
 Courts-Martial.

ARTICLE XXXVIII.

COURTS-MARTIAL.

880. In appointing a general court-martial, as many members will be detailed, from five to thirteen inclusively, as can be assembled without manifest injury to the service.

881. The decision of the officer appointing the court, as to the number that can be assembled without manifest injury to the service, is conclusive.

882. A President of the court will not be appointed. The officer highest in rank present will be President.

883. Form of Order appointing a general court-martial; the last paragraph omitted when the court can be kept up with thirteen members.

Head-Quarters, ———, &c.

A General Court-martial is hereby appointed to meet at ———, on the — day of ———, or as soon thereafter as practicable, for the trial of ——— and such other prisoners as may be brought before it.

Detail for the Court :

- | | |
|----------|-------------------------|
| 1. _____ | 8. _____ |
| 2. _____ | 9. _____ |
| 3. _____ | 10. _____ |
| 4. _____ | 11. _____ |
| 5. _____ | 12. _____ |
| 6. _____ | 13. _____ |
| 7. _____ | _____ , Judge Advocate. |

No other officers than those named can be assembled without manifest injury to the service.

By order of _____, commanding _____.

_____ , Assistant Adjutant-General.

884. In the detail the members will be named, and they will take place in the court, in the order of their rank. A decision of the proper authority in regard to the rank of the members cannot be reversed by the court.

885. The place of holding a court is appointed by the authority convening it.

886. Application for delay or postponement of trial must, when practicable, be made to the authority convening the court. When made to the court, it must be before plea, and will then, if in the opinion of the court well founded, be referred to the authority convening the court, to

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decide whether the court should be adjourned or dissolved, and the charges reserved for another court.

887. Upon application by the accused for postponement on the ground of the absence of a witness, it ought distinctly to appear on his oath, 1st. that the witness is material, and how; 2d. that the accused has used due diligence to procure his attendance; and, 3d. that he has reasonable ground to believe, and does believe, that he will be able to procure such attendance within a reasonable time stated.

888. The President of a court-martial, besides his duties and privileges as member, is the organ of the court, to keep order and conduct its business. He speaks and acts for the court in each case where the rule has been prescribed by law, regulation, or its own resolution. In all their deliberations the law secures the equality of the members.

889. The 76th Article of War does not confer on a court-martial the power to punish its own members. For disorderly conduct, a member is liable as in other offenses against military discipline; improper words are to be taken down, and any disorderly conduct of a member reported to the authority convening the court.

890. The Judge Advocate shall summon the necessary witnesses for the trial; but he shall not summon any witness at the expense of the United States, nor any officer of the army, without the order of the court, unless satisfied that his testimony is material and necessary to the ends of justice.

891. Every court-martial shall keep a complete and accurate record of its proceedings, to be authenticated by the signatures of the President and Judge Advocate; who shall also certify, in like manner, the sentence pronounced by the court in each case. The record must show that the court was organized as the law requires; that the court and Judge Advocate were duly sworn in the presence of the prisoner; that he was previously asked whether he had any objection to any member, and his answer thereto. A copy of the order appointing the court will be entered on the record in each case.

892. Whenever the same court-martial tries more prisoners than one, and they are arraigned on separate and distinct charges, the court is to be sworn at the commencement of each trial, and the proceedings in each case will be made up separately.

893. The record shall be clearly and legibly written; as far as practicable, without erasures or interlineations. The pages to be numbered, with a margin of one inch on the left side of each page, and at the top of the odd and bottom of the even pages; through this last margin the sheets to be stitched together; the documents accompanying the pro-

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ceedings to be noted and marked in such manner as to afford an easy reference.

894. No recommendation will be embraced in the body of the sentence. Those members only who concur in the recommendation will sign it.

895. The legal punishments for soldiers by sentence of a court-martial according to 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; discharges from service; and reprimands, and, when non-commissioned officers, reduction to the ranks. Ordnance Sergeants and Hospital Stewards, however, though liable to discharge, may not be reduced. Nor are they to be tried by regimental or garrison courts-martial, unless by special permission of the department commander. Solitary confinement, or confinement on bread and water, shall not exceed fourteen days at a time, with intervals between the periods of such confinement not less than such periods; and not exceeding eighty-four days in any one year.

896. 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.

897. The original proceedings of all general courts-martial, after the decision on them of the reviewing authority, and all proceedings that require the decision of the President under the 65th and 89th Articles of War, and copies of all orders confirming or disapproving, or remitting, the sentences of courts-martial, and all official communications for the Judge Advocate of the army, will be addressed to "*The Adjutant-General of the Army, War Department,*" marked on the cover, "*Judge Advocate.*"

898. The proceedings of garrison and regimental courts-martial will be transmitted without delay by the garrison or regimental commander to the department head-quarters for the supervision of the department commander.

899. The power to pardon or mitigate the punishment ordered by a court-martial is vested in the authority confirming the proceedings, and in the President of the United States. A superior military commander to the officer confirming the proceedings may suspend the execution of the sentence when, in his judgment, it is void upon the face of the proceedings, or when he sees a fit case for executive clemency. In such cases, the record, with his order prohibiting the execution, shall be transmitted for the final orders of the President.

900. When a court-martial or court of inquiry adjourns without day,

Working-Parties.

the members will return to their respective posts and duties unless otherwise ordered.

901. When a court adjourns for three days, the Judge Advocate shall report the fact to the commander of the post or troops, and the members belonging to the command will be liable to duty during the time.

ARTICLE XXXIX.**WORKING-PARTIES.**

902. When it is necessary to employ the army at work on fortifications, in surveys, in cutting roads, and other constant labor of not less than ten days, the non-commissioned officers and soldiers so employed are enrolled as extra-duty men, and are allowed twenty-five cents a day when employed as laborers and teamsters, and forty cents a day when employed as mechanics, clerks, storekeepers, &c., at all stations east of the Rocky Mountains, and thirty-five and fifty cents per day, respectively, at all stations west of those mountains. But no man shall be rated and paid as a clerk or mechanic, who is not *skilled* in his particular employment; nor any man as a storekeeper, &c., whose trust is not of sufficient importance. Mere strikers, inferior workmen, &c. shall be rated as *laborers*. Commanding officers will particularly see to this; nor shall any soldier be rated at the higher pay, except by their order.

903. Enlisted men of the Ordnance and Engineer Departments, and artificers of artillery, are not entitled to this allowance when employed in their appropriate work.

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

905. No extra-duty men, except those required for the ordinary service of the Quartermaster, Commissary, and Medical Departments, and saddlers in mounted companies, will be employed without previous authority from department head-quarters, except in case of necessity, which shall be promptly reported to the department commander.

906. Extra-duty men should attend the weekly and monthly inspections of their companies, and, if possible, one drill in every week.

907. Extra-duty pay of the saddler in a mounted company will be charged on the company muster-roll, to be paid by the Paymaster and refunded by the Ordnance Department. Extra-duty pay of cooks and nurses in the hospital service will be paid by the quartermaster, in the absence of a medical disbursing officer, and refunded by the Medical Department.

908. The officer commanding a working-party will conform to the

 Recruiting Service.—Duties of Superintendents.

directions and plans of the engineer or other officer directing the work, without regard to rank.

909. A day's work shall not exceed ten hours in summer, nor eight in winter. Soldiers are paid in proportion for any greater number of hours they are employed each day. Summer is considered to commence on the 1st of April, and winter on the 1st of October.

910. Although the necessities of the service may require soldiers to be ordered on working-parties as a duty, commanding officers are to bear in mind that fitness for military service by instruction and discipline is the object for which the army is kept on foot, and that they are not to employ the troops when not in the field, and especially the mounted troops, in labors that interfere with their military duties and exercises, except in case of immediate necessity, which shall be forthwith reported for the orders of the War Department.

ARTICLE XL.

RECRUITING SERVICE.

911. The recruiting service will be conducted by the Adjutant-General, under the direction of the Secretary of War.

912. Field officers will be detailed to superintend the recruiting districts, and lieutenants to take charge of the recruiting parties. The Adjutant-General will select the field officers, and announce in orders the number of Captains and Lieutenants to be selected for this duty from each regiment by the Colonel.

913. A recruiting party will consist generally of one lieutenant, one non-commissioned officer, two privates, and a drummer and fifer. The parties will be sent from the principal depôts, and none but suitable men selected.

914. Officers on the general recruiting service are not to be ordered on any other duty, except from the Adjutant-General's office.

DUTIES OF SUPERINTENDENTS.

915. As soon as a recruiting station is designated, the superintendent sends estimates for funds to the Adjutant-General, and requisitions on the proper departments (through the Adjutant-General) for clothing, camp equipage, arms, and accoutrements.

916. Subsequent supplies for the station in his district are procured by the superintendent on consolidated estimates; these are made quarterly for funds, and every six or twelve months for clothing, equipage, arms, and accoutrements. Estimates for funds will be in the following form:

Recruiting Service.—Superintendents.

Estimate of Recruiting Funds required for the
during the quarter ending , 18 .

Names.	Rank.	Regiment.	Station.	Amount expended last quarter.		Amount on hand.		Amount required.		Remarks.
				\$	Cts.	\$	Cts.	\$	Cts.	
Total amount required.....										

, Superintendent.

917. Funds and supplies of clothing, camp and garrison equipage, arms and accoutrements, when ordered, will be sent direct to each station.

918. For subsistence to recruiting stations, see regulations of the Subsistence Department. When army rations are issued for recruits, savings on the rations shall be applied for their benefit, as in companies.

919. The superintendents will transmit to the Adjutant-General consolidated monthly returns of the recruiting parties under their superintendence, according to directions on the printed blanks, accompanied by one copy of the enlistment of each recruit enlisted within the month.

920. When recruits should be sent to regiments, a superintendent will report to the Adjutant-General for instructions in reference thereto.

921. When recruits are sent from a *dépôt* 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 the command of it. And a duplicate of the muster and descriptive roll will be forwarded to the Adjutant-General by the superintendent, who will note on it the names of all the officers on duty with the detachment, and the day of its departure from the *dépôt* or rendezvous.

922. The superintendent will report all commissioned or non-commissioned officers who may be incapable or negligent in the discharge of their functions. Where a recruiting party fails to get recruits from any cause other than the *fault* of the officer, the superintendent will recommend another station for the party.

923. When a rendezvous is closed, the superintendent will give the necessary instructions for the safe-keeping or disposal of the public property, so as not to involve any expense for storage.

924. Tours of inspection by superintendents will be made only on instructions from the Adjutant-General's Office. Officers on the recruit-

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ing service will not be sent from place to place without orders from the same source.

DUTIES OF RECRUITING OFFICERS.

925. Success in obtaining recruits depends much on the activity and *personal attention* of recruiting officers, and they will not entrust to enlisted men the duties for which themselves only are responsible. They will in no case absent themselves from their stations without authority from the superintendent.

926. They will not allow any man to be deceived or inveigled into the service by false representations, but will in person explain the nature of the service, the length of the term, the pay, clothing, rations, and other allowances to which a soldier is entitled by law, to every man before he signs the enlistment.

927. If minors present themselves, they are to be treated with great candor; the names and residences of their parents or guardians, if they have any, must be ascertained, and these will be informed of the minor's wish to enlist, that they may make their objections or give their consent.

928. With the sanction of superintendents, recruiting officers may insert, in not exceeding two newspapers, brief notices directing attention to the rendezvous for further information.

929. Any free white male person above the age of eighteen and under thirty-five years, being at least five feet three inches high, effective, able-bodied, sober, free from disease, of good character and habits, and with a competent knowledge of the English language, may be enlisted. This regulation, so far as respects the *height and age* of the recruit, shall not extend to musicians or to soldiers who may "*re-enlist*," or have served honestly and faithfully a previous enlistment in the army.

930. No man having a wife or child shall be enlisted *in time of peace* without special authority obtained from the Adjutant-General's Office, through the superintendent. This rule is not to apply to soldiers who "*re-enlist*."

931. No person under the age of twenty-one years is to be enlisted or re-enlisted without the written consent of his parent, guardian, or master. The recruiting officers must be very particular in ascertaining the true age of the recruit.

932. After the nature of the service and terms of enlistment have been fairly explained to the recruit, the officer, before the enlistments are filled up, will read to him, and offer for his signature, the annexed declaration, to be appended to each copy of his enlistment:

I, _____, desiring to enlist in the Army of the United States for the period of five years, do declare that I am _____ years and _____ months of age; that I have neither wife nor child; that I have never

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been discharged from the United States service on account of disability, or by sentence of a court-martial, or by order before the expiration of a term of enlistment; and I know of no impediment to my serving honestly and faithfully as a soldier for five years. — —

Witness:
— —

933. If the recruit be a minor, his parent, guardian, or master must sign a consent to his enlisting, which will be added to the preceding declaration, in the following form:

I, —, do certify that I am the (*father, only surviving parent, legal master, or guardian, as the case may be*) of —; that the said — is — years of age; and I do hereby freely give my consent to his enlisting as a soldier in the Army of the United States for the period of five years. — —

Witness:
— —

934. The forms of declaration, and of consent in case of a minor, having been signed and witnessed, the recruit will then be duly examined by the recruiting officer, and surgeon if one be present, and, if accepted, the 20th and 87th Articles of War will be read to him; after which he will be allowed time to consider the subject until his mind appears to be fully made up before the oath is administered to him.

935. As soon as practicable, and at least within six days after his enlistment, the following oath will be administered to the recruit:

"I, A— B—, do solemnly swear or affirm (as the case may be) that I will bear true allegiance to the United States of America, and that I will serve them honestly and faithfully against all their enemies or opposers whatsoever, and observe and 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 for the government of the armies of the United States." (See 10th Art. of War.)

936. Under the 11th section of the act of 3d August, 1861, chap. 42, the oath of enlistment and re-enlistment may be administered by any commissioned officer of the army.

937. It is the duty of the recruiting officer to be present at the examination of the recruit by the medical officer. (See par. 1261.)

938. Recruiting officers will not employ private physicians without authority from the Adjutant-General's Office, for the special purpose of examining the recruits prior to their enlisting.

939. If it be necessary, as in case of sickness, to employ a physician, the recruiting officer may engage his services by contract on reasonable terms, "by the visit," or by the month. If by the month, the examina-

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tion of the recruits must be stated in the contract as part of his duty. In vouchers for medical attendance and medicines, the name of each patient, date of, and charge for, each visit, and for medicine furnished, must be given, and the certificate of the physician added, that the rates charged are the usual rates of the place. The physician will be paid from the recruiting funds.

940. Enlistments must, in all cases, be taken in triplicate. The recruiting officer will send one copy to the Adjutant-General with his quarterly accounts, a second to the superintendent with his monthly return, and a third to the depôt at the time the recruits are sent there. In cases of soldiers re-enlisted in a regiment, or of regimental recruits, the third copy of the enlistment will be sent at its date to regimental head-quarters for file.

941. When ordnance sergeants re-enlist, the recruiting officer will immediately send the second copy of the enlistment direct to the Adjutant-General, and the third copy to the station of the ordnance sergeant for file.

942. Enlistments must, in no case, be ante-dated so as to entitle a soldier who applies after the period for "*re-enlisting*" has expired, to any additional pay therefor.

943. The recruiting officer will see that the men under his command are neat in their personal appearance, and will require the permanent party to wear their military dress in a becoming manner, especially when permitted to go abroad.

944. Only such articles of clothing as are indispensable for immediate use will be issued to recruits at the rendezvous. Their equipment will not be made complete till after they have passed the inspection subsequent to their arrival at the depôt.

945. The instruction of the recruits will commence at the rendezvous from the moment of enlistment. The general superintendent will see that all recruiting officers give particular attention to this subject.

946. Recruits will be sent from rendezvous to depôts every ten days, or oftener if practicable, provided the number disposable exceeds three. The detachments of recruits will be sent from rendezvous to depôts under charge of a non-commissioned officer.

947. Before recruits are sent from recruiting depôts to regiments or companies, the amounts due by them to the laundress and sutler, having been verified and audited, will be entered on a roll made for the purpose, and will be paid by the paymaster on his next visit at the post, the receipts of the laundress and sutler to the amounts paid being the voucher: Provided the recruits have a clear amount of pay due them, over and above their dues to the government, equal to the claims of the laundress

Rendezvous.—Blanks.

and sutler. The same amounts will be entered on the muster and descriptive roll of the recruits as "amount paid laundress, or sutler," (*naming them,*) to be deducted from the pay of the soldiers at their first subsequent payment.

948. Every officer commanding a recruiting party will procure the necessary transportation, forage, fuel, straw, and stationery, taking the requisite vouchers.

949. The transportation of recruits to depôts, and from one recruiting station to another, will be paid from the recruiting funds; transportation of officers and enlisted men on the recruiting service will be paid in the same manner, except when first proceeding to join that service, or returning to their regiments after having been relieved.

950. No expenses of transportation of officers will be admitted that do not arise from orders emanating from the Adjutant-General's office, except they be required to visit branch or auxiliary rendezvous under their charge, when they will be allowed the stage, steamboat, or railroad fare, portorage included.

951. Whenever an officer is relieved or withdrawn from the recruiting service, he will pay over the balance of any unexpended recruiting funds in his possession to the officer appointed to succeed him, or to the paymaster, if no officer be so designated; and if there be no paymaster or other proper officer convenient to receive such balance, the amount will be deposited to the credit of the Treasurer of the United States, with the most convenient Assistant Treasurer, or other depository of public moneys. In either case the officer will forward to the Adjutant-General the evidence of the disposition he may make of the funds, and report the fact to the superintendent, or to his Colonel, if on regimental recruiting service.

RENDEZVOUS, QUARTERING AND SUBSISTING RECRUITS.

952. Written contracts will be made by recruiting officers for the rent of a rendezvous upon the most reasonable terms possible. The rent will be paid from the recruiting funds. The terms of the contract will be immediately reported to the Adjutant-General.

953. For the manner of subsisting recruits, see regulations of the Subsistence Department.

BLANKS.

954. Officers on recruiting service will make timely requisitions for printed blanks, direct, as follows:

To the Adjutant-General.—For enlistments; re-enlistments; forms for medical inspection of recruits; muster-rolls; muster and descriptive rolls.

 Furniture and Stationery.—Accounts, Returns, &c.

monthly returns; tri-monthly reports; recruiting accounts current; accounts of clothing issued; posters or handbills.

To the Quartermaster-General.—For estimates of clothing, camp and garrison equipage; clothing receipt rolls; quarterly returns of clothing, camp and garrison equipage.

955. Of the blanks above named, none but the printed forms furnished will be used. Other blanks, when required, must be ruled.

956. Blanks for the regimental recruiting service are furnished to the company commanders.

FURNITURE AND STATIONERY.

957. The articles of furniture and police utensils which may be absolutely necessary at a recruiting station may be procured by the officer in charge of the rendezvous, on the special authority of the superintendent.

958. Necessary stationery will be purchased monthly or quarterly, not to exceed, per quarter at each station, six quires of paper, twenty-four quills, or twenty-four steel pens and two holders, half an ounce of wafers, one paper of ink-powder, one bottle of red ink, four ounces of sealing-wax, one quire of cartridge paper, or one hundred envelopes, one-fourth quire of blotting-paper, and one piece of tape. If necessary, an additional supply of one-fourth of these rates will be allowed to the recruiting officer having charge of one or more auxiliary rendezvous distant from his permanent station. At the principal depôts the allowance must be fixed by the wants of the public service.

959. To each office table is allowed one inkstand, one wafer stamp, one wafer box, one paper-folder, one ruler, and as many lead-pencils as may be required, not exceeding four per annum.

960. Such blank books as may be necessary are allowed to the general superintendent and at permanent recruiting depôts; also, one descriptive book for the register of recruits at each permanent station. Blank books will be purchased by recruiting officers, under instructions from the superintendent.

961. When a recruiting officer is relieved, the blanks, books, and unexpended stationery, with all the other public property at the station, will be transferred to his successor, who will receipt for the same.

ACCOUNTS, RETURNS, ETC.

962. The following are the accounts, returns, &c. to be rendered by officers on recruiting service:

To the Adjutant-General.

- 1 *Recruiting accounts current*, quarterly, with abstract, (Form C,) vouchers, (Form D,) and one set of enlistments. An account will

Accounts, Returns, &c.

- be rendered by every officer who may receive funds, whether he makes expenditures or not during the quarter.
2. *A quarterly return* of stationery, books, fuel, straw, and such other property as may have been purchased with the recruiting funds.
 3. *A monthly summary statement* of money received, expended, and remaining on hand, (Form E,) to be transmitted on the last day of each month.
 4. *A muster-roll* of all enlisted men at the rendezvous, including the names of all who may have joined, died, deserted, been transferred or discharged, during the period embraced in the muster-roll.
 5. *Tri-monthly reports* of the state of the recruiting service, according to the prescribed form.

To the Superintendent.

6. *A monthly return* of recruits and of the recruiting party, accompanied with one copy of the enlistment of every recruit enlisted within the month.
7. Duplicate *muster-rolls for pay* of the permanent recruiting party, which may be sent direct to the nearest paymaster, when authorized by the superintendent. A triplicate of this roll will be retained at the station.
8. *Muster and descriptive rolls* and an *account of clothing* of every detachment of recruits ordered to the principal depôt. If the recruits be ordered to proceed from the rendezvous *direct*, to join any regiment or post, these rolls and accounts of clothing will be delivered to the officer in command of the detachment, a duplicate of each muster and descriptive roll only being then made and sent to the superintendent.
9. Copy of the quarterly abstract of contingent expenses; to be forwarded within three days after the expiration of each quarter.
10. *Quarterly estimates* for funds.
11. *Estimates* for clothing, and camp and garrison equipage, and for arms and accoutrements, for six or twelve months, or for such times as may be directed by the superintendent.
12. Copy of the return No. 13.

To the Quartermaster-General.

13. *A quarterly return* of clothing and camp and garrison equipage, and of all quartermaster's property in his possession, not including such as is purchased with the recruiting funds.

Accounts, Returns, &c.

To the Ordnance Department.

14. A quarterly return of arms, accoutrements, ammunition, and of all ordnance stores.

RULES FOR MAKING ACCOUNTS AND PAPERS.

963. The following rules must be observed in making out and forwarding accounts and papers:

1. Letters addressed to the Adjutant-General "*on recruiting service,*" will be so endorsed on the envelopes, under the words "official business."
2. Each voucher must be separately entered on the abstract of contingent expenses, (Form C,) and only the gross amount of the abstract must be entered on the account current.
3. No expenditure must be charged without a proper voucher to support it. (See Form D.)
4. The receipt to the voucher must be signed, when practicable, by a principal. When this is not practicable, the recruiting officer will add to his own certificate a statement that the agent is duly authorized to sign the receipt.
5. When an individual makes "his mark" instead of signing his name to the receipt, it must be witnessed by a third person.
6. Expenditures must be confined to items stated in the Regulations. In an unforeseen emergency, requiring a deviation from this rule, a full explanation must be appended to the voucher for the expenditure; and, if this be not satisfactory, the account will be charged in the Treasury against the recruiting officer.
7. In all vouchers, the different items, with dates, and cost of each, must be given. To vouchers for transportation of officers, a copy of the order under which the journey was performed, must be appended.
8. In vouchers for medical attendance and medicines, the name of each patient, date of, and charge for, each visit, and for medicine furnished, must be given, and the certificate of the physician added, that the rates charged are the usual rates of the place.
9. To each voucher for notices inserted in newspapers a copy of the notice will be appended.
10. Quarterly accounts current must exhibit the numbers of Treasury drafts and dates of their receipt; and when funds are transferred, the names of officers from whom they are received, or to whom they are turned over, with the dates of transfer.
11. Fractions of cents are not to be taken up on accounts current.
12. Enlistments must be filled up in a fair and legible hand. The

Depots for Collecting Recruits.

real name of the recruit must be ascertained, correctly spelled, and written in the same way wherever it occurs; the *Christian* name must not be abbreviated. Numbers must be written, and not expressed by figures. Each enlistment must be endorsed as follows:—

No. —.

A—— B——

enlisted at

January —, 186—,

By Lt. C—— D——,

— Regiment of — -.

The number in *each month* to correspond with the names alphabetically arranged.

13. Whenever a soldier re-enters the service, the officer who enlisted him will endorse on the enlistment, next below his own name and regiment, "second (or third) enlistment," as the case may be, together with the name of the regiment and the letter of the company in which the soldier last served, and date of discharge from former enlistment. This information the recruiting officer must obtain, if possible, from the soldier's discharge, which he should in all cases be required to exhibit. (See 22d Art. of War.)
14. Re-enlistments must be forwarded with recruiting accounts, although the bounty due on them may not be paid. When the bounty is subsequently paid, the soldier's receipt is to be taken on a voucher showing date and place of re-enlistment, company and regiment, and by whom re-enlisted.
15. The filling up of, and endorsement on, the enlistment, will be in the handwriting of the recruiting officer, or done under his immediate inspection.
16. To facilitate the final settlement of accounts of discharged soldiers, the name of the *State*, as well as the town, where each recruit is enlisted, will be recorded on all muster, pay, and descriptive rolls.

DEPÔTS FOR COLLECTING AND INSTRUCTING RECRUITS.

914. The depôts for recruits are established by orders from the Adjutant-General's Office.

965. To each *depôt* there will be assigned a suitable number of officers to command and instruct the recruits; and, when necessary, such number of enlisted men as may be designated at the Adjutant-General's Office, will be selected for the permanent party, to do garrison duty and for drill-masters.

966. The number of recruits at depôts to be assigned to each arm and regiment is directed from the Adjutant-General's Office.

Depots for Collecting Recruits.

967. The recruits are to be *dressed in uniform* according to their respective arms, and will be regularly mustered and inspected. They are to be well drilled in the Infantry Tactics, through the school of the soldier to that of the battalion, and in the exercise of field and garrison pieces. Duty is to be done according to the strict rules of service.

968. The general superintendent will cause such of the recruits as are found to possess a natural talent for music, to be instructed (besides the drill of the soldier) on the fife, bugle, and drum, and other military instruments; and boys of twelve years of age, and upward, may, under his direction, be enlisted for this purpose. But as recruits under eighteen years of age and under size must be discharged, if they are not capable of learning music, care should be taken to enlist those only who have a natural talent for music, and, if practicable, they should be taken on trial for some time before being enlisted.

969. Regiments will be furnished with field music on the requisitions of their commanders, made, from time to time, direct on the general superintendent; and, when requested by regimental commanders, the superintendents will endeavor to have suitable men selected from the recruits, or enlisted, for the regimental bands.

970. At every dépôt pains will be taken to form from the permanent party a body of competent cooks, some of whom will be sent with every large draft of recruits ordered to regiments.

971. To give encouragement to the recruits, and hold out inducements to good conduct, the commanding officer of the dépôt may promote such of them as exhibit the requisite qualifications to be *lance corporals* and *lance sergeants*, not exceeding the proper proportion to the number of recruits at the dépôt. These appointments will be announced in orders in the usual way, and will be continued in force until they join their regiments, unless sooner revoked. No allowance of pay or emoluments is to be assigned to these appointments: they are only to be considered as recommendations to the captains of companies and colonels of regiments for the places in which the recruits may have acted; but such non-commissioned officers are to be treated with all the respect and to have all the authority which may belong to the stations of sergeant and corporal.

972. *Permanent parties* at dépôts, and *recruiting parties* and recruits, will be mustered, inspected, and paid in the same manner as other soldiers. Recruits will be mustered for pay only at dépôts, and, when paid there, one-half of their monthly pay will be retained until they join their regiments.

973. When recruits are received at a garrisoned post, the commanding officer will place them under the charge of a commissioned officer.

Inspection of Recruits at Depots and Posts.—Rejected Recruits.

974. Recruits are not to be put to any labor or work which would interfere with their instruction, nor are they to be employed otherwise than as soldiers, in the regular duties of garrison and camp.

975. The Rules and Articles of War are to be read to the recruits every month, after the inspection; and so much thereof as relates to the duties of non-commissioned officers and soldiers will be read to them every week.

INSPECTION OF RECRUITS AT DEPÔTS AND POSTS.

976. The superintendent or commanding officer will cause a minute and critical inspection to be made of every recruit received at a depôt, two days after his arrival; and should any recruit be found unfit for service, or to have been enlisted contrary to law or regulations, he shall assemble a *Board of Inspectors*, to examine into the case. A board may also be assembled in a special case, when a concealed defect may become manifest in a recruit, at any time during his detention at the depôt.

977. Every draft of recruits ordered from a depôt to any regiment or post, shall, immediately preceding its departure, be critically inspected by the superintendent or commanding officer, and surgeon; and, when necessary, a Board of Inspectors will be convened.

978. Recruits received at a military post or station shall be carefully inspected by the commanding officer and surgeon, on the third day after their arrival; and if, on such inspection, any recruit, in their opinion, be unsound or otherwise defective, in such degree as to disqualify him for the duties of a soldier, then a Board of Inspectors will be assembled to examine into and report on the case. (See paragraphs 979, 980, 981.)

979. *Boards* for the inspection of recruits will be composed of the commanding officer, the senior medical officer of the army present, and, if possible, the three senior regimental officers present on duty with the troops.

REJECTED RECRUITS.

980. In all cases of *rejection*, the reasons therefor will be stated at large in a special *report*, to be made by the board; which, together with the surgeon's certificate of disability for service, will be forwarded by the superintendent or commandant of the post direct to the Adjutant-General. In all such cases the commanding officer will cause the articles of clothing, which may have been issued to the recruit, with the price of each article, to be endorsed on the certificates of disability. If the recommendation of the board for the discharge of the recruit be approved, the authority therefor will be endorsed on the certificate, which will be sent back to be filled up and signed by the commanding officer, who will return the same to the Adjutant-General's Office.

Recruits sent to Regiments.

981. The board will state in the report whether the disability, or other cause of rejection, existed before his enlistment; and whether with *proper care and examination* it might not have been discovered.

RECRUITS SENT TO REGIMENTS.

982. An officer intrusted with the command of recruits ordered to regiments, will, on arriving at the place of destination, forward the following papers:

1. To the *Adjutant-General* and the *Superintendent*, each, a descriptive roll and an account of clothing of such men as may have deserted, died, or been left on the 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 all circumstances worthy of remark which may have occurred on the march.
2. To the *Commanding Officer* of the regiment, or post, the muster and descriptive roll furnished him at the time of setting out, properly signed and completed by recording the names of the recruits *present*, and by noting in the column for remarks, opposite the appropriate spaces, the time and place of death, desertion, apprehension, or other casualty that may have occurred on the route.

983. Should an officer be relieved in charge of a party of recruits *en route*, before it reaches its destination, the date and place, and name of the officer by whom he is relieved, must be recorded on the roll of the party. Without the evidence of such record, no charge for extra pay on account of clothing accountability of the party, where equal to a company will be allowed.

984. The "original muster and descriptive roll" of every draft, with remarks showing the final disposition of each recruit, and the regiment and letter of the company to which he may be assigned, will be signed and forwarded to the *Adjutant-General* by the commanding officer who makes the assignment. If the recruits embraced in one roll happen to be assigned to different posts, the original roll is to continue with the last party to its destination, each commander completing it so far as concerns the recruits left at his post. When this is not practicable, extracts from the original roll are to be made by the authority which distributes the recruits, to accompany the several parties, and to be forwarded to the *Adjutant-General* as in case of the original roll.

REGIMENTAL RECRUITING SERVICE.

985. The regimental recruiting will be conducted in the manner prescribed for the general service.

Regimental Recruiting Service.

986. Every commander of a regiment is the superintendent of the recruiting service for his regiment, and will endeavor to keep it up to its establishment; for which purpose he will obtain the necessary funds, clothing, &c., by requisition on the Adjutant-General.

987. At every station occupied by his regiment, or any part of it, the colonel will designate a suitable officer to attend to the recruiting duties; which selection will not relieve such officer from his company or other ordinary duties. The officer thus designated will be kept constantly furnished with funds, and, when necessary, with clothing and camp equipage.

988. The regimental recruiting officer will, with the approbation of the commanding officer of the station, enlist all suitable men. He will be governed, in rendering his accounts and returns, by the rules prescribed for the general service; and, when leaving a post, will turn over the funds in his hands to the senior company officer of his regiment present, unless some other be appointed to receive them.

FORM B.

*Abstract of rations issued to recruits stationed at ———, under command of ———, from ——— to ———,
by ———, Special Contractor.*

Date.	No. of return.	No. of men.	No. of women.	Commencing.	Ending.	No. of days drawn for.	No. of complete rations.	REMARKS.
Total number of complete rations.....								

Recruiting Service.—Forms.

FOR THE ARMY.

I certify that I have carefully compared the above abstract with the original returns now in my possession, and they amount to — complete rations.

Recruiting Service.—Forms.

THE UNITED STATES, FORM D.

To

Dr.

Date.		Dolls.	Cts.
	For		

I certify that the above account is correct.

Recruiting Officer.

Received _____ this _____ day of _____, 18____, of _____, recruiting officer, _____ dollars and _____ cents, in full of the above account.

\$ _____

(DUPLICATE.)

FORM E.

MONTHLY SUMMARY STATEMENT.

THE UNITED STATES *in account with* _____, *at* _____, *in the month of* _____, 18—.

DR.

CR.

To amount of expenditures within the month.....					By balance per last statement.....				
To amount of advance made to.....					By cash received from _____....				
Balance due the United States, carried to next statement.....					By cash received from Treasurer of the United States, being amount of warrant No.				
\$					\$				

I certify that the above is a true statement of all the moneys which have come into my hands, on account of the recruiting service, during the month of _____, 18—, and that the disbursements have been faithfully made. The balance due the United States is deposited in _____.

_____,
Recruiting Officer.

NOTE.—No vouchers accompany this statement.

ARTICLE XLI

PUBLIC PROPERTY, MONEY, AND ACCOUNTS.

989. All officers of the Pay, Commissary, and Quartermaster's Departments, and military store-keepers, shall, previous to their entering on the duties of their respective offices, give good and sufficient bonds to the United States fully to account for all moneys and public property which they may receive, in such sums as the Secretary of War shall direct; and the officers aforesaid shall renew their bonds every four years, and oftener if the Secretary of War shall so require, and whenever they receive a new commission or appointment.

990. The sureties to the bond shall be bound jointly and severally for the whole amount of the bond, and shall satisfy the Secretary of War that they are worth jointly double the amount of the bond, by the affidavit of each surety, stating that he is worth, over and above his debts and liabilities, the amount of the bond or such other sum as he may specify; and each surety shall state his place of residence.

991. The chiefs of disbursing departments who submit requisitions for money to be remitted to disbursing officers, shall take care that no more money than actually needed is in the hands of any officer.

992. The Treasury Department having provided, by arrangement with the assistant treasurers at various points, secure depositories for funds in the hands of disbursing officers, all disbursing officers are required to avail themselves, as far as possible, of this arrangement, by depositing with the assistant treasurers such funds as are not wanted for immediate use, and drawing the same in convenient sums as wanted.

993. No public funds shall be exchanged except for gold and silver. When the funds furnished are gold and silver, all payments shall be in gold and silver. When the funds furnished are drafts, they shall be presented at the place of payment, and paid according to law; and payments shall be made in the funds so received for the drafts, unless said funds or said drafts can be exchanged for gold and silver at par. If any disbursing officer shall violate any of these provisions, he shall be suspended by the Secretary of War, and reported to the President, and promptly removed from office or restored to his trust and duties as to the President may seem just and proper. (Act August 6, 1846.)

994. No disbursing officer shall accept, or receive, or transmit to the Treasury to be allowed in his favor, any receipt or voucher from a creditor of the United States without having paid to such creditor, in such funds as he received for disbursement, or such other funds as he is

Public Property, Money, and Accounts.

authorized by the preceding article to take in exchange, the full amount specified in such receipt or voucher; and every such act shall be deemed to be a conversion to his own use of the amount specified in such receipt or voucher. And no officer in the military service charged with the safe-keeping, transfer, or disbursement of public money, shall convert to his own use, or invest in any kind of merchandise or property, or loan with or without interest, or deposit in any bank, or exchange for other funds, except as allowed in the preceding article, any public money intrusted to him; and every such act shall be deemed to be a felony and an embezzlement of so much money as may be so taken, converted, invested, used, loaned, deposited, or exchanged. (Act August 6, 1846.)

995. Any officer who shall directly or indirectly sell or dispose of, for a premium, any Treasury note, draft, warrant, or other public security in his hands for disbursement, or sell or dispose of the proceeds or avails thereof without making returns of such premium and accounting therefor by charging it in his accounts to the credit of the United States, will forthwith be dismissed by the President. (Act August 6, 1846.)

996. If any disbursing officer shall bet at cards or any game of hazard, his commanding officer shall suspend his functions, and require him to turn over all the public funds in his keeping, and shall immediately report the case to the proper bureau of the War Department.

997. All officers are forbid to give or take any receipt in blank for public money or property; but in all cases the voucher shall be made out in full, and the true date, place, and exact amount of money, in words, shall be written out in the receipt before it is signed.

998. When a signature is not written by the hand of the party, it must be witnessed.

999. No advance of public money shall be made, except advances to disbursing officers, and advances by order of the War Department to officers on distant stations, where they cannot receive their pay and emoluments regularly; but in all cases of contracts for the performance of any service, or the delivery of articles of any description, payment shall not exceed the value of the service rendered, or of the articles delivered, previously to such payment.

1000. No officer disbursing or directing the disbursement of money for the military service shall be concerned, directly or indirectly, in the purchase or sale, for commercial purposes, of any article intended for, making a part of, or appertaining to the department of the public service in which he is engaged, nor shall take, receive, or apply to his own use any gain or emolument, under the guise of presents or otherwise, for negotiating or transacting any public business, other than what is or may be allowed by law.

Public Property, Money, and Accounts.

1001. No wagon-master or forage-master shall be interested or concerned, directly or indirectly, in any wagon or other means of transport employed by the United States, nor in the purchase or sale of any property procured for or belonging to the United States, except as the agent of the United States.

1002. No officer or agent in the military service shall purchase from any other person in the military service, or make any contract with any such person to furnish supplies or services, or make any purchase or contract in which such person shall be admitted to any share or part, or to any benefit to arise therefrom.

1003. No person in the military service whose salary, pay, or emoluments is or are fixed by law or regulations, shall receive any additional pay, extra allowance, or compensation in any form whatever, for the disbursement of public money, or any other service or duty whatsoever, unless the same shall be authorized by law, and explicitly set out in the appropriation.

1004. All accounts of expenditures shall set out a sufficient explanation of the object, necessity, and propriety of the expenditure.

1005. The facts on which an account depends must be stated and vouched by the certificate of an officer, or other sufficient evidence.

1006. If any account paid on the certificate of an officer to the facts is afterward disallowed for error of fact in the certificate, it shall pass to the credit of the disbursing officer, and be charged to the officer who gave the certificate.

1007. 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.

1008. Disbursing officers, when they have the money, shall pay cash, and not open an account. Heads of bureaus shall take care, by timely remittances, to obviate the necessity of any purchases on credit.

1009. When a disbursing officer is relieved, he shall certify the outstanding debts to his successor, and transmit an account of the same to the head of the bureau, and turn over his public money and property appertaining to the service from which he is relieved to his successor, unless otherwise ordered.

1010. The chief of each military bureau of the War Department shall, under the direction of the Secretary of War, regulate, as far as practicable, the employment of hired persons required for the administrative service of his department.

1011. When practicable, persons hired in the military service shall be

Public Property, Money, and Accounts.

paid at the end of the calendar month, and when discharged. Separate pay-rolls shall be made for each month.

1012. When a hired person is discharged and not paid, a certified statement of his account shall be given him.

1013. Property, paid for or not, must be taken up on the return, and accounted for when received.

1014. No officer has authority to insure public property or money.

1015. Disbursing officers are not authorized to settle with heirs, executors, or administrators, except by instructions from the proper bureau of the War Department upon accounts duly audited and certified by the proper accounting officers of the Treasury.

1016. Public horses, mules, oxen, tools, and implements shall be branded conspicuously U. S. before being used in service, and all other public property that it may be useful to mark; and all public property having the brand of the U. S. when sold or condemned, shall be branded with the letter C.

1017. No public property shall be used, nor labor hired for the public be employed, for any private use whatsoever not authorized by the regulations of the service.

1018. When public property becomes damaged, except by fair wear and tear, or otherwise unsuitable for use, or a deficiency is found in it, the officer accountable for the same shall report the case to the commanding officer, who shall, if necessary, appoint a Board of Survey.

1019. Boards of Survey shall have no power to *condemn* public property. They are called only for the purpose of establishing data by which questions of administrative responsibility may be determined, and the adjustment of accounts facilitated; as, for example, to assess the amount and kind of damage or deficiency which public property may have sustained from any extraordinary cause, not ordinary wear, either in transit or in store, or in actual use, whether from accident, unusual wastage, or otherwise, and to set forth the circumstances and fix the responsibility of such damage, whether on the carrier, or the person accountable for the property or having it immediately in charge; to make inventories of property ordered to be abandoned, when the articles have not been enumerated in the orders; to assess the prices at which damaged clothing may be issued to troops, and the proportion in which supplies shall be issued in consequence of damage that renders them at the usual rate unequal to the allowance which the Regulations contemplate; to verify the discrepancy between the invoices and the actual quantity or description of property transferred from one officer to another, and ascertain, as far as possible, where and how the discrepancy has occurred, whether in the hands of the carrier or the officer making the transfer; and to make

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inventories and report on the condition of public property in the possession of officers at the time of their death. The action of the board for these authorized objects will be complete with the approval of the commanding officer, provided that neither he nor any of the board are interested parties; but will be subject to revision by higher authority. In no case, however, will the report of the board supersede the depositions which the law requires with reference to deficiencies and damage.

1020. Boards of Survey will not be convened by any other than the commanding officer present, and will be composed of as many officers, not exceeding three, as may be present for duty, exclusive always of the commanding officer and the officer responsible in the matter to be reported on; but in case the two latter only are present, then the one not responsible will perform the duties, and the responsible officer will perform them only if there be no other recourse. The proceedings of the board will be signed by each member, and a copy forwarded by the approving officer to the head-quarters of the department or army in the field, as the case may be, duplicates being furnished to the officer accountable for the property.

1021. All surveys and reports having in view the *condemnation* of public property, for whatever cause, will be made by the commanding officers of posts or other separate commands, or by Inspectors-General, or inspectors specially designated by the commander of a department or an army in the field, or by higher authority. Such surveys and reports 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.

1022. When public property is received by any officer, he will make a careful examination to ascertain its quality and condition, but without breaking packages until issues are to be made, unless there should be cause to suppose the contents defective; and in any of the cases supposed in the preceding paragraph, he will apply for a Board of Survey for the purposes therein set forth. If he deem the property unfit for use and that the public interest requires it to be *condemned*, he will, in addition, report that fact to the commanding officer, who will make, or cause to be made, a critical inspection of it—according as he may be commander of a post only, or have a higher command. If the inspector deem the property fit, it shall be received and used. If not, he will forward a formal inspection report to the commander empowered to give orders in the case. The same rule will be observed, according to the nature of the case, with reference to property already on hand. The person accountable for the property, or having it in charge, will submit an inventory, which will accompany or be embodied in the inspection report, stating how long the property has been in his possession, how long in use, and from whom it was received. The inspector's report will state the exact condition of each

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article, and what disposition it is expedient to make of it: as, to be destroyed, to be dropped as being of no value, to be broken up, to be repacked or repaired, or to be sold. The inspector will certify on his report that he has examined each article, and that its condition is as stated. If the commanding officer, who ordinarily would be the inspector, is himself accountable for the property, the next officer in rank present for duty will act as the inspector. The authority to inspect and condemn will not, without special instructions, be exercised by commanding officers of arsenals with reference to ordnance and ordnance stores, but only in regard to other unserviceable supplies.

1023. An officer commanding a department, or an army in the field, may give orders, on the report of the authorized inspectors, to sell, destroy, or make such other disposition of any condemned property as the case may require—ordnance and ordnance stores alone excepted, for which the orders of the War Department must always be taken. But if the property be of very considerable value, and there should be reason to suppose that it could be advantageously applied or disposed of elsewhere than within his command, he will refer the matter to the Chief of the Staff Department to which it belongs, for the orders of the War Department. No other persons than those above designated, or the General-in-chief, will order the final disposition of condemned property; saving only in the case of horses which should be killed at once to prevent contagion, and of provisions or other stores which are rapidly deteriorating, when the immediate commander may have to act perforce. Inventories of condemned property will be made in triplicate, one to be retained by the person accountable, one to accompany his accounts, and one to be forwarded through the department or other superior head-quarters to the Chief of the Staff Department to which the property belongs. Separate inventories must be made of the articles to be repaired, of those to be broken up, those to be sold, to be dropped, &c.

1024. Every inspector, member of a Board of Survey, and commander acting on their proceedings, shall be answerable that his action has been proper and judicious, according to the Regulations and the circumstances of the case.

1025. As far as practicable, every officer in charge of public property, whether it be in use or in store, will endeavor by timely repairs to keep it in serviceable condition, for which purpose the necessary means will be allowed on satisfactory requisitions; and property in store so repaired will be issued for further use. Unserviceable arms will be sent to an arsenal for repair. Provisions and other perishable stores will be repacked whenever it may be necessary for their preservation and their value will justify the expense, which will be a legitimate charge against the depart-

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ment to which they belong. Public animals will not be condemned for temporary disease or want of condition, but may, by order of the commanding officer after inspection, be turned in for rest and treatment, if unfit for the service for which they are immediately required.

1026. Public property shall not be transferred gratuitously from one staff department to another; nor shall the funds of one be used to liquidate the debts of another.

1027. If any article of public property be lost or damaged by neglect or fault of any officer or soldier, he shall pay the value of such article, or amount of damage, or cost of repairs, at such rates as a Board of Survey, with the approval of the commanding officer, may assess, according to the place and circumstances of the loss or damage. And he shall, moreover, be proceeded against as the Articles of War provide, if he demand a trial by court-martial, or the circumstances should require it.

1028. Charges against a soldier shall be set against his pay on the muster-roll—but only on clear proof, and never without an inquiry, if he demand it. Charges against an officer to be set against his pay shall be promptly reported to the Secretary of War.*

1029. If any article of public property be embezzled, or by neglect lost or damaged, by any person hired in the public service, the value or damage, as ascertained, if necessary, by a Board of Survey, shall be charged to him, and set against any pay or money due him.

1030. 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.

1031. Affidavits or depositions may be taken before any officer in the list, as follows, when recourse cannot be had to any before named on said list, which fact shall be certified by the officer offering the evidence: 1st. a civil magistrate competent to administer oaths; 2d. a judge advocate; 3d. the recorder of a garrison or regimental court-martial; 4th. the adjutant of a regiment; 5th. a commissioned officer.

1032. Military stores and other army supplies regularly condemned, and ordered for sale, shall be sold for cash at auction, on due public notice, and in such market as the public interest may require. The officer making the sale will bid in and suspend the sale when, in his opinion, better prices may be got. Expenses of the sale will be paid from its proceeds. The auctioneer's certified account of the sales in detail, and the vouchers for the expenses of the sale, will be reported to the

* If the pay of any officer or soldier is wrongfully withheld for arrears or liabilities to the United States, a civil remedy is provided by the act of January 25, 1828.

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chief of the department to which the property belonged. The net proceeds will be applied as the Secretary of War may direct.

1033. No officer making returns of property shall drop from his return any public property as worn out or unserviceable until it has been condemned, after proper inspection, and ordered to be so dropped.

1034. An officer issuing stores shall deliver or transmit to the receiving officer an exact list of them in duplicate invoices, and the receiving officer shall return him duplicate receipts.

1035. When an officer to whom stores are forwarded has reason to suppose them miscarried, he shall promptly inform the issuing and forwarding officer, and the bureau of the department to which the property appertains.

1036. When stores received do not correspond in amount or quality with the invoice, they will be examined by a Board of Survey, and a copy of the report of the board be communicated to the proper bureau, to the issuing and forwarding officer, and to the officer authorized to pay the transportation account. Damages recovered from the carrier or other party liable, will be refunded to the proper department.

1037. On the death of any officer in charge of public property or money, the commanding officer shall appoint a Board of Survey to take an inventory of the same, which he shall forward to the proper bureau of the War Department, and he shall designate an officer to take charge of the said property or money till orders in the case are received from the proper authority.

1038. When an officer in charge of public property is removed from the care of it, the commanding officer shall designate an officer to receive it, or take charge of it himself, till a successor be regularly appointed. Where no officer can remain to receive it, the commanding officer will take suitable means to secure it, and report the facts to the proper authority.

1039. Every officer having public money to account for, and failing to render his account thereof quarter-yearly, with the vouchers necessary to its correct and prompt settlement, within three months after the expiration of the quarter if resident in the United States, and within six months if resident in a foreign country, will be promptly dismissed by the President, unless he shall explain the default to the satisfaction of the President. (Act January 31, 1823.)

1040. Every officer intrusted with public money or property shall render all prescribed returns and accounts to the bureau of the department in which he is serving, where all such returns and accounts shall pass through a rigid administrative scrutiny before the money accounts

Contracts and Purchases.

are transmitted to the proper offices of the Treasury Department for settlement.

1041. The head of the bureau shall cause his decision on each account to be endorsed on it. He shall bring to the notice of the Secretary of War all accounts and matters of account that require or merit it. When an account is suspended or disallowed, the bureau shall notify it to the officer, that he may have early opportunity to submit explanations or take an appeal to the Secretary of War.

1042. When an account is suspended or disallowed in the proper office of the Treasury Department, or explanation or evidence required from the officer, it shall be promptly notified to him by the head of the military bureau. And all vouchers, evidence, or explanation returned by him to the Treasury Department shall pass through the bureau.

1043. Chiefs of the disbursing departments shall, under the direction of the Secretary of War, designate, as far as practicable, the places where the principal contracts and purchases shall be made and supplies procured for distribution.

1044. All purchases and contracts for supplies or services for the army, except personal services, when the public exigencies do not require the immediate delivery of the article or performance of the service, shall be made by advertising a sufficient time previously for proposals respecting the same.

1045. The officer advertising for proposals shall, when the intended contract or purchase is considerable, transmit forthwith a copy of the advertisement and report of the case to the proper bureau of the War Department.

1046. Contracts will be made with the lowest responsible bidder, and purchases from the lowest bidder who produces the proper article. But when such lowest bids are unreasonable, they will be rejected, and bids again invited by public notice; and all bids and advertisements shall be sent to the bureau.

1047. When sealed bids are required, the time of opening them shall be specified, and bidders have privilege to be present at the opening.

1048. When immediate delivery or performance is required by the public exigency, the article or service required may be procured by open purchase or contract at the places and in the mode in which such articles are usually bought and sold, or such services engaged, between individuals.

1049. Contracts shall be made in quadruplicate; one to be kept by the officer, one by the contractor, and two to be sent to the military bureau, one of which for the office of the Second Comptroller of the Treasury.

Contracts and Purchases.—Abstracts.

1050. The contractor shall give bond, with good and sufficient security, for the true and faithful performance of his contract; and each surety shall state his place of residence.

1051. An express condition shall be inserted in contracts that no member of Congress shall be admitted to any share or part therein, or any benefit to arise therefrom.

1052. No contract shall be made except under a law authorizing it, or an appropriation adequate to its fulfilment, except contracts by the Secretary of War for the subsistence or clothing of the army, or the Quartermaster's Department, which shall not exceed the necessities of the current year.

1053. It is the duty of every commanding officer to enforce a rigid economy in the public expenses.

1054. The commander of a geographical district or department shall require abstracts to be rendered to him, at least once in each quarter, by every officer under his orders who is charged with the care of public property or the disbursement of public money, showing all property received, issued, and expended by the officer rendering the account, and the property remaining on hand, and all moneys received, paid, or contracted to be paid by him, and the balances remaining in his hands; and where such officer is serving under any intermediate commander, as of the post, regiment, &c., the abstracts shall be revised by such commander; and both the accounting officer and the commanding officer shall accompany the abstracts with full explanations of every circumstance that may be necessary to a complete understanding, by the commander of the department, of all the items on the abstracts. These abstracts, where the accounting officer is serving in more than one staff department, will be made separately for each.

1055. The commander of the department shall promptly correct all irregularities and extravagances which he may discover. He shall also forward, as soon as practicable, the money abstracts to the bureau of the War Department to which the accounts appertain, with such remarks as may be necessary to explain his opinions and action thereon.

1056. All estimates for supplies of property or money for the public service within a department shall be forwarded through the commander of the department, and carefully revised by him. And all such estimates shall go through the immediate commander, if such there be, of the officer rendering the estimate, as of the post or regiment, who shall be required by the department commander to revise the estimates for the service of his own command.

1057. The administrative control exercised by department commanders shall, when troops are in the field, devolve on the commanders of

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divisions; or, when the command is less than a division, on the commander of the whole.

1058. No land shall be purchased for the United States except under a law authorizing such purchase.

1059. No public money shall be expended for the purchase of any land, nor for erecting armories, arsenals, forts, fortifications, or other permanent public buildings, until the written opinion of the Attorney-General shall be had in favor of the validity of the title to the land or site, nor, if the land be within any State of the United States, until a cession of the jurisdiction by the Legislature of the State.

1060. No permanent buildings for the army, as barracks, quarters, hospitals, store-houses, offices, or stables, or piers, or wharves, shall be erected but by order of the Secretary of War, and according to the plan directed by him, and in consequence of appropriations made by law. And no alteration shall be made in any such public building without authority from the War Department.

1061. Complete title papers, with full and exact maps, plans, and drawings of the public lands purchased, appropriated, or designed for permanent military fortifications, will be collected, recorded, and filed in the Bureau of the Corps of Engineers; of the public lands appropriated or designated for armories, arsenals, and ordnance depôts, will be collected, recorded, and filed in the Ordnance Bureau; of all other land belonging to the United States, and under the charge of the War Department for barracks, posts, cantonments, or other military uses, will be collected, recorded, and filed in the office of the Quartermaster-General of the army.

1062. A copy of the survey of the land at each post, fort, arsenal, and depôt, furnished from the proper bureau, will be carefully preserved in the office of the commanding officer.

SIGNAL OFFICER.

1063. The signal officer shall have charge, under the direction of the Secretary of War, of all signal duty, and of all books, papers, and apparatus connected therewith.

 Quartermaster's Department.—Barracks and Quarters.

ARTICLE XLII.

QUARTERMASTER'S DEPARTMENT.

1064. This department provides the quarters and transportation of the army; storage and transportation for all army supplies; army clothing; camp and garrison equipage; cavalry and artillery horses; fuel; forage; straw; material for bedding, and stationery.

1065. The incidental expenses of the army paid through the Quartermaster's Department include per diem to extra-duty men; postage on public service; the expenses of courts-martial, of the pursuit and apprehension of deserters, of the burials of officers and soldiers, of hired escorts, of expresses, interpreters, spies, and guides, of veterinary surgeons and medicines for horses, and of supplying posts with water; and generally the proper and authorized expenses for the movements and operations of an army not expressly assigned to any other department.

BARRACKS AND QUARTERS.

1066. Under this head are included the permanent buildings for the use of the army, as barracks, quarters, hospitals, store-houses, offices, stables.

1067. When barracks and quarters are to be occupied, they will be allotted by the quartermaster at the station, under the control of the commanding officer.

1068. The number of rooms and amount of fuel for officers and men are as follows:

	Rooms.			Cords of wood per month.*	
	As quarters.	As kitchen.	As office.	From May 1 to Sept. 30.	From Oct. 1 to April 30.
A Major-General.....	5	1	...	1†	5
A Brigadier-General or Colonel.....	4	1	...	1	4
A Lieutenant-Colonel or Major.....	3	1	...	1	3½
A Captain or Chaplain.....	2	1	...	1	3
Lieutenant.....	1	1	...	1	2
Military store-keeper.....	1	1	...	1	...
The General commanding the army.....	3	...	3
The commanding officer of a division or department, an assistant or deputy Quartermaster-General.....	2	...	2

* Or coal, at the rate of 1500 lbs. anthracite, or 30 bushels bituminous, to the cord.

† Two cords of pine wood for fuel may, at the discretion of a department commander be issued in lieu of one cord of oak, provided the cost be not greater.

Quartermaster's Department.—Barracks and Quarters.

	Rooms.			Cords of wood per month.	
	As quarters.	As kitchen.	As office.	From May 1 to Sept. 30.	From Oct. 1 to April 30.
The commanding officer of a regiment or post, Quartermaster, Assistant-Quartermaster, or Commissary of Subsistence	1	...	1
The senior Ordnance Officer stationed at the Head-Quarters of a Military Department.....	1	...	1
The Assistant Adjutant-General at the Head-Quarters of the Army, the Assistant Adjutant-General, the Medical Director and Medical Purveyor of a Military Department, each.....	1	...	1
Officers of the Pay Department.....	1	...	1
An acting Assistant-Quartermaster, when approved by the Quartermaster-General.....	1	...	1
Wagon and forage master, Sergeant-Major, Ordnance Sergeant, Quartermaster-Sergeant, Medical Cadet, or Principal Musician.....	1	$\frac{1}{2}$	1
Each non-commissioned officer, musician, private, officer's servant, and washerwoman.....	$\frac{1}{2}$	$\frac{1}{2}$
Each necessary fire for the sick in hospital, to be regulated by the surgeon and commanding officer, <i>not exceeding</i>	$\frac{1}{2}$	2
Each guard-fire, to be regulated by the commanding officer, <i>not exceeding</i>	3
A commissary or quartermaster's store-house, when necessary, <i>not exceeding</i>	1
A regiment or post mess.....	1	1
To every six non-commissioned officers, musicians, and privates, servants and washerwomen, 225 square feet of room north of 38° N., and 256 square feet south of that latitude.					

1069. Merchantable hard wood is the standard; the cord is 128 cubic feet.

1070. A particular set of quarters will be set apart at every chaplain-post for the chaplain. He will not be disturbed in these further than by a reduction of his allowance when that of the other officers is reduced. Nor will he be allowed to choose other quarters.

1071. No officer shall occupy more than his proper quarters, except by order of the commanding officer when there is an excess of quarters at the station; which order the quartermaster shall forward to the Quartermaster-General, to be laid before the Secretary of War. But the amount of quarters shall be reduced *pro rata* by the commanding officer when the number of officers and troops make it necessary; and when the public buildings are not sufficient to quarter the troops, the commanding officer shall report to the commander of the department for authority to hire quarters, or other necessary orders in the case. The department commander shall report the case, and his orders therein, to the Quartermaster-General.

 Quartermaster's Department.—Barracks and Quarters.

1072. A mess-room, and fuel for it, are allowed only when a majority of the officers of a post or regiment unite in a mess; never to less than three officers, nor to any who live in hotels or boarding-houses. Fuel for a mess-room shall not be used elsewhere, or for any other purpose.

1073. Fuel issued to officers or troops is public property for their use; what they do not actually consume shall be returned to the quartermaster and taken up on his quarterly return. With this exception, however: that the fuel issued to troops, and not actually used in quarters, may be used in baking their bread.

1074. In November, December, January, and February, the fuel is increased one-fourth at stations from the 39th degree to the 43d degree north latitude, and one-third at stations north of the 43d degree.

1075. Fuel shall be issued only in the month when due.

1076. In allotting quarters, officers shall have choice according to rank, but the commanding officer may direct the officers to be stationed convenient to their troops.

1077. 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 himself displaced by a senior.

1078. The set of rooms to each quarters will be assigned by the quartermaster, under the control of the commanding officer; attics not counted as rooms.

1079. Officers cannot choose rooms in different sets of quarters.

1080. When public quarters cannot be furnished to officers at stations without troops, or to enlisted men at general or department head-quarters, quarters will be commuted at a rate fixed by the Secretary of War, and fuel at the market price delivered. When fuel and quarters are commuted to an officer by reason of his employment on a civil work, the commutation shall be charged to the appropriation for the work. No commutation of rooms or fuel is allowed for offices or messes.

1081. The following rates of monthly commutation for quarters, when officers are serving without troops and at posts where there are no public quarters which they can occupy, have been established:

1. At Boston, New York, Philadelphia, Baltimore, Washington City, Charleston, Key West, Mobile, and New Orleans, and at all posts and stations in Texas, and in the Territories of New Mexico, Oregon, and Washington, \$9 per room.
2. At Detroit, Chicago, and St. Louis, and at all places east of the Rocky Mountains, not heretofore enumerated, \$8 per room.
3. At San Francisco, \$20 per room, and at all other places in California, \$12 per room.

Quartermaster's Department.—Barracks and Quarters.

1082. An officer is not deprived of his quarters and fuel, or commutation, at his station, by temporary absence on duty.

1083. Officers absent from their appropriate duties for a period exceeding six months, either with or without leave, shall not receive the allowances authorized by the existing laws for servants, forage, transportation of baggage, fuel, and quarters, either in kind or in commutation. (Act 5 Aug. 1861, chap. 38, sect. 20.)

1084. Officers and troops in the field are not entitled to commutation for quarters or fuel.

1086. An officer arriving at a station shall make requisition on the quartermaster for his quarters and fuel, accompanied by a copy of the order putting him on duty at the station. If in command of troops, his requisition shall be for the whole, and designate the number of officers of each grade, of non-commissioned officers, soldiers, servants, and washerwomen.

1087. Bunks, benches, and tables provided for soldiers' barracks and hospitals, are not to be removed from them, except by the quartermaster of the station, or order of the commanding officer, and shall not be removed from the station except by order of the Quartermaster-General.

1088. The furniture for each office will be two common desks or tables, six common chairs, one pair common andirons, and shovel and tongs.

1089. Furniture will be provided for officers' quarters when special appropriations for that purpose are made. Sales to officers of materials for furniture may be made at cost, at posts where they cannot be otherwise obtained.

1090. When buildings are to be occupied or allotted, an inspection of them shall be made by the commanding officer and quartermaster. Statements, in triplicate, of their condition, and of the fixtures and furniture in each room, shall be made by the quartermaster, and revised by the commanding officer. One of these shall be retained by the commanding officer, one by the quartermaster, and the third forwarded to the Quartermaster-General.

1091. Like inspection of all buildings in the use of troops will be made at the monthly inspections of the troops, and of all buildings which have been in the use of officers or troops, whenever vacated by them. Damages will be promptly repaired if the quartermaster has the means. Commanding officers will take notice, as a military offense, of any neglect by any officer or soldier to take proper care of the rooms or furniture in his use or occupancy; but such officer or soldier may be allowed to pay the cost of the repairs when the commanding officer deems that sufficient in the case. Commanding officers are required to report to the Quarter-

 Quartermaster's Department.—Army Transportation.

master-General their proceedings in all cases of neglect under this regulation.

1092. An annual inspection of the public buildings at the several stations shall be made at the end of June by the commanding officer and quartermaster, and then the quartermaster shall make the following reports: 1st. of the condition and capacity of the buildings, and of the additions, alterations, and repairs that have been made during the past year; 2d. of the additions, alterations, and repairs that are needed, with plans and estimates in detail.

These reports the commanding officer shall examine and forward, with his views, to the Quartermaster-General.

1093. Necessary repairs of public buildings, not provided for in the appropriations, can only be made by the labor of the troops.

1094. When private buildings occupied as barracks or quarters, or lands occupied for encampments, are vacated, the commanding officer and quartermaster shall make an inspection of them, and a report to the Quartermaster-General of their condition, and of any injury to them by the use of the United States.

1095. Military posts evacuated by the troops, and lands reserved for military use, will be put in charge of the Quartermaster's Department, unless otherwise specially ordered.

ARMY TRANSPORTATION.

1096. When troops are moved, or officers travel with escorts or stores, the means of transport provided shall be for the whole command. Proper orders in the case, and an exact return of the command, including officers' servants and company women, will be furnished to the quartermaster who is to provide the transportation.

1097. The baggage to be transported is limited to camp and garrison equipage, and officers' baggage. Officers' baggage shall not exceed (mess-chest and all personal effects included) as follows:

	In the field.	Changing stations.
General officers.....	125 pounds.	1000 pounds.
Field officers.....	100 “	800 “
Captains.....	80 “	700 “
Subalterns.....	80 “	600 “

These amounts shall be reduced *pro rata* by the commanding officer when necessary, and may be increased by the Quartermaster-General on transports by water, when proper in special cases.

Quartermaster's Department.—Army Transportation.

1098. The regimental and company desk prescribed in army regulations will be transported; also for staff officers, the books, papers, and instruments necessary to their duties; and for medical officers, their medical chest. In doubtful cases under this regulation, and whenever baggage exceeds the regulated allowance, the conductor of the train, or officer in charge of the transportation, will report to the commanding officer, who will order an inspection, and all excess to be rejected.

1099. Estimates of the medical director, approved by the commanding officer, for the necessary transportation to be provided for the hospital service, will be furnished to the quartermaster.

1100. The sick will be transported on the application of the medical officers.

1101. Certified invoices of all public stores to be transported will be furnished to the quartermaster by the officer having charge of them. In doubtful cases, the orders of the commanding officer will be required.

1102. Where officers' horses are to be transported, it must be authorized in the orders for the movement.

1103. The baggage trains, ambulances, and all the means of transport continue in charge of the proper officers of the Quartermaster's Department, under the control of the commanding officers.

1104. In all cases of transportation, whether of troops or stores, an exact return of the amount and kind of transportation employed will be made by the quartermaster to the Quartermaster-General, accompanied by the orders for the movement, a return of the troops, and an invoice of the stores.

1105. Wagons and their equipments for the transport service of the army will be procured, when practicable, from the Ordnance Department, and fabricated in the government establishments.

1106. Spring wagons or carriages will not be used except on extraordinary occasions, and then only on the written order of a department commander or the commander of an army in the field, a copy of which order will be transmitted to the Quartermaster-General. The purchase of this description of conveyance is prohibited, unless specially authorized by the War Department.

1107. When army supplies are turned over to a quartermaster for transportation, each package shall be directed and its contents marked on it; and duplicate invoices and receipts in bulk will be exchanged between the issuing and forwarding officer.

1108. On transports, cabin passage will be provided for officers, and reasonable and proper accommodation for the troops, and, when possible, separate apartment for the sick.

1109. An officer who travels not less than ten miles without troops,

Quartermaster's Department.—Army Transportation.

escort, or military stores, and under special orders in the case from a superior, or a summons to attend a military court, shall receive ten cents mileage, or, if he prefer it, the actual cost of his transportation and of the transportation of his allowance of baggage for the whole journey, provided he has traveled in the customary reasonable manner. Mileage will not be allowed where the travel is by government conveyances, which will be furnished in case of necessity.

1110. If the journey be to cash treasury drafts, the necessary and actual cost of transportation only will be allowed; and the account must describe the draft and state its amount, and set out the items of expense, and be supported by a certificate that the journey was necessary to procure specie for the draft at par.

1111. If an officer shall travel on urgent public duty without orders, he shall report the case to the superior who had authority to order the journey; and his approval, if then given, shall allow the actual cost of transportation. Mileage is computed by the shortest mail route, and the distance by the General Post-Office book. When the distance cannot be so ascertained, it shall be reckoned subject to the decision of the Quartermaster-General.

1112. Orders to an officer on leave of absence to rejoin the station or troops he left, will not carry transportation.

1113. In changes of station, an officer entitled to mileage, or actual cost of transportation, shall be entitled to actual cost of transportation of his authorized servants; and in other cases than change of station, an officer entitled to transportation, who, from wounds or disability, requires and takes one servant, shall be entitled to the actual cost of his transportation.

1114. The Inspectors-General, when on tours of inspection where they are obliged to take a servant, shall be entitled to the actual cost of his transportation.

1115. Citizens receiving military appointments join their stations without expense to the public.

1116. But assistant surgeons approved by an examining board and commissioned, receive transportation in the execution of their first order to duty, and graduates of the Military Academy receive transportation from the academy to their stations.

1117. When officers are permitted to exchange stations, or are transferred at their own request from one regiment or company to another, the public will not be put to the expense of their transportation. They must bear it themselves.

1118. A paymaster's clerk will receive the actual expenses of his transportation while traveling under orders in the discharge of his duty,

Quartermaster's Department.—Forage.—Straw.

upon his affidavit to the account of expenses, and the certificate of the paymaster that the journey was on duty.

1119. Travel of officers on business of civil works will be charged to the appropriation for the work.

1120. No officer shall have orders to attend personally at Washington to the settlement of his accounts, except by order of the Secretary of War on the report of the bureau, or of the Treasury, showing a necessity therefor.

FORAGE.

1121. The forage ration is fourteen pounds of hay and twelve pounds of oats, corn, or barley. For mules, fourteen pounds of hay and nine pounds of oats, corn, or barley.

1122. The allowance of forage to mounted officers will apply for mules equally as for horses, when the exigencies of the service make it necessary to use the former instead of the latter. This will not authorize officers to make the substitution on drills and parades, or, under ordinary circumstances, on any duty under arms.

1123. Forage shall be issued to officers only in the month when due, and at their proper stations, and for the horses actually kept by them in service, not exceeding in number as follows: In time of war, Major-General, seven horses; Brigadier-General, five; Colonels who have the cavalry allowance, five; other Colonels, four; Lieutenant-Colonels and Majors who have the cavalry allowance, four; other Lieutenant-Colonels and Majors, three; Captains who have the cavalry allowance, three; all other officers entitled to forage, two; and in time of peace, general and field officers, three horses; officers below the rank of field officers in the regiments of dragoons, cavalry, and mounted riflemen, two horses; all other officers entitled to forage, one horse.

1124. No officer shall sell forage issued to him. Forage issued to public horses or cattle is public property; what they do not actually consume is to be properly accounted for.

1125. Whenever the state of the supplies or circumstances of the service make it necessary to issue a part, only, of the ration, in kind, commanding officers will prescribe what part shall be so issued.

STRAW.

1126. In barracks, twelve pounds of straw per month for bedding will be allowed to each man, servant, and company woman.

1127. The allowance and change of straw for the sick is regulated by the surgeon.

1128. One hundred pounds per month is allowed for bedding to each horse in public service.

 Quartermaster's Department.—Stationery.

1129. At posts near prairie land owned by the United States, hay will be used instead of straw, and provided by the troops.

Straw not actually used as bedding shall be accounted for as other public property.

STATIONERY.

1130. Issues of stationery are made quarterly, in amount as follows :

	Quires of writing-paper.	Quires of envelope paper.	Number of quills.	Ounces of wafers.	Ounces of sealing-wax.	Papers of ink-powder.	Pieces of office tape.
Commander of an army, department, or division (what may be necessary for himself and staff for their public duty.)							
Commander of a brigade, for himself and staff.....	12	1	50	1	8	2	2
Officer commanding a regiment or post of not less than five companies, for himself and staff.....	10	1	40	1	6	2	2
Officer commanding a post of more than two and less than five companies.....	8	$\frac{1}{2}$	30	$\frac{1}{2}$	5	1	1
Commanding officer of a post of two companies....	6	$\frac{1}{2}$	25	$\frac{1}{2}$	4	1	1
Commanding officer of a post of one company or less, and commanding officer of a company.....	5	$\frac{1}{2}$	20	$\frac{1}{2}$	3	1	1
A Lieutenant-Colonel or Major not in command of a regiment or post.....	3	$\frac{1}{4}$	12	$\frac{1}{4}$	2	1	1
Officers of the Inspector-General's, Pay, and Quartermaster's Department (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.....	$1\frac{1}{2}$	$\frac{1}{8}$	6	$\frac{1}{8}$	1	$\frac{1}{2}$	$\frac{1}{2}$

Steel pens, with one holder to 12 pens, may be issued in place of quills, and envelopes in place of envelope paper, at the rate of 100 to the quire.

1131. When an officer is relieved in command, he shall transfer the office stationery to his successor.

1132. To each office table is allowed one inkstand, one stamp, one paper-folder, one sand-box, one wafer-box, and as many lead-pencils as may be required, not exceeding four per annum.

1133. Necessary stationery for military courts and boards will be furnished on the requisition of the recorder, approved by the presiding officer.

1134. The commander of an army, department, or division, may direct orders to be printed, when the requisite dispatch and the number to be distributed make it necessary. The necessity will be set out in the order for the printing, or certified on the account.

1135. Regimental, company, and post books, and printed blanks for the officers of Quartermaster and Pay Departments, will be procured by timely requisition on the Quartermaster-General.

Quartermaster's Department.—Horses for Mounted Officers.

1136. Printed matter procured by the Quartermaster-General for use out of Washington may be procured elsewhere, at a cost not to exceed the rates prescribed by Congress for the public printing increased by the cost of transportation.

EXPENSES OF COURTS-MARTIAL.

1137. An officer who attends a general court-martial or court of inquiry, convened by authority competent to order a general court-martial, will be paid, if the court is not held at the station where he is at the time serving, one dollar a day while attending the court and traveling to and from it if entitled to forage, and one dollar and twenty-five cents a day if not entitled to forage.

1138. The Judge Advocate or Recorder will be paid, besides, a per diem of one dollar and twenty-five cents for every day he is necessarily employed in the duty of the court. When it is necessary to employ a clerk to aid the Judge Advocate, the court may order it; a soldier to be procured when practicable.

1139. A citizen witness shall be paid his actual transportation or stage fare, and three dollars a day while attending the court and traveling to and from it, counting the travel at fifty miles a day.

1140. The certificate of the Judge Advocate shall be evidence of the time of attendance on the court, and of the time he was necessarily employed in the duty of the court. Of the time occupied in traveling, each officer will make his own certificate.

EXTRA-DUTY MEN.

1141. Duplicate rolls of the extra-duty men, to be paid by the Quartermaster's Department, will be made monthly, and certified by the quartermaster, or other officer having charge of the work, and countersigned by the commanding officer. One of these will be transmitted direct to the Quartermaster-General, and the other filed in support of the pay-roll.

PUBLIC POSTAGE.

1142. Postage and dispatches by telegraph, on public business, paid by an officer, will be refunded to him on his certificate to the account, and to the necessity of the communication by telegraph. The amount for postage, and for telegraph dispatches, will be stated separately. The telegraph should be used only in cases of urgent and imperative necessity, where the delay of the mail would be prejudicial to the public interest. Copies of the telegrams must accompany vouchers for their payment.

HORSES FOR MOUNTED OFFICERS.

1143. In the field, on the frontier, or in active service, the commanding

 Quartermaster's Department.—Allowance of Clothing.

officer may authorize a mounted officer to take from the public stables one or two horses at a price one-third greater than the average cost of the lot from which he selects, or at the actual cost of the horse when that can be ascertained; providing he shall not take the horse of any trooper. A horse so taken shall not be exchanged or returned. Horses of mounted officers shall be shod by the public farrier or blacksmith.

1144. The horses of a field battery will be shod by the artificers of the company, one of whom shall be a farrier. No other compensation than the pay and allowances of that grade will be made for these services.

CLOTHING, CAMP AND GARRISON EQUIPAGE.

1145. Supplies of clothing and camp and garrison equipage will sent by the Quartermaster-General from the general dépôt to the officers of his department stationed with the troops.

1146. The contents of each package, and the sizes of clothing in it, will be marked on it.

1147. The receiving quartermaster will give duplicate receipts for the clothing as invoiced to him, if the packages as received and marked agree with the invoice, and appear rightly marked, and in good order; if otherwise, an inspection will be made by a board of survey, whose report in case of damage or deficiency will be transmitted, one copy to the Quartermaster-General and one to the officer forwarding the supplies. In case of damage, the board will assess the damage to each article.

1148. ALLOWANCE OF CAMP AND GARRISON EQUIPAGE.

	Tents, in the field.	Spades.	Axes.	Pickaxes.	Hatchets.	Camp-kettles.	Mess-pans.
A General.....	8	...	1	...	1
Field or staff officer above the rank of Captain.....	2	...	1	...	1
Other staff officers or Captains.....	1	...	1	...	1
Subalterns of a company, to every two.....	1	...	1	...	1
To every 15 foot and 18 mounted men.....	1	2	2	2	2	2	5

1149. Bed-sacks are provided for troops in garrison, and iron pots may be furnished to them instead of camp-kettles. Requisitions will be sent to the Quartermaster-General for the authorized flags, colors, standards, guidons, drums, fifes, bugles, and trumpets.

ALLOWANCE OF CLOTHING.

1150. A soldier is allowed the uniform clothing stated in the following table, or articles thereof of equal value. When a balance is due him at the end of a year, it is added to his allowance for the next:

Quartermaster's Department.—Allowance of Clothing.

CLOTHING.	FOR FIVE YEARS.					Total in the five years.
	1st.	2d.	3d.	4th.	5th.	
Cap, complete.....	2	1	2	1	1	7
Hat with trimmings complete.	1	1	1	1	1	5
Fatigue forage caps, of pattern in the Quartermaster- General's Office, will be issued, in addition to hats	1	1	1	1	1	5
Pompon.....	1	...	1	2
Eagle and ring.....	1	...	1	2
Cover.....	1	1	1	1	1	5
Coat.....	2	1	2	1	2	8
Trowsers.....	3	2	3	2	3	13
Flannel shirt.....	3	3	3	3	3	15
“ drawers.....	3	2	2	2	2	11
Bootees,* pair.....	4	4	4	4	4	20
Stockings, pair.....	4	4	4	4	4	20
Leather stock.....	1	...	1	2
Great-coat.....	1	1
Stable-frock (for mounted men).....	1	...	1	2
Fatigue overalls (for engineers and ordnance).....	1	1	1	1	1	5
Blanket.....	1	...	1	2

* Mounted men may receive *one* pair of “boots” and *two* pairs of “bootees” instead of *four* pairs of bootees.

1151. One sash is allowed to each company for the first sergeant, and one knapsack with straps, haversack, and canteen with straps, to each enlisted man. These and the metallic scales, letters, numbers, castles, shells, and flames, and the camp and garrison equipage, will not be returned as issued, but borne on the return while fit for service. They will be charged to the person in whose use they are, when lost or destroyed by his fault.

1152. Commanders of companies draw the clothing of their men, and the camp and garrison equipage for the officers and men of their company. The camp and garrison equipage of other officers is drawn on their own receipts.

1153. When clothing is needed for issue to the men, the company commander will procure it from the quartermaster on requisition, approved by the commanding officer.

1154. Ordinarily the company commander will procure and issue clothing to his men twice a year; at other times, when necessary in special cases.

1155. Such articles of clothing as the soldier may need will be issued to him. When the issues equal in value his allowance for the year, further issues are extra issues, to be charged to him on the next muster-roll.

1156. The talmas furnished the mounted troops will be accounted for as company property, and the men to whom they are issued will be held responsible for their preservation.

1157. The money value of the clothing, and of each article of it, will

Quartermaster's Department.—Allowance of Clothing.

be ascertained annually, and announced in orders from the War Department.

1158. Officers receiving clothing, or camp and garrison equipage, will render quarterly returns of it to the Quartermaster-General.

1159. Commanders of companies will take the receipts of their men for the clothing issued to them, on a receipt-roll, witnessed by an officer, or, in the absence of an officer, by a non-commissioned officer; the witness to be witness to the fact of the issue and the acknowledgment and signature of the soldier. The several issues to a soldier to be entered separately on the roll, and all vacant spaces on the roll to be filled with a cipher. This roll is the voucher for the issue to the quarterly return of the company commander. Extra issues will be so noted on the roll.

1160. Each soldier's clothing account is kept by the company commander in a company book. This account sets out only the money value of the clothing which he received at each issue, for which his receipt is entered in the book, and witnessed as in the preceding paragraph.

1161. When a soldier is transferred or detached, the amount due to or by him on account of clothing will be stated on his descriptive list.

1162. When a soldier is discharged, the amount due to or by him for clothing will be stated on the duplicate certificates given for the settlement of his accounts.

1163. Deserters' clothing will be turned into store. The invoice of it, and the quartermaster's receipt for it, will state its condition, and the name of the deserter.

1164. The inspection report on damaged clothing shall set out, with the amount of damage to each article, a list of such articles as are fit for issue, at a reduced price stated.

1165. Commanding officers may order necessary issues of clothing to prisoners and convicts, taking deserters' or other damaged clothing when there is such in store.

1166. Officers of the army may purchase, at the regulation price, from the quartermaster of their post, such articles of uniform clothing as they actually need—certifying that the articles so drawn are intended solely for their own personal use.

1167. But—with the exception of under-clothing and shoes, of which, when there are no other means of procuring them, a reasonable quantity may, on the officers' certificate to that effect, be purchased for them from the quartermaster—no officer's private servant, not a soldier, shall be permitted to draw or to wear the uniform clothing issued to the troops.

1168. In all cases of deficiency, or damage of any article of clothing, or camp or garrison equipage, the officer accountable for the property is required by law "to show by one or more depositions setting forth the

Quartermaster's Department.—Returns.

circumstances of the case that the deficiency was by unavoidable accident or loss in actual service, without any fault on his part, and, in case of damage, that due care and attention were exerted on his part, and that the damage did not result from neglect."

RETURNS IN THE QUARTERMASTER'S DEPARTMENT.

1169. All officers and agents having money and property of the Department to account for, are required to make the monthly and quarterly returns to the Quartermaster-General prescribed in the following articles:

1170. Monthly returns, to be transmitted within five days after the month to which they relate, viz.: A summary statement (Form 1); report of persons and things (Form 2); roll of extra-duty men (Form 3); report of stores for transportation, &c. (Form 4); return of animals, wagons, harness, &c. (Form 5); report of forage (Form 6); report of fuel and quarters commuted (Form 7); report of pay due (Form 8); an estimate of funds for one month (Form 9) will be sent with the monthly returns. It will be for the current month, or such subsequent month as may give time to receive the remittance. Other special estimates will be transmitted when necessary.

1171. Quarterly returns, to be transmitted within twenty days after the quarter to which they relate, viz.: An account current of money (Form 10), with abstracts and vouchers, as shown in Forms Nos. 11 to 22; a return of property (Form 23), with abstracts and vouchers, as shown in Forms Nos. 24 to 45; a duplicate of the property return without abstracts or vouchers; and a quarterly statement of the allowances paid to officers (Form 46).

1172. A distinct account current will be returned of money received and disbursed under the appropriation for "contingencies of the army." (See Forms Nos. 47, 48, and 22, for the forms of the account current, abstracts, and vouchers.) Necessary expenditures by the quartermaster for the Medical Department are entered on Abstract C. (See Forms 49 and 50.) The account will, ordinarily, be transferred from "army contingencies" to the appropriation for the Medical and Hospital Department, in the Treasury.

1173. Forms 51 and 52 are the forms of the quarterly returns of clothing, camp and garrison equipage, and the receipt-roll of issues to soldiers.

1174. When persons and articles hired in the Quartermaster's Department are transferred, a descriptive list (Form 53) will be forwarded with them to the quartermaster to whom they are sent.

1175. Officers serving in the Quartermaster's Department will report to the Quartermaster-General useful information in regard to the routes and means of transportation and of supplies.

No. 1.

MONTHLY SUMMARY STATEMENT.

The United States in account with _____, at _____, in the month of _____, 186 .

p 2

DR.

CR.

<p>To amount of purchases within the month To amount of expenditures within the month..... To amount of advances made to officers, per abstract.....</p>				<p>By balance per last statement..... By cash received from..... By cash received from Treasurer of the United States, being amount of warrant No. —.....</p>	
<p>Balance due the United States, carried to next statement.....</p>					

Quartermaster's Department.—Form.

FOR THE ARMY.

I certify that the above is a true statement of all the moneys which have come into my hands on account of the Quartermaster's Department, during the month of _____, 186 , and that the disbursements have been faithfully made. The balance due the United States is deposited in _____.

A. B., Quartermaster.

NOTE.—No vouchers accompany this statement; abstracts of advances or transfers only, when the number of them makes the abstract necessary.

No. 2.

Report of Persons and Articles employed and hired at _____,

Running numbers.	No. of each class.	Names of persons and articles.	Designation and occupation.	Service during the month.			Rate of hire or compensation.		Date of contract, agreement, or entry into service.
				From.	To.	Day.	Amount.	Day, month, or voyage.	
1	1	House, 3 rooms	Quarters...	1	31	31	\$40 00	Month.	July 1, 1860.
2	2	House, 4 rooms	Storehouse	3	31	29	31 00	Month.	Dec. 3, 1859.
3	3	House, 2 rooms	Guard "	1	31	31	10 00	Month.	Dec. 3, 1859.
1	1	Ship Fanny...	Transport.	1	31	31	22,000 00	Voyage	May 3, 1860.
2	2	Schr. Heroine.	Transport.	1	31	31	700 00	Month.	June 4, 1860.
1	1	Wagon & team	1	31	31	100 00	Month.	Jan. 1, 1860.
1	1	Chas. James...	Clerk	1	31	31	75 00	Month.	Dec. 3, 1860.
2	1	Isaac Lowd...	Interpreter	7	10	4	2 00	Day.	Jan. 7, 1861.
3	1	Peter Keene ...	Express...	7	12	6	40 00	Month.	Jan. 7, 1861.
4	1	John Peters ...	Blacksmith	22	31	7	2 00	Day.	Jan. 1, 1861.
5	1	Thos. Cross...	Laborer....	1	31	31	20 00	Month.	May 3, 1860.
<i>United States Steamer Fashion</i>									
1	1	Jas. Corwin ...	Captain...	1	31	31	150 00	Month.	Dec. 1, 1860.
2	1	Geo. Pratt.....	Engineer..	1	31	31	100 00	Month.	Dec. 1, 1860.
3	1	John Paul.....	Mate	1	31	31	50 00	Month.	Dec. 1, 1860.

Amount of rent and hire during the month

I certify that the above is a true report of all the persons and articles employed the head of Remarks, and the statement of amounts due and remaining unpaid, Examined.

C. D.,
Commanding.

Quartermaster's Department.—Forms.

No. 2.

during the month of _____, 186 , by _____.

By whom owned.	Amount of rent or pay in the month.	Remarks showing by whom the buildings were occupied, and for what purpose, and how the vessels and men were employed during the month. (Transfers and discharges will be noted under this head.)	Time and amount due and remaining unpaid.		
			From.	To.	Am't.
A. Byrne...	\$40 00	Major 3d Infantry.....	1860. Dec. 1.	1861. Jan. 31.	\$80 00
Jas. Black.	29 00	Subsistence Store and Office...	Dec. 3.	Jan. 31.	60 00
Jas. Black.	10 00	Companies I & K, 2d Infantry
G. Wilkins.	Transporting stores to Benicia	Voyage	not	com- pleted.
T. Browne.	700 00	Transporting stores to Brazos.	1861. Jan. 1.	1861. Jan. 31.	700 00
Jas. Barry.	100 00	Hauling stores to San Antonio	Jan. 1.	Jan. 31.	100 00
	75 00	Quartermaster's Office.....
	8 00	Employed by Com'ing General
	7 74	Express to Indianola.....
	14 00	Shoeing public horses.....
	20 00	Helping blacksmith.....
	150 00	} Steamship sent to Brazos... {	July 1.	July 31.	150 00
	100 00		July 1.	July 31.	100 00
	50 00		July 1.	July 31.	50 00
.....	1803 74	Total amount due and remaining unpaid.....			1240 00

and hired by me during the month of _____, 186 , and that the observations under are correct.

E. F.,
Asst. Qr. Master.

No. 3.

Roll of Non-commissioned Officers and Privates employed on extra duty, as mechanics and laborers, at _____, during the month of _____, 186 , by _____.

No.	Names.	Rank or designation.	Company.	Regiment.	By whose order employed.	Nature of service.	Term of service.			Rate of pay or compensation.			How employed.
							From.	To.	No. days.	Per diem.	Dolls.	Cts.	REMARKS.

I certify that the above is a correct roll of non-commissioned officers, musicians, and privates, employed on extra duty, under my direction, during the month of _____, 186 , and that the remarks opposite their names are accurate and just.

A. B.,

Quartermaster (or officer commanding detachment).

Examined. C. D., Commanding.

No. 4.

Report of Stores received for Transportation and Distribution at _____, by _____, in the month of _____, 186 .

Time received.	Marks.	No.	Contents.	From whom received.	By whom received.	Time sent.	To whom sent, and where.	With whom sent.	Intermediate destination.	Ultimate destination.	Remarks.
186 June 1.	W. S. &c.	1 to 3.	Clothing.	Capt. A. B., Asst. Quar- termaster, Boston.	Sloop Sally, Capt. A. W.	186 June 3.	Capt. C., Asst. Quar'master, St. Louis.	Ship George, Capt. I. B.	Received in good order.

12

I certify that the above report is correct.

E. A. O., Quartermaster.

Quartermaster's Department.—Forms.

FOR THE ARMY.

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No. 5.

Monthly Return of Public Animals, Wagons, Harness, and other means of transportation in the possession of _____,
at _____, during the month of _____, 186 .

Date.	Horses.	Mules.	Oxen.	Wagons.	Ambulances.	Caris.	Wheel harness, single sets of.	Lead harness, single sets of.	Wagon saddles.	Ships.	Schooners.	Sloops.	Steamers.	Boats and barges.	Skiffs and bateaux.	Remarks.
On hand.....																18 horses purchased; average cost \$_____. Wagons purchased at _____. 6 horses received from _____.
Purchased during the month.....																
Received from officers.....																
Total to be accounted for.....																
Transferred.....																Horses transferred to _____. Wagons transferred to _____. 1 horse sold; — Horses died on the road to _____.
Sold and worn out.....																
Died and lost.....																
Total issued and expended.....																
Remaining on hand.....																

I certify that the above return is correct.

NOTE.—No other articles than those above enumerated will be placed on this return.

A. B., Quartermaster

Monthly Report of Forage which has been issued to Horses, Mules, and Oxen in the public service at _____, by _____, during the month of _____, 186 .

Date.	To whom issued.	Public.			Private		Total.	Quantity issued.				Average cost of				Remarks.					
		Horses.	Mules.	Oxen.	Horses.	Mules.		Animals.	Corn.	Oats.	Hay.	Fodder.	Corn, per bush. (56 lbs.)		Oats, per bush. (32 lbs.)		Hay, per 100 pounds.		Fodder, per 100 pounds.		
													Pounds.	Pounds.	\$		c.	\$	c.	\$	c.
	Field and staff officers	6	12	...	18	6,480	...	1,350	1	00								
	Company A, 1st Dragoons..	61	4	...	65	23,400	...	2,240											
	“ B, 2d “	47	4	...	51	18,360	...	2,100										
	“ K, 1st Artillery..	45	6	...	51	18,360	1,640									
	Qr. Master's Department...	60	300	80	440	158,400	...	33,000											
	Total.....	219	300	80	26	...	625	225,000	...	38,690	1,640										

I certify that the above report is correct

A. B., Quartermaster.

Quartermaster's Department.—Forms.

FOR THE ARMY.

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No. 8.

Report of Persons Hired and Employed in the Quartermaster's Department at _____, who have deceased, deserted, or have been discharged the service with pay due, during the month of _____, 186 , by _____.

No.	Names.	Occupation.	RATE OF PAY OR HIRE.			TIME FOR, AND AMOUNT REMAINING UNPAID.				REMARKS.	
			Dolls.	Cts.	Per day or month.	From.	To.	Dolls.	Cts.		
11	George Peters	Blacksmith	2	00	Day.....	1 Aug., 1860.	30 Sept., 1860.	52	00	Discharged 30th Sept., 1860; certificates given.	
27	John Smith....	Teamster...	25	00	Month	1 Sept., 1860.	15 Sept., 1860.	12	50	Deserted 16th September, 1860.	
39	Peter Davis....	Laborer....	20	00	Month	1 Sept., 1860.	15 Sept., 1860.	10	00	Died 24th September, 1860.	
								\$	74	50	

I certify that the above is a true report of all persons hired and employed by me in the Quartermaster's Department, who have deceased, deserted, or been discharged the service with pay due, and that the statement of time for, and amount remaining unpaid, and the remarks, are correct and just.

A. B., Quartermaster.

NOTE.—This report must contain all the information required, to enable the Department to pay the legal representatives of the deceased persons, to examine into the cases of deserters, and to examine and verify the correctness of payments made on certificates of discharge.

Quartermaster's Department.—Forms.

FOR THE ARMY.

Quartermaster's Department.—Forms.

No. 9.

Estimate of Funds required for the service of the Quartermaster's Department at ———, by ———, in the month of ———, 186 .

	Dolls.	Cts.
1 For Fuel.....		
2 Forage.....		
3 Straw.....		
4 Stationery.....		
5 Materials for building. (State what, and for what purpose.).....		
6 Hire of mechanics. (State for what work.).....		
7 Hire of laborers. (State for what service.).....		
8 Hire of teamsters. (State on what service.).....		
9 Pay of extra-duty men. (State for what work.).....		
10 Pay of wagon and forage masters.....		
11 Hire of clerks, guides, escorts, expenses of courts-martial, of burials, of apprehending deserters, and other incidental expenses.....		
12 Hire or commutation of officers' quarters.....		
13 Hire of quarters for troops, or ground for encampment or use of military stations.....		
14 Hire of store-houses, offices, &c. (For what use.)....		
15 Mileage to officers.....		
16 Army transportation,—viz.:		
Of troops and their baggage.....		
Of Quartermasters', subsistence, ordnance, and hospital stores.....		
17 Purchase of horses and mules (Q. M. Dept.).....		
18 Purchase of wagons and harness do.		
19 Purchase of horses for mounted troops,—viz.:		
Horses for Company — Dragoons.....		
Horses for Company — Artillery, &c., &c.....		
20 Outstanding debts.....		
Deduct actual or probable balance on hand.....		

The United States in account current with ———, Quartermaster United States, on account of the Quartermaster's Department at ———, in the quarter ending on the ——— day of ———, 186 .

DR.

CR.

186 .			186 .		
March 31.	To amount of purchases, per Abstract A...		Jan. 1.	By balance on hand, per last account.	
" 31.	To amount of expenditures, per Abstract B.		" 15.	By cash received from Treasurer of the United States, being amount of warrant No. —.....	
" 31.	To amount of transfers to officers, per abstract B b.....		March 31.	By cash received of sundry officers, per abstract B b.....	
" 31.	To balance due the United States carried to new account.....		" 31.	By cash received from sales of public property, as per account herewith.	
		\$			\$

I certify that the above is a true account of all the moneys that have come into my hands, on account of the Quartermaster's Department, during the quarter ending on the ——— day of ———, 186 , and that the disbursements have been faithfully made.

A. B., Quartermaster.

NOTE.—Moneys for clothing, camp and garrison equipage, and contingencies of the army, are not accounted for in this account current. Abstracts B b and B b b are used only where the number of transfers make them necessary.

The United States,

No. 12.—(VOUCHER FOR PURCHASES TO ABSTRACT A.)

To _____.

DR.

Date of purchase.		Dollars.	Cents:
June 8, 1860 " 10, " " 29, "	For— 20 cords of wood, at _____ per cord 20,852 pounds of straw, at _____ per 100 lbs. 100 bushels of coal, at _____ per bushel		

I certify that the above account is correct and just; the articles are to be (or have been) accounted for on my property return for the _____ quarter ending on the _____ day of _____, 186 .
A. B., Quartermaster.

Received at _____, the _____ of _____, 186 , of C. D., Quartermaster U. S. Army, _____ dollars and _____ cents, in full of the above account.
E. F.

(Signed duplicates.)

NOTE —The certificate made by the officer who purchased the property. The receipt taken by the officer who paid it.

Quartermaster's Department.—Forms.

FOR THE ARMY.

No. 46.

Quarterly Statement of Allowances paid to Officers of the Army in Money,
the quarter end—

Officers' names.	Rank and Corps. (Rank being that for which they were paid, or allowances furnished.)	For Fuel.		Quarters.			
		Period.	Am't. \$ c.	In money.		In kind.	
				Period.	\$ c.	Period.	No. Rooms.
		1861.		1861.		1861.	
W. S....	Maj. Genl....	July, Aug., Sep..	96 00	July, Aug., Sep..	120 00
J. T....	Brig. Genl....	July.....	30 00	July, Aug., Sep..	80 00
K. J....	Col. Ajt. Gl..	August.....	30 00	July, Aug., Sep..	90 00
T. M....	Col. Q.M. D..	August.....	30 00	July, Aug., Sep..	80 00
T. L....	Maj. Pay Dt..	July, Aug., Sep..	30 00	Aug., Sep.....	80 00	July.....	3
L. B....	Col. Engrs...	July, Aug., Sep..	30 00	80 00
B. L....	Mj. T. Engrs..
B. B. M.	Col. Drags...	July, Aug..	4
J. C....	Col. Art.....	July, Aug.....	20 00	July, Aug..	4
F. E....	Maj. Infy....	July, Aug.....	12 00	July, Aug..	4

No. 46.

or furnished in kind, with the money value thereof, by ———, at ———, in
ing ———, 186 .

Rent.	For transportation of baggage.	Per diem on court-martial.	For forage issued in kind.	Straw for servants.	Stationery.	Total amount.	Abstract and voucher.	Remarks.
.....	120 00	40 00	20 00	398 00	B 1, 7, 9—I 9..	
.....	90 00	15 00	215 00	B 2, 11, 14—I 4.	
.....	120 00	B 17.....	
.....	110 00	B 21.....	
30 00	60 00	30 00	230 00	B 4, 20—G 13.	
.....	130 00	B 19.....	
.....	100 00	110 00	B 26, 27.....	
30 00	30 00	40 00	37 50	2 00	139 50	B 27, 30—G 14.	
35 00	70 00	1 50	126 50	B 28, 32—H 2.	
.....	50	12 50	F 4—H 6.....	Public quarters.

I certify that the above is correct.

A. B., Quartermaster.

NOTE.—When officers occupy quarters owned by the public, the number of rooms only will be reported.

ARTICLE XLIII.

SUBSISTENCE DEPARTMENT.

1176. The Commissary-General of Subsistence will designate, as far as practicable, the places where contracts and purchases for subsistence supplies shall be made, and, under the direction of the Secretary of War, assign to stations and duties the officers and agents of his Department.

SUBSISTENCE SUPPLIES.

1177. These supplies comprise: 1st, articles composing the ration, such as pork, flour, coffee, candles, &c., called **SUBSISTENCE STORES**; 2d, the necessary means of issuing and preserving these stores, such as stationery, scales, measures, tools, &c., called **COMMISSARY PROPERTY**. Subsistence supplies shall not be transferred gratuitously to another staff-department, nor obtained, issued, sold, or otherwise disposed of, except as herein prescribed.

CONTRACTS.*

1178. Subsistence stores for the army, when time and circumstances permit, shall be procured under written contracts with suitable bonds, made by the Commissary-General or other authorized officer of the Subsistence Department. The Commissary at the place of delivery, if not provided with funds for payment, shall receipt for the articles accepted, on duplicate inspection certificates (Form 18), one of which he shall give to the contractor, and the other forward to the Commissary-General or officer authorized to pay for the stores, with a report on the quality of the articles and the condition of the packages. The inspector shall be one holding his appointment by law, if at the place of delivery there be such an officer, for the articles to be inspected.

1179. Contracts for subsistence stores shall be made after due public notice, and on the lowest proposal received from a responsible person who produces the required article. These agreements shall expressly provide for their termination at such time as the Commissary-General may direct, and for the exclusion of any interest in them on the part of members of Congress, officers or agents of the Government, and all persons employed in the public service. (Forms 36 and 37.)

1180. A contract shall be executed *in quintuplicate*: one copy to be kept by the contractor, and one by the contracting officer or agent; two copies to be sent to the Commissary-General (with the bond), and the remaining one to the Returns-Office, at Washington, D.C. (See Act,

* See Act, approved July 17, 1862.

Subsistence Department.—Purchases.

approved June 2, 1862.) The copies of the contract for the Commissary-General and the Returns-Office will be sent by the officer making and signing them, as soon as possible after completion, accompanied by the advertisement and one copy of every bid received.

1181. Under the provisions of the excise law, each copy of every contract for subsistence supplies is liable to a stamp duty of five cents for every sheet or piece of paper upon which it is written, and each copy of the bond to these contracts is likewise liable to a stamp duty of twenty-five cents.* The adhesive stamp for each copy of a contract, and for each copy of the accompanying bond, must be furnished, affixed, and cancelled by the contractor. The stamp is cancelled by the contractor writing on its face his initials and the date.

1182. When bids to furnish subsistence are solicited, the advertisement or notice shall call for *sealed proposals, in duplicate*. If the bids received be deemed unreasonable, or if there be other sufficient cause for not accepting them, they will be rejected, and others again invited. The time and place of opening proposals shall be stated in the advertisement, and bidders allowed to be present at the opening.

PURCHASES.

1183. Subsistence stores for such corps or posts as, by reason of their position, the climate, or other cause, the Secretary of War may authorize to be so supplied, will be procured in open market, on due public notice, and from the lowest bidder who produces the required article. The advertisement, and all the bids received, will be sent to the Commissary-General as soon as the purchasing-officer has accepted the proposals.

1184. When a deficiency of subsistence stores makes an additional supply necessary, the Commissary where they are needed will make a requisition for them on the proper purchasing or issuing Commissary. (Form 15.) If the stores can be obtained in his vicinity, of good quality, and on terms advantageous to the Subsistence Department, the Commissary requiring them shall represent such facts by a detailed statement to the officer charged with the duty of providing him with subsistence, and, when authorized, will himself procure the stores in the manner prescribed in preceding paragraphs.

1185. A disbursing officer, or agent of the Subsistence Department, when provided with sufficient public funds, shall pay for supplies purchased by him. (Form 23.) When not in funds he shall furnish the seller with a certified account of the purchase, in duplicate, stating thereon the

* A bond for the performance of duties pertaining to an office (a Commissary's bond, for example) is liable to a stamp duty of *fifty cents*. The officer executing this bond furnishes, affixes, and cancels the stamp required.

Subsistence Department.—Storage.

cause of its non-payment, and on what Return he has taken up the articles. (Form 24.)

1186. Subsistence supplies purchased by a Commissary, or agent, whether paid for or not, must be accounted for by him on the proper Return. (Forms 1 and 8.) The *name* of each person from whom stores have been purchased during a month, *date* of purchase, *articles* and *quantities* procured, must be entered *on the Return of Provisions* for that month (Form 1), or, when the purchase bills are many, *on the Abstract* which accompanies the Return. (Form 6.) When stores are purchased but not paid for, a note to that effect will be entered by the purchasing officer or agent, in the column of "Remarks" to his Return of Provisions, or its accompanying Abstract.

1187. Salt meats and flour, whether procured under contract or otherwise, must be inspected before acceptance, and by a legal inspector for these articles when the services of such an officer can be obtained. A certificate of inspection, in duplicate (Form 18), will be taken and attached to the voucher for payment.

1188. The Subsistence Department will purchase at cost-prices, without including cost of transportation, all *sound* articles of subsistence saved by troops or employees by an economical use or management of the ration, —molasses, green or desiccated vegetables, and articles furnished as anti-scorbutics, excepted. This is intended to embrace savings of companies, of bakeries, and all savings from the ration made by an organized command. The purchase-bill (Form 26) will be made out in the *letter* or *name* of the company to which the savings belong, and *in quadruplicate*; two copies for the Commissary who takes up the stores (one to accompany his Return of Provisions to the Commissary-General), and two copies for the Commissary who pays the bill. Payment for these savings will be made to the actual commanders of companies, to officers in charge of bakeries, &c., by any officer of the Subsistence Department having funds for the purpose, and on proof that the Commissary certifying to the bill has made a Return to the Commissary-General satisfactorily accounting for the stores.

STORAGE.

1189. Good and sufficient storehouses, sheds, paulins, or other proper and adequate means of covering and protecting subsistence supplies, will be provided by the Quartermaster's Department. Care must be taken to keep the store-rooms dry and well ventilated. (For information on storing, see "Miscellaneous Items," page 301.)

THE RATION.*

1190. A ration is the established daily allowance of food for one person. For the United States army it is composed as follows: twelve ounces of pork or bacon, or, one pound and four ounces of salt or fresh beef; one pound and six ounces of soft bread or flour, or, one pound of hard bread, or, one pound and four ounces of corn meal; and to every one hundred rations, fifteen pounds of beans or peas,† and ten pounds of rice or hominy; ten pounds of green coffee, or, eight pounds of roasted (or roasted and ground) coffee, or, one pound and eight ounces of tea; fifteen pounds of sugar; four quarts of vinegar; one pound and four ounces of adamantine or star candles; four pounds of soap; three pounds and twelve ounces of salt; † four ounces of pepper; thirty pounds of potatoes, † when practicable, and one quart of molasses. The Subsistence Department, as may be most convenient or least expensive to it, and according to the condition and amount of its supplies, shall determine whether soft bread or flour, and what other component parts of the ration, as equivalents, shall be issued.

1191. Desiccated compressed potatoes, or desiccated compressed mixed vegetables, at the rate of one ounce and a half of the former, and one ounce of the latter, to the ration, may be *substituted* for beans, peas, rice, hominy, or fresh potatoes.

1192. Sergeants and corporals of the Ordnance Department (heretofore classed as armorers, carriage-makers, and blacksmiths) are entitled, each, to one and a half rations per day; all other enlisted men, to one ration a day.

1193. 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. The annexed table (pp. 306, 307.) shows the quantity *in bulk* of each part of the ration, in any number of rations, from one to one hundred thousand.

ISSUES IN BULK.

1194. Stores longest on hand shall be issued first, whether the issue be in bulk or on ration returns.

* "After the present insurrection shall cease, the ration shall be as provided by law and regulations on the first day of July, eighteen hundred and sixty-one." (Section 13, Act approved August 3, 1861.)

† Beans, peas, salt, and potatoes (fresh) shall be purchased, issued, and sold by weight, and the *bushel* of each shall be estimated at *sixty pounds*. Thus, 100 rations of beans or peas will be fifteen pounds, the equivalent of eight quarts; 100 rations of salt will be three pounds and twelve ounces, the equivalent of two quarts; and 100 rations of potatoes (fresh) will be thirty pounds, the equivalent of half a bushel.

Subsistence Department.—Issues.

1195. A Commissary required to send off subsistence supplies will turn them over to the Quartermaster for transportation, each package directed and its contents marked thereon. He will give the Quartermaster duplicate transportation invoices of the packages and their contents, as marked (Form 29), and take from him like receipts* (Form 30). The Commissary who transfers the supplies shall also transmit duplicate invoices of them to the Commissary for whom they are intended, who shall return receipts for the supplies received (Form 32), and account as wastage on his next Return of Provisions for any ordinary loss of stores accruing in transportation.

1196. Any deficiency of supplies not attributable to ordinary loss in transportation, any damage, or discrepancy between the invoices and the actual quantity or description of supplies received, shall be investigated by a board of survey. (See paragraph 1019.) The officer revising the action of the board shall immediately transmit a copy of its proceedings to the Commissary-General of Subsistence, and a copy to the issuing Commissary. A copy of the proceedings of the board shall also accompany the receiving Commissary's Return of Provisions to the Commissary-General of Subsistence. Where the carrier is liable, the issuing Commissary shall report the amount of loss or damage to the Quartermaster authorized to pay the transportation account, in order that this amount may be recovered for the Subsistence Department.

1197. Invoices shall express the *prices* of articles named thereon.

ISSUES TO TROOPS.

1198. Subsistence shall be issued to troops on ration returns signed by their immediate commander, and approved by the commanding officer of the post or station. (Form 13.) These returns, ordinarily to be made for a few days at a time, shall, when practicable, be consolidated for the post or regiment (Form 14), and shall embrace 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 (see paragraph 1224), *every return upon which he has issued provisions* in that month; which Abstracts the commanding officer shall compare with the original ration returns, and if correct, so certify. (Form 2.)

1199. When men leave their company, the rations they have drawn and left with it shall be deducted from the next ration return for the company; a like rule, when men are discharged from hospital, shall govern the hospital return.

* When subsistence supplies are transferred from one Commissary to another, at the same post or station, they may be invoiced and receipted for according to Forms 31 and 32.

Subsistence Department.—Issues.

1200. Four women, as laundresses, are allowed to a company, and one ration per day to each when *present* with the company. In order that an authorized woman (laundress) of a company may draw rations while temporarily separated from it, the officer commanding the company must designate her by name and in writing to the commanding officer of the post or station where she may be living, as attached to his company, and entitled to rations. The rations of company women are not to be commuted, and they can only be drawn at a military post or station where subsistence is on hand for issue.

ISSUES TO CITIZENS.

1201. One ration a day may be issued to each person employed with the army, when such are the terms of his engagement, on returns similar to Form 13. These returns will be entered on a *separate* Abstract (Form 3), compared, certified to, &c., as prescribed in paragraph 1198. No hired person shall draw more than one ration per day.

ISSUES TO INDIANS.

1202. When subsistence can be spared from the military supplies, the commanding officer is authorized to allow its issue, *in small quantities*, to Indians visiting military posts on the frontiers or in their respective nations. The return for this issue shall be signed by the Indian agent (when there is one present), and approved by the commanding officer of the post or station.

1203. Regular daily or periodical issues of subsistence to Indians, or issues of subsistence *in bulk* to Indian agents for the use of Indians, are forbidden.

ISSUES EXTRA.

1204. The issues authorized under this head shall be made on returns signed by the officer in charge of the guard, by the Assistant Adjutant-General or Adjutant of the head-quarters, by the Quartermaster or other officer accountable for the animals, by the officer in charge of the working party, &c., as the case may be, and approved by the commanding officer of the post or station. At the end of the calendar month these returns shall be entered on an Abstract (Form 4), compared and certified to, as prescribed in paragraph 1198.

1205. Extra issues will be allowed as follows, viz. :

ADAMANTINE CANDLES.

To the principal guard of each camp or garrison, per month	12 pounds.
And when serving in the field, not exceeding the following rates per month, viz. :	
To the head-quarters of a regiment or brigade.....	10 pounds.

Subsistence Department.—Issues.

To the head-quarters of a division.....	20 pounds.
To the head-quarters of a corps.....	30 pounds.
To the head-quarters of each separate army, when composed of more than one corps.....	40 pounds.

SALT.

Two ounces a week to each *public* animal. The *number* of animals to be supplied, and the *period* drawn for, will be stated on each return for extra issues, and so entered on the Abstract. (Form 4.)

WHISKY.

One gill per man daily, in cases of *excessive* fatigue, or *severe* exposure. The *number* of men issued to will be stated on each return for extra issues, and so entered on the Abstract. (Form 4.) Under "Remarks," on the return and on the Abstract, the letters of companies to which the men belong, *number* and designation of regiment, &c., will be given.

1206. Oil, candles, or gas, with which to light a fort, barrack, or stable, are not allowed from the Subsistence Department. *Extra* issues of subsistence, except as prescribed in preceding paragraph, are forbidden. (See Notes, page 265.)

ISSUES TO HOSPITAL.

1207. Subsistence shall be issued to a hospital on ration returns signed by the medical officer in charge, and approved by the commanding officer of the post or station. These returns (Form 13) will be made for a few days at a time.

1208. Medical cadets and female nurses employed in permanent or general hospitals are entitled, each, to one ration per day, either in kind, or by commutation at the cost of the ration at their station.

1209. The Abstract of issues to a hospital shall be made by the Commissary, and certified to by the Surgeon and the commanding officer. (Form 5.) The Surgeon's certificate to this Abstract shall include the provisions issued to hospital from the subsistence storehouse, and the amount of purchases for it in the month.

1210. Medical officers will not be allowed to sell or exchange any portion of the ration saved in hospital.

HOSPITAL FUND.

1211. The sick in hospital, not needing full rations for their subsistence, *only such parts thereof* are issued as are *actually* required for the support of themselves and authorized attendants. The difference between the number of rations due a hospital, at cost price of a complete ration at the station, and the value of the stores issued to it, during the same period

Subsistence Department.—Hospital Fund.

and at the same prices, constitutes a *credit* with the Subsistence Department in favor of the hospital. This credit is called "Hospital Fund."

1212. The Commissary who issues to a hospital (post, regimental, field, general, or any military hospital) is authorized, on the requisition of the medical officer in charge, to expend its Hospital Fund in purchasing the following articles, or in paying for the same, when procured by the medical officer, on accounts duly made out and certified to by him (Form 25), viz.:

1st. *Food*, solid or fluid, to be used for the diet of the sick, and not furnished by the Subsistence Department or Medical Department.

2d. Articles to be used in either *the preparation or serving* of the food, embracing principally cooking utensils and table furniture, and not furnished by the Quartermaster's Department or Medical Department.

3d. Gas, oil, and *other means of illumination*, to be used instead of candles, which are part of the soldier's ration.

1213. The Hospital Fund being thus a means for supplying the suffering sick with food and conveniences needful for their health and more comfortable condition, not otherwise to be obtained, its management should be held as a sacred trust, and its expenditure confined strictly to the purposes which this fund is designed to accomplish. Medical and hospital supplies, quartermasters' supplies, and all objects of expenditure from the appropriations of the different departments of the military service, are not proper charges against the hospital credit. (For articles furnished by the Medical Department, see Subsistence Regulations of 1863, pamphlet edition, pages 69 and 70.)

1214. An expenditure of money by the Commissary for the subsistence or convenience of the sick in hospital is accounted for in the manner prescribed for other disbursements of the Subsistence Department. At large depots or general hospitals, this fund may be partly expended for the benefit of the sick at dependent posts or in detachments, on requisitions approved by the Medical Director or senior Surgeon of the district.

1215. A "Statement of the Hospital Fund" is made out at the end of each calendar month, and appears as a part of the Commissary's "Abstract of Issues to Hospital" for that month. On it are entered the balance of credit (if any) to hospital at the end of the preceding month, and the number of rations due it in the month, at cost price; also, the stores which have been issued by the Commissary to the hospital, and articles purchased by him for the sick, during this period, with the cost of each set opposite. The difference between these two amounts (credit and debit) leaves an ascertained balance of credit (if the hospital fund for the month has not been entirely used up), applicable to authorized expenditures for the subsistence or convenience of the sick in hospital

Subsistence Department.—Hospital Fund.

during the following month. This statement may be prepared in the same manner, at any day, should there be occasion for ascertaining the exact state of the credit of a hospital at any particular date. An "Abstract of Issues to Hospital," and a "Statement of the Hospital Fund," shall be made out monthly for each *separate* hospital.

1216. At the request of the Surgeon-General, and on instructions from the Commissary-General of Subsistence, Hospital Fund may be transferred as follows :

The Commissary directed to transfer any portion of this credit from a hospital he supplies to another one, drops the amount specified from his next statement of its Hospital Fund as transferred to the hospital designated in the instructions, giving (when informed) the name, rank, regiment or corps, and station of the Commissary who issues it. The Commissary directed to receive a stated amount of this credit, takes up the same in favor of the designated hospital supplied by him, on his next statement of its Hospital Fund, and as received from the one mentioned in the instructions, giving (when informed) the name, rank, regiment or corps, and station of the Commissary who issues to such hospital.

When an officer is relieved from subsistence duty, he shall give his successor a certified statement of the hospital credit of each *separate* hospital supplied by him, and shall note such action on the hospital Abstract. His successor shall take up these credits in favor of each separate hospital he issues to, in manner as above explained. Hospital Fund, being *a credit* only, cannot be transferred from one officer's papers to another's *as money*.

1217. Mode of ascertaining the cost at which the ration shall be credited the hospital, and commuted to soldiers while on furlough, cost of transporting stores not included : 100 complete rations consist of, say—

100 rations of pork or bacon are 75 pounds, at 6 cents per pound.....	} $\frac{1}{2}$ is	\$4 75
100 rations of fresh beef are 125 pounds, at 4 cents per pound.....		
100 rations of flour are 137 $\frac{1}{2}$ pounds, at 4 cents per pound.....		5 50
100 rations of beans or peas are 15 pounds, at 4 cents per pound.....		60
100 rations of rice are 10 pounds, at 5 cents per pound.....	} $\frac{1}{2}$ is	40
100 rations of hominy are 10 pounds, at 3 cents per pound.....		
100 rations of coffee are 10 pounds, at 15 cents per pound.....	} $\frac{1}{2}$ is	1 11
100 rations of tea are 1 $\frac{1}{2}$ pounds, at 48 cents per pound.....		
100 rations of sugar are 15 pounds, at 8 cents per pound.....		1 20
100 rations of vinegar are 4 quarts, at 4 cents per quart.....		16
100 rations of adamantine candles are 1 $\frac{1}{2}$ pounds, at 20 cents per pound.....		25
100 rations of soap are 4 pounds, at 5 cents per pound.....		20
100 rations of salt are 3 $\frac{3}{4}$ pounds, at 1 cent per pound.....		4
Carried forward.....		\$14 21

Subsistence Department.—Wastage.

Brought forward.....	\$14 21
100 rations of pepper are 4 ounces, at 1 $\frac{3}{4}$ cents per ounce.....	7
100 rations of potatoes are 30 pounds, at 2 cents per pound.....	60
100 rations of molasses are 1 quart, at 12 cents per quart.....	12
	\$15 00
or one ration costs 15 cents.	

The *proportions* here given are *fixed*, but the *prices* of the component parts of the ration are *variable*. The Commissary's invoices of stores received in the month will give the prices from which to calculate the cost of the ration for that month.

WASTAGE.

1218. Wastage on issues from evaporation, leakage, &c., will be ascertained monthly, or when most convenient. The *actual* deficiency thus found will be reported on the Return of Provisions. Ordinary waste on issues to troops, &c. should not exceed, say three per cent. on salt meats, flour, hard bread, corn-meal, sugar, vinegar, soap, and salt; and one per cent. on beans, peas, rice, hominy, coffee, tea, candles, and pepper. No wastage is allowed on stores turned over *in bulk* from one officer to another, or on issues of fresh beef furnished directly from the butcher. Surplus stores shall be taken up on the Return of Provisions (Form 1) as "gained in issuing."

1219. Loss on issues exceeding ordinary waste, errors in the estimated weight of beef on the hoof, and loss on cattle strayed, stolen, or died, must be accounted for by affidavit, board of survey, certificate of a commissioned officer, or other satisfactory evidence, according to the magnitude of the loss and the circumstances of the case.

BEEF CATTLE.

1220. When practicable, beef cattle presented for acceptance, whether procured under contract or purchased in open market, must be weighed on the scales. From the live weight of a steer thus ascertained, his net weight shall be determined by deducting forty-five per cent. when his gross weight exceeds thirteen hundred (1300) pounds, and fifty per cent. when less than that, and not under eight hundred (800) pounds. When it is impracticable to weigh on the scales, one or more *average* steers must be selected, killed, and dressed in the usual manner. The average net weight of these (necks, shanks, and kidney tallow excluded) shall be accepted as the average net weight of the herd.

1221. In all written instruments for the delivery of beef cattle, the manner prescribed above for determining net weight must be inserted; in verbal agreements (which will be allowed only when time does not admit

Subsistence Department.—Abstracts of Issues.

of reducing to writing the terms agreed upon) this mode must be understood and accepted by the party delivering the cattle.

1222. Hay, corn, and other forage will be procured for beef cattle when the pasture is insufficient.

1223. Beef received on the hoof, whether under contract, by open purchase, or otherwise, shall be accounted for on the Return of Provisions by the *number* of cattle, and by their *net* weight in pounds. When beef cattle are transferred, they should be appraised, if possible, and their loss or gain in weight since previous appraisement reported by the officer delivering the cattle.

ABSTRACTS OF ISSUES.

1224. Issues to troops (regulars), to volunteers and militia, to sailors, to marines, to prisoners of war or State, to citizens employed with the army, to Indians, to "contrabands," to hospitals, and extra issues, shall be entered on *separate* Abstracts, each certified to by the commanding officer of the post or station. The "original ration returns" will be retained by the officer who certifies to the Abstract—the latter, after completion, being the Commissary's voucher for the issues.

1225. Abstracts of issues shall show, in column of "Remarks," the corps or detachment issued to on each ration return; and if to citizens, the particular department in which they are employed. When they require more than one sheet, the sheets will be numbered in series—the total at the foot of each carried to the head of the next, &c.

DAMAGED SUPPLIES.*

1226. When supplies on hand become damaged, the Commissary accountable for them shall report it to the commanding officer, who will make, or cause to be made, a critical inspection of them. (See paragraphs 1018 to include 1025; also Form 17.) Under orders from the proper authority (paragraph 1023), the supplies examined shall be disposed of as advised by the inspector. Prior to inspection, the Commissary shall examine damaged parcels and separate and repack sound parts.

SALES.

1227. Sales of subsistence supplies by the Government, except sales

* When public property is presented to an inspector for condemnation, the officer responsible will certify on the inventory that the property had not been previously condemned. The inspector will mark the letters I. C. (*Inspected—Condemned*) upon all property condemned and ordered to be dropped from the returns, with a brand, stencil, cold chisel, steel-cutter, or punch, depending upon the material to be marked. Should it happen, when final action is had, that the Inspector's recommendation is disapproved, the marks will be cancelled, and a certificate of the fact will be given to the officer accountable.

Subsistence Department.—Sales.

of stores to officers for their personal use, and in like cases, shall be on due public notice, and in such market as the interests of the service may require. The order for the sale, the auctioneer's bill of sale exhibiting the names of purchasers, articles, and quantities sold, prices obtained, &c., and a copy of the inspection report, shall accompany the Return of Provisions to the Commissary-General.

1228. Subsistence supplies, in good condition, but not required for use, will be disposed of by orders from the Commissary-General. In urgent cases, and on the advice of an inspecting officer, they may be sold as prescribed in preceding paragraph.

1229. An officer may purchase subsistence from the Commissariat, *paying cash for it on delivery*, at cost prices, without including cost of transportation, on his certificate that it is for the use of himself and family. These certified lists the commanding officer shall compare with the Commissary's monthly Abstract of Sales to Officers, and if correct, so certify. (Form 7.) Commanding officers of companies may, in the same way, when authorized by the post commander, purchase subsistence for their company mess.

1230. When provisions can be safely spared from the public supplies, the commanding officer is authorized to allow their sale, *in small quantities*, to persons employed with the army, *when they cannot otherwise procure food*, and to Indian agents for issue to Indians in their respective nations, or when visiting military posts. Such sales shall be *for cash*, at cost, including *all* expenses.

1231. Subsistence supplies may be sold to any department of the military service for public use, when the amount on hand will admit of it. Such sales shall be *for cash*, at cost, without including cost of transportation.

1232. The articles and quantities of stores sold during any month shall be reported on the Commissary's Return of Provisions for that month; and the net proceeds of all sales of subsistence supplies shall be credited to the United States in his Summary Statement and Account Current, for the month. (Forms 9 and 10.)

1233. Empty barrels, boxes, hides, &c., shall be sold, and the net proceeds of sale accounted for as indicated in preceding paragraph.

1234. Savings from the ration, when the articles are sound, shall only be sold to the Subsistence Department. (See paragraph 1188.)

ABSTRACTS OF SALES

1235. Sales to officers, to citizens employed with the army, to Indian agents, at auction, to departments of the military service, &c., shall be

Subsistence Department.—Recruiting Service.

entered on *separate* Abstracts. One copy of each shall accompany the Return of Provisions, and one copy the Account Current.

RECRUITING SERVICE.

1236. When subsistence cannot be advantageously issued by the Commissariat to recruiting parties, it will be procured by the officer in charge, on written contracts for complete rations. When a contract is for board and lodging, the amount to be paid for each must be *separately* mentioned therein (Form 36); *board only* will be paid by the Subsistence Department. (See articles "Contracts" and "Purchases," pages 241 and 242.)

1237. Under circumstances rendering it impossible to make a contract, the recruiting officer may pay from subsistence funds the actual necessary expenses of *subsisting* his party.

1238. When the recruiting officer does not disburse subsistence funds, the contractor will send to the Commissary-General for payment, monthly, his accounts for rations issued (Form 20), accompanied by the Abstract of Issues, certified to by the recruiting officer. (Form 19.) In that case, the expense of subsistence at branch rendezvous, and of advertising for proposals, &c., will be paid for by the contractor at the principal station, and included in his accounts.

1239. Issues of subsistence will be made on the usual ration returns (Form 13), and board will be furnished on a return showing the number of men and of days, dates, &c.

SPECIAL SERVICE.

1240. The commanding officer will detail a suitable non-commissioned officer or private soldier for special service in the Subsistence Department, when such service is needed. The soldier so detailed will be under the orders of the Commissary, and will be exempt from company or garrison duty. No extra pay for this service is allowed.

COMMUTATION OF RATIONS.*

1241. No persons, except those who are by law entitled to rations, will be allowed commutation therefor.

* The commutation of rations allowed by the Secretary of War in exceptional cases, since April 24, 1862, is not affected by these regulations.

NOTES.—When the care of sick and wounded soldiers is assumed by the States from which they come, the Subsistence Department will commute their rations at twenty-five cents.

The rations of prisoners held in the rebel States shall be commuted for and during the period of their imprisonment, on rolls or accounts prepared and certified to by the Commissary-General of Prisoners; the commutation to be rated at cost price of the ration.

The settlement of accounts for the board of soldiers in private hospitals is assigned to the Surgeon-General's Department.

Subsistence Department.—Expenditures.

1242. Commutation, in lieu of subsistence in kind, will not be allowed to recruiting parties while at their stations, nor to soldiers serving where subsistence is provided by the Government. When practicable, persons entitled to rations must draw them at the place and time they are due, or forfeit their claim to them.

1243. Commutation will be allowed to soldiers while on furlough *by competent authority*, to medical cadets, to female nurses employed in permanent or general hospitals, and to persons entitled to rations when stationed where the Government has not provided subsistence for them, on satisfactory evidence that they have not received rations, or an equivalent therefor, during the time for which commutation is claimed. (Form 22.) The rate of commutation in these cases shall be *the cost* of the ration *at the station* where it is due. The authority competent to give a furlough is indicated in the General Regulations of the Army, or is announced from time to time in orders from the War Department. Payment of commutation to a soldier while on furlough shall not be made until he has returned to duty, or until he is discharged from the military service, when furloughed to that date; and when the voucher for payment is not accompanied by the furlough, the fact of payment, fully and officially attested, shall be entered *on the furlough*. (Form 35.)

1244. When a soldier *is travelling* on detached command, and it is impracticable to carry rations with him, his subsistence may be commuted at a rate not exceeding seventy-five cents a day, to be paid by the Commissary when due, or in advance on the order of the commanding officer. The voucher shall show on its face the nature and extent of the duty the soldier was directed to perform, and be certified by the officer under whose order the journey was made, that it was impracticable for the soldier to carry rations with him. (Form 21.)

EXPENDITURES.

1245. Subsistence funds shall not be used in payment of supplies or services pertaining to another staff department, nor applied to purposes other than those for which these funds have been appropriated by Congress.

1246. Vouchers for disbursement of public funds shall specify the quantity and price of each article bought, date of purchase, name of person from whom procured, &c. (Forms 23, 25, and 26.) When the vouchers are for services rendered, and like cases, they shall state the nature of duty, period of service, rate of pay per day or month, &c. They shall also set out a sufficient explanation of the object, necessity, and propriety of the expenditure, attested by the certificate of an officer or other satisfactory evidence. (Forms 21, 22, 27, and 28.)

1247. Receipts for subsistence funds disbursed or transferred shall

Subsistence Department.—Returns and Accounts.

state *place* and *date* of payment or transfer, *name, rank, and regiment or corps*, of officer from whom the money is received; and the *amount* shall be expressed *in words*. (Forms 21 and 33.)

1248. As soldiers are expected to preserve, distribute, and cook their own subsistence, the hire of citizens for any of these duties is not allowed. When bakeries are not managed *by the Subsistence Department*, their expenses for hops, yeast, furniture, sieves, cloths, the hire of bakers, &c., are paid *from the post fund*, to which the profits then accrue by army regulations. (See paragraph 198.) *Ovens* may be built or paid for by the Subsistence Department, but not *bake-houses*.

1249. When a claim for authorized supplies is presented to a Commissary for articles delivered to his predecessor or other officer of the Subsistence Department, he shall require a certified voucher in duplicate from the officer to whom the articles were delivered (Form 24), and the affidavit of claimant that he has not been paid, directly or indirectly, for the supplies, nor has authorized any person to receive payment for him. Such voucher, before being paid, will be forwarded to the Commissary-General of Subsistence for approval or instruction in the case.

1250. No officer or agent of the Subsistence Department, disbursing public money, will pay any claim or account presented through agents or collectors, except on regular power of attorney, executed *after* the account or claim is due and payable, and unless such agent or collector is considered by the disbursing officer amply able to reimburse the United States, or the disbursing officer, in case such claim or account shall, subsequent to payment, prove to be unjust or fraudulent; and when an account is presented in person by an individual who is not known to the disbursing officer, the latter will require such evidence of identity as will secure the Government against fraud.

RETURNS AND ACCOUNTS.

1251. Every officer and agent of the Subsistence Department intrusted with its supplies or funds shall render *monthly* to the Commissary-General of Subsistence, and to the Third Auditor of the Treasury, all Returns and Accounts, with the vouchers thereto belonging, which they may require.

1252. The following are the usual Returns, Abstracts, &c., to be rendered to the Commissary-General of Subsistence *monthly*, viz. :—

Return of provisions and forage for beef cattle received, issued, &c., in the month, with the invoices and receipts thereto belonging...	Form	1
Abstract of issues to troops.....	“	2
Abstract of issues to citizens.....	“	3
Abstract of issues extra	“	4
Abstract of issues to hospital.....	“	5

Subsistence Department.—Returns and Accounts.

Abstract of provisions and forage purchased (see paragraph 1186)...	Form 6
Abstract of sales to officers.....	“ 7
Return of all property in the Department, except provisions and forage, with the invoices and receipts thereto belonging.....	“ 8
Summary statement of funds received, expended, &c., in the month	“ 9

1253. The following are the usual Accounts, Abstracts, &c., to be rendered to the Third Auditor of the Treasury *monthly*, or forthwith, when a disbursing officer, for whatever cause, ceases to be such, viz. :—

Account current	“ 10
Abstract of provisions and forage purchased and paid for in the month, with vouchers.....	“ 11
Abstract of all expenditures in the month, except for provisions and forage, with vouchers.....	“ 12
Abstract of sales to officers.....	“ 7
Receipts for funds transferred.....	“ 33

1254. In transmitting official papers to the Commissary-General and Third Auditor for examination or other action, the following rules will be observed, viz. :—

I. Invoices and receipts for subsistence stores, bills of company savings, abstracts of issues, abstracts of sales, boards of survey, inspection reports, summary statements, Return of Commissary Property (with its invoices and receipts), &c., will be *officially* signed, *properly* endorsed, *carefully* assorted, and put up (by a wrapper of strong paper, for example) *with* the Return of Provisions for the same month.

II. Receipts for funds, abstract of purchases, and abstract of contingencies (each with its appropriate vouchers), abstract of sales to officers, &c., will be *officially* signed, *properly* endorsed, *carefully* assorted, and put up in like manner, *with* the Account Current for the same month.

III. In all cases, official papers will be accompanied by a letter of advice, enumerating them, and briefly giving necessary explanations. (See paragraphs 1263, 1264, 1265, and Form 34.)

1255. When an officer or agent of the Subsistence Department is relieved, he shall certify the outstanding debts to his successor, and turn over to him the public funds and supplies for which he is accountable, unless otherwise ordered. His Return of Provisions and Return of Commissary Property will be closed, but his money accounts kept open until the end of the month, unless he has ceased to disburse. (See paragraph 1253.)

1256. A book will be kept by the Commissary at each *permanent* post, in which shall be entered the Return of Provisions received, issued, &c., in the month. (Form 1.) It shall show from whom the purchases have

Subsistence Department.—Remarks.

been made, and whether paid for. It is called the *Commissary's Book*, and will not be removed from the post.

REMARKS.

1257. Disbursing officers and agents of the Subsistence Department are required to retain one complete set of official papers (see paragraphs 1252 and 1253) for reference or other use.

1258. No charge for printing blank forms will be allowed. When practicable to provide them, these forms will be furnished officers by the Subsistence Bureau. When officers are not thus furnished, they must *rule out* forms for use from the public stationery to correspond with those prescribed. The want of printed blanks will furnish no excuse to an officer for delay or failure in the rendition of his Returns and Accounts.

1259. The envelops of all *official* communications to the Commissary-General of Subsistence will be marked "Official," with the signature thereto of the officer writing the communication.

1260. Under existing laws, packages to the Commissary-General of Subsistence on official business are carried in the United States mail *free of postage*, and should be intrusted to the Post Office Department for delivery whenever practicable. Packages for the Commissary-General of Subsistence, on official business, will not be committed to express agencies for delivery unless all charges for the service are *prepaid*.

1261. Postage and despatches by telegraph on public business, paid by an officer, will be refunded to him *by the Quartermaster's Department*. These expenses are not to be paid for with subsistence funds.

1262. Officers doing duty in the Subsistence Department should be particular to forward with their Returns and Accounts, in addition to the required vouchers, all orders of commanding officers, and other papers, upon which they may rely to relieve themselves from responsibility.

1263. An official letter addressed to the Commissary-General of Subsistence, whenever its length will permit, shall be written on a half-sheet of letter-paper, and shall refer to one matter only.

1264. The *post-office* address of an officer's station shall be given in his official letters. "In the field," "Head-Quarters ———," "Camp ———," and other similar indefinite expressions of locality, do not of themselves indicate *the place* at or near which an officer is stationed.

1265. Persons in the military service, when signing official letters, Returns, Accounts, &c., should write their names *plainly*. Underneath the name, their rank, company, and regiment, corps, or other official designation, should be written *legibly*. Official papers shall be signed *by the officer* to whom they belong, and not by his clerk or any deputy. A *regimental officer* on staff duty (a Commissary to a brigade or division,

Subsistence Department.—Remarks.

for example) should not omit to write under his signature *the number* of his regiment, and the *State, District, or Territory* to which it belongs.

1266. On the first day of each month, the officers of the Subsistence Department will report by letter to the Commissary-General their stations and duties during the preceding month. This letter is required from Commissaries of Subsistence only, and not from officers acting as such.

FORM 38.

KNOW ALL MEN BY THESE PRESENTS, That we,* ———, of the county of ———, State of ———; ———, of the county of ———, State of ———; and, ———, of the county of ———, State of ———, are held and firmly bound to the United States of America in the sum of ——— dollars lawful money of the United States; for which payment well and truly to be made, we bind ourselves, and each of us, our and each of our heirs, executors, and administrators, for and in the whole, jointly and severally, firmly by these presents.

Sealed with our seals, dated the ——— day of ———, in the year of our Lord eighteen hundred and ———.

The nature of this obligation is such, That if [here insert name of contractor, or names of contractors, as the case may be] his (or their) heirs, executors, and administrators, or any of them, shall and do in all things well and truly observe, perform, fulfil, accomplish, and keep, all and singular, the covenants, conditions, and agreements whatsoever, which, on the part of the said ———, his (or their) heirs, executors, or administrators, are or ought to be observed, performed, fulfilled, accomplished, and kept, comprised, or mentioned, in certain articles of agreement bearing date the ——— day of ———, eighteen hundred and ———, between ——— and the said ———, concerning the supply of rations at ——— (or of fresh beef at ———), according to the true intent and meaning of said articles of agreement, then the above obligation to be void; otherwise to remain in full force and virtue.

Witnesses :—

† _____ [L. S.]
_____ [L. S.]
_____ [L. S.]

NOTE.—Bonds to contracts for subsistence supplies shall be executed *in duplicate*; one copy to be retained by the contracting officer or agent, and the other to be sent to the Commissary-General of Subsistence with the copies of the contract required to be furnished him. (See paragraph 1180.)

* The name of the contractor (or names of contractors, as the case may be) will be inserted in the bond, *in addition* to the names of at least two sureties thereto.

† The signature of contractor (or signatures of contractors) will be affixed to the bond.

MISCELLANEOUS ITEMS.

1. When practicable, each kind of subsistence stores shall be placed by itself,—the packages stored so as to allow circulation among them, and to permit the quantity and age (date of purchase) of each lot being easily ascertained. At short intervals of time the stores and packages shall be carefully examined, and, when necessary, separated for inspection, early issue, repacking, rebrining, &c., as circumstances may require.

2. When there is no flooring under stores, they must be placed on skids, or be otherwise properly dunnaged.

3. Salt meats in barrels should be piled *in tiers* only when limited store-room makes such storage necessary, and then never more than three tiers high, each tier resting on skids placed near the ends of the barrels.

4. Salt meats in pickle are not safe from injury unless there is undissolved salt in the barrel. The barrels should be rolled over monthly, and never be exposed to a hot sun.

5. Most subsistence stores being readily perishable, unremitting care is indispensable to their preservation.

6. The second chime-hoop on all barrels of pickled meats should be of iron. Two iron hoops on a barrel (one on each end) will generally be sufficient.

7. Vinegar-kegs should be painted, and the bungs capped with tin.

8. Liquid measures and scoops should be made of treble X tin.

9. The size, form, strength, &c. of packages designed to hold subsistence stores will be determined by the purchasing Commissary, who will be governed in these particulars by the kind of transportation offered, by the size of the wagons used, by the convenience of handling the packages, &c.

10. When hard bread is put in boxes (the best packages for *field* transportation), they should be made of fully-seasoned wood, of a kind to impart no taste or odor to the bread, and as far as practicable of *single* pieces. When two pieces are used in making the same surface, they should be tongued and grooved together.

11. A box 26 x 17 x 11 inches, exterior measure, is an average box for pilot bread, under the usual circumstances of land transportation. The ends of a box of this size should be made of inch, and the remainder of five-eighths, stuff, the package well strapped with green hickory or other suitable wood.

12. Hard bread, after *thorough* cooling and drying, should be pressed closely in its packages, each package containing a uniform weight of *bread*, for the convenience of calculation. It can be re-dried in boxes

Subsistence Department.

Schedule of tares prescribed by the Treasury Department for the government of the collectors of customs and others interested.

Cheese, 10 per cent. for casks or tubs.

Coffee, Rio, 1 per cent., single bags; 2 per cent., double bags. All other coffee, actual tare.

Cocoa, 2 per cent., bags; 8 per cent., ceroons.

Chicory, 2 per cent., bags.

Melado, 11 per cent.

Pepper, 2 per cent., bags; 4 per cent., double bags.

Pimento, 2 per cent., bags.

Rice, 2 per cent., bags.

Sugar, 12½ per cent. for hogsheads; 12 per cent. for tierces; 10 per cent., barrels; 14 per cent., boxes; 2 per cent., bags; 2½ per cent., mats.

Salt, fine, in sacks, 3 pounds for each sack. Coarse or ground alum, 2 pounds each.

Teas, duty to be levied on the net number of pounds, as per invoice, when from China or Japan. All others, actual tare by weight.

Quantity	Unit	Weight	Value
100	bags	100	100
50	bags	50	50
25	bags	25	25
10	bags	10	10
5	bags	5	5
1	bag	1	1
100	barrels	100	100
50	barrels	50	50
25	barrels	25	25
10	barrels	10	10
5	barrels	5	5
1	barrel	1	1
100	boxes	100	100
50	boxes	50	50
25	boxes	25	25
10	boxes	10	10
5	boxes	5	5
1	box	1	1
100	hogsheads	100	100
50	hogsheads	50	50
25	hogsheads	25	25
10	hogsheads	10	10
5	hogsheads	5	5
1	hogshead	1	1
100	tierces	100	100
50	tierces	50	50
25	tierces	25	25
10	tierces	10	10
5	tierces	5	5
1	tierce	1	1
100	mats	100	100
50	mats	50	50
25	mats	25	25
10	mats	10	10
5	mats	5	5
1	mat	1	1

Subsistence Department.

TABLE SHOWING THE WEIGHT AND BULK OF 1,000 RATIONS.*

1,000 Rations.	Net weight.	Gross weight.	Bulk in barrels.	Remarks.
	Pounds.	Pounds.		
Pork	750	1,253	4.6	In calculating the <i>bulk</i> of Subsistence Stores for purposes of storage or transportation, six and one-fourth (6 $\frac{1}{4}$) cubic feet are considered a <i>barrel</i> .
Bacon sides, shoulders, and hams.....	750	883	4.5333	
Salt beef	1,250	2,239	7.6666	
Flour	1,375	1,507	7.0153	
Hard bread, in barrels.....	1,000	1,211	11.1111	
Hard bread, in boxes.....	1,000	1,262	9.6	
Beans and peas.....	150	162	.6660	
Rice and hominy.....	100	108	.5188	
Rice and hominy.....	100	122	.6453	
Coffee, green.....	80	108	.8326	
Coffee, roasted.....	80	102	.7592	
Coffee, roasted and ground.....	80	102	.7592	
Tea.....	15	19	.16	
Sugar.....	150	161	.6	
Vinegar.....	80	97	.4121	
Candles, adamantine.....	12 $\frac{1}{2}$	16 $\frac{1}{2}$.9858	
Soap.....	40	44	.14	
Salt.....	37 $\frac{1}{2}$	40 $\frac{1}{2}$	1.402	
Pepper.....	2 $\frac{1}{2}$	4	.3466	
Potatoes, fresh.....	300	345	1.8285	
Molasses.....	32 $\frac{1}{2}$	34 $\frac{1}{2}$.1133	
Desiccated potatoes.....	93 $\frac{1}{2}$	116 $\frac{1}{2}$.7708	
Desiccated mixed vegetables.....	62 $\frac{1}{2}$	75 $\frac{1}{2}$.4342	
Whisky.....	77 $\frac{1}{2}$	91 $\frac{1}{2}$.4033	
1,000 complete rations.....	3,031.09	3,885.6	19.1218	Consisting of $\frac{1}{2}$ pork, $\frac{1}{2}$ salt beef, $\frac{1}{2}$ bacon; $\frac{1}{2}$ flour, $\frac{1}{2}$ bread, in boxes; beans or peas; rice or hominy; $\frac{1}{2}$ roasted and ground coffee, $\frac{1}{2}$ tea; sugar; vinegar; adamantine candles; soap; salt; pepper; molasses; potatoes.
1 complete ration.....	3.03	3.88	
1,000 complete rations.....	2,543.58	3,418.08	18.5857	Consisting of $\frac{1}{2}$ pork, $\frac{1}{2}$ salt beef, $\frac{1}{2}$ bacon; bread, in boxes; beans or peas; rice or hominy; $\frac{1}{2}$ roasted and ground coffee, $\frac{1}{2}$ tea; sugar; vinegar; adamantine candles; soap; salt; pepper; molasses.
1 complete ration.....	2.54	3.41	
1,000 complete rations.....	2,918.58	3,663.08	18.	Consisting of $\frac{1}{2}$ pork, $\frac{1}{2}$ salt beef, $\frac{1}{2}$ bacon; flour; beans or peas; rice or hominy; $\frac{1}{2}$ roasted and ground coffee, $\frac{1}{2}$ tea; sugar; vinegar; adamantine candles; soap; salt; pepper; molasses.
1 complete ration.....	2.91	3.66	

* This table is constructed upon the basis of a ration constituted as laid down in paragraph 1190, and as ordinarily put up for transportation. The weight (net and gross) and bulk of 1,000 rations will, of course, vary with the component parts put up, and with the kind of package used.