseases, reports of, by medical officers</td>
<td></td>
</tr>
<tr>
<td>1694</td>
<td></td>
</tr>
<tr>
<td>Equipage, camp and garrison. (See Clothing, camp and garrison equipage)</td>
<td></td>
</tr>
<tr>
<td>592-594, 1271-1298, 1331-1333</td>
<td></td>
</tr>
<tr>
<td>Equipments, changes in, prohibited, as to number, shape, size, color, &amp;c.,</td>
<td></td>
</tr>
<tr>
<td>266</td>
<td></td>
</tr>
<tr>
<td>sitting of, to be under direction of officer</td>
<td></td>
</tr>
<tr>
<td>598</td>
<td></td>
</tr>
<tr>
<td>Errors, how taken up in accounts-current</td>
<td></td>
</tr>
<tr>
<td>713</td>
<td></td>
</tr>
<tr>
<td>in accounts, how corrected</td>
<td></td>
</tr>
<tr>
<td>735-739</td>
<td></td>
</tr>
<tr>
<td>Escorts, duty of commander</td>
<td></td>
</tr>
<tr>
<td>566-567</td>
<td></td>
</tr>
<tr>
<td>for insane persons, regulations respecting</td>
<td></td>
</tr>
<tr>
<td>474-477</td>
<td></td>
</tr>
<tr>
<td>funeral</td>
<td></td>
</tr>
<tr>
<td>403</td>
<td></td>
</tr>
<tr>
<td>of honor, how composed, formed, and performed, and purpose of</td>
<td></td>
</tr>
<tr>
<td>813-823</td>
<td></td>
</tr>
<tr>
<td>Estimates, general rules respecting</td>
<td></td>
</tr>
<tr>
<td>1642-1648</td>
<td></td>
</tr>
<tr>
<td>Examination, of applicants for appointment in Medical Department</td>
<td></td>
</tr>
<tr>
<td>157</td>
<td></td>
</tr>
<tr>
<td>candidate for appointment as acting hospital steward</td>
<td></td>
</tr>
<tr>
<td>1554</td>
<td></td>
</tr>
<tr>
<td>hospital steward</td>
<td></td>
</tr>
<tr>
<td>1558</td>
<td></td>
</tr>
</tbody>
</table>
INDEX.

Examination (continued), of civilians for appointment in the Army

of money accounts
officers for transfer to Ordnance Department
physical, of recruits
rules for conducting, of candidates, for appointment in the Army
Expenditures

how made, of equipage, when authorized

labor or money on posts forbidden, beyond amounts allowed by law and
regulations

upon order of superior, if disallowed, charged to officer ordering

Express transportation

on order of superior, if disallowed, charged to officer ordering

Extensions of leave, by which granted

Extra duty, changes of designation, etc., of men on; how made

eight hours to constitute a day's work
enlisted men not to be placed on, except in certain cases
on, to attend inspections and drills
be paid exact rates of pay, etc.
hours of labor, how regulated
non-commissioned officers and enlisted men of staff, not to be placed on, except as over-
seers, without sanction of Secretary of War
roll of enlisted men employed on

Extra-duty pay, additional hours, how computed
blacksmiths, when entitled to
enlisted men of staff departments not entitled to, for duty in their respective depart-
ments
exact rates, as fixed by statute, to be paid
farriers, when entitled to
not to be paid for duty of military character
rates of, to enlisted men
saddlers, when entitled to
to enlisted men in Substinance Depart...
unauthorized payments of, charged to officer ordering details
wagoners, when entitled to

Extra issues

Farriers, extra-duty pay of

Fatigue, clothing, canvas

dress, when to be worn
duty, performed by roster
for officers
hat, for enlisted men
Fezzes, not to be enlisted
Ferry tickets, how provided
Field, music, instruments and equipments for
Field officers, allowance of baggage
forage
quarters
stationery
stores
assignment of, to posts
personal reports required from
returns of companies to be made through
Field returns, rules for making
Field service, uniform for

1767, 1777, 1783, 1797
1814, 1828

Field, music

1808, 1809

Files, of bills paid (engineers)

letters received (engineers)
orders (engineers)

1700
1700
1700

Final statements, by whom prepared

loss of, procedure in case of

payments on

1518-1621

134, 139, 150

transfers of, how made

1521

Fire, precautions against

1348

Firing regulations for small-arms, work, on, by Capt. S. E. Blunt, to govern in small-arms practice

338, 390

First lieutenants, allowance of baggage

forage, when mounted
quarters
stationery
stores

1222
1142, 1146
1199
1098

First sergeants, how appointed

rank and precedence of

rank and precedence of, reduced

231
251, 254

separate warrant not to be given
to repair to adjutant's office for orders

292
865

money appropriated for, to be expended in
regulations respecting

292
694, 695

694-697

Flags, (regimental, etc.)

1845-1859

ambulance

1848

displayed when firing salutes

for general guides

1855

marketers

1855

garrison

1845

hospital

1845

of military posts, not to be dipped
post

1846

recruiting

1847

storm

1847

when displayed at half-staff

468, 470-472
### INDEX.

<table>
<thead>
<tr>
<th>Paragraph</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flour, ration of...</td>
<td>1367</td>
</tr>
<tr>
<td>Food of prisoners sent to their place of confinement</td>
<td>1400</td>
</tr>
<tr>
<td>Forage, accountability and care for...</td>
<td>1113-1116</td>
</tr>
<tr>
<td>allowances, how decreased</td>
<td>1142, 1143</td>
</tr>
<tr>
<td>increased to officers</td>
<td>1146</td>
</tr>
<tr>
<td>for beef-cattle, how procured</td>
<td>1394</td>
</tr>
<tr>
<td>issued, but not consumed, to be taken up</td>
<td>1149</td>
</tr>
<tr>
<td>quantity, on hand, to be verified</td>
<td>1148</td>
</tr>
<tr>
<td>ration of, for horses...</td>
<td>1159-1163</td>
</tr>
<tr>
<td>mules</td>
<td>1142</td>
</tr>
<tr>
<td>sale of, by officers, forbidden</td>
<td>1149</td>
</tr>
<tr>
<td>Forage cap, for enlisted men...</td>
<td>1817</td>
</tr>
<tr>
<td>officers</td>
<td>1776, 1778</td>
</tr>
<tr>
<td>Forage-cap badges, for enlisted men...</td>
<td>1152</td>
</tr>
<tr>
<td>officers</td>
<td>1776</td>
</tr>
<tr>
<td>Forage master, provision of law respecting</td>
<td>1153</td>
</tr>
<tr>
<td>Force, military, purposes for which, may be used</td>
<td>581-585</td>
</tr>
<tr>
<td>Foreign officers. (See Honors, Salutes, Official visits)...</td>
<td>427, 449, 458-462</td>
</tr>
<tr>
<td>compliments of guards and sentinels to</td>
<td>627</td>
</tr>
<tr>
<td>Forfeitures of pay...</td>
<td>1598</td>
</tr>
<tr>
<td>under 17th Article of War, amount of loss, how ascertained</td>
<td>132, 1033</td>
</tr>
<tr>
<td>Fort, what posts to be guarded</td>
<td>565-566</td>
</tr>
<tr>
<td>request for authority to advertise, general...</td>
<td>607, 612</td>
</tr>
<tr>
<td>special...</td>
<td>601</td>
</tr>
<tr>
<td>Fortifications, alterations not to be made in, or buildings or works erected within one mile of, except by authority of Secretary of War...</td>
<td>336, 1697</td>
</tr>
<tr>
<td>care of, regulations for...</td>
<td>358-360</td>
</tr>
<tr>
<td>doors and windows of unoccupied rooms to be closed for ventilation of floors, terraces, pavements, and walks to be carefully preserved...</td>
<td>363</td>
</tr>
<tr>
<td>grassed surfaces, to be mowed...</td>
<td>361</td>
</tr>
<tr>
<td>materials for small repairs, to be obtained...</td>
<td>361</td>
</tr>
<tr>
<td>not to be occupied by troops until completion of, has been certified by Chief of Engineers...</td>
<td>1998</td>
</tr>
<tr>
<td>quarters and barracks in permanent, when garrisoned, to be cared for by Quarter-master's Department, workshops and store-houses in, to be constructed by Corps of Engineers...</td>
<td>1998</td>
</tr>
<tr>
<td>slopes of, how cared for...</td>
<td>395-396</td>
</tr>
<tr>
<td>views of, not to be taken...</td>
<td>396</td>
</tr>
<tr>
<td>wooden floors to be kept clean and dry...</td>
<td>396</td>
</tr>
<tr>
<td>Fort Leavenworth Military Prison...</td>
<td>1800-1803</td>
</tr>
<tr>
<td>Fort...</td>
<td>1102-1105</td>
</tr>
<tr>
<td>accountability and care for...</td>
<td>1102, 1103-1105</td>
</tr>
<tr>
<td>allowance of, to officers, troops, etc...</td>
<td>1098</td>
</tr>
<tr>
<td>when increased...</td>
<td>1104, 1105</td>
</tr>
<tr>
<td>deliveries of, how made...</td>
<td>1106</td>
</tr>
<tr>
<td>equivalents of, published in orders...</td>
<td>1107</td>
</tr>
<tr>
<td>inspection of...</td>
<td>1108</td>
</tr>
<tr>
<td>issued only in month when due...</td>
<td>1109</td>
</tr>
<tr>
<td>to troops, in public property...</td>
<td>1110</td>
</tr>
<tr>
<td>kindling wood, sale of, to officers...</td>
<td>1111</td>
</tr>
<tr>
<td>measurements of...</td>
<td>1112</td>
</tr>
<tr>
<td>not consumed, how disposed of...</td>
<td>1113</td>
</tr>
<tr>
<td>payment for, purchased by officers...</td>
<td>1114</td>
</tr>
<tr>
<td>procured by labor of troops when necessary...</td>
<td>1115</td>
</tr>
<tr>
<td>purchase of, by officers...</td>
<td>1116</td>
</tr>
<tr>
<td>quantities of, on hand, to be verified...</td>
<td>1117</td>
</tr>
<tr>
<td>sale of, prohibited...</td>
<td>1118-1119</td>
</tr>
<tr>
<td>scale of equivalents of, to be announced in orders...</td>
<td>1119-1120</td>
</tr>
<tr>
<td>sold to officers for their personal use...</td>
<td>1120</td>
</tr>
<tr>
<td>storage of...</td>
<td>1121</td>
</tr>
<tr>
<td>standard and equivalents of, how published...</td>
<td>1122</td>
</tr>
<tr>
<td>weighing of...</td>
<td>1123</td>
</tr>
<tr>
<td>Funds, accountability for...</td>
<td>674-676</td>
</tr>
<tr>
<td>band...</td>
<td>285, 291-294</td>
</tr>
<tr>
<td>bakery...</td>
<td>205-300</td>
</tr>
<tr>
<td>company...</td>
<td>301-394</td>
</tr>
<tr>
<td>deposited to be receipted for...</td>
<td>485</td>
</tr>
<tr>
<td>credit of Treasurer of United States, information to accompany...</td>
<td>701</td>
</tr>
<tr>
<td>entered in accounts-current in proper columns...</td>
<td>711</td>
</tr>
<tr>
<td>how transferred...</td>
<td>687, 692</td>
</tr>
<tr>
<td>invoices of, to specify appropriations and fiscal years...</td>
<td>703</td>
</tr>
<tr>
<td>receipts of, to specify appropriations and fiscal years...</td>
<td>704</td>
</tr>
<tr>
<td>remitted by Chief of Bureaus, not to exceed curtail need...</td>
<td>678</td>
</tr>
<tr>
<td>statements of, how rendered...</td>
<td>740</td>
</tr>
<tr>
<td>transportation of...</td>
<td>1232, 1233</td>
</tr>
<tr>
<td>Funeral honors...</td>
<td>464-484</td>
</tr>
<tr>
<td>to civil functionaries...</td>
<td>200</td>
</tr>
<tr>
<td>enlisted men...</td>
<td>471, 476, 478, 479</td>
</tr>
<tr>
<td>general officers...</td>
<td>466, 471</td>
</tr>
<tr>
<td>officers of Army at posts...</td>
<td>467, 479</td>
</tr>
<tr>
<td>Navy...</td>
<td>488, 479</td>
</tr>
<tr>
<td>the President...</td>
<td>464</td>
</tr>
<tr>
<td>Secretary of War...</td>
<td>474</td>
</tr>
<tr>
<td>Funerals, military. (See Military funerals)...</td>
<td>464-484</td>
</tr>
<tr>
<td>Furloughs, arms and equipments not to be taken on, by enlisted men...</td>
<td>114</td>
</tr>
</tbody>
</table>
INDEX.

<table>
<thead>
<tr>
<th>Paragraph</th>
</tr>
</thead>
<tbody>
<tr>
<td>Furloughs (continued), authority to pass limits of next higher command, by whom given 111</td>
</tr>
<tr>
<td>returning from 108-110</td>
</tr>
<tr>
<td>Furniture, for barracks not to be removed therefrom 112, 113</td>
</tr>
<tr>
<td>hospital, used in treatment of contagious diseases, disposition of 110</td>
</tr>
<tr>
<td>when made by Quartermaster's Department 119</td>
</tr>
<tr>
<td>Fur overcoats, care and issue of 1025</td>
</tr>
<tr>
<td>Gambling, in cantoons, forbidden 1301</td>
</tr>
<tr>
<td>Garrison flag 1846</td>
</tr>
<tr>
<td>Guantlets, for enlisted men 1830</td>
</tr>
<tr>
<td>1784</td>
</tr>
<tr>
<td>General court-martial orders, filed with proceedings, in Judge-Advocate General's Office 988</td>
</tr>
<tr>
<td>issued from Army, division, and department headquarters, to be in a separate series 857</td>
</tr>
<tr>
<td>General guides, flags for 1854</td>
</tr>
<tr>
<td>General officers, guards of, salute whom 516</td>
</tr>
<tr>
<td>guards turn out for, when 517</td>
</tr>
<tr>
<td>how appointed 20</td>
</tr>
<tr>
<td>visit guards of commands 494</td>
</tr>
<tr>
<td>General of the Army, directs and supervises post and regimental instruction 218, 219</td>
</tr>
<tr>
<td>honors paid to, at posts 485</td>
</tr>
<tr>
<td>military establishment under orders of 186</td>
</tr>
<tr>
<td>orders affecting discipline and military control to pass through 187</td>
</tr>
<tr>
<td>General service clerks and messengers, admission of, to hospital 1631</td>
</tr>
<tr>
<td>how distributed 158</td>
</tr>
<tr>
<td>enlisted 158</td>
</tr>
<tr>
<td>mustered and paid 159</td>
</tr>
<tr>
<td>number of, at each headquarters, to include what 157</td>
</tr>
<tr>
<td>Glades, bay may be cut on, and it may be used as pasture 382</td>
</tr>
<tr>
<td>Gloves, for enlisted men 1219</td>
</tr>
<tr>
<td>Officers 1784</td>
</tr>
<tr>
<td>Governors of States and Territories, honors paid to, at posts 435</td>
</tr>
<tr>
<td>salaries to 450</td>
</tr>
<tr>
<td>Graduates of Military Academy, allowance of baggage 1226</td>
</tr>
<tr>
<td>leave to, upon graduation 49</td>
</tr>
<tr>
<td>Grain, allowance of, for animals 1145</td>
</tr>
<tr>
<td>standards of weight of 1157</td>
</tr>
<tr>
<td>storage of 1158</td>
</tr>
<tr>
<td>Grass, in post cemeteries, how cared for 590</td>
</tr>
<tr>
<td>on reservations, permission to cut not to be given 213</td>
</tr>
<tr>
<td>Grasing on reservations prohibited 213</td>
</tr>
<tr>
<td>Grasses executed in duplicate for proposals, form of 608</td>
</tr>
<tr>
<td>when required 648</td>
</tr>
<tr>
<td>Guarantors, justification of, to be followed by what certificates 609</td>
</tr>
<tr>
<td>Guard, duty, rules for 491-537</td>
</tr>
<tr>
<td>not to be imposed as punishment 1020</td>
</tr>
<tr>
<td>mounting, how conducted 1458</td>
</tr>
<tr>
<td>report-book, how issued and kept 509, 520, 529</td>
</tr>
<tr>
<td>Guards 491-537</td>
</tr>
<tr>
<td>camp, (See Camp guards) challenging of sentinels, orders for 518</td>
</tr>
<tr>
<td>commanded by officer, when possible 401</td>
</tr>
<tr>
<td>commander of, communicates countersign to, at proper hour 501</td>
</tr>
<tr>
<td>how designated 491</td>
</tr>
<tr>
<td>form of receiving officer of the day 514</td>
</tr>
<tr>
<td>makes report of tour in guard report-book 502</td>
</tr>
<tr>
<td>to inspect guard at reveille and retreat 501</td>
</tr>
<tr>
<td>reliefs 507</td>
</tr>
<tr>
<td>upon leaving guard to mention intention, etc., to next in command 500</td>
</tr>
<tr>
<td>compliments of 516-527</td>
</tr>
<tr>
<td>not paid by, after sunset 522</td>
</tr>
<tr>
<td>composition of 491</td>
</tr>
<tr>
<td>countersigns for detail of, required 493</td>
</tr>
<tr>
<td>inexperienced officers, may be put on for instruction 503</td>
</tr>
<tr>
<td>instructions given by General visiting, to be reported to commander of 494</td>
</tr>
<tr>
<td>fatigue parties furnished to officer of day, duties of 496</td>
</tr>
<tr>
<td>present at guard-mounting 406</td>
</tr>
<tr>
<td>verifies number of prisoners 406</td>
</tr>
<tr>
<td>visits guards and sentinels 406</td>
</tr>
<tr>
<td>officers of, to remain with 499</td>
</tr>
<tr>
<td>not to remove clothing, etc 506</td>
</tr>
<tr>
<td>parole, use of 493</td>
</tr>
<tr>
<td>prisoners, to go to sinks one at a time 515</td>
</tr>
<tr>
<td>reliefs, to be inspected by commander of 507</td>
</tr>
<tr>
<td>report of, made in guard-report book 509</td>
</tr>
<tr>
<td>salute of, for national color 519</td>
</tr>
<tr>
<td>to passing officers 520</td>
</tr>
<tr>
<td>sentinels, at post of guard, duties of 514, 515</td>
</tr>
<tr>
<td>from whom to take orders 508</td>
</tr>
<tr>
<td>how to carry pieces 509</td>
</tr>
<tr>
<td>not to be posted at such a distance that calls cannot be heard 511</td>
</tr>
<tr>
<td>engage in conversation 510</td>
</tr>
<tr>
<td>quit posts 510</td>
</tr>
</tbody>
</table>
|...
INDEX.

Guards (continued), sentinels orders in case of disturbance................................. 512
fire.......................................................... 512
for challenging........................................... 513
to be relieved every two hours......................... 506
respected by all persons in military service........ 504
report breaches of orders............................. 509
walk posts................................................. 509

strength of, by whom determined....................... 491
tour of service of......................................... 492
turn out for armed parties............................ 518
what persons.............................................. 516, 517

Guidons, for cavalry........................................ 1853
light artillery.............................................. 1854
mounted regiments...................................... 1852

Habeas corpus issue of writ by U.S. court or judge, return of.............. 1062
writs by State court or judge, return to be made............................. 1080
issued by State court or judge, prisoner not to be produced in court.... 1061

Hatchet handles, how dropped from returns.......................... 1294

Hats, fatigue, for enlisted men........................................ 1777

Haversacks of recruits, how disposed of.......................... 1733

Hay, allowance of.......................................... 1142
for beef cattle............................................ 1136
issued for bedding in lieu of straw................................. 1151
stacking and storage of.................................. 1155
weighing of................................................ 1156

Headquarters of the Army, orders from, issued by Adjutant General..... 827

Heating stoves. (See Stoves.)

Helmet, for enlisted men...................................... 1815, 1816, 1828

summer....................................................... 1773, 1827

Hides, how accounted for.................................... 1362

History, military. (See Military history).......................... 820

Hominy, ration of.......................................... 1367

Honor, escorts of.......................................... 463

Honors, funeral................................................
not to be paid by troops on the march, or in trenches; or when marching in double time, or at the trot or gallop.............................. 429
to be paid by troops to the Chief Justice of the United States........ 422-424
envoys and ministers....................................... 422
general officers............................................ 422
governors of States and Territories......................... 423
members of the cabinet................................... 446
officers assigned by their brevet rank......................... 427
of foreign services........................................ 426
marines...................................................... 426
militia....................................................... 426
volunteers.................................................. 426
the President.............................................. 422
President of the Senate.................................... 423
Speaker of the House of Representatives....................... 423
Vice-President............................................. 423

Horse furniture for officers.................................. 1794, 1795

Horse-shoe nails, for artillery, issued by Ordnance Department......... 1715

Horse-shoes, for artillery, issued by Ordnance Department.............. 1715
for cavalry.................................................. 1142

Horses, allowance of forage for................................
artillery...................................................... 1127, 1134
straw for bedding.......................................... 1144
care of...................................................... 1134, 1135
cavalry....................................................... 1126, 1134
condemnation of.......................................... 1137
purchase of................................................ 1125-1128
sale of, (condemned)...................................... 1137
to officers.................................................. 1164
when used for transportation................................ 1170
use of, by officers......................................... 1165, 1166

Hospital boats, control of................................... 1612

books of record............................................ 1676
buildings, erection of, how authorized........................... 1604
estimates for, how made.................................... 1605-1608
examination of site and plans................................ 1603
medical officer to report upon construction of..................... 1607
repairs to, how effected................................... 1605-1608

flags.......................................................... 1609

funds........................................................ 1848

transportation of articles purchased with property to be used for, purposes........... 1622
railway trains.............................................. 1612
records....................................................... 1673-1677

transports, control of...................................... 1612

Hospital corps, accounts of pay, etc................................ 1572
acting hospital stewards.................................... 4, 1856, 1857, 1859, 1565, 1568
ambulances and litters.................................... 1176, 1890-1893, 1565, 1568
assignment of, to posts.................................. 1577-1579
duties in hospitals......................................... 1614

Digitized by Google
Hospital corps (continued), company bearers.  
- composition of  
- field service of  
- hospital stewards  
- privates of  
- recruits for, instruction of  
- returns of  
- transfer of privates to  
- uniforms of  
- war service of  

Hospital corps privates, duties of  
- enlistment, re-enlistments, and transfer of  
- how recommended for promotion  
- instruction of  

Hospital matrons. (See Matrons.)  

Hospital stewards, allowance of baggage  
- fuel  
- quarters  
- appointment of  
- death of, to be reported  
- discharge of  
- duties of  
- examination of  
- personal reports of  
- rank and precedence of  
- re-enlistment of  
- trial of, by whom authorized  

Hospitals, allowance of fuel  
- lamps  
- stoves  
- general, under control of Surgeon General  
- inspection of, by medical officers, to be made daily  
- issues of rations to  
- matrons, number allowed at  
- service of  

Housing for officers  

Hunting, to be encouraged when practicable  

Inclusions to letters, how noted  

Increased issues of fuel  

Index, Articles of War  

Index books, letters received and sent, company  

Indian country, definition of  
- duties of Army respecting  
- status of, as respects intruders  

Indians, issues of rations to  
- supplies to, forbidden  
- prisoners of war, how supported  
- enlistment of, by whom made  
- how made  

Indorsements upon letters, how made  

Infantry, companies of, when mounted, announcement of  
- precedence of, on occasions of ceremonial  

Ink, issues of  

Ink powders, issues of, in lieu of ink  

Insane, admission of, to Government hospital, how obtained  
- discharge of, from Government hospital, how obtained  
- method of sending, to Government hospital  
- persons not to be enlisted  
- sent to Government hospital  

Inspection reports, of damaged clothing, how prepared  
- property, approval of  
- how disposed of  
- prepared  
- subjects to be covered by  

Inspections, annual of, buildings, how made  
- how made  
- of lamps to be made daily  
- methods of  
- may be made by whom  
- monthly, of commands, by post and regimental commanders  
- subsistence store  
- of buildings about to be occupied as barracks, etc  
- chief bakers  
- companies, by captains, on Sunday  
- regimental commander  
- guards and sentinels, by officer of the day  
- head cooks  
- hospital corps  
- money accounts  
- by whom made  
- plans for, to be submitted by Inspectors General  

posts  

property, by whom made  
- how made  
- procedure respecting  
- with view to condemnation
<table>
<thead>
<tr>
<th>Index</th>
<th>Paragraph</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inspections (continued), of quarters by company commanders, to be made daily</td>
<td>255</td>
</tr>
<tr>
<td>subsistence supplies</td>
<td>1348</td>
</tr>
<tr>
<td>troops, to precede muster</td>
<td>949</td>
</tr>
<tr>
<td>reports of, preparation and scope</td>
<td>957-964</td>
</tr>
<tr>
<td>to be forwarded to Inspector General</td>
<td>964</td>
</tr>
<tr>
<td>horses, supplied by proceedings of boards of survey</td>
<td>751-753, 759</td>
</tr>
<tr>
<td>stated, when and by whom made</td>
<td>945-955</td>
</tr>
<tr>
<td>to determine progress in signaling</td>
<td>1763</td>
</tr>
<tr>
<td>precede muster of troops</td>
<td>440</td>
</tr>
<tr>
<td>Inspector-General’s Department, blank forms furnished by the</td>
<td>Page 229</td>
</tr>
<tr>
<td>titles of officers acting in</td>
<td>949</td>
</tr>
<tr>
<td>Inspectors, methods of, in conducting investigations</td>
<td>945</td>
</tr>
<tr>
<td>opportunity to be given by, for soldiers to submit complaints</td>
<td>961</td>
</tr>
<tr>
<td>orders by, how given out, by what authority</td>
<td>944</td>
</tr>
<tr>
<td>power of, to administer oaths</td>
<td>940</td>
</tr>
<tr>
<td>procedure of, regarding accusations against officers, on reports of</td>
<td>945</td>
</tr>
<tr>
<td>sphere of inquiry of, in general</td>
<td>957-964</td>
</tr>
<tr>
<td>subjects to be examined into and reported on by</td>
<td>943</td>
</tr>
<tr>
<td>to report irregularities</td>
<td>957-968</td>
</tr>
<tr>
<td>marks, depots, etc., of inferior stores, etc.</td>
<td>977</td>
</tr>
<tr>
<td>violations of paragraph 311</td>
<td>971</td>
</tr>
<tr>
<td>Inspectors-General, duties of, how performed</td>
<td>938-940</td>
</tr>
<tr>
<td>reports required of</td>
<td>941</td>
</tr>
<tr>
<td>Instruction, in torpedo service, officers, how detailed for</td>
<td>737, 379</td>
</tr>
<tr>
<td>of light artillery. (See Light artillery, instruction)</td>
<td>376, 377</td>
</tr>
<tr>
<td>post</td>
<td>217-230</td>
</tr>
<tr>
<td>regimental</td>
<td>7-230</td>
</tr>
<tr>
<td>Instruments and equipments, for field music</td>
<td>1860, 1861</td>
</tr>
<tr>
<td>Interments in post cemeteries, how made</td>
<td>530</td>
</tr>
<tr>
<td>Interpreters to quartered military, how accounted, and rates of pay</td>
<td>1049</td>
</tr>
<tr>
<td>Intoxicated persons not to be enlisted</td>
<td>351</td>
</tr>
<tr>
<td>Intoxicating liquors not to be sold at posts</td>
<td>83</td>
</tr>
<tr>
<td>Inventories, of effects of deceased officers, by whom made (125th Article of War)</td>
<td>83</td>
</tr>
<tr>
<td>to whom transmitted</td>
<td>351</td>
</tr>
<tr>
<td>entered in Adjutant General’s Office</td>
<td>831</td>
</tr>
<tr>
<td>enlisted men, entered in Adjutant General’s Office</td>
<td>831</td>
</tr>
<tr>
<td>of property for inspection, to whom forwarded</td>
<td>971</td>
</tr>
<tr>
<td>subsistence stores</td>
<td>1352</td>
</tr>
<tr>
<td>when accompanied by proceedings of boards of survey</td>
<td>751-753, 759</td>
</tr>
<tr>
<td>Invoices, money, when to contain</td>
<td>743</td>
</tr>
<tr>
<td>of property transferred, to be furnished</td>
<td>748</td>
</tr>
<tr>
<td>Issues, clothing, how made</td>
<td>1285, 1286</td>
</tr>
<tr>
<td>rations to civilians</td>
<td>1292, 1293</td>
</tr>
<tr>
<td>destitute citizens</td>
<td>1394</td>
</tr>
<tr>
<td>hospitals</td>
<td>1380-1391</td>
</tr>
<tr>
<td>indians</td>
<td>1392, 1393</td>
</tr>
<tr>
<td>troops</td>
<td>1380-1397</td>
</tr>
<tr>
<td>Job printing. (See Printing)</td>
<td>615, 616</td>
</tr>
<tr>
<td>Journals, of attack and defense, to be kept and transmitted to Chief of Engineers</td>
<td>1693</td>
</tr>
<tr>
<td>march</td>
<td>541-553</td>
</tr>
<tr>
<td>form for</td>
<td>542</td>
</tr>
<tr>
<td>how kept</td>
<td>542-553</td>
</tr>
<tr>
<td>operations (engineering)</td>
<td>1700</td>
</tr>
<tr>
<td>Judge-Advocate General, applications for copies of proceedings of courts-martial, under the 14th Article of War, to be forwarded direct to</td>
<td>987</td>
</tr>
<tr>
<td>reports made by, for action of President, to be transmitted to Secretary of War</td>
<td>989</td>
</tr>
<tr>
<td>requests for opinions from, to be submitted to Secretary of War</td>
<td>982</td>
</tr>
<tr>
<td>Judge-Advocate General’s Department, channels of communication in proceedings of courts of inquiry filed in</td>
<td>985</td>
</tr>
<tr>
<td>general courts martial filed in</td>
<td>985</td>
</tr>
<tr>
<td>military commissions filed in</td>
<td>985</td>
</tr>
<tr>
<td>Judge-Advocates, duties of, respecting record</td>
<td>1037-1042</td>
</tr>
<tr>
<td>issue of process by, service of, how regulated</td>
<td>1009</td>
</tr>
<tr>
<td>send subpoenas, for service, through military channels</td>
<td>1010</td>
</tr>
<tr>
<td>summoning of witnesses by</td>
<td>1009</td>
</tr>
<tr>
<td>of departments, reports required from</td>
<td>984</td>
</tr>
<tr>
<td>returns of books, etc., to be made annually by</td>
<td>986</td>
</tr>
<tr>
<td>730</td>
<td></td>
</tr>
<tr>
<td>Keys of store-rooms not to be transferred to enlisted men except with great caution</td>
<td>277</td>
</tr>
<tr>
<td>Kitchens, management of</td>
<td>277, 273, 274, 275</td>
</tr>
<tr>
<td>supervised by company commanders</td>
<td>271</td>
</tr>
<tr>
<td>utensils for, how obtained</td>
<td>277</td>
</tr>
<tr>
<td>Knots, shoulder, officers’</td>
<td>1777</td>
</tr>
<tr>
<td>Labor, bidders to furnish, to be informed of kind and amount</td>
<td>624</td>
</tr>
<tr>
<td>Laborers, extra-duty pay of</td>
<td>132</td>
</tr>
<tr>
<td>hours of labor accompanied by</td>
<td>806</td>
</tr>
<tr>
<td>paid monthly</td>
<td>805</td>
</tr>
<tr>
<td>travel allowances of, how paid</td>
<td>806-812</td>
</tr>
<tr>
<td>Lamplighters, requisitions for</td>
<td>117</td>
</tr>
<tr>
<td>Lamps, allowances of</td>
<td>1108, 1109</td>
</tr>
<tr>
<td>filling of, prohibited after dark</td>
<td>1115</td>
</tr>
<tr>
<td>insulated lamps</td>
<td>1115</td>
</tr>
<tr>
<td>kinds of, to be issued</td>
<td>1108</td>
</tr>
<tr>
<td>wicks, requisitions for</td>
<td>1117</td>
</tr>
<tr>
<td>Land, title to, how verified before purchase</td>
<td>773</td>
</tr>
<tr>
<td>Land-grant railroad transportation over</td>
<td>1268-1270</td>
</tr>
<tr>
<td>Language, abusive, forbidden</td>
<td>3</td>
</tr>
<tr>
<td>Lands for military uses, how purchased</td>
<td>773</td>
</tr>
<tr>
<td>Paragraph</td>
<td></td>
</tr>
<tr>
<td>-----------</td>
<td></td>
</tr>
<tr>
<td>111</td>
<td></td>
</tr>
<tr>
<td>44-46</td>
<td></td>
</tr>
<tr>
<td>47</td>
<td></td>
</tr>
<tr>
<td>53, 54</td>
<td></td>
</tr>
<tr>
<td>44-46</td>
<td></td>
</tr>
<tr>
<td>53, 54</td>
<td></td>
</tr>
<tr>
<td>52</td>
<td></td>
</tr>
<tr>
<td>50</td>
<td></td>
</tr>
<tr>
<td>50</td>
<td></td>
</tr>
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<td>50</td>
<td></td>
</tr>
<tr>
<td>51</td>
<td></td>
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<td>51</td>
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<tr>
<td>52</td>
<td></td>
</tr>
<tr>
<td>53</td>
<td></td>
</tr>
<tr>
<td>54</td>
<td></td>
</tr>
<tr>
<td>840</td>
<td></td>
</tr>
<tr>
<td>860</td>
<td></td>
</tr>
<tr>
<td>804</td>
<td></td>
</tr>
<tr>
<td>840</td>
<td></td>
</tr>
<tr>
<td>840</td>
<td></td>
</tr>
<tr>
<td>842, 843</td>
<td></td>
</tr>
<tr>
<td>1324</td>
<td></td>
</tr>
<tr>
<td>836</td>
<td></td>
</tr>
<tr>
<td>836</td>
<td></td>
</tr>
<tr>
<td>838</td>
<td></td>
</tr>
<tr>
<td>888</td>
<td></td>
</tr>
<tr>
<td>913</td>
<td></td>
</tr>
<tr>
<td>257</td>
<td></td>
</tr>
<tr>
<td>1674</td>
<td></td>
</tr>
<tr>
<td>319</td>
<td></td>
</tr>
<tr>
<td>1319</td>
<td></td>
</tr>
<tr>
<td>235</td>
<td></td>
</tr>
<tr>
<td>1700</td>
<td></td>
</tr>
<tr>
<td>257</td>
<td></td>
</tr>
<tr>
<td>1700</td>
<td></td>
</tr>
<tr>
<td>1674</td>
<td></td>
</tr>
<tr>
<td>319</td>
<td></td>
</tr>
<tr>
<td>3316</td>
<td></td>
</tr>
<tr>
<td>235</td>
<td></td>
</tr>
<tr>
<td>311</td>
<td></td>
</tr>
<tr>
<td>1202</td>
<td></td>
</tr>
<tr>
<td>1142, 1146</td>
<td></td>
</tr>
<tr>
<td>1098</td>
<td></td>
</tr>
<tr>
<td>1119</td>
<td></td>
</tr>
<tr>
<td>1108</td>
<td></td>
</tr>
<tr>
<td>1098</td>
<td></td>
</tr>
<tr>
<td>1098</td>
<td></td>
</tr>
<tr>
<td>422</td>
<td></td>
</tr>
<tr>
<td>445</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
</tr>
<tr>
<td>1854</td>
<td></td>
</tr>
<tr>
<td>377</td>
<td></td>
</tr>
<tr>
<td>377</td>
<td></td>
</tr>
<tr>
<td>376</td>
<td></td>
</tr>
<tr>
<td>1389</td>
<td></td>
</tr>
<tr>
<td>1389</td>
<td></td>
</tr>
<tr>
<td>351</td>
<td></td>
</tr>
<tr>
<td>238</td>
<td></td>
</tr>
<tr>
<td>229</td>
<td></td>
</tr>
<tr>
<td>223</td>
<td></td>
</tr>
<tr>
<td>226</td>
<td></td>
</tr>
<tr>
<td>229</td>
<td></td>
</tr>
<tr>
<td>229</td>
<td></td>
</tr>
<tr>
<td>291</td>
<td></td>
</tr>
<tr>
<td>1584, 1585, 1595</td>
<td></td>
</tr>
<tr>
<td>737</td>
<td></td>
</tr>
<tr>
<td>1088</td>
<td></td>
</tr>
<tr>
<td>1463</td>
<td></td>
</tr>
<tr>
<td>729</td>
<td></td>
</tr>
<tr>
<td>781-786</td>
<td></td>
</tr>
<tr>
<td>786</td>
<td></td>
</tr>
<tr>
<td>869</td>
<td></td>
</tr>
<tr>
<td>373</td>
<td></td>
</tr>
<tr>
<td>368</td>
<td></td>
</tr>
<tr>
<td>369</td>
<td></td>
</tr>
<tr>
<td>372</td>
<td></td>
</tr>
<tr>
<td>367-375</td>
<td></td>
</tr>
<tr>
<td>397</td>
<td></td>
</tr>
<tr>
<td>1142, 1146</td>
<td></td>
</tr>
<tr>
<td>1098</td>
<td></td>
</tr>
<tr>
<td>1119</td>
<td></td>
</tr>
<tr>
<td>1098</td>
<td></td>
</tr>
</tbody>
</table>
INDEX.

<table>
<thead>
<tr>
<th>Paragraph</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major (continued), rank and precedence of</td>
</tr>
<tr>
<td>Major General, allowance of</td>
</tr>
<tr>
<td>forage, quarters</td>
</tr>
<tr>
<td>stores</td>
</tr>
<tr>
<td>honors paid to, at posts</td>
</tr>
<tr>
<td>rank and precedence of</td>
</tr>
<tr>
<td>salutes to</td>
</tr>
<tr>
<td>Manual for Army cooks</td>
</tr>
<tr>
<td>Manuscript rolls, returns, etc., prohibited</td>
</tr>
<tr>
<td>Maps, of public lands, purchased or appropriated, where kept</td>
</tr>
<tr>
<td>preparation of, in divisions and departments</td>
</tr>
<tr>
<td>surveys for, how carried on</td>
</tr>
<tr>
<td>regulations respecting</td>
</tr>
<tr>
<td>Marches, journals of</td>
</tr>
<tr>
<td>by whom kept</td>
</tr>
<tr>
<td>how kept</td>
</tr>
<tr>
<td>note-books of, how kept</td>
</tr>
<tr>
<td>Marine officers, compliments of guards and sentinels to</td>
</tr>
<tr>
<td>honors paid to, at posts</td>
</tr>
<tr>
<td>rank and precedence of</td>
</tr>
<tr>
<td>salutes to</td>
</tr>
<tr>
<td>Marines, precedence of, on occasions of ceremony</td>
</tr>
<tr>
<td>Markers, flags for</td>
</tr>
<tr>
<td>company property</td>
</tr>
<tr>
<td>regimental property</td>
</tr>
<tr>
<td>Matches, allowance of, how determined</td>
</tr>
<tr>
<td>issue of</td>
</tr>
<tr>
<td>purchase of, from Subsistence Department</td>
</tr>
<tr>
<td>sale of, to Quartermaster's Department</td>
</tr>
<tr>
<td>Materials for clothing, how issued</td>
</tr>
<tr>
<td>Matrons, allowance of rations to</td>
</tr>
<tr>
<td>appointment of</td>
</tr>
<tr>
<td>number allowed at hospital</td>
</tr>
<tr>
<td>Mechanics, extra-duty pay of</td>
</tr>
<tr>
<td>Medals of honor, awarded by the President, to whom and for what services</td>
</tr>
<tr>
<td>Medical and hospital supplies, condemned, opinion of Surgeon General as to disposition of, to be had</td>
</tr>
<tr>
<td>enumeration of, in returns, etc</td>
</tr>
<tr>
<td>empty boxes, etc., disposed of by sale</td>
</tr>
<tr>
<td>issuance of</td>
</tr>
<tr>
<td>purchases of, how made</td>
</tr>
<tr>
<td>in emergency</td>
</tr>
<tr>
<td>requisitions for, how made</td>
</tr>
<tr>
<td>special requisitions for</td>
</tr>
<tr>
<td>standard supply tables of</td>
</tr>
<tr>
<td>transfers of, how made</td>
</tr>
<tr>
<td>Medical certificates to accompany application for sick leave</td>
</tr>
<tr>
<td>by whom accepted</td>
</tr>
<tr>
<td>given</td>
</tr>
<tr>
<td>officer prevented by sickness from joining to obtain</td>
</tr>
<tr>
<td>what to contain</td>
</tr>
<tr>
<td>Medical Department, accounts for medical attendance and medicines, how prepared and paid</td>
</tr>
<tr>
<td>medicines furnished civilian employees</td>
</tr>
<tr>
<td>ambulances</td>
</tr>
<tr>
<td>artificial limbs, regulations for issue of</td>
</tr>
<tr>
<td>assistant surgeons</td>
</tr>
<tr>
<td>attendance (medical) by medical officers</td>
</tr>
<tr>
<td>private physicians</td>
</tr>
<tr>
<td>blank forms furnished by the</td>
</tr>
<tr>
<td>how supplied</td>
</tr>
<tr>
<td>books of record hospitals</td>
</tr>
<tr>
<td>storekeepers</td>
</tr>
<tr>
<td>cacolets, how issued</td>
</tr>
<tr>
<td>certificates of disability, how given</td>
</tr>
<tr>
<td>company bearers</td>
</tr>
<tr>
<td>contract surgeons</td>
</tr>
<tr>
<td>disinfectants, how issued</td>
</tr>
<tr>
<td>disinfestation, or destruction, of tents, clothing, etc., used in treatment of contagious diseases</td>
</tr>
<tr>
<td>funds, transfers of</td>
</tr>
<tr>
<td>general hospitals, controlled by Surgeon General</td>
</tr>
<tr>
<td>hospital boats, and railway trains, to be under the control of</td>
</tr>
<tr>
<td>buildings, construction, repairs to, etc</td>
</tr>
<tr>
<td>corps property, records, etc</td>
</tr>
<tr>
<td>1013, 1617, 1673-1678</td>
</tr>
<tr>
<td>hospitals, service of</td>
</tr>
<tr>
<td>instruments, loss or damage to, procedure</td>
</tr>
<tr>
<td>transfer of, authorized only by Surgeon General</td>
</tr>
<tr>
<td>salaries to employees</td>
</tr>
<tr>
<td>litters, how issued</td>
</tr>
<tr>
<td>matrons</td>
</tr>
<tr>
<td>landographical reports</td>
</tr>
<tr>
<td>property condemned, opinion of Surgeon General as to disposition of, to be had</td>
</tr>
<tr>
<td>publications of, to be filed</td>
</tr>
<tr>
<td>reports and returns</td>
</tr>
<tr>
<td>lists of wounded medical officers in charge of supplies</td>
</tr>
</tbody>
</table>
Medical Department (continued), reports and returns, medical purveyors ........................................ 1670
pathological specimens ........................................ 1698
senior medical officers ........................................ 1663-1665, 1668
reports of supplies furnished civil employees ........................................ 1628
service of hospitals, ammunition not to be brought in ........................................ 1614
arms of patients to be left in companies ........................................ 1619
certificates of disability ........................................ 1621
charges for admission to civil employees, treatment of ........................................ 1628
diet of patients, how regulated ........................................ 1618
discharged men, when retained ........................................ 1613
hospital clothing, use of ........................................ 1624
publications of Medical Department, filing and binding of ........................................ 1633
senior medical officer, duties of ........................................ 1613-1617, 1620, 1663
transfer of patients ........................................ 1662
supplies for, purchases, issue, etc. ........................................ 1644-1652, 1654, 1657, 1659
Surgeon General, duties of ........................................ 1556
surgeon's call ........................................ 1554
guns, civil, attending services, allowances to ........................................ 1610
tents and other articles used in treatment of contagious diseases, how disposed of ........................................ 1554
Medical directors, assignment of duties of ........................................ 1651
Medical museum, transportation for ........................................ 1561
Medical officers, appointment of ........................................ 1562-1564
arrest of, unless for flagrant offense, not to be imposed until trial ........................................ 1565
death of, to be reported ........................................ 1566
duties of ........................................ 1567, 1608, 1611, 1634-1636, 1642, 1643, 1657, 1659
sanitary duties of ........................................ 1568

to inspect hospitals daily ........................................ 1569
Medical purveyors ........................................ 1570
assistant, duties of ........................................ 1571
chief, duties of ........................................ 1572
reports and returns ........................................ 1573
store-keepers, books of record ........................................ 1574
duties of ........................................ 1575, 1576
Medicines, veterinary ........................................ 1158-1161
Members of cabinet, honors paid to, at posts ........................................ 423
salutes to ........................................ 450
Members of court, recommendations to clemency signed by ........................................ 1062
Messengers (general service), to be, to be imposed until trial ........................................ 1563
supervised by company commander ........................................ 1564
supervision of ........................................ 1565
Mess-room, where set apart for officers' mess ........................................ 1087
Meteorological reports ........................................ 1665
Military, Academy, transportation for museum, etc. of ........................................ 1235
authority, how exercised ........................................ 836-853
correspondence ........................................ 114
funerals, attendance upon ........................................ 479
flag displayed at half-staff during ........................................ 470
of enlisted man, escort of ........................................ 471
by whom attended ........................................ 475
pall-bearers at ........................................ 476
wept by ........................................ 476
of officer, by whom attended ........................................ 477
escort of ........................................ 478
pall-bearers at ........................................ 479
salutes, etc ........................................ 480
history of enlisted men, where kept ........................................ 820
officers, where kept ........................................ 829
mourners ........................................ 483
how worn ........................................ 489
Military commissions, proceedings of to be filed in Judge-Advocate General's Department ........................................ 985
Military prison, Fort Leavenworth, Kans ........................................ 556
designated as place of confinement for certain prisoners ........................................ 556
prisoners, how sent to ........................................ 557
Military rank, definition of ........................................ 5
grades of ........................................ 6
how held ........................................ 7
Military reservations. (See Reservations.) ........................................ 1779
Military secretary, uniform of ........................................ 1233
rank and precedence of when in actual service ........................................ 523
Military Service Institute, transportation for library, etc. of ........................................ 428
salutes to ........................................ 429
rank and precedence of ........................................ 430
precedence on occasions of ceremony ........................................ 431
precedence on occasions of ceremony ........................................ 432
Mineral oil, allowances of ........................................ 1108, 1109, 1112
issued but not consumed, how disposed of ........................................ 1113
requisitions for ........................................ 1114
sale of, to officers ........................................ 1115
weight of, per gallon ........................................ 1116
Ministers, American and foreign, honors paid to at posts ........................................ 848
Minors, consent to enlistment of, when had ........................................ 910-912
enlistment of ........................................ 910
pay of, if discharged ........................................ 911
Money, as privity, amounts in vouchers, final statements, etc. to be written in full and expressed in figures ........................................ 722
<table>
<thead>
<tr>
<th>Money accounts, examination of</th>
<th>735–739</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inspection of, how made.</td>
<td>966–967</td>
</tr>
<tr>
<td>Suspensions in examination of, officer to be notified of.</td>
<td>735</td>
</tr>
<tr>
<td>To be sent to bureau to which they pertain.</td>
<td>706</td>
</tr>
<tr>
<td>Morning report book, company</td>
<td>427</td>
</tr>
<tr>
<td>Hospital of companies, etc., when to be handed in to adjutant</td>
<td>421</td>
</tr>
<tr>
<td>post when to be completed.</td>
<td>427</td>
</tr>
<tr>
<td>post signed by whom.</td>
<td>209</td>
</tr>
<tr>
<td>Mounted officers, number of horses of, for which forage is purchased, sale of horses to</td>
<td>421</td>
</tr>
<tr>
<td>shoeing of horses.</td>
<td>1164</td>
</tr>
<tr>
<td>transportation of horses for use of public horses by, how regulated.</td>
<td>1166</td>
</tr>
<tr>
<td>Mounted pay, when allowed to officers.</td>
<td>1166</td>
</tr>
<tr>
<td>Mourning, family, how worn.</td>
<td>1179</td>
</tr>
<tr>
<td>Mules, allowance of forage for.</td>
<td>1142</td>
</tr>
<tr>
<td>Assignment of, to drivers.</td>
<td>1134</td>
</tr>
<tr>
<td>Care of.</td>
<td>1134, 1135</td>
</tr>
<tr>
<td>Condemnation of.</td>
<td>1137</td>
</tr>
<tr>
<td>Purchases of.</td>
<td>1139</td>
</tr>
<tr>
<td>Used for general transportation purposes.</td>
<td>1170</td>
</tr>
<tr>
<td>Music, administration for field,</td>
<td>1859, 1859</td>
</tr>
<tr>
<td>Musician, chief, rank and precedence of.</td>
<td>8</td>
</tr>
<tr>
<td>Principal, rank and precedence of.</td>
<td>8</td>
</tr>
<tr>
<td>Muster-rolls, changes upon, for loss of property, how made.</td>
<td>783, 784</td>
</tr>
<tr>
<td>Corrections upon, how made.</td>
<td>877</td>
</tr>
<tr>
<td>Companies, how designated on.</td>
<td>872</td>
</tr>
<tr>
<td>Measure of damage, in case of property charged on.</td>
<td>784</td>
</tr>
<tr>
<td>Coding, of enlisted man to signify, procedure in case of light batteries to state authority therefor.</td>
<td>1445</td>
</tr>
<tr>
<td>Mounted infantry companies to state authority therefor.</td>
<td>1445</td>
</tr>
<tr>
<td>Preparation of.</td>
<td>871</td>
</tr>
<tr>
<td>Remarks upon, what to contain.</td>
<td>875</td>
</tr>
<tr>
<td>Signature to, by enlisted man an acknowledgment of correction of charges.</td>
<td>784</td>
</tr>
<tr>
<td>Transcripts of, furnished by Adjutant General.</td>
<td>832</td>
</tr>
<tr>
<td>Musters, for pay, bi-monthly.</td>
<td>488</td>
</tr>
<tr>
<td>Of general-service clerks and messengers.</td>
<td>159</td>
</tr>
<tr>
<td>Signal Corps.</td>
<td>1764</td>
</tr>
<tr>
<td>National cemeteries.</td>
<td>586</td>
</tr>
<tr>
<td>National color.</td>
<td>453, 454</td>
</tr>
<tr>
<td>Salute for, by guards.</td>
<td>428, 619</td>
</tr>
<tr>
<td>24 guns.</td>
<td>453</td>
</tr>
<tr>
<td>When saluted.</td>
<td>454</td>
</tr>
<tr>
<td>National museum, transportation for.</td>
<td>1435</td>
</tr>
<tr>
<td>National salute.</td>
<td>445</td>
</tr>
<tr>
<td>Navy, officers of, honors paid to.</td>
<td>425</td>
</tr>
<tr>
<td>Relative rank between, and Army</td>
<td>11</td>
</tr>
<tr>
<td>Salutes to.</td>
<td>449, 470</td>
</tr>
<tr>
<td>Visits paid to and received from.</td>
<td>458, 462</td>
</tr>
<tr>
<td>Newspapers, publishers to forward schedules of advertising rates to Chief Clerk, War Department.</td>
<td>615</td>
</tr>
<tr>
<td>To publish official advertisements, list of, to be designated by Secretary of War.</td>
<td>1226, 1227</td>
</tr>
<tr>
<td>Non-commissioned officers, appointment of.</td>
<td>232, 250–253</td>
</tr>
<tr>
<td>Allowance of baggage.</td>
<td>1203</td>
</tr>
<tr>
<td>Chairs.</td>
<td>1069</td>
</tr>
<tr>
<td>Fuel.</td>
<td>1068</td>
</tr>
<tr>
<td>Quarters.</td>
<td>1088</td>
</tr>
<tr>
<td>Clothing for, of fine quality.</td>
<td>258</td>
</tr>
<tr>
<td>How appointed to grade of second lieutenants.</td>
<td>23–31, 33</td>
</tr>
<tr>
<td>In arrest, place of in march.</td>
<td>1000</td>
</tr>
<tr>
<td>Rank and precedence of.</td>
<td>8</td>
</tr>
<tr>
<td>Reduction.</td>
<td>224</td>
</tr>
<tr>
<td>Reproof of, to be cautiously administered.</td>
<td>249</td>
</tr>
<tr>
<td>Selection.</td>
<td>248</td>
</tr>
<tr>
<td>Warrants.</td>
<td>232, 522</td>
</tr>
<tr>
<td>Notices, inviting proposals, to whom forwarded.</td>
<td>594, 605</td>
</tr>
<tr>
<td>Public, inviting proposals, how given.</td>
<td>646</td>
</tr>
<tr>
<td>Oaths, administration of, by inspectors.</td>
<td>792</td>
</tr>
<tr>
<td>Boards of survey cannot administer.</td>
<td>5</td>
</tr>
<tr>
<td>Occasions of ceremony, precedence of regiments or corps.</td>
<td>1212</td>
</tr>
<tr>
<td>Officers, accountable for, causer, fuel, etc., certificates required of.</td>
<td>1159–1161</td>
</tr>
<tr>
<td>Acting as member of board of survey, not to purchase property reduced in price by board.</td>
<td>728</td>
</tr>
<tr>
<td>Addressed in correspondence by title of actual rank.</td>
<td>8</td>
</tr>
<tr>
<td>Advertising, procedure of.</td>
<td>666, 605, 606, 628</td>
</tr>
<tr>
<td>Allowance of baggage, transportation of, etc.</td>
<td>1200–1202, 1204, 1201–1205</td>
</tr>
<tr>
<td>Forage to.</td>
<td>1146, 1151</td>
</tr>
<tr>
<td>Fuel to.</td>
<td>1076, 1078, 1088</td>
</tr>
<tr>
<td>Quarters to.</td>
<td>1084</td>
</tr>
<tr>
<td>When on duty without troops.</td>
<td>1112, 1132</td>
</tr>
<tr>
<td>Stationery to.</td>
<td>1098, 1100</td>
</tr>
<tr>
<td>Stoves to.</td>
<td>1084</td>
</tr>
<tr>
<td>Applications of, for quarters, how made.</td>
<td>1077</td>
</tr>
<tr>
<td>Appointed to, from date of acceptance.</td>
<td>1448</td>
</tr>
<tr>
<td>Appointments of, how made.</td>
<td>19, 20, 23</td>
</tr>
<tr>
<td>Arriving at headquarters to visit commanding officer and register name.</td>
<td>457</td>
</tr>
</tbody>
</table>
INDEX.

Officers (continued), arriving at Washington, reports of artillery, to be encouraged to make suggestions, etc. 895
baggage, allowance of, changing station 365
on transportation requests 1262
transportation of 1290-1294
believing stores to have miscarried, procedure of 1221-1225
charged with making purchases responsible for methods pursued 704
commissions of, where filled out and registered 822
commutation of quarters to 1440-1447
conducting recruits, duties of 931-934
deceased, procedure concerning 886
deptartment. (See respective staff departments.) 406
detached, reports required from 996
details of, for light artillery instruction, how made 378
for torpedo instruction, how made 378
for torpedo instruction, how made 378
for torpedo instruction, how made 378
for torpedo instruction, how made 378
disbursing. (See Disbursing officer.) 1452
disbursed, how paid 1441
drawing pay twice, action respecting 1452
Engineer. (See Corps of Engineers.) 1452
eater boats in order of rank 460
examination of returns of 1323-1333
exercises property when received 751
failure of, to render returns, procedure respecting 751
families of, may purchase fuel 1090-1094
forage allowance of, for private horses 1146
field artillery, funeral escort of, how composed 477
fuel, amount of which may be purchased by 1096
housing for 1794
how appointed 19-23
in arrest, applications of, to be in writing 991
conduct required of 995
place of, on march 1000
charge of property not to be separated therefrom 769
field may wear overcoat prescribed for enlisted men 1826
temporary command, not to annul standing orders, etc 15
Insignia of rank 1781
inspecting property, not to purchase if condemned 772
leaves of absence to 44-66
leaving service, how paid 1449
loss of property by neglect of, procedure 787
making contracts, to give public notice inviting proposals 617
Marine. (See Marine officers.) 1718
May draw certain arms and ordnance stores for their own use 1718
Medical Depart, not to exercise command, except, etc. 18
militia. (See Militia officers.) 11, 429, 449, 456, 462, 527
not deprived of quarters, or commutation therefor by temporary absence on duty 1086
not to apply to Secretary of War or General commanding the Army for personal favors 850
occupy more than allowance of quarters except by permission, etc 993
receive pay for clerical service rendered to court, etc 1078
of the day. (See Guards.) 428-497
on retirement, how paid 1461
sick leave, right of, to quarters 1088
overpayments to, how deducted 1491
pension, payment of national color, to salute 428
Pay Department, not to exercise command, except, etc 1438
payment of 1463
precedence of, how determined 9
prescribe of, required when packages are opened for issue, etc 763
prohibited from purchasing certificates of pay due soldiers 745
promoted, pay due from date of vacancy 1448
promotions of, how made 1452
purchase by, of arms, ammunition, equipments, etc, for their own use 1716
brooms and scrubbing brushes authorized 1717
cloth, clothing, etc, authorized 1397
clerk, clothing, etc, authorized 1396
forage 1148
fuel 1089
old authorized 1116
rank of
relative rank between Army and Navy 8
relieved, to turn over orders, property, and funds to successor 1
from charge of property, procedure in case of 763
refusing to receipt for property, procedure in case of 763
remains of deceased 8
resignations of 763
resigning, how paid 86
retired, reports required from 86
retirement of 79-81
right of, to occupy quarters 1450
to quarters or commutation therefor, not destroyed by temporary absence on duty 1086
sales of forage issued to, forbidden 1452
subsistence stores to 1086
salutes of, rules for 1463-1460, 1411, 1412
selection of quarters of, how made 428
sharing in purchases, or receiving benefit therefrom, forbidden 441
sick leaves 746
no-66
staff, assignment of, to stations, how made 815
subject to assume command of troops, unless by authority of the President 1488-1499
stoppages of pay 1488-1491
INDEX.

13, 14
474, 1011
778
487
945
42, 43
67-74
1760-1794, 1825, 1827, 1829
1738
469
1297-1299
458
458
458
462
459
457
1108, 1109, 1112
1118
1117
1116
1114
852
257
2674
267
235
866
865
865
865
177
858
854
859
863
854
1469
869
832
1629
747
825
737
825
862, 1467, 1468
1183
861
864
942
1472
891
855
869
827
867
15
1028
896
834
856
1181
621
1485
508
847
981
91
1702, 1703
752
752
752
234, 235
1701
1710-1712, 1714
1704
1704
171-1743
1776
1704
1749-1753
387
1108
261
Paragraph.

- Officers (continued), succeeding to duty of command, duties of
  summoned to appear as witness, procedure of, in certain cases
  swords of, drawn on duty under arms,
  temporarily in command of company, responsibility of, for property
  to attend parades
  transfers of
  traveling on duty
  uniform of
  in field
  visiting foreign countries to report military information obtained
  vessel of war, how received
  volunteer. (See Volunteer officers.)
  witnessing issues of clothing, duty of
  Official visits, boarding visit, how made
  returned
  exchange of, between posts and foreign ships of war, how made
  vessels of war opens way to official and social courtesy of military commander to vessel of war
  officer senior to post commander will send card in lieu of making
  officers arriving at headquarters of posts, departments, divisions, to make
  Oil, mineral, allowances of
  issued but not consumed, how disposed of
  regulations for
  salt, to officers
  weight of, per gallon
  Opinion, requests for, from Judge-Advocate General, etc., to be submitted to Secretary of War
  Order-books, company
  medical directors
  post
  Orderly hours, arrangement of, in field
  fixed at each headquarters by general commanding
  sargent.s. (See First Sargent.s.)
  Orders, adjutant to attest copy in company order-books
  affecting discipline and military control of Army, how promulgated
  approval of, required by officer issuing
  caption of, how regulated
  caption of, what to contain
  channels of communications of
  classification of
  copies of, directing travel to be filed with vouchers for allowances
  issued by Division and Department Commanders and Superintendent of Recruiting
  Service to be sent to heads of Staff Departments at Washington
  court-martial, for army, division, and department headquarters to be in separate series
  date of, promulgating precedings of courts-martial
  directing expenditure, copies of, how disposed of
  if disallowed to be charged to officer giving
  of money to be written
  to be sent to head of department to which it pertains
  directing travel, what to contain
  Indorsement of, for transportation, by quartermaster
  execution of
  files of, how kept
  for inspections to be specific
  for temporary duty, carry travel allowances when
  for troops, addressed to whom
  general, defined
  in form of letter authorized
  issued to Army by Adjutant General
  officers to convey, in field
  of permanent commander not to be annulled by successor in temporary command
  promulgating proceedings of courts, date of publication and review to be identical
  publication of, in field
  series of, to be separate
  special, defined
  to provide transportation furnished to Quartermaster who is to procure same
  to make contract, or purchase, without inviting competition not to be given
  to report by letter, do not carry commutation of quarters
  to send, to all persons who may give
  transmission of, in field
  Ordinance, condemned, how disposed of
  issue of, to colleges
  Ordnance Department, appointments in, how many
  blank forms, requests for
  furnished by the

Chief of, duties of
  command of armories, arsenals, etc., in absence of ordnance officer
  depots in military departments, issues from
  discharge of enlisted men of ordnance
  enlistments in, how made
  estimates of clothing, etc., for enlisted men of ordnance
  inspection of unserviceable stores, etc
  vessel of war, how received
  arsenals, etc., to be kept in
  rating of enlisted men of, by whom made
  returns and reports required
  supplies, targets, etc., for artillery practice
  small-arm practice
  tools, blacksmith, furnished by

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INDEX.

Ordinance and ordnance stores, approval of requisitions for... 1712
arms, lost by civil employees, how accounted for... 1725
precautions to be taken to prevent loss of... 1737
arm-chests, how disposed of... 1746
authority for issue... 1707-1709
canteens, how repaired... 1732
certificates of officers as to expenditure of ammunition... 1727
clothing-bags and haversacks of recruits to be returned to Watern... 1733
Arsenal... condemned, how disposed of... 981
how replaced... 1714
definition of... 1706
invoice of certain arms and ordnance to officers authorized... 1718
issues and sales... 1706-1720
from depots in departments... 1710-1712, 1714
in emergencies... 1709
time of peace... 1707
war... 1708
of horse-shoes, nails, etc., for artillery... 1715
ammunition, and expenditure of... 1726-1729
to civil employees... 1723
colleges... 1708
militia... 1718
officers for personal use, authorized... 1718
unauthorized, to be charged to officer issuing... 1720
loan of, prohibited... 1719
lost, expended, etc., not in line of duty, to be charged... 1720
metallic ammunition, how issued and cared for... 1720, 1729-1730
packing of... 1744-1748
price-lists, how supplied... 1735
quarterly returns... 1738
repairs to, how made... 1734, 1735
requisitions for, how filled... 1711-1714
sales of ammunition to exploring expeditions, etc., authorized... 1724
or issues to Indians prohibited... 1722
to actual settlers at exposed frontier settlements authorized... 1721
contractors, etc., not to be made... 1718
officers... 1719, 1717
supply-tables, how prepared... 1713
surplus and damaged stores, use, authorized... 1730-1746
to be turned in to arsenals... 1730, 1731
transportation of... 1740-1748

Ordnance sergeants, appointment of... 93
rank and precedence of... 8
Original packages, when opened, procedure respecting... 761
Outstanding debts, statements of... 741, 1355
Ovens, how built and repaired... 305
Overcoats, for enlisted men... 1824, 1855
Overseas, extra-duty pay of... 1763
Overshoes... 163
Packing, of articles for transportation... 1744-1748
Ordnance and ordnance stores... 1744-1748
Pall-bearers... 478
number of... 478
selected from what grades... 478
Parades, how conducted... 485
Parapets, crossing of, when necessary, how provided for... 309
Pardon, powers, where vested, extent of... 1644
Park guards of artillery... 657
Parlor-car accommodations... 1212-1230
Pay, additional, on certificate of merit... 1219, 1230
deductions and forfeitures of... 1504
during absence (officer's)... 1602, 1603
mounted, to officers, when allowed... 1436-1493
of enlisted men, deposits... 1443
not assignable by sentence of court-martial... 1505-1612
rates... 1498-1501
stoppages of (officers)... 1468-1491
Pay accounts, hypothecation of, until due, forbidden... 1440
transfers of, how made... 1440
Pay Department, accounts current... 1627, 1590, 1591
blank forms, furnished by the... 232
Page
how obtained... 1537
cash-book to be kept... 1528
check-stub book to be kept... 1528
funds of, in transit, how reported... 1536
officers of, not to exercise command of troops, except, etc... 18
pays reporters of courts-martial, etc... 1047
reports of pay-operations... 1057
returns and reports... 1527-1537
stopages made by, how accounted for... 1533, 1534
Paymaster General, action of, regarding officers drawing pay twice... 1525
corresponds directly with subordinates when... 1457
duties of... 1435
forwards evidence as to loss of final statements... 1470
prepares tables of distances... 1470
INDEX.

Paymasters, abstracts of deposits .......................... 1612
  deposits with, by enlisted men, how accounted for .......... 1606
  estimates of funds by, how made .......................... 1437
  forward reports of loss of final statements to Paymaster General 1617
  give receipts for funds in what cases ..................... 1634
  how assigned to stations ................................ 1438
  suspensions against, how accounted for .................. 1535
  to be at stations on last day of month ................... 1435
  wear uniform during payments to ........................................ 1476
  when relieved, to transfer lists of officers entitled to commutation of quarters 1457
  of companies to be attended by and witnessed by company commander .................................................. 1442
  to discharged enlisted men .................................. 1367
  furloughed enlisted men, how made ........................ 114
  retired enlisted men ........................................... 724
  attorney, when made ........................................... 726
  be made by check when practicable ...................... 1442
  cadets ................................................................ 1478, 1492
  deserts ............................................................. 1013, 1524
  discharged soldiers ............................................ 1510-1521
  how accounted for by paymasters ............................ 1532
  enlisted men, at discharge .................................. 1515-1521
  dates of commencement and expiration of service to be counted 1454
  forfeitures and deductions .................................. 1500, 1503
  made on muster and pay-rolls ............................... 1494
  to persons entitled only ..................................... 1496
  on release from confinement .................................. 1038
  transferred final statements .............................. 1327
  paid every two months when practicable .................. 1493
  rates of .......................................................... 1498
  re-enlistment pay ............................................ 1460-1501
  stoppages, how collected and accounted for ............. 1583
  witnessed by officers .......................................... 1445
  general service clerks and messengers ........................ 159
  officers .................................................................. 1435-1463
  acting commissaries of subsistence, how paid .............. 1446
  by whom made ................................................... 1439
  commutation of quarters ..................................... 1484
  dates of commencement and expiration of service to be counted 1454
  during absence .................................................... 1458-1463
  forms for pay accounts ....................................... 1438
  for travel. (See Travel allowances.) ................. 1464-1477
  holding grades in volunteers or militia .................. 1453
  made monthly .................................................... 1438
  of longevity pay ................................................ 1453
  mounted pay ....................................................... 1443
  on dismissal ....................................................... 1452
  entering service ................................................ 1448
  leave ................................................................. 1456, 1459, 1460-1463
  leaving service ................................................ 1449
  promotion ........................................................... 1448
  resignation ........................................................ 1450
  retirement .......................................................... 1461
  sick leave .......................................................... 1477, 1488
  pay of officer appointed, due from date of acceptance ... 1448
  stoppages, how made ........................................... 1488-1491
  Pay-rolls, computations on, made by Paymaster and transcribed by company commander 973
  Peas, ration of .................................................. 1567
  Penalty, for failure to deposit funds ..................... 679
  envelopes, forms of, to use ................................ 900
  not used in foreign correspondence ...................... 901
  rules for use of .................................................. 900-901
  Personal reports, in staff departments .................... 607, 898, 1027
  897, 898, 1027
  records of, where kept ...................................... 829
  required from officers .......................................... 895, 899
  enlisted men ...................................................... 103
  Persons, not to be enlisted ................................... 909, 910, 914
  Persons and articles hired, report of ..................... 1520
  Pepper, ration of ............................................... 1357
  Photographical views of fortifications not to be taken 976
  Physical examination, of applicant for appointment on post non-commissioned staff 97
  enlisted men appointed or surrendering as deserters .... 121
  recruits, by whom made ...................................... 922
  how conducted .................................................... 926, 928
  record of .......................................................... 930
  Pickaxe handles, how dropped from returns .............. 1288
  624
  Plans, bidders to be allowed to see .......................... 626
  refer to in proposal ............................................. 1774
  Plumes for officers ............................................. 262, 263
  Police of barracks ............................................. 277
  utensils for, how obtained .................................. 914
  Pork, ration of .................................................. 1367
  Postage letters .................................................. 914
  Post e comitatus, troops not to be employed as .......... 581, 584
  Poste baker, how detailed .................................... 305
  306
  mustered and inspected ...................................... 309
  paid ................................................................. 307
  rates of ........................................................... 307
  Poste bakeries, baking of bread by individual companies at posts, forbidden ...................... 310
  expenses of, how defrayed ................................... 905-297, 398
**INDEX.**

<table>
<thead>
<tr>
<th>Paragraph</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post bakeries (continued), expenses of, how restricted 308</td>
</tr>
<tr>
<td>- how built and repaired 306</td>
</tr>
<tr>
<td>- ovens, how built and repaired 306</td>
</tr>
<tr>
<td>- supervised by post treasurers 306</td>
</tr>
<tr>
<td>- utensils for, by whom supplied 306, 1008</td>
</tr>
<tr>
<td>Post book of artillery practice, by whom furnished 381</td>
</tr>
<tr>
<td>- how kept 381</td>
</tr>
<tr>
<td>- 328-344</td>
</tr>
<tr>
<td>Post canteens 329</td>
</tr>
<tr>
<td>- ardent spirits not to be sold in 329</td>
</tr>
<tr>
<td>- beer, how sold in 329</td>
</tr>
<tr>
<td>- civilian employees may enter canteen 331</td>
</tr>
<tr>
<td>- civilians, not employees, not to enter without permission of commanding officer 331</td>
</tr>
<tr>
<td>- credit allowed at, to enlisted men 338</td>
</tr>
<tr>
<td>- purchases for, how paid for 339</td>
</tr>
<tr>
<td>- council, powers and duties of 333, 341, 344</td>
</tr>
<tr>
<td>- duties of officer in charge 332-337-339</td>
</tr>
<tr>
<td>- established where 328</td>
</tr>
<tr>
<td>- estimates of stock, how made 343</td>
</tr>
<tr>
<td>- expenses of, how defrayed 340</td>
</tr>
<tr>
<td>- restricted 340</td>
</tr>
<tr>
<td>- gambling in, forbidden 330</td>
</tr>
<tr>
<td>- managed by whom 332</td>
</tr>
<tr>
<td>- profits of, how appropriated 340, 341</td>
</tr>
<tr>
<td>- purchases for, how made 336</td>
</tr>
<tr>
<td>- reports of business, how made 342</td>
</tr>
<tr>
<td>- steward, duties of 332, 337, 338</td>
</tr>
<tr>
<td>- how selected 332</td>
</tr>
<tr>
<td>- stock of, how disposed of when post is abandoned 344</td>
</tr>
<tr>
<td>- distributed when garrison is changed 344</td>
</tr>
<tr>
<td>- surplus profits, how distributed 341</td>
</tr>
<tr>
<td>- treating in canteens to be discouraged 329</td>
</tr>
<tr>
<td>- wines, how sold in 329</td>
</tr>
<tr>
<td>- - 329</td>
</tr>
<tr>
<td>- 580-591</td>
</tr>
<tr>
<td>Post cemeteries, care of 1117</td>
</tr>
<tr>
<td>Post commanders, approve requisitions for oil, etc. 207</td>
</tr>
<tr>
<td>- authorized to assist mail contractors 207</td>
</tr>
<tr>
<td>- custodian of post records 209</td>
</tr>
<tr>
<td>- determines amount of extra issues 1397</td>
</tr>
<tr>
<td>- uniform for the duty and occasion 1829</td>
</tr>
<tr>
<td>- duties of 202</td>
</tr>
<tr>
<td>- fixes allowance of oil for lanterns 1112</td>
</tr>
<tr>
<td>- hours of illumination of lamps 1113</td>
</tr>
<tr>
<td>- number of lamps for exterior illumination 1110</td>
</tr>
<tr>
<td>- number of lamps to be used in guard-houses, offices, schools, etc. 1109, 1111</td>
</tr>
<tr>
<td>- may grant furloughs and leaves of absence 44, 45, 108</td>
</tr>
<tr>
<td>- in urgent cases may authorize departure of officers or enlisted men to obey summons 1012</td>
</tr>
<tr>
<td>- not to direct travel beyond limits of command 70</td>
</tr>
<tr>
<td>- order issues of clothing and subsistence to be paid from funds of Soldier's Home 174</td>
</tr>
<tr>
<td>- powers of, in review of proceedings of boards of survey 794, 795, 796</td>
</tr>
<tr>
<td>- reduces forage ration, when 1143, 1149</td>
</tr>
<tr>
<td>- staff of, how composed 203</td>
</tr>
<tr>
<td>- supervises verification of amounts of forage and fuel on hand 1158-1199</td>
</tr>
<tr>
<td>- to call boards of survey to inventory property in possession of deceased officers 85</td>
</tr>
<tr>
<td>- endeavor to prevent furloughed men from reporting at distant points for means of returning to their posts 112</td>
</tr>
<tr>
<td>- examine and revise requisitions, estimates, etc. 821</td>
</tr>
<tr>
<td>- forward proposals received with recommendation 650</td>
</tr>
<tr>
<td>- make annual inspection of buildings 1073</td>
</tr>
<tr>
<td>- prepare estimates of clothing, etc. 1274, 1281, 1292</td>
</tr>
<tr>
<td>- prescribe uniform for day and occasion 1829</td>
</tr>
<tr>
<td>- reduce forage ration, when 1143, 1144</td>
</tr>
<tr>
<td>- report deserters received to commander of company 119</td>
</tr>
<tr>
<td>- require explanation, in cases of unnecessary delay, from officers joining for duty or returning from sick leave 63, 67</td>
</tr>
<tr>
<td>- see that monthly inventory of subsistence stores is made 1353</td>
</tr>
<tr>
<td>- (See also Commanding officer.)</td>
</tr>
<tr>
<td>Post council, appointed by whom 280</td>
</tr>
<tr>
<td>- approval of proceedings, by whom made 281</td>
</tr>
<tr>
<td>- duties of 279, 284, 286, 290</td>
</tr>
<tr>
<td>- proceedings of, signed by whom 282</td>
</tr>
<tr>
<td>- recorder of 281</td>
</tr>
<tr>
<td>- 1844</td>
</tr>
<tr>
<td>Post flag 318-319</td>
</tr>
<tr>
<td>Post gardens 318</td>
</tr>
<tr>
<td>- fencing, how obtained 318</td>
</tr>
<tr>
<td>- tools, how procured 318</td>
</tr>
<tr>
<td>- products, how distributed 318</td>
</tr>
<tr>
<td>- seeds, how procured and paid for 317</td>
</tr>
<tr>
<td>- surplus products may be sold 319</td>
</tr>
<tr>
<td>- water, how supplied 318</td>
</tr>
<tr>
<td>Post guards 491</td>
</tr>
<tr>
<td>Post libraries, books for, how supplied 311</td>
</tr>
<tr>
<td>- furniture for, how supplied 311</td>
</tr>
<tr>
<td>- periodicals for, how supplied 311</td>
</tr>
<tr>
<td>- responsibility for books, furniture, etc. 312</td>
</tr>
<tr>
<td>- supplies, how supplied 311</td>
</tr>
<tr>
<td>Post non-commissioned staff, allowances of baggage 1068</td>
</tr>
<tr>
<td>- fuel 1068</td>
</tr>
<tr>
<td>- quarters 1068</td>
</tr>
<tr>
<td>- stationery 1123</td>
</tr>
<tr>
<td>- stoves 1066, 1103</td>
</tr>
</tbody>
</table>
INDEX.

Post non-commissioned staff
(continued), application for appointment, how made
appointment of
character and qualification of applicants
conditions as to service to be fulfilled by applicants
discharge of, for insufficiency of duties of
examination of applicants
fugitives to, by whom granted
how composed
military control of, at posts not occupied by troops
not to be placed on extra duty without authority of the Secretary of
War
personal reports of
rank and precedence of
re-enlistment of
responsibility of
sergeants of, how reported
312–315
312
312
312
96–98
99
110
92
102
105
8
104
100
101

Post property
accountability for
disposition of, when posts are abandoned
losses of, how charged
transported by Quartermaster's Department
what constitutes

Post quartermaster designates particular rooms as sets of quarters
to make annual inspection of buildings
inspection of private buildings when vacated
number buildings of posts
prepare estimates of clothing, etc.
verifies amounts of forage, fuel, etc., on hand
1274, 1275, 1276, 1278
1192–1193

Post records, custodian of

disestablishment of, at discontinuance of post
not to be removed
of what composed
345–357
345–346
345–346
345–346
346
346
346
346
346
346

Post traders
appointment of, how made
buildings of, where erected
may be removed
not to be leased or sold
complaints against, how made
method of obtaining with council in fixing tax
Council of administration to fix prices
exclusive right of, to trade
no license given to, to sell
prices, how regulated
successor of, required to purchase the whole or portion of stock
tax levied upon, amount of, how fixed
to conduct business in person

345–357
345–346
345–346
346
346
346
346
346
346
346
346
346

Post treasurer, appointed by whom

226, 227, 226–226, 226, 226, 305
5

Posting of troops on occasions not ceremonials, how regulated

Postponement of trial, application for, by accused, what to contain

1013, 1014

Posts, annual inspection of, by division or department inspectors

by post commanders

1013, 1014

establishment of, to be reported to Adjutant General

291

Evacuated by troops
in charge of Quartermaster's Department

213

Evening gun to be fired

208

Expenditures of money or labor upon, prohibited beyond amounts allowed by law and regulations

8

how established and named

204

Morning and evening gun to be fired at

199, 200

Property of, how disposed of upon abandonment of post

209

Records of

296

Repairs at, not to exceed $500, may be authorized by department commander

376–374

Powder, rules for care of

8

Precedence, of enlisted men

9, 10

Officers, how regulated

5

Regiments or corps on occasions of ceremony

464

President of the United States, death of, honors paid on receipt of intelligence of

422, 423

Salute in honor of

674

422, 444, 447, 450

Price lists, of clothing

1271

1728

1415

Principal musician, rank and precedence of

8

Printing, accounts for, how audited and paid

615

Contracts for, to be made

615

how performed in general

615

Job, to be advertised for

616

How paid for

616

Prisoners ex officio prisoners, papers to accompany

560–563

Food of, sent to places of confinement

276

Issue of clothing to

1294

Salute in honor of

558–563

Proceeds of sales, how disposed of

689–693

Professional books, transportation of, in change of station

22–31, 33

Promotions, of non-commissioned officers

19, 21, 22
Promotions (continued), records of, where kept
Property, accountability for
accounted for, whether paid for or not
arrangement of, for inspection
certificate required from officer presenting, for inspection
continuity, responsibility for, of officer in temporary command
condemned, disposition of
how marked
medical, when ordered shipped, report to be made by officer interested
or reduced in price by board of survey, not to be purchased by officer interested
damage to, loss of, etc., by civilian employee, proceedings in case of
damaged or missing, procedure respecting
damages to, loss of, etc., classified
deficiency of, in final settlement of accounts, of, satisfied
deficient or damaged, when received, procedure respecting
deficiency of in, final settlement of accounts, satisfied
deficient or damaged, when received, procedure respecting
deficiency of in, final settlement of accounts, satisfied
deficient or damaged, when received, procedure respecting
deficiency of in, final settlement of accounts, satisfied
deficient or damaged, when received, procedure respecting
deficiency of in, final settlement of accounts, satisfied
deficient or damaged, when received, procedure respecting
examination of, when received
in unlawful possession of parties, how recovered
inspection of, with view to condemnation
issuing of, to be intrusted to agents with great caution
issues of, how made and superintended
loss of, by neglect of officer or soldier, procedure
through desertion of enlisted man, procedure
lost or damaged, how accounted for
in hands of carrier, procedure
marking or branding of, required
of company
regimental
refusal to receipt for, procedure in case of
repaired, to be issued
returns of
officers, procedure respecting by any cause, proceed
original packages not to be broken when received
packages of, when opened for issue, or for defect, procedure regarding
post (See Post property)
responsibility of commanding officer for
returns of, when not made, procedure respecting
sent by mail when
subsistence
taking of, for outfit of survey for which Congress has made appropriation, prohibited
transfer of, how made
unfit for use, how disposed of
use of, for private purposes, forbidden
used for police, how condemned
responsibility for
In treatment of contagious diseases, how disposed of
worn out in service, procedure respecting
Proposals, abstracts of, how made
accepted articles and services, to be noted on
advertising, rules for
agents submitting, to file authority for so doing
assistance not to be given bidders in preparation of
at posts, prepared and forwarded when
considered item by item in making award
copy of advertisement to be attached to
for services, to be advertised for
supplies, to be advertised for
framed as to permit to most suitable and for
 guarantees for, when required
how prepared
indemnity of
information regarding, to be furnished to bidders
names of members of firm to be embodied in
notices inviting, to be sent to bureau to which they pertain
not to be received after hour of opening
opened when and by whom
opening of, how regulated
post-office address of bidder to be given
read aloud, at opening of
rejected if not accompanied by guarantees, if required
right to reject
separate, to be submitted for furnishing labor and supplies at more than one place
signatures to, how made
signature, whether addressed before hour of opening
prepared on forms issued, and in accordance with instructions in advertisement
sealed, indorsed, and addressed when delivered
securely kept
withdrawal of
Public animals, assignment to drivers or riders
branding of
care of
condemnation of, for temporary disease, forbidden
condemned, disposition of
descriptive book of
lists of
purchases of, made by Quartermaster's Department
 specifications for
shoeing of
to be killed to prevent contagion or terminate suffering
use of, by mounted officers
<table>
<thead>
<tr>
<th>INDEX.</th>
<th>Paragraph</th>
</tr>
</thead>
<tbody>
<tr>
<td>Publications relative to private transaction between military men prohibited</td>
<td>594, 595</td>
</tr>
<tr>
<td>Public notices inviting proposals, how given</td>
<td>613</td>
</tr>
<tr>
<td>Newspapers of publishers to forward schedule of advertising rates to Chief Clerk of War Department</td>
<td>1019, 1020</td>
</tr>
<tr>
<td>Punishments, awarded to enlisted men by sentence of court-martial</td>
<td>1027</td>
</tr>
<tr>
<td>imposing tours of guard duty prohibited</td>
<td>720</td>
</tr>
<tr>
<td>solitary confinement, how administered</td>
<td>730</td>
</tr>
<tr>
<td>to conform to law</td>
<td>744</td>
</tr>
<tr>
<td>follow offense promptly</td>
<td>746</td>
</tr>
<tr>
<td>Purchases, abstracts of, to be prepared monthly</td>
<td>748</td>
</tr>
<tr>
<td>disbursing officer not to be concerned in</td>
<td>620, 627</td>
</tr>
<tr>
<td>emergency, approval of Secretary of War required</td>
<td>671</td>
</tr>
<tr>
<td>how made</td>
<td>671</td>
</tr>
<tr>
<td>from officers or agents of military service, not to be made</td>
<td>617-621</td>
</tr>
<tr>
<td>method of, to be stated in voucher</td>
<td>617-621</td>
</tr>
<tr>
<td>not under contract, how made</td>
<td>1148</td>
</tr>
<tr>
<td>of beef-cattle, how made</td>
<td>1148</td>
</tr>
<tr>
<td>cloth, clothing, etc., by officers, authorized</td>
<td>1296, 1297</td>
</tr>
<tr>
<td>forage by officers</td>
<td>1089-1094</td>
</tr>
<tr>
<td>fuel by officers</td>
<td>1886-1888</td>
</tr>
<tr>
<td>savings of companies, etc.</td>
<td>617-618, 621</td>
</tr>
<tr>
<td>under contract, how made</td>
<td>1529, 1540</td>
</tr>
<tr>
<td>Purveyors, medical</td>
<td>586, 1063-1065</td>
</tr>
<tr>
<td>Quartermaster General, duties of</td>
<td>1176</td>
</tr>
<tr>
<td>Quartermaster's Department, ambulances furnished by</td>
<td>1006-1068, 1098</td>
</tr>
<tr>
<td>barracks, quarters, and furniture</td>
<td>229, 230</td>
</tr>
<tr>
<td>blank forms furnished by the</td>
<td>1063-1065, 1098</td>
</tr>
<tr>
<td>clothing, camp and garrison equipment</td>
<td>1271-1308</td>
</tr>
<tr>
<td>crate for covering drums, etc.</td>
<td>462</td>
</tr>
<tr>
<td>duties of, in general</td>
<td>1142-1143</td>
</tr>
<tr>
<td>fuel and stores</td>
<td>1066</td>
</tr>
<tr>
<td>forage</td>
<td>1187-1188</td>
</tr>
<tr>
<td>general depots, control of, and how established</td>
<td>1185-1191</td>
</tr>
<tr>
<td>horses of mounted officers</td>
<td>1164-1169</td>
</tr>
<tr>
<td>illuminating supplies</td>
<td>1192-1196</td>
</tr>
<tr>
<td>instruments and equipments for field music</td>
<td>1199-1200</td>
</tr>
<tr>
<td>issues to Signal Corps</td>
<td>1201-1202</td>
</tr>
<tr>
<td>national cemeteries</td>
<td>1203-1204</td>
</tr>
<tr>
<td>plans and title-papers of certain lands to be kept in</td>
<td>1125-1141</td>
</tr>
<tr>
<td>public animals</td>
<td>1142-1143</td>
</tr>
<tr>
<td>records of, rules for keeping</td>
<td>1144-1146</td>
</tr>
<tr>
<td>returns and reports required</td>
<td>1147-1148</td>
</tr>
<tr>
<td>shoes, horse and mule, and nails furnished by</td>
<td>1168</td>
</tr>
<tr>
<td>stationery</td>
<td>1194-1198</td>
</tr>
<tr>
<td>takes charge of posts evacuated by troops</td>
<td>213</td>
</tr>
<tr>
<td>relative, between telegraphing and telegraph accounts</td>
<td>1309-1317</td>
</tr>
<tr>
<td>telephoneing accounts</td>
<td>1318</td>
</tr>
<tr>
<td>transportation of the Army</td>
<td>1063, 1064, 1170-1270, 1579-1692</td>
</tr>
<tr>
<td>Quartermasters of regiments. (See Regimental quartermaster)</td>
<td>232</td>
</tr>
<tr>
<td>Quartermaster's property, returns of</td>
<td>1226-1235</td>
</tr>
<tr>
<td>Quartermaster sergeant, post, appointment of</td>
<td>235</td>
</tr>
<tr>
<td>rank and precedence of</td>
<td>8</td>
</tr>
<tr>
<td>regimental, rank and precedence of</td>
<td>8</td>
</tr>
<tr>
<td>Quarters, allowance of</td>
<td>1074, 1098</td>
</tr>
<tr>
<td>not to be exceeded except by permission, etc</td>
<td>1078</td>
</tr>
<tr>
<td>commutation of</td>
<td>1078</td>
</tr>
<tr>
<td>definition of</td>
<td>1078</td>
</tr>
<tr>
<td>reduction of allowance of, how made</td>
<td>1078</td>
</tr>
<tr>
<td>right of occupancy defined</td>
<td>1078</td>
</tr>
<tr>
<td>rooms constituting set of, how designated</td>
<td>1078</td>
</tr>
<tr>
<td>selection of, how made</td>
<td>1078</td>
</tr>
<tr>
<td>when insufficient, may be hired</td>
<td>1079</td>
</tr>
<tr>
<td>Railroad companies, in case of lost bill of lading, will forward stores to destination</td>
<td>1262</td>
</tr>
<tr>
<td>Rank, definition of</td>
<td>6</td>
</tr>
<tr>
<td>grades of, in the Army</td>
<td>8</td>
</tr>
<tr>
<td>how held and conferred</td>
<td>8</td>
</tr>
<tr>
<td>in each grade, how determined</td>
<td>8</td>
</tr>
<tr>
<td>insignia of, enlisted men</td>
<td>1801-1805, 1808</td>
</tr>
<tr>
<td>of members of court-martial, designation of appointing authority as to, final</td>
<td>1781, 1793</td>
</tr>
<tr>
<td>officers</td>
<td>1092</td>
</tr>
<tr>
<td>Rates of pay of enlisted men</td>
<td>1488-1501</td>
</tr>
<tr>
<td>Rations, allowance of</td>
<td>1571</td>
</tr>
<tr>
<td>composition of</td>
<td>1489-1492</td>
</tr>
<tr>
<td>for travel</td>
<td>1374, 1387</td>
</tr>
<tr>
<td>how issued</td>
<td>1388</td>
</tr>
<tr>
<td>issues of, how made</td>
<td>1390-1391</td>
</tr>
<tr>
<td>of absent men to be deducted</td>
<td>1392-1393</td>
</tr>
<tr>
<td>proportion of competent parts to be issued</td>
<td>1393</td>
</tr>
<tr>
<td>returns, how prepared</td>
<td>1394</td>
</tr>
<tr>
<td>savings of, in companies, etc., may be sold</td>
<td>1395-1396</td>
</tr>
<tr>
<td>settlement of differences of, between hospitals and companies, how made</td>
<td>1396-1397</td>
</tr>
<tr>
<td>when and where drawn</td>
<td>1398-1399</td>
</tr>
<tr>
<td>Reading rooms</td>
<td>1400-1401</td>
</tr>
<tr>
<td>furnished in kind to parties traveling</td>
<td>311</td>
</tr>
<tr>
<td>Receipt rolls, clothing, how prepared and used</td>
<td>1287-1290</td>
</tr>
</tbody>
</table>
INDEX.

Paragraph.

Receipts, blank, forbidden by paymasters, when given for funds deposited, how made... 665, 666-703 property received, to be given... 744 given to carriers, where bills are lost... 675 money, what to contain to be filled out, before signature... 721 Recommendations to clemency, by whom signed not to be embodied in sentence... 1049 Record books, councils of administration how issued... 299 Record of artillery firing, how made... 1325 Records, destruction of, prohibited... 779 information from, not to be given, etc... 894 military, are the property of United States of companies... 227, 228 courts-martial, how kept and enforced... 1037-1039 to be separate in each case... 1016 discontinued commands, how disposed of... 891 interments, how kept... 892 physical examinations of recruits... 230 post regiment... 227, 234-256 Recovery, forcible, of property, when authorized... 757 Recruiting, flag service, classification conducted by Adjutant General... 900-905 details for, how made... 106 department... 925 estimates of clothing for... 1341 general officers of, not to be ordered on other duty... 927 regimental... 936, 937 Recruits, assignments of, how made... 931-934 height and weight of, determined in orders from Adjutant General... 913 how conduct of, regiments... 931-934 how enlisted... 908-925 muster and descriptive rolls of, sent to regiments... 931 pay of, if discharged... 1348 physical examination of, how conducted... 935-926 vaccination record of, to be made... 925 Re-enlistment, pay... 1099-1050 Regimental, adjourned, appointed by whom... 224 duties of... 227-230, 231, 234, 235, 240 term of office... 223 bands, instruments, how obtained and accounted for... 238 musicians, how mustered and reported obtained... 237, 241 repairs of instruments, how obtained... 240 uniform of... 1825 colors, (See Colors of regiments)... 1849-1852 command, duties of... 216, 217, 220-222, 224, 226, 228, 232, 236, 237, 238 non-commissioned staff of... 238 staff of, how appointed... 294, 226 visits guards of his regiment... 494 commanders of artillery, designate captains of light batteries... 337 lieutenants for light batteries... 375 desk, transportation of... 1245 instruction... 227-233 quartermasters, appointed by whom... 224 duties of... 224, 225 term of office... 225 records, by whom kept... 227 of what kind... 234-237 Regiments, bands of... 237-241, 1825 composition of... 214 designation of companies in formed for what purposes... 215 monthly returns of... 878, 879 records of... 227, 234-236 Regular Army officers, (See Officers) Registry of officers visiting, headquarters... 457 Washington... 458 Regulations issued to Army through Adjutant General... 457 Relative rank of officers of Army and Navy... 11 Repairs, not to exceed $500 at any one post, to be authorized by department commander... 296 of repairs, to be performed by labor of troops, kept in certain cases... 295 to uniform, cost of, how regulated... 258 how made... 258 Reporters to boards, courts-martial, etc., how employed... 1046 rates of pay... 1047 Reports, of annual inspection, how made of buildings checks, outstanding and unpaid... 935 cholera... 666 desertion, by board, and department... 117, 366 epidemic diseases... 1066
INDEX.

Reports (continued), of inspection, by regimental commanders...

of buildings...

inferior stores, to state marks, depots, etc.

private buildings, when vacated.

of interments, how made...

of officers visiting foreign countries, of military information obtained...

of packages opened and examined, and how made...

of pay operations...

of rewards offered for lost or stolen animals, etc., how made...

of revenue...

only such, as are necessary, to be called for by division and department commanders...

personal...

regarding condemnation of property, by whom made...

required of judge-advocates of departments...

Requests, transportation alterations not to be made on, after issue...

blank forms of, accountability for...

how provided...

for passage of troops and teams over ferries, bridges, turnpikes, etc...

sleeping-car accommodations, how issued...

transportation of persons...

troops by whom issued...

how prepared and filled...

1186-1188, 1192-1194, 1196, 1198...

over land-grant roads...

1192, 1194...

1190, 1196...

1286...

1196...

1337...

1278...

1160...

829...

211...

212...

210...

70...

80...

1208...

126...

136...

1223...

1122...

1451...

859...

1089...

134...

133...

134...

795...

76-78...

880-889...

298, 300...

292...

302...

888-889...

871-872...

1700...

984...

1661-1752...

1749-1753...

1527-1537...

1325-1334...

1764...

1431...

886, 887...

835...

878-880...

889...

873...

888...

878, 879...

831...

654-660...

759...

758...

129...

126...

122...

124, 125...
INDEX.

Rewards (continued), for apprehension of deserters, to whom paid reported 323 192
arrest and conviction of thieves, when authorized 756
Review, how conducted in honor of a civil official, and general officer, how tendered 463
to precede muster when command consists of more than one company 490
Reviewing authority, action of, on proceedings of court martial 1041, 1043, 1044
Rules for proceedings of court-martial 1043
Rice, ration of 1367
Roll-book (Engineer Department) 1700
Roll-calls, hours of, how fixed, number required, daily 418
officers to superintend reports of, to whom made 419
retreat, to be fixed at sunset 418
signals for, how sounded 418
Rolls, manuscript, prohibited 835
Rosters, arrangement of officers on classes of duties performed by 402
distinct for each class 401
regulations governing performance of duties by 399-410
Rules, for computation of time keeping records, etc., furnished by Adjutant General 532
Saddle cloth, staff and line, furnished by Adjutant General 1795
Saddler sergeant, rank and precedence of 8
Saddlers, extra-duty pay of 466
Sales, of ammunition to enlisted men for hunting clothing to officers 1206, 1207
property, rules for advertising 694, 695
substance stores to officers and enlisted men 1302-1416
proceeds of, how disposed of 689-693
In Subsistence Department 1401
Salt, extra issue of ration of, for animals 1397
1397
Salutes, flags of posts not to be dipped, by way of national flag to be displayed when firing 456
personal, how acknowledged by boat's crew when fired by vessels of war 461
rendered by enlisted men 433-437
officers 421, 423
volunteers 430
national flag, with cannon 428
flag to be displayed while firing 448
how tendered to civil officers 466
national, how determined and fired returned, gun for gun 463
to a chargé d'affaires 451
Consul General 451
foreign ship of war 454
general officers 445
governing States and Territories junior officer, when senior is present 455
members of the Cabinet 450
ministers and envoys 451
national flag officers assigned according to brevet rank 453
of foreign services, marines 446
of the Navy 449
volunteers 449
the Chief Justice of the United States 450
President 444
President of the Senate 430
Sovereign or chief executive of a foreign country 452
Speaker of the House of Representatives 450
Vice-President 450
when fired 442, 444, 447, 448
Saluting, rules for 426-426
Sash uniform, how worn 1785
Savings, of rations in hospitals the ration 1388-3388
School of torpedo instruction, details for, how made 378, 379
School teachers, extra-duty pay of 163
Scouts, Indian 677-580
Second lieutenant, allowance of baggage troops, forage, when mounted 1142, 1146
quarter 1098
stationery 1119
stoves 1098
rank and precedence of 8
vacancies in grade of, how filled 23
Secretary of War, assigns officers and men of staff departments to stations 815, 859
funeral escort of the Army conducted by, for the honor of the deceased officer 474
INDEX.

Secretary of War (continued), orders of, affecting military operations, military control, discipline, etc., to be issued through Major General commanding powers of, in matter of acceptance of proceedings of boards of survey supply, payment, and recruitment of Army directed by, through staff departments, to cause to be prepared official lists of newspapers in which official advertisements may be published written authority of, to publish advertisements Sentences, abatement of five days for good conduct, when allowed, directing dishonorable discharge, when to go into effect forfeiting pay, how carried into effect imposing confinement, to state place, etc., in accordance with the 97th Article of War forfeit under 17th Article of War, damage, etc., how ascertained, and form of, of confinement not operative before confirmation when in effect order in which served when more than one is imposed to serve tours of guard duty prohibited compliments paid by instructions given to, to be reported to commander of guard of camp guards, duties of salutes of, between reveille and retreat to stand at carry to passing officer between retreat and reveille, except when challenging, Sergeant major, allowance of baggage to servants, rank and precedence of Sergeants of ordnance, rank and precedence of Service cherrons, how issued Services, bidders for, to be informed as to extent, condition of, to be advertised for, (except personal) Shells not to be charged until ready for use Shelters to be erected by enlisted men Shoes for enlisted men Shoulder-knots, officers' Shoulder-straps, officers' Sick leave, duty of officer at expiration of time how obtained officer absent on, for more than one year may be physically examined returning from, how reported ordinary leave, how changed to Signal Corps, blank forms furnished by the Chief Signal Officer, duties of enlisted men of, allowance of baggage to be carried on trains, etc. assignment of, to stations uniform for enlisted men how reported on returns mustered monthly rated by Chief Signal Officer Field service of instruction in signaling at posts military telegraph lines, regulations for, official messages on military telegraph lines subsistence supplies titles of officers of uniform for enlisted men Signatures, made with pen—not with stamp, etc., official, of disbursing officer, to be furnished to be witnessed Sleeping cars, accommodations in, to whom allowed champers when payments for Small-arms practice, allowance of ammunition for, competitions, how regulated how expended blank forms for reports of, supplied by Ordnance Department expense of setting up targets, etc., borne by Quartermaster's Department reports of, how rendered rules governing targets, etc., for, provided by Ordnance Department values of ammunition, etc., for, determined by Chief of Ordnance Smiths' tools, for artillery and cavalry, supplied by Ordnance Department Soldiers, (See also Enlisted men.) absent without leave admission of, to Soldiers' Home deceased discharge detached discharge enlistment extraordinary furloughs retirement transfers
INDEX.

Soldiers' Home, admission to, how obtained 171-176
Solitary confinement, limit upon, in sentences 1046
Sovereigns, foreign, salutes to 403
Speaker of the House of Representatives, honors paid to, at posts 428
salute to 629, 624
Specifications, bidders to be allowed to see refer to, in proposals 1174
Spring wagons, allowance of 1175
purposes for which used 1176
Spurs, for enlisted men 1792
issues of, officers 1813
Squad, members of, to be numbered 299
names of members of, to be attached to banks 1816
non-commissioned officers in charge of, duties of 299
Stable guards of cavalry and artillery 536, 557
Stables, lighting of 1111
Stacks, hay, how cared for 1126
Staff administration 813-826
Staff appointments, dates of, furnished to Adjutant General and paymaster 813
in Medical Department, how made 1042-1044
Ordinance Department, how made 1702, 1703
no officer to receive until he has been three years with regiment or corps of aides-de-camp, how made 35, 36
officers holding, not to remain detached longer than four years, unless assigned 37
not to receive pay for two, at the same time 1447
34
Staff departments, enlisted men of, not to be placed on duty without authority of Secretary of War 105
fiscal arrangements of the Army to be conducted by the Secretary of War, through the
Staff officers, assignments of, to stations, how made 827
books and instruments of, how transported 1293
charged with directing an expedition or reconnaissance, to be consulted by officer commanding escort 17
how far under control of department and division commanders 310, 323
not to assume command of troops except by authority of the President 129
of Medical and Pay Departments not eligible to command, except in their own departments 129
personal reports required from 897
travel of, on duty connected with executive departments, how regulated 816
Standards 1845-1858
disposition of, when worn out 1858
State, honors to Governor of a... 1857
States, of, cost of ration, to be rendered by whom 1343
funds, how made when made in Pay Department 740
Quartermaster's Department 749
Subsistence 1577
Outstanding debts 1325
1451
Statutory, allowances of... 1110-1124
Statutes authorizing use of troops in enforcement of laws 1119
363
Stenographers. (See Reporters to boards, etc.) 1532
Stoppages, against enlisted men, how collected 1532
by paymasters, how made and accounted for how notified 1490
Storm-flags 1847
Store-keepers (medical) books of record of... 1568-1569
duties of... 1568
Stores. (See also Property... 747-750
and property received, book of 1319, 1322
shipped, book of 1319, 1321
damage to, or deficiency in, in transportation, procedure for ascertaining 1229
miscarried, what report to be made respecting 1242
subsistence 1337
Stores, allowance of... 1066-1067
1100-1103
1150, 1151
Straw, allowance of... 1156
1211
1808
1008-1009
3335-3342
Subsistence Department... 231, 233
pages 231, 233
Books and records of... 1428-1431
cash-book, how kept 1429
commissary book, how kept 1428
duties of 1431
errors in returns rendered to, how corrected 1320, 1369, 1380-1396, 1765
issues... 1764
letter book, how kept 1432
record book, how kept 1431
returns and accounts in 1431
supplies... 346, 1338-1417, 1431
<table>
<thead>
<tr>
<th>Topic</th>
<th>Paragraph</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subsistence property, denominated</td>
<td>1337</td>
</tr>
<tr>
<td>Returns of</td>
<td>1431</td>
</tr>
<tr>
<td>Subsistence stores, denominated</td>
<td>1337</td>
</tr>
<tr>
<td>Returns of</td>
<td>1431</td>
</tr>
<tr>
<td>Subsistence supplies, beef-cattle, how purchased, subsisted, and issued</td>
<td>1362-1365</td>
</tr>
<tr>
<td>Deficiencies in, procedure in case of</td>
<td>1304-1306</td>
</tr>
<tr>
<td>Excess of, furnished for sales, may be issued</td>
<td>1337</td>
</tr>
<tr>
<td>Extra</td>
<td>1397</td>
</tr>
<tr>
<td>How procured and paid for</td>
<td>1338-1343</td>
</tr>
<tr>
<td>Inspection of</td>
<td>1324</td>
</tr>
<tr>
<td>Inventories of, how made</td>
<td>1352-1353</td>
</tr>
<tr>
<td>Invoices of, how prepared, etc.</td>
<td>1357</td>
</tr>
<tr>
<td>Issues of</td>
<td>1357</td>
</tr>
<tr>
<td>Rules for</td>
<td>1360, 1368-1368, 1389-1390, 1396</td>
</tr>
<tr>
<td>Substitutive</td>
<td>1377-1379, 1381</td>
</tr>
<tr>
<td>To civilian employees</td>
<td>1392-1393</td>
</tr>
<tr>
<td>Destitute citizens</td>
<td>1394</td>
</tr>
<tr>
<td>Hospitals</td>
<td>1390-1391</td>
</tr>
<tr>
<td>Indians</td>
<td>1390, 1396</td>
</tr>
<tr>
<td>Signal corps</td>
<td>1763</td>
</tr>
<tr>
<td>Losses of, etc., how accounted for</td>
<td>1431</td>
</tr>
<tr>
<td>Price-list of</td>
<td>1416</td>
</tr>
<tr>
<td>Prices of, for sales, how determined</td>
<td>1416</td>
</tr>
<tr>
<td>Purchase of savings</td>
<td>1386-1388</td>
</tr>
<tr>
<td>Receipts for, how prepared, etc.</td>
<td>1358-1369</td>
</tr>
<tr>
<td>Regulations for, how made</td>
<td>1344-1346</td>
</tr>
<tr>
<td>Returns of</td>
<td>1341</td>
</tr>
<tr>
<td>Sales of, cash</td>
<td>1398-1408</td>
</tr>
<tr>
<td>Credit</td>
<td>1408-1416</td>
</tr>
<tr>
<td>Damaged</td>
<td>1388</td>
</tr>
<tr>
<td>Not required for public use</td>
<td>1402</td>
</tr>
<tr>
<td>Records to be kept</td>
<td>1403</td>
</tr>
<tr>
<td>Surplus</td>
<td>1405</td>
</tr>
<tr>
<td>To civilian employees</td>
<td>1390-1391</td>
</tr>
<tr>
<td>Contract surgeons</td>
<td>1406</td>
</tr>
<tr>
<td>Enlisted men, officers</td>
<td>1406-1407</td>
</tr>
<tr>
<td>Savings</td>
<td>1406-1408</td>
</tr>
<tr>
<td>Storage of the ration, composition of</td>
<td>1387, 1388</td>
</tr>
<tr>
<td>Transfers of, how made</td>
<td>1347-1351</td>
</tr>
<tr>
<td></td>
<td>1357-1361, 1386</td>
</tr>
<tr>
<td>Substitutive issues of rations</td>
<td>1399</td>
</tr>
<tr>
<td>To other departments</td>
<td>1399</td>
</tr>
<tr>
<td>Sugar, ration of</td>
<td>1377-1379, 1381</td>
</tr>
<tr>
<td>Summer clothing for enlisted men</td>
<td>1380</td>
</tr>
<tr>
<td>Supplies, bidders for, to be shown samples, plans, etc.</td>
<td>623</td>
</tr>
<tr>
<td>Issue of, in manner not provided for in regulations and orders, prohibited needed for military service, to be advertised for</td>
<td>1360-1368</td>
</tr>
<tr>
<td>Purchase, care, and distribution of, directed by Secretary of War.</td>
<td>1368-1370</td>
</tr>
<tr>
<td>Subsistence, comprise what</td>
<td>1368-1370</td>
</tr>
<tr>
<td>Transfer of, between bureaus, prohibited, except by authority of Secretary of War</td>
<td>1368-1370</td>
</tr>
<tr>
<td>Sureties, affidavits of, before whom taken</td>
<td>694</td>
</tr>
<tr>
<td>Firms not accepted as surety</td>
<td>664</td>
</tr>
<tr>
<td>Guarantors, surety bond may not be accepted as one for bond of same person as contractor to disbursing officer's bonds bound jointly and severally</td>
<td>666</td>
</tr>
<tr>
<td>Surgeon General</td>
<td>1608-1611</td>
</tr>
<tr>
<td>Assigns members of Hospital Corps</td>
<td>1619</td>
</tr>
<tr>
<td>Duties of</td>
<td>1626</td>
</tr>
<tr>
<td>Surgeons, acting assistant. (See Contract surgeons)</td>
<td>1549-1564</td>
</tr>
<tr>
<td>Assistant</td>
<td>1542-1548</td>
</tr>
<tr>
<td>Civilian, who tender their services</td>
<td>1544</td>
</tr>
<tr>
<td>Surgeon's call</td>
<td>1610</td>
</tr>
<tr>
<td>Survey of lands, at posts, kept by office of commander.</td>
<td>777</td>
</tr>
<tr>
<td>Copy of, at each post, to be preserved in office of commanding officer</td>
<td>777</td>
</tr>
<tr>
<td>Suspenders</td>
<td>1811</td>
</tr>
<tr>
<td>Suspensions against payments, how taken up</td>
<td>1535</td>
</tr>
<tr>
<td>Sword-plate</td>
<td>1788</td>
</tr>
<tr>
<td>Swords</td>
<td>1789</td>
</tr>
<tr>
<td>Swords of honor, when worn</td>
<td>1789</td>
</tr>
<tr>
<td>Table of allowances, fuel, rooms, etc.</td>
<td>1088</td>
</tr>
<tr>
<td>Stationery</td>
<td>1119</td>
</tr>
<tr>
<td>Table of distances, prepared by Paymaster General</td>
<td>1470</td>
</tr>
<tr>
<td>Tables, office, allowance of stationery for</td>
<td>1471</td>
</tr>
<tr>
<td>Targets for artillery and small-arm practice, provided by Ordinance Department</td>
<td>387, 397</td>
</tr>
<tr>
<td>Tariffs, classification of articles upon</td>
<td>387, 397</td>
</tr>
<tr>
<td>Set up, etc., by Quartermaster's Department</td>
<td>387, 397</td>
</tr>
<tr>
<td>Tassels. (See Cords and tassels.)</td>
<td>1266</td>
</tr>
<tr>
<td>Tea, ration of</td>
<td>1367</td>
</tr>
<tr>
<td>Teamsters, extra-duty pay of</td>
<td>1367</td>
</tr>
<tr>
<td>Telegraph, accounts, settlement of</td>
<td>1309-1317</td>
</tr>
<tr>
<td>Use of</td>
<td>1309, 1312, 1316, 1317</td>
</tr>
<tr>
<td>Telegrams, accounts for, how prepared</td>
<td>1310-1311, 1313, 1314</td>
</tr>
<tr>
<td>Collect messages, not sent if it can be avoided</td>
<td>1317</td>
</tr>
<tr>
<td>Counting words of, rules for framing of, superficial words to be eliminated</td>
<td>1317</td>
</tr>
<tr>
<td>Payments for, how made</td>
<td>1312</td>
</tr>
</tbody>
</table>

17519-18
INDEX.

Telephones, payment for use of ........................................... 1318
Text-pens, how dropped from returns .................................... 1328
Tents, use of, for certain purposes forbidden ......................... 1397
used in treatment of contagious diseases, how disposed of ........ 1625
Territory, honors to Governor of ........................................ 424, 450
“Tidball’s Manual,” to control in care of artillery material, magazines, etc 1753
Tickets, ferry, not used, to be returned ................................ 1197
procured on transportation returns when patieites were transferred 1166
street-car, how procured and used ....................................... 1211
Time, rules for computation of ........................................... 742
Title-papers of certain public lands, deposited in Quartermaster General’s Office, lands for armories, etc., to be kept by Ordnance Department 776
fortifications to be kept by Engineer Department ..................... 776
Tompona, use of, in small-arms, forbidden ......................... 2668
Transfers, of enlisted men, by whom made .................................

to be made only for cogent reasons .................................... 115
when to take effect ................................................................... 116

officers, by whom made ......................................................... 42, 43
from one company of a regiment to another, how made ................ 43
regiment or corps to another, made only by War Department ....... 42

public property from one department to another, procedure in case of 690

Transportation, accounts of, to have copies of tariffs attached .......... 1266, 1267
bills of lading for ................................................................. 1227, 1297
by land-grant or bond-sided roads ......................................... 1225, 1228, 1226

by transports, how provided ................................................. 1182

by railroads, how provided ................................................... 1182
duty of furnishing, at any post intrusted to one officer of Quartermaster’s Department 1180
express, when furnished ....................................................... 1213, 1233
for other departments of Government .................................... 1234, 1256

general provisions respecting ............................................. 1170, 1190
horses, when used for .......................................................... 1170
marking of packages for ....................................................... 1297, 1298
means of, at post, to be in charge of post quartermaster ............. 1177
mules to be generally used for ............................................ 1170
of civilian employees ........................................................... 807, 813
discharged enlisted men ....................................................... 147
enlisted men on furlough ...................................................... 112, 113
exempt from Draft Law ...................................................... 173
to Soldier’s Home forbidden, except in special cases ................. 1232, 1233
insane persons to Government Hospital ................................ 564, 566, 667
officers and enlisted men appearing as witnesses for United States 74
persons (general rules) .......................................................... 1181, 1209
remains of enlisted men ...................................................... 785
remains of officers .............................................................. 85
retired enlisted men ............................................................. 134
subsistence supplies, requisitions for .................................... 1337
supplies, how made ............................................................ 1170
the Army ............................................................................. 1170, 1179

things (general rules) .............................................................. 1226, 1289
on bills of lading, provided to ultimate destination ................. 1351
packing of articles for .......................................................... 1324
payment for, how made ........................................................ 1266, 1267
persons asking for, must show authority ................................ 1183
procedure in case of deficiency occurring to stores in ............... 1290
on receipt of damaged or defective stores ............................... 1292
provided for whole command ............................................... 1181
quartermaster to be notified by officer providing, whose routes are to be changed, etc 1185
Transportation requests, alterations not to be made on, after issue .... 1195
by whom issued .................................................................... 1186
receipted ............................................................................. 1189
forms of, how procured and accounted for ............................... 1206, 1208
how received ....................................................................... 1189, 1190, 1196, 1202
issued to parties pursuing deserter, to contain deserter’s name, rank, etc 1235
tickets to be procured on, when practicable ........................... 1189
responsibility for stores in ..................................................... 1299
routes of, how determined ................................................... 1173, 1184
stores turned over for, condition of ...................................... 1299
through rates for, to be obtained .......................................... 1191, 1196
wagon, mules to be generally used for .................................. 1270, 1270

Travel allowances

amount of ........................................................................... 1464, 1470
by whom paid ..................................................................... 1465, 1466
distances in computing, how obtained .................................... 1470
mileage, how computed ........................................................ 1444
not paid, in what cases .......................................................... 1478, 1479
of assistant surgeons joining under first rank ......................... 1478
contract surgeons ................................................................ 1478
discharged enlisted men ...................................................... 1478

how computed ..................................................................... 1478
enlisted men, promoted and joining station ............................... 1478
engineer officers, how paid ................................................... 1490
graduates of Military Academy joining posts .......................... 1478
officer whose station is changed while on leave ....................... 1478
officers engaged on public works ......................................... 1477
granted leave after receiving order to change station .......... 1477, 1478
on leave, ordered to rejoin .................................................. 1471
retired enlisted men ............................................................. 134
orders for, to contain what .................................................. 1214
reimbursement of cost of transportation ................................. 1464
## INDEX.

<table>
<thead>
<tr>
<th>Paragraph</th>
<th>275</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traveling on duty (officers), delays en route to be explained...</td>
<td>67</td>
</tr>
<tr>
<td>orders contemplating payment of mileage to state that travel is necessary for public service...</td>
<td>70</td>
</tr>
<tr>
<td>for, by stated officers not serving under division and department...</td>
<td>71</td>
</tr>
<tr>
<td>ers to issue from War Department...</td>
<td>67</td>
</tr>
<tr>
<td>to proceed by shortest usual route...</td>
<td>67</td>
</tr>
<tr>
<td>report required on arrival at new station...</td>
<td>1380-1386</td>
</tr>
<tr>
<td>Travel ration, composition of...</td>
<td>1420, 1421</td>
</tr>
<tr>
<td>issue of...</td>
<td>1393-1504, 1515-1523</td>
</tr>
<tr>
<td>Treasurer, post. (See Post treasurer.)...</td>
<td>489</td>
</tr>
<tr>
<td>Trespassers on reservations, how removed...</td>
<td>536</td>
</tr>
<tr>
<td>Trial, application of accused for postponement of, how made...</td>
<td>1772</td>
</tr>
<tr>
<td>Troops, command of, how regulated...</td>
<td>1788</td>
</tr>
<tr>
<td>employment of, in enforcement of the laws...</td>
<td>1792</td>
</tr>
<tr>
<td>honors to be paid by...</td>
<td>1796</td>
</tr>
<tr>
<td>how designated...</td>
<td>1797</td>
</tr>
<tr>
<td>paid...</td>
<td>1799</td>
</tr>
<tr>
<td>muster of, by whom made...</td>
<td>1800</td>
</tr>
<tr>
<td>of cavalry, stable guards of...</td>
<td>1801</td>
</tr>
<tr>
<td>precedence of, on occasions of ceremony...</td>
<td>1802</td>
</tr>
<tr>
<td>quarters for, how assigned...</td>
<td>1804, 1805</td>
</tr>
<tr>
<td>Trouser, for enlisted men...</td>
<td>1806</td>
</tr>
<tr>
<td>officers...</td>
<td>1807, 1837, 1838</td>
</tr>
<tr>
<td>Trumpeter, chief. (See Chief trumpeter.)...</td>
<td>1778</td>
</tr>
<tr>
<td>Trumpets...</td>
<td>1781-1784</td>
</tr>
<tr>
<td>Uniforms...</td>
<td>1785-1789</td>
</tr>
<tr>
<td>for bands...</td>
<td>1775</td>
</tr>
<tr>
<td>enlisted men...</td>
<td>1785, 1787-1791, 1795-1804, 1827-1829</td>
</tr>
<tr>
<td>arm badges and brassards for company bearers...</td>
<td>1827</td>
</tr>
<tr>
<td>badges, forage-cap...</td>
<td>1829</td>
</tr>
<tr>
<td>blouses...</td>
<td>1830</td>
</tr>
<tr>
<td>buttons...</td>
<td>1831</td>
</tr>
<tr>
<td>canvas, for fatigue duty...</td>
<td>1832</td>
</tr>
<tr>
<td>chevrons, cloth and gold lace...</td>
<td>1797-1801, 1805-1808, 1809-1812</td>
</tr>
<tr>
<td>service...</td>
<td>1813</td>
</tr>
<tr>
<td>in war...</td>
<td>1814</td>
</tr>
<tr>
<td>coats, dress...</td>
<td>1815-1825</td>
</tr>
<tr>
<td>when worn to be buttoned and hooked...</td>
<td>1825-1826</td>
</tr>
<tr>
<td>collars...</td>
<td>1827-1828</td>
</tr>
<tr>
<td>fatigue hat...</td>
<td>1829-1830</td>
</tr>
<tr>
<td>forage-cap...</td>
<td>1831-1832</td>
</tr>
<tr>
<td>gauntlets...</td>
<td>1833-1834</td>
</tr>
<tr>
<td>gloves...</td>
<td>1835-1836</td>
</tr>
<tr>
<td>helmets, dress...</td>
<td>1837-1838</td>
</tr>
<tr>
<td>insignia of rank...</td>
<td>1839-1840</td>
</tr>
<tr>
<td>leggings...</td>
<td>1841-1842</td>
</tr>
<tr>
<td>making of, etc...</td>
<td>1843-1844</td>
</tr>
<tr>
<td>overcoats...</td>
<td>1845-1846</td>
</tr>
<tr>
<td>shoes...</td>
<td>1847-1848</td>
</tr>
<tr>
<td>spurs...</td>
<td>1849-1850</td>
</tr>
<tr>
<td>stripes for trousers...</td>
<td>1851-1852</td>
</tr>
<tr>
<td>summer clothing...</td>
<td>1853-1854</td>
</tr>
<tr>
<td>suspenders...</td>
<td>1855-1856</td>
</tr>
<tr>
<td>trousers...</td>
<td>1857-1858</td>
</tr>
<tr>
<td>the day, determined by commanding officer...</td>
<td>1859-1860</td>
</tr>
<tr>
<td>of officers...</td>
<td>1766-1794, 1827-1829</td>
</tr>
<tr>
<td>aliguettes...</td>
<td>1795</td>
</tr>
<tr>
<td>badges, forage-cap...</td>
<td>1796</td>
</tr>
<tr>
<td>belt, sword...</td>
<td>1797</td>
</tr>
<tr>
<td>undress...</td>
<td>1798</td>
</tr>
<tr>
<td>blouse...</td>
<td>1799</td>
</tr>
<tr>
<td>boots, top...</td>
<td>1800</td>
</tr>
<tr>
<td>buttons...</td>
<td>1801</td>
</tr>
<tr>
<td>cap, forage...</td>
<td>1802</td>
</tr>
<tr>
<td>chapeau...</td>
<td>1803</td>
</tr>
<tr>
<td>coats, dress...</td>
<td>1804</td>
</tr>
<tr>
<td>full dress...</td>
<td>1805</td>
</tr>
<tr>
<td>cravats...</td>
<td>1806</td>
</tr>
<tr>
<td>epaulettes...</td>
<td>1807</td>
</tr>
<tr>
<td>fatigue hat...</td>
<td>1808</td>
</tr>
<tr>
<td>gauntlets...</td>
<td>1809</td>
</tr>
<tr>
<td>gloves...</td>
<td>1810</td>
</tr>
<tr>
<td>hat, fatigue...</td>
<td>1811</td>
</tr>
<tr>
<td>helmets, dress...</td>
<td>1812</td>
</tr>
<tr>
<td>summer...</td>
<td>1813</td>
</tr>
<tr>
<td>housing, for officers...</td>
<td>1781-1784, 1831-1832</td>
</tr>
<tr>
<td>insignia of rank...</td>
<td>1833-1834</td>
</tr>
<tr>
<td>mourning, how worn...</td>
<td>1835-1836</td>
</tr>
<tr>
<td>overcoat...</td>
<td>1837-1838</td>
</tr>
<tr>
<td>plumes...</td>
<td>1839-1840</td>
</tr>
<tr>
<td>saddle-cloth, staff and life...</td>
<td>1841-1842</td>
</tr>
<tr>
<td>saah...</td>
<td>1843-1844</td>
</tr>
<tr>
<td>shoulder-knots...</td>
<td>1845-1846</td>
</tr>
<tr>
<td>shoulder-straps...</td>
<td>1847-1848</td>
</tr>
<tr>
<td>spurs...</td>
<td>1849-1850</td>
</tr>
<tr>
<td>sword...</td>
<td>1851-1852</td>
</tr>
</tbody>
</table>
Uniforms (continued) of officers, sword-belt plate 1788
sword knot, generals 1789
sword knot, officers 1790
trousers 1792
vests 1771
of signal corps (enlisted men), articles made for, to conform to the prescribed standard not enumerated to conform to those prescribed for the Army 1844
badges, cap 1843
buttons 1844
cap 1833
chevrons 1840
clothing not specially prescribed 1843
coats 1846
cravats 1842
dress 1831
overcoats 1835
trousers 1837, 1838
undress 1832
vest 1839
waistcoat 1839
when to be worn 1830
to be worn by soldiers, in camp or garrison 266
undress, to be worn by paymasters in paying troops 1467
what constitutes proper 266
Unmade clothing, disposition of, when found incomplete 1285
for non-commissioned officers 1294
issue of, how regulated 1298
Utensils, for cooking, cleaning and scissors of, to be carefully attended to 277
how obtained 277
for policing barracks, how obtained 277
Vessels-of-war, officers visiting officially, to give notice 459
Visits to, how made 459, 460
Vests, for enlisted men 1839
Veterinary, hospital, authorized in what case 1771
Vouchers, amounts of money in, to be stated in dollars and cents 718
authority for, to accompany 719
blank, forbidden 716
certificate of officer, as to facts, to be stated in 732
copies of, when receivable 732
for advertising 606-611
civilian witnesses, how prepared 1005
commutation of quarters, to be accompanied by order of assignment 1486
to travel, allowances, fuel, lights, and quarters 1628-1631
travel 98, 810-812
appointed by Secretary of War 180
Vice-President of the United States, honors paid to, at posts 423
Visits to 460
Vinegar, extra issues of ration of 1397
Visits. (See Official visits) 1367
Visits. (See Official visits) 457
Vouchers, amounts of money in, to be stated in dollars and cents 718
authority for, to accompany 719
blank, forbidden 716
certificate of officer, as to facts, to be stated in 732
copies of, when receivable 732
for advertising 606-611
civilian witnesses, how prepared 1005
commutation of quarters, to be accompanied by order of assignment 1486
to travel, allowances, to be supported by order 1469
fractions of cents, how treated in 718
loss of, evidence of, how submitted 718
money, how prepared 714, 775
note of check in payment of, to be indorsed on 734
to be in duplicate 714
state method of purchase 717
orders and authority, to accompany 719
originals to accompany accounts 738
receipts to, for small sums, may be signed by agent in certain cases 727
rendition of, subsequent to accounts, how regulated 731
signatures to, when to be witnessed 722
must be exactly like name at head of account 734
Volunteers, compliments of guards and sentinels to officers of officers of, honors paid to, at posts 527
rank and precedence of 426
salutes to 449
precedence of, on occasion of ceremony 5
Wagon trains, to be supplied with materials and facilities for shoeing 1170
Wagoners, extra-duty pay of 166
Waistcoats for enlisted men 1839
War Department, Chief Clerk, to receive and audit accounts for advertising notices of appointments, and promotions issued by the, through the Adjutant General 608
orders of, issued through Adjutant General 19
Orders of, issued through Adjutant General 827
## INDEX.

<table>
<thead>
<tr>
<th>Paragraph</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warrants, for non-commissioned officers, by whom issued</td>
<td>236, 252</td>
</tr>
<tr>
<td>War vessels. (See Vessels-of-war.)</td>
<td>232</td>
</tr>
<tr>
<td>Watchwords. (See Guards)</td>
<td>1153</td>
</tr>
<tr>
<td>Weight of beef-cattle, how ascertained</td>
<td>1362, 1363, 1365, 1366</td>
</tr>
<tr>
<td>Wicks, requisitions for</td>
<td>1117</td>
</tr>
<tr>
<td>Willet's Point Torpedo School, details for, how made</td>
<td>378, 379</td>
</tr>
<tr>
<td>Witnesses, civilian, before courts-martial, etc., travel allowances of</td>
<td>1060-1064</td>
</tr>
<tr>
<td>courts-martial, by whom summoned</td>
<td>1068, 1069</td>
</tr>
<tr>
<td>officers and enlisted men appearing as, before civil courts, by whom paid</td>
<td>74</td>
</tr>
<tr>
<td>process to compel attendance of, by whom served</td>
<td>1009</td>
</tr>
<tr>
<td>summons or subpoenas in case of, by whom served</td>
<td>1009</td>
</tr>
<tr>
<td>transportation furnished, in certain cases, to officers and enlisted men appearing as witnesses for Government in civil courts</td>
<td>74</td>
</tr>
<tr>
<td>travel allowances of civilian, when summoned by courts-martial</td>
<td>1060</td>
</tr>
<tr>
<td>Works, bidders to be shown plans, specifications, etc</td>
<td>624</td>
</tr>
<tr>
<td>of defense, in process of execution, to be in charge of Engineer Department</td>
<td>213</td>
</tr>
<tr>
<td>Writ of habeas corpus. (See Habeas corpus)</td>
<td>1367</td>
</tr>
<tr>
<td>Yeast powder, ration of</td>
<td>1664</td>
</tr>
</tbody>
</table>