

Circular Letter.

Surgeon General's Office,

Washington, D. C., April 22, 1864.

The following Order from the War Department is respectfully furnished for your information and guidance.

BY ORDER OF THE ACTING SURGEON GENERAL:

C. H. CRANE,

Surgeon, U. S. Army.

WAR DEPARTMENT,

Adjutant General's Office,

Washington, March 29, 1864.

General Orders,
No. 127.

I. Medical Directors of Departments will establish a General Hospital, at some convenient point within their respective Departments, for the reception and treatment of sick and wounded officers, but no expenditures for the construction of new hospitals for this purpose will be incurred without special authority. They will detail a Surgeon-in-Charge, who will make requisitions upon the Medical Purveyor for medicines, hospital stores, furniture, &c., according to the standard Supply Table of the Medical Department, and will hire the nurses, cooks, and laundresses required. Hospital Stewards assigned to Officers' General Hospitals will be paid on the regular muster and pay rolls.

II. On the recommendation of the Medical Director of the Department, a commissioned medical officer will be detailed to act permanently as Treasurer for each Officers' General Hospital, who shall not be removed without sufficient cause. The Treasurer shall have the custody of the funds of the Hospital, and shall perform such duties in relation to collecting, disbursing, and accounting for the same, and such other duties as may be prescribed by the Surgeon General.

III. On the last day of each calendar month, and immediately on leaving the Hospital, by return to duty, furlough or otherwise, each officer shall pay to the Treasurer the sum of one dollar for each and every day he has been in the Hospital, and for which he has not already paid as herein provided. When an officer has employed a special attendant, he shall pay thirty cents a day additional for each day such attendant was subsisted in the Hospital. Company officers of volunteers, while in such Officers' General Hospital, shall be considered as "on detached service without troops," for the purpose of drawing their pay and settling their indebtedness to the Hospital, and may be paid on separate pay accounts, instead of on the muster and pay rolls.

IV. When an officer is not provided with money, and is unable to obtain it, he will give a certificate of indebtedness, in triplicate, to the Treasurer of the Hospital, in such form as shall be prescribed by the Surgeon General,* for the amount due from him to the Hospital. The Treasurer shall immediately forward, for stoppage, two copies of the certificate to the Chief Paymaster of the Pay District in which the Hospital may be located, retaining the remaining copy for his own reference and security. When an officer is discharged from the Hospital to return to a regiment serving beyond the limits of the Pay District in which such Hospital is located, the Treasurer shall forward the certificates of indebtedness which the officer may have given to the proper Chief Paymaster, if known to him; otherwise, to the Paymaster General, for such reference.

V. The Chief Paymaster of the Pay District will immediately cause the certificates of indebtedness to be placed in the hands of the Paymaster of the Hospital, (or of the regiment, should the officer have left the Hospital,) with instructions to stop the amounts on the first payment of the officers by whom the certificates were given. The Paymaster will take the receipt of each officer for the full amount of his pay account, and transmit the deducted sums to the Treasurer of the Hospital to which they are due, who will endorse receipt therefor upon the duplicate certificates in the Paymaster's hands, or furnish duplicate abstracts of receipts signed by him, and embracing in one receipt the names of all the officers on whose accounts the sums have been remitted. The Paymaster will also forward monthly an abstract of certificates thus paid to the Surgeon General.

VI. Officers of the Subsistence Department will make *separate* abstracts of the sales to each Officers' General Hospital during each calendar month, and will report the same to the Commissary General of Subsistence in the manner provided by regulations in relation to sales to officers. Payment for stores thus purchased of the Subsistence Department shall be made by the Treasurer monthly, and in cash, when practicable; but when the Treasurer has not money on hand sufficient to liquidate the entire indebtedness of the Hospital to the Subsistence Department, he shall give to the Commissary accountable for the stores sold a certificate of indebtedness, in duplicate, for the amount remaining unpaid, which certificate shall be a valid claim against the Hospital, and be paid from the first moneys received thereafter by the Treasurer, and until paid shall be considered as a sufficient cash voucher to the Commissary for the amount stated therein. When the Treasurer pays this certificate of indebtedness he shall take the receipt of the Commissary for the amount thus paid him, and shall report his action in this matter to the Commissary General of Subsistence, stating the date and amount of each certificate thus canceled, the name of the Commissary receiving the money therefor, &c.

VII. Medical Directors of Armies in the field, when necessary, will establish temporary Hospitals in the rear of such armies, to be governed by the above regulations. Medical Directors of Armies and of Departments and Medical Inspectors will frequently inspect Officers' General Hospitals, and in addition to the usual course of hospital inspection, they will investigate the manner in which the Treasurer performs his duties, and promptly report any neglect on his part to the Surgeon General.

VIII. No officer whose certificate of indebtedness to a Hospital remains unpaid by him shall receive pay without deducting therefrom the amount of this indebtedness and leaving it in the hands of the Paymaster, who shall give him duplicate receipts therefor, one of which the officer shall immediately forward to the Treasurer of the Hospital for which the stoppage is made. A violation of this paragraph will subject the officer so offending to court martial for disobedience of orders.

IX. When an officer dies in Hospital, the Treasurer shall immediately ascertain the amount of his indebtedness to the Hospital, and prepare an account thereof in triplicate, which shall be certified to be correct by both the Treasurer and the Surgeon-in-Charge. One copy of this account shall be retained by the Treasurer, and the remaining two copies be forwarded to the Second Auditor of the Treasury, in order that, upon the final settlement of the officer's accounts, the amount of his indebtedness may be deducted from any pay due him, and remitted to the Treasurer of the Hospital.

By Order of the Secretary of War:

E. D. TOWNSEND,

Assistant Adjutant General.

WAR DEPARTMENT
FORM OF A TRIPPLICATE RECEIPT.

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I, Medical Director of Departments, will establish a General Hospital, at some convenient point within the Department, for the treatment of sick and wounded officers, but no expenditure for the construction of new hospitals. They will detail a Surgeon-in-Charge, who will make regulations under the Medical Department, and will be held responsible for the same. Hospital Stewards assigned to Officers' General Hospitals will be paid on the same basis as Hospital Stewards assigned to General Hospitals.

Officers' Hospital,

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I hereby Certify that there is due from me to the _____ Hospital,

For _____ days' board from _____ to _____ inclusive, \$ _____

For _____ days' subsistence of servant, \$ _____

(TRIPLICATE.)

I CERTIFY that the sum of _____ stated above is the total amount due this Hospital from _____ remaining to be accounted for.

Officers' Hospital, Treasurer, _____ Hospital,