A MANUAL

FOR

MEDICAL OFFICERS.

A MANUAL

FOR

THE MEDICAL OFFICERS

OF THE

UNITED STATES ARMY.

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SURG. GEN. OFF.

BY
CHARLES R. GREENLEAF, M.D.
ASSISTANT SURGEON U. S. A.

PHILADELPHIA:
J. B. LIPPINCOTT & CO.
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TO

SURGEON C. S. TRIPLER, U. S. A.,

THIS LITTLE WORK IS INSCRIBED,

AS A TOKEN OF

RESPECT AND ESTEEM,

BY HIS FRIEND,

THE COMPILER.

PREFACE.

THE Medical Officer is brought more closely in contact with the various Departments of the Army, than perhaps any other officer in service. In a General Hospital, he is not only Physician and Surgeon, but Military Commander, Adjutant-General, Quartermaster, and Commissary for the sick and wounded under his care.

To comply with the requirements of these widely different branches of the service, necessitates an intimate acquaintance with the routine work of the Departments and a constant reference to the Regulations of the Army, and orders and circulars which have been issued by the War Department modifying the same. The latter are in many instances difficult to obtain, and the object of this work is to provide Medical Officers, and civilians who contemplate entering the service, with a synopsis of the duties required, directions for performing them, and, as far as practicable, with the forms at present in use.

Under the heading *General Hospitals*, a description will be found of the reports and returns to be made by the Surgeon in charge, daily, weekly, bi-monthly, monthly, quarterly, semi-annually, and annually;

together with directions for making out muster and pay rolls of the patients and attendants under his care, and such other details concerning the management of a Military Hospital as may be of practical benefit to him.

The duties of the various Staff Departments, such as *Medical Inspectors, Directors, Purveyors, Staff Surgeons* and *Assistants,* as well as *Regimental* Medical Officers and *Contract Physicians,* are treated of as fully as the limited space in this book will permit, especial directions being given in the rendition of monied accounts by Medical Disbursing Officers.

Directions for making out *Certificates of Disability,* and *Final Statement* papers, for soldiers about to be discharged from the service on account of physical disability, are given at some length, as it is believed this subject is less understood (involving as it does, a knowledge of the various bounties and allowances granted by Congress to soldiers) than almost any other which the Medical Officer has to deal with.

The Compiler has endeavored in this little volume, rather to describe the *manner in which* the non-professional duties of the Corps shall be performed, than to suggest any improvement or innovation on the present system, and he trusts that the simple arrangement of the valuable facts which from time to time have been issued by the Department, will facilitate the labor of his professional brethren, and possibly relieve other Departments of a portion of the labors with which they now are overburthened.

BALTIMORE, MD., October 1, 1864.

ABBREVIATIONS IN THIS WORK.

G. O.—General Order.

A. G. O.—Adjutant-General's Office.

S. G. O.—Surgeon-General's Office.

P. M. G. O.—Provost Marshal General's Office.

P. G. O.—Paymaster General's Office.

Q. M. D.—Quartermaster's Department.

W. D.—War Department.

Cir.—Circular.

Rev. Reg.—Revised Army Regulations.

V. R. C.—Veteran Reserve Corps.

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CHAPTER I.

GENERAL HOSPITALS.

General Hospitals are intended for the reception of sick and wounded soldiers belonging to all arms of the service, and serving in all parts of the United States.

They are under the direction of the Surgeon-General, and all orders pertaining to them, and the patients in them, emanate from him, or his representatives, the Medical Directors.

These Hospitals are entirely independent in their internal arrangements and discipline.

The Surgeon in charge is the commanding officer; reporting to the Medical Director of the Department in which he is serving, and through him to the Surgeon-General; he is held responsible for the proper management of the Hospital, treatment of the patients, and care of the Government property. He is, of course, under the orders of the Military Commander of the Department; but, all

changes of station, reports and official correspondence with the Military Commander are made through the Medical Director.

Post Hospitals are intended for the reception of the sick and wounded belonging to the garrison of the post, and of such prisoners as may be there confined. They are under the immediate command of the commanding officer; the Surgeon, as one of the garrison, is also under his orders.

The *ordinary* reports prescribed by Army Regulations should be made to the commanding officer; there are some, however, which are called for by the Surgeon-General; these of course, will be sent direct.

It will be found that many reports mentioned in this chapter are not required of the Surgeon in charge of a Post Hospital, and unless especially directed by the Surgeon-General or Medical Director, he does not make them. The Medical Director of the Department having a certain control over all the medical officers of the department, can require from the Surgeon in charge of a Post Hospital such reports as may be necessary, in his judgment, for the information of the Medical Department. The supplies are drawn from the nearest Purveyor on ordinary requisitions, approved by the Medical Director, but are limited to certain quantities, differing from the supplies for General Hospitals, and without regard to the number of beds.

Field Hospitals are temporary shelters for sick and wounded in the field, located at such points as the Medical Director of the Army Corps, or Army, may deem proper.

They are organized under the direction of the Surgeons-in-Chief of Divisions, and the Surgeons in charge are responsible to them for the proper administration. The plan of organization as directed by the Surgeon-General, will be found on page 136.

The Surgeon in charge of a General Hospital should personally supervise the Commissary and Quartermaster Department of the Hospital, conducting all the financial business pertaining to them; signing all reports, returns, and correspondence, and, so far as is in his power, directing the professional treatment of the patients under his charge, being present at *all* surgical operations performed by his subordinates.

The following schedule of Reports, Returns and Musters required by the different Departments during the year, should be placed in some conspicuous position:

DAILY.	WEEKLY.
Morning Report to Medical Director.	Report to Medical Director.

Tri-Monthly Report of Paroled Prisoners of War on Furlough to Commissary-General of Prisoners.

MONTHLY.

Report of *Sick and Wounded* to Surgeon-General.*

Statement of *Hospital Fund* to Surgeon-General.

Post Return to Adjutant-General.

Muster-Roll of *Contract Nurses* to Medical Director.

Report of *Sick and Wounded Rebel Prisoners of War* to Surgeon-General.

Report of *Paroled Prisoners of War* to Commissary-General of Prisoners.

Report of *Deceased Prisoners of War* 15th of each month to Commissary-General of Prisoners.

Report of *Commissioned Officers* treated in Hospital, to the Surgeon-General.

Report of *Station* to Surgeon-General.

Report of *Deserters* to the Provost-Marshal-General.

Return of *Quartermaster Property* to the Quartermaster-General.

Requisition for *Fuel* to Quartermaster.

Requisition for *Forage* for public animals to Quartermaster.

Postage and Telegraph Accounts to the Quartermaster.

List of *Contract Nurses*, 15th of each month, to Medical Director.

Report of Men in Hospital to their Company Commanders.

* In Hospitals for colored soldiers the Report must specify that fact, or if colored and white soldiers are in the same Hospitals, two reports are to be made.

MUSTER DAYS.

Last day of February.	Last day of August.
" " April.	" " October.
" " June.	" " December.

Return of men recommended for the Veteran Reserve Corps, at each of these muster days.

QUARTERLY.

Report of *Gunshot wounds*, to Surgeon-General.	Report of *Surgical Operations*, to the Surgeon-General.
Statement of *Articles* purchased with *Hospital Fund*, to Surgeon-General.	Microscopical Observations to the Surgeon-General.

ANNUAL.

Return of Medical and Hospital Property to the Surgeon-General.
" " Surgical Instruments " " "

Military Assistant.—The senior officer of the Veteran Reserve Corps on duty in the Hospital, is the Military Assistant, to the Surgeon in charge, and attends in general to the executive business of the Hospital.

His duties are prescribed in Par. 8., G. O. No. 212, A. G. O. 1863.

"Officers of the Veteran Reserve Corps on duty in hospitals will be subordinate to the Surgeon in charge, and shall aid him in the performance of his administrative and executive duties, under the following and such other regulations as may hereafter be established:

"The senior officer of the Veteran Reserve Corps on duty in a hospital shall have, under the direction of the Surgeon in charge, the immediate supervision of all matters connected with the police and discipline of the hospital.

"He will have the clothing, arms, equipments, and descriptive rolls of patients carefully preserved, and will note on the descriptive rolls all payments made, or clothing issued while in hospital.

"When a soldier is received into the hospital without his descriptive list, he will immediately report the fact to the soldier's Company Commander, who is hereby required to furnish, without delay, the descriptive roll and accounts of pay and clothing.

"He will supervise the preparation of muster and pay rolls, descriptive rolls, and clothing accounts; of final statements of pay and clothing, and of the inventories and reports required by General Regulations concerning soldiers who die absent from their Companies.

"He will keep a record of deaths and interments, and will see that the dead are properly buried, and that each grave is designated by a registered headboard. In the absence of a Chaplain, he will keep the Chaplain's register.

"He will conduct all correspondence in relation to the descriptive rolls, clothing, arms, equipments, and personal effects of soldiers.

"He should reside within the hospital precincts, and shall visit every part of it daily."

He should have control of the hospital guard, under the direction of the Surgeon in charge; try all cases of misdemeanors of a minor importance, holding his sentences or punishments subject to the approval of the Surgeon in charge; organize and frequently drill the Fire Brigade, and hold himself at all times in readiness for emergencies. Should there be other officers subordinate to him, he will cause them to act as Officers of the Day.

The whole veteran Reserve Battalion should be organized into a Fire Brigade, under the directions of the different officers connected with the battalion. Buckets and fire-axes should be distributed in convenient places in all the wards and outbuildings; the buckets to be kept *constantly* filled with water. Every hospital should have at least six ladders about 12 feet long, made of good strong wood, but light,

which should be hung on pegs at different points convenient of access, in case of fire, and directions given that they are only to be used at a drill or actual fire. Hose-reels should be placed at convenient points, but no one to have reeled on it over 200 feet of hose.

Drills of the men composing this Fire Brigade should be had *daily* for a time, and never less than once a week.

On the sounding of an alarm, each nurse should seize a bucket, or fire-axe, (as may have been previously directed in the drills) and proceed to the door of his ward, to await orders from an officer, and at the same time preserve order among the patients.

When the order to move is given, they should proceed in a body under charge of the Wardmaster, to the point indicated, and throughout the entire time act under his orders.

In the case of a fire, reliance is to be placed on buckets of water and fire-axes, of which there should be a plentiful supply; and the frequent drill will soon accustom men to retain their presence of mind in a sufficient degree to prevent confusion and disorder under such circumstances.

The relief guard should take the most prominent part at a fire, the nurses, etc. acting as auxilliaries.

The active force of the hospital is derived from the men of the second Battalion Veteran Reserve Corps—

Clerks, Wardmasters, Nurses, Cooks, etc. must all be men from this corps, and under no circumstance should the Surgeon in charge permit a soldier, fit for duty with his regiment, to remain in the hospital.

Civilians were, however, authorized to be employed as nurses only, by Cir. No. 4, S. G. O., 1862.

Their compensation has been now fixed at $24 per month, and one ration, but neither clothing nor commutation thereof is allowed, nor is there any part of the monthly

pay retained. Contracts with either males or females are to be made only by permission of the Medical Director. (Cir. S. G. O., June 15, 1864.)

The employment of females in hospitals as matrons and nurses is authorized by Par. 1294, Revised Army Regulations, 1863, and by G. O. No. 351, A. G. O., 1863.

Matrons are appointed by the Surgeon in charge in the proportion of one for every 20 beds; their pay is $10 per month, and one ration, and they are mustered and paid on the hospital muster roll. They perform the duty of laundresses.

The female nurses are under the superintendence of Miss D. L. Dix; they are employed either by her, or her authorized agents, or by special appointment from the Surgeon-General, on the application of the Surgeon in charge, through the Medical Director, the number allowed being one to every 30 beds.

"Persons approved by Miss Dix, or her authorized agents, will receive from her, or them, 'certificates of approval,' which must be countersigned by Medical Directors upon their assignment to duty as nurses within their department.

"No females except hospital matrons, will be employed in General Hospitals, or after December 31, 1863, borne upon the muster and pay rolls, without such certificates of approval and regular assignment, unless specially appointed by the Surgeon-General.

"Women nurses, while on duty in General Hospitals, are under the exclusive control of the senior medical officer, who will direct their several duties, and may be discharged by him when considered supernumerary, or for incompetency, insubordination, or violation of his orders. Such discharges, with the reasons therefor, being endorsed upon the certificate, will be at once reported to Miss Dix. (G. O. No. 351, A. G. O. 1863.")

They are paid 60 cents per day, on the hospital muster and pay roll, "and are allowed one ration in kind, or by commutation, in lieu of all emoluments, except transportation in kind," vide Sec. 6, Act approved August 3, 1861.

G. O. No. 23, A. G. O. 1864, authorizes "the employment of persons of African descent, male or female, as cooks or nurses," in all United States *General* Hospitals. "When so employed they will receive $10 per month, and one ration. They will be paid by the nearest Medical Disbursing officer on rolls similar to those used in the payment of men of the Hospital Corps."

Commissioned Officers.—When *commissioned officers* are admitted to hospitals, they are subject to such regulations as the Surgeon in charge may deem proper to establish for the discipline of the hospital.

Instructions for the organization of hospitals for officers will be found on page 92.

On the recovery of an officer from his wounds or illness, he will, if *fully* able, return to his regiment, or if there is no prospect of his recovery in a considerable length of time, he will repair to the points designated in G. O. No. 61, A. G. O. 1862, viz. those officers in the East to Annapolis, Md.; those in the West to Camp Chase, Ohio, reporting to the commanding officers at those points.

In the event of the death of an officer in hospital, the Surgeon in charge "should report the fact direct to the Adjutant-General of the Army," accompanying his report with an inventory of the effects of the deceased officer. Para. 149, Rev. Reg. 1863.

"The Surgeon in charge, besides forwarding to the Adjutant-General the required inventory of his effects, will immediately inform the nearest relative of the officer what effects were left by him. If at the expiration of two months

the articles are not called for by a person authorized to receive them, they will be sold at auction, and the proceeds sent to the Treasury, as prescribed by Regulations for the effects of enlisted men. Swords, watches, trinkets, and articles of that class will not be disposed of in this manner, but will be properly labeled with the name, rank, and regiment, and date of death of the owner, and sent to the Adjutant-General's Office, to be deposited with the Second Auditor of the Treasury to await the application of the heirs." (G. O. No. 55, A. G. O. 1864.)

Records.—The books necessary in keeping the *Records of a General Hospital,* are a Letter Book, Letters Received, Order Book, Hospital Register, Record of Surgical Operations, States List, Index Book, Case Book, and Prescription Book.

The manner in which the first of these books are kept will be found on pages 74 to 80, Chapter III.

The directions printed in the "Register, and Record of Surgical Operations" now furnished medical officers, are so full and complete that it is unnecessary to repeat them.

The "States List" is a record of all patients admitted to the hospital, arranged according to the States to which their regiments belong.

It is an exceedingly convenient book, particularly in large hospitals, where frequent applications for the names of all the men belonging to a particular State, are made by the Department, Governors, or State Agents.

The Index Book is an Alphabetical Record of all the patients in the hospital, and should show the name, rank, company, regiment, register and bed number of each patient.

The Case Book is one of the most important in a professional point of view, and should be kept with *great* care by

the medical officers; entries being made in it *every* day, of the progress of cases under their charge.

In the Prescription Book are entered all the prescriptions given patients.

Other books may be kept by the Surgeon for convenience of reference, such as a "Death" Book, "Furlough" Book, etc., but the above are the ones absolutely necessary for a correct transcript of the required reports.

It would be well to keep a book in which a record of applications for Descriptive Lists is made.

Descriptive Lists.—A Descriptive List properly made out should show the name, rank, company, regiment, and description of the soldier, where, when and by whom enlisted, when and by whom last paid, the amount of bounties, if any, which are due him, the account of his clothing, the amount of stoppages which have been made against him and still unsettled, and as much of his military history as can be given in a few words; it must be signed by his company commander, or, in his absence, by any commissioned officer, but no Descriptive List is valid if signed by an enlisted man.

In case the company officers cannot be reached, the Adjutant of the regiment, or the Colonel, must sign the Descriptive List.

Company commanders are required by Regulations and G. O. No. 108, 1861, and 30 A. G. O. 1862, to send these papers in all cases *with* the soldier when detached from his command.

The descriptive lists of men in hospitals, arrested by Provost Marshals, should be turned over to the party making the arrest, i. e., the Provost Marshal; of men appointed Hospital Stewards, or promoted to commissions, should be returned to their regiments, with the facts and date of the discharge, and that final statements were given, endorsed;

VOLUNTEER DESCRIPTIVE LIST and Account of Pay and Clothing of

NO.	NAMES.	RANK.	DESCRIPTION.						WHERE BORN.		OCCUPATION.	ENROLLED.			MUSTERED.			LAST PAID.		BOUNTY.		REMARKS.
			Years of age.	Eyes.	Hair.	Complexion.	Feet.	Inches.	State or Kingdom.	Town or County.		When.	Where. (Town and State.)	By whom.	When.	Where. (Town and State.)	By whom.	Period.	By paymaster.	To what time.	Paid $	Due $	

A. G. O. No. 93.

I CERTIFY that the above is a correct transcript from the Records of

STATION:

DATE.

of deceased and discharged soldiers, returned to the Adjutant-General's office *direct*, with the facts in the case endorsed, and the necessary papers enclosed. Vide letter from A. G. O., January 7, 1864.

Furloughs.—The regulations governing the granting of furloughs are necessarily subject to frequent changes.

At present, 20 per cent. of the patients in General Hospitals, and paroled prisoners in a command, are allowed furloughs not to exceed in length thirty days, and to be graduated by the distance of the applicant from his home; his general good conduct to be made the rule in granting the furlough. (G. O. No. 391, A. G. O. 1863, and 2 and 122 A. G. O. 1864.)

Should the soldier fail to return at the expiration of his furlough, he is to be dropped from the rolls of the hospital and reported as a deserter. If he is permanently disabled and unable to return, he may "report to the nearest Medical Director, who is authorized to place him in a United States hospital until further action on his case can be taken." (Cir. A. G. O., Jan. 22, 1864.)

The commutation of rations by soldiers on furlough by competent authority is permitted in Para. 1243, Rev. Reg., 1863, at the cost of the ration at the station where it is due. Should the Commissary desire the original furlough for his voucher, it must not be given; certified copies may be given, but it is exceedingly important to retain all *original* records of the hospital, *in* the hospital, as they frequently bear the records of several departments, concerning stoppages against the soldier.

Applications for furlough by men of the Veteran Reserve Corps are acted upon by the Department Commander, after passing through the proper channels.

There is no authority for granting furloughs to females employed as nurses or matrons, except by special permission from the Surgeon-General.

Artificial Limbs.—In accordance with the provisions of an act of Congress, soldiers who have lost their limbs in action, can, by making application to the Surgeon in charge of a hospital, or if discharged, to the Medical Director, be supplied with artificial ones.

The form of application given below, must be signed by the soldier, approved by the Surgeon in charge, and the Medical Director issues the order on the manufacturer for the limb.

The soldier is at liberty to select a limb, not exceeding in cost fifty dollars, from any of the following manufacturers, viz. Bly, Palmer, Selpho, Lincoln, Gildea, or Jewett.

Application for an Artificial Limb.

I, ———, late a ——— of Captain ———, Company (—) —— Regiment, ———, aged — year, — feet — inches high, —— complexion, —— eyes, —— hair, and by profession, a ———, born in ———, State of ———, and enlisted at ———, in the State of ———, on the — day of ———, 18—, to serve for the period of — years or ———, * (having been honorably discharged from service by order of ———, on the — day of ———, 18—, at ———,) in consequence of having lost my ——— in the line of duty at ———, do hereby apply for an *artificial limb*, to be supplied in accordance with the provision of the law.

Dated at ———, this — day of ——— 18—. Approved and recommended.

A—— B——,
Surgeon U. S. in charge U. S. Hospital.

C—— D——,
Surg. U. S. and Med. Director.

Length of stump ———.

* Paragraphs in parenthesis are to be erased if the soldier is yet in service. Let it be stated which limb, right or left, is lost.

Muster out of Service.—"Officers and men absent from their commands, * * sick in hospital (*after the officer under whose command they may be, has satisfied himself that their terms of service have expired,*) will be furnished with transportation by the Quartermaster's Department to the place where the regiment is to be mustered out, in time to be present at said muster. The transportation will be furnished upon the requisition of the commanding officer under whom the officer or soldier may be serving, or of the Surgeon in charge of the hospital where he may be sick. The *descriptive list of the men will accompany them*, and be turned over to the officer who may be charged with mustering out the force, by whom (after the date therefrom has been entered on the muster-out rolls) they will be forwarded to the Adjutant-General of the Army. If from sickness, or other proper cause, *enlisted men* cannot be sent in time, as above directed, they will be discharged at the hospital, and their final papers there made out, under direction of the Surgeon in charge, and forwarded to the commander having the power to discharge, as in the case of Surgeon's certificate of disability. The principles announced in Paras. 3 and 15, Appendix B, Rev. Reg., 1863, will be applied in such cases; and, with a view to determining claims for pension, all information will be given in the papers which will throw light on the nature and cause of the soldier's sickness." (Sec. 4, Para. 3, Cir. No. 36 A. G. O. 1864.)

Deserters.—The Surgeon in charge is justifiable in reporting a soldier as a *deserter*, and striking his name from the hospital rolls, when he has absented himself without leave for twenty-four hours.

"On the last day of each month, Surgeons in charge of hospitals, or detachments, will report to Brig.-Gen. James B. Fry, Provost Marshal General of the United States, at

Washington, D. C., the names of all deserters from their respective commands, who have deserted since their last report, or who have not been previously reported; these reports will be made in the form of descriptive lists, setting forth in case of each deserter his name, rank, regiment or company, description, place of birth, residence, occupation, place of enlistment, date of last payment, amount of bounty due, date and place of desertion, and the place where he can probably be found, with such other remarks as may be pertinent in the matter, or may aid in the arrest and punishment of the offender. Where no desertions have taken place during the month, the regular form of Descriptive List will be forwarded, and the fact will be noted upon it; the lists will in all cases be made in duplicate * * * one copy will be sent, direct to the Provost Marshal General, and the duplicate through the regular channel to the Adjutant-General, who will refer the same to the Provost Marshal General, (G. O. No. 72, A. G. O. 1863.) G. O. No. 363, A. G. O. 1863, requires the addition to this report of "the names of men who join from desertion as well as those who have deserted during the month."

"To facilitate the arrest of deserters from U. S. A. General Hospitals, the Surgeon in charge, as soon as a desertion is ascertained, will report the fact direct, (and with copy of Descriptive List,) to the Provost Marshal of the District in which the hospital is located, and to such other Provost Marshal as might be of immediate aid in making the arrest.

"This, in addition to the Regular Reports of Deserters sent to the Provost Marshal General's Bureau." Cir. S.G. O. June 13, 1864.

The following is the form used, and blanks can be had on application to the Provost Marshal General.

The *Daily Morning Report* is made from the Hospital

DESCRIPTIVE LIST OF DESERTERS from the —— Regiment of —— State Volunteers, (Colonel ——,) called into the service of the U. S. by ——, to serve for the term of — years from the — of ——, 186—, (date of muster into service.)

NO.	NAME.	RANK.	CO.	DESCRIPTION.						WHERE BORN.		RESIDENCE WHEN ENLISTED	OCCUPATION.	ENLISTED OR ENROLLED.		
				Age.	Height.		Complexion.	Eyes.	Hair.	State or Kingdom.	Town or County.			When.	Where. (Town and *State.*)	By whom.
					Feet.	Inches										

MUSTERED IN.				LAST PAID.		BOUNTY.		CLOTHING ACCOUNT.		DESERTED.		WHERE PROBABLY TO BE FOUND.	REMARKS.
When.	Where. (Town and *State.*)	By whom.	Period.	By Paymaster.	To what time.	Paid $	Due $	Date of last settlement.	Total money value of Clothing drawn since last settlement.	When.	Where.		

This blank will be used for both Regulars and Volunteers. For Regulars the column "Mustered in" will be left blank, and the caption changed to suit the facts. Should more room be required for "Remarks," a sheet of paper may be pasted on the end of the blank.

Should the man have been engaged in any *action* or *skirmish*, it must be mentioned, together with *date* and *place*.

A full and particular mention will be made of any *wounds* he may have received in *action*, or *other injury*, whilst in the *line of his duty*.

Register, or better from a book, in which the reports and changes are carried forward from day to day.

This book should be ruled in the same form as the Morning Report, and frequently examined or compared with the Register, to prevent errors.

The columns at the head of the report are to be filled by numbers, and the recapitulation, by the names of the parties, (alphabetically and regimentally arranged,) when changes occur.

The Report must be sent to the Medical Director.

The *Weekly Report* comprises a general statement of the condition of the hospital; it is intended for the files of the Surgeon-General's office, and should be made out neatly, without blots or blurs, and in a clear round hand, taking care that the figures are plain and distinct.

The report is to be sent every Saturday to the Medical Director.

The blank spaces intended to be *written* upon in this report, should be filled; the heading must state the *name* of the hospital, (or if not named, the words "United States" should be inserted;) its location, date, and the full name of the officer in charge.

The names of the medical officers should be placed according to rank; (if acting Assistant-Surgeons, the date of contract should decide the rank;) the column "rank and title" should be filled as it reads; thus: "Surgeon U. S. V. in charge," "Asst. Surgeon U. S. V. Executive officer," "Acting Assistant Surgeon in charge of Ward," etc.

The names of Medical Cadets must appear in order of rank, and the same with regard to Hospital Stewards.

In reporting the name of the Chaplain, his date of assignment must be stated; it is a common error if a Chaplain has been relieved from one hospital, and ordered to another,

to record his date of appointment, or the date upon which he reported; the date of the *order* assigning him to duty is the only information necessary.

All changes of Cadets and Stewards must be noted on the report subsequent to such changes, and in the place for remarks, the number, date, source, and purport of the order must be stated; if a leave of absence or furlough be received, the number of days should be inserted, and a note made on the return of the party, of the fact.

The numbers of male and female nurses and cooks must be accurately stated, and the number of beds occupied by them not included in the "number of beds for patients."

The number "admitted," "returned to duty," "transferred," etc., must include the Saturday on which the last report was sent, and the Friday preceding the sending of the present report, making seven days.

Men returning from furlough or desertion, are to be reported in a separate column, and if they are patients, will be added to the "number of patients remaining."

The "number of beds remaining vacant," and "the number of patients remaining," should together equal "the number of beds for patients."

Copies of this report should always be retained. The signature of the officer in charge should be in full, with his rank and title.

The endorsement on the report is to be made by the Surgeon in charge.

The *Monthly Report of sick and wounded* is made to the Surgeon-General, through the Medical Director, on blanks furnished from the Medical Director's office.

The directions given on the back of this report are so full and complete, that it is unnecessary to insert them here.

MORNING REPORT of Sick and Wounded in the —— General Hospital, at ——, Date ——, 186—

REMAINING AT LAST REPORT.		GAIN SINCE LAST REPORT.		LOSS SINCE LAST REPORT.		REMAINING IN HOSPITAL.		Number of Beds for Sick and Wounded.		Number of Beds for Stewards, Cooks and Attendants.		WHOLE NUMBER BEDS IN HOSPITAL.	REMARKS.
	Sick.		From General Hospital.		Transferred.		Sick.		Occupied.		Occupied.		
	Wounded.		From Regimental Hospital.		Returned to duty.		Wounded.		Vacant.		Vacant.		
	Total.		From Furlough.		Discharged from service.		Total.						
			From Desertion.		Furloughed.								
			Otherwise.		Deserted.								
			Total.		Died.								
					For Invalid Detachment.								
					Total.								

Recapitulation, by Name, of Gain and loss.

NAME.	RANK.	REGIMENT.	COMPANY.	REMARKS.

REPORT of —— General Hospital at ——, for the week ending ——, 186—, under charge of ——.

No.	Names of Medical Officers.	Rank and Title of Medical Officers.	Names of Hospital Stewards.	No. of Male Nurses.	No. of Female Nurses	No. of Cooks.	No. of Beds vacant.	Total number of Beds for Patients.	No. of Patients admitted.	No. of Patients returned to duty.	No. of Patients transferred.	No. of Patients on furlough.	No. of Patients discharged.	No. of Patients deserted.	No. of Patients deceased.	No. of Patients remaining.	Ratio of Deaths per 1000 of Sick.
			Names of Medical Cadets.														

OBSERVE CAREFULLY THE FOLLOWING INSTRUCTIONS:

The official title of each Medical Officer must be given.

The beds occupied by Guards and Hospital Attendants will not be included in the column "*Total number of beds for Patients.*"

The beds remaining "*vacant,*" and the number of "*Patients remaining,*" should together equal the "*Total number of beds for Patients.*"

All changes of Officers, Stewards, and Cadets, must be noted on the first report subsequent to such change.

Report also the name of the Chaplain. if there is one attached to the hospital, and when assigned.

These reports to be forwarded weekly, on Saturdays, to the Medical Director, who will forward them on the following Monday to the Surgeon-General.

REMARKS.

—— *Surgeon U. S.* —— *in Charge.*

"Separate reports of the sick and wounded rebel prisoners of war treated in U. S. General or Post Hospitals, will be made monthly to this office.

"Whenever white and colored troops are treated in the same hospital (either General or Post) separate reports of sick and wounded will be made, in order that the sickness and mortality rates of each race can be correctly ascertained.

"Monthly Sick Reports from regiments or detachments of colored troops will present on the first page of the report the number of sick of enlisted men only; the names, rank, and diseases of sick officers of these regiments will be placed under the head of Remarks." Cir. No. 4, S. G. O., 1864.

Additions must be carefully made, and frequently "proved" before the report is sent away.

Care must be used in recording the discharge or death of a soldier, to state, not only the degree, but all the causes of disability (if more than one,) in the former, and the date in the latter.

"Patients received into General Hospitals are to be reported but once as 'cases' in the tabular list of diseases, and this for the month during which they are received, and opposite the name of the disease for which they were admitted.

"Deaths are to be reported in the tabular list opposite the name of the disease which is the cause of death." Vide instructions from S. G. O., April 27th, 1864.

Nurses and attendants belonging to the Vet. Res. Corps are not to be reported as patients, unless they are under treatment; and furloughs given to them are not to be recorded on this report.

Surgeons in charge of hospitals for small-pox, are required to make a special report in addition to the regular monthly report of sick and wounded.

STATION ——, MONTHLY REPORT of Sick and Wounded. MONTH —— 186—,

TAKEN ON SICK REPORT DURING THE MONTH.

Cases remaining from last month are not to be entered, except in the Summary; but all deaths occurring during the month are to appear in the column of deaths.

Tabular List of Diseases.	Cases from other Hospitals.	All other Cases.	All Deaths.	Tabular List of Diseases.	Cases from other Hospitals.	All other Cases.	All Deaths.	Tabular List of Diseases.	Cases from other Hospitals.	All other Cases.	All Deaths.

LIST OF SOLDIERS transferred to the Invalid Corps, discharged on Surgeon's Certificate, and died during the month of ——186—.

NOTE.—Enter the names of those transferred to the Invalid Corps first, and separate them from the list of discharges by a line ruled across the page.

Enter the discharges on Surgeon's certificate next, and separate them from the list of deaths by a line ruled across the page.

Next, enter the list of deaths. In case of those killed in battle, specify definitely in what action killed.

Discharges, deaths, and transfers of soldiers absent from the command, in General Hospitals, are of course reported by the Surgeon in charge of General Hospitals, and, therefore, are not reported by Regimental Surgeons.

Number.	NAME.		Rank.	Regiment.	Company.	DISEASE OR WOUND. Here state in full the cause of transfer, discharge, or death. In case of discharges state the degree of disability.	Date of Transfer to Invalid Corps.	Date of Discharge from Service.	Date of Death.
	Surname.	Christian Name.							

GENERAL SUMMARY.

Remaining Last Report.		Sick.	
		Wounded, etc,, (Class V.)	
		Total.	
Taken sick or wounded during the month.		Taken sick.	
		Wounded, etc., (Class V.)	
		Total.	
Returned from furlough and desertion.			
Aggregate.			
Results.		Returned to duty.	
		Sent to General Hospital.	
		Furloughed.	
		Transferred to Invalid Corps.	
		Discharged.	
		Deserted.	
		Died.	
Remaining.		Sick.	
		Wounded. (Class V.)	
		Total.	
Taken sick or wounded during the month. Commissioned Officers.	Sick.	Cases.	
		Deaths.	
	Wounded.	Cases.	
		Deaths.	
Taken sick or wounded during the month. Enlisted Men.	Sick.	Cases.	
		Deaths.	
	Wounded.	Cases.	
		Deaths.	
Mean Strength of the Command.		Officers.	
		Enlisted Men.	
		Total.	
Average Number on Sick Report, Daily.		In Hospital.	
		In Quarters.	
		Total.	

VACCINATION REPORT.

During the Month.	No. of Cases.	During the Month.	No. of Cases.
Vaccinated successfully..............................		Re-vaccinated successfully..............................	
" unsuccessfully..............................		" unsuccessfully..............................	

SPECIAL REPORT for Small-Pox Hospitals.

[To be forwarded monthly to the Surgeon-General's Office, with the usual Monthly Sick Report.]

—— Hospital, ——

——, 186—.

Month of —— 186—.	Small-pox.		Varioloid.	
	Cases.	Deaths.	Cases.	Deaths.
Number of Patients treated in this hospital during the month, of whom it is not known whether they were previously vaccinated				
Number positively known not to have been vaccinated successfully prior to the attack				
Number positively known to have been vaccinated once successfully prior to the attack				
Number positively known to have been successfully vaccinated more than once prior to the attack				

I certify that the above report is correct to the best of my knowledge and belief.

—— ——,

Surgeon in Charge.

Report of Station.—On the last day of each month, officers are required to report to the Chief of the Department to which they belong, their station, the source, number, and date of their orders, and their duty. (Par. 1302 Rev. Reg. 1863.)

The *Post Return* is required by the following instructions from the Adjutant-General's office:

"Commanders of regiments, posts, (including all General Hospitals) brigades, divisions, and corps, will make to the Adjutant-General's office, of the War Department, monthly returns of their respective regiments, posts, (including all

General Hospitals), brigades, divisions and corps, on the forms furnished from that office, and according to the directions expressed on them." *

All officers and enlisted men of the regular army, will be borne on the face of the return, on the same horizontal line opposite the words, (to be written under the heading "Regiments") "Regular Army."

All officers and enlisted men belonging to volunteer regiments from the same State, will be borne on the face of the return, in one horizontal line, opposite the name of the State to which they belong, which will be entered under the heading "Regiments."

All troops of the Veteran Reserve Corps, doing duty as guards, (not including nurses, attendants, &c.,) should be on one separate line.

Nurses, attendants, &c., of the Veteran Reserve Corps, should be also on a separate line.

All other troops serving as guards, &c., at the hospital, should be on one separate line.

On the back of the return, the name of the officer in charge of the hospital will be given, with his rank, etc.; also the names of all assistants, and Acting Assistant Surgeons and Medical Cadets, whether in the army or not; all Hospital Stewards will be borne on the face of the return by name.

The names of all commissioned officers will be given on the back of the return, showing to what regiment and company they belong, the time they entered and left the hospital, and the authority by which they came there, as well as that by which they left.

All enlisted men who have arrived, departed, died, or been discharged at the hospital during the month, will be accounted for on separate sheets, letter size, fastened to-

* Vide pages 39 to 41.

gether in book form, which will be made out in the following form and attached to the return, giving full name and rank, as well as the company and regiment to which they belong, date of arrival, departure, death, or discharge. If transferred, state the city, and if possible, the name of the hospital to which they were transferred.

Alterations since last return of —— General Hospital.

NO.	NAMES.	RANK.	REGIMENT.	COMPANY.	REMARKS.

These monthly returns will be made out invariably in triplicate—one copy to the Adjutant-General of the army, to be sent direct, one for the immediate commander, and one to be retained.

Manuscript returns on different forms from the printed one, are prohibited, unless the proper printed form has not been received in time." (Cir. from A. G. O.)

In the *Monthly Statement of the Hospital Fund*, the form for which will be found on page 349, Rev. Reg. 1863, the name, rank, and station of the Commissary of Subsistence by whom the hospital rations are issued, should appear, (Cir. No. 14, S. G. O., 1863,) also "an entry of the outstanding and unpaid debts, that are chargeable against such fund; only the sum total of the indebtedness, and not the items in detail, is required." (Cir. No. 19, S. G. O., 1863.)

"Surgeons in charge of hospitals whose funds may, from any cause, be insufficient, are directed to apply to this office for the transfer of a sufficient sum to meet their necessities. The application must state the amount needed, and the specified purposes for which needed, and the circumstances causing the necessity." (Cir. No. 14, S. G. O., 1863.)

POST RETURN OF ——, commanded by ——, for the month of ——, 186–.

When a post or station is garrisoned by *different regiments*, or *parts* of different regiments, the troops will be reported on *separate* lines by *regiments*; but if of the same regiment, the troops will be reported by *companies*.

All the *absent* are to be accounted for under the head of "*How*;" and, *again*, under the head of "*Where*."

REGIMENTS.	Letters of Companies.	Number of Companies.	PRESENT.			ABSENT.				
			COMMISSIONED OFFICERS.		ENLISTED MEN.	HOW.			WHERE.	
			For duty.		For duty.	Commissioned Officers.	On detached service.		Within the Dept.	
			On extra, or special duty.		On extra, or daily duty.		With leave.			
			Sick.		Sick.		Without leave.			
			In arrest, or suspension.		In arrest, or confinement.		Sick.			
			Total.		Total.		Total.			
						Enlisted men.	On detached service.			
							With leave.			
							Without leave.			
							Sick.			
							In arrest, or confinement.			
							Total.			
							Commissioned Officers.		Without the Dept.	
							Enlisted men.			

Quartermaster's Department.	COMMISSIONED OFFICERS.	PRESENT AND ABSENT.	ALTERATIONS SINCE LAST MONTHLY RETURN.			MEMORANDA.		
Subsistence Department.								
Medical Department.								
Pay Department.								
Ordnance.								
Military Storekeepers.								
Regimental Field Officers.								
Regimental Staff Officers.								
Captains.								
Subalterns.								
Total Commissioned.								
Non-commissioned Staff of Regt's.	ENLISTED MEN.							
Ordnance Sergeants.								
Hospital Stewards.								
Sergeants.								
Corporals.								
Musicians.								
Artificers, Farriers, & Bl'ksmiths.								
Privates.								
Total enlisted.								
Aggregate.								
Aggregate, last monthly return.								
Commissioned Officers.								
Recruits from depots.			GAIN.					
Enlisted in the Regiment.			Enlisted men.					
Re-enlisted.								
From desertion.								
Aggregate.								
Resigned, transferred, discharged, &c.			LOSS.	Commissioned Officers.				
In action, or of wounds received there.				Died.				
From disease, &c.								
Expiration of service.				Disch'd.	Enlisted men.			
For disability.								
From other causes.								
Transferred.								
In action, or of wounds received there.				Died.				
From disease, &c.								
Missing in action.								
Deserted.								
Aggregate.								
Wounded in action.								
Recruits required.								
Serviceable.				HORSES				
Unserviceable.								
Killed, or lost in action.								
Heavy.				PIECES OF ARTILLERY.				
Field.								
Mountain.								
No. of blank Post returns on hand.								
REMARKS.								

ENLISTED MEN, "casually at post," who are to be accounted for by NAME.

NO.	NAMES. (To be arranged according to date when received at the post.)	RANK.	REG'T.	CO.	WHEN RECEIVED.	REMARKS.	NO.	NAMES. (To be arranged according to date when received at the post.)	RANK.	REG'T.	CO.	WHEN RECEIVED.	REMARKS.	RECORD OF EVENTS.
		ORDNANCE SERGEANT.....							ORDNANCE SERGEANT.....					
		HOSPITAL STEWARD.....							HOSPITAL STEWARD.....					
														STATION:
														DATE:
														Commanding the Post.

COMMISSIONED OFFICERS, present and absent, accounted for by NAME.—(Brevet rank, as well as that by ordinary commission, to be given.)

NO.	NAMES.	RANK.	REG'T OR CORPS.	REMARKS.
	NAMES. 1st, Commanding Officer; 2d, Field Staff; 3d, Staff of Regiments; 4th, Company officers.	RANK.	REG'T OR CORPS.	Letters of Companies.

All commissioned officers borne on the face of the return (in figures) must be accounted for *by name* on this side; and they will be classed and reported in the following order: 1st, "PRESENT;" 2d, "ABSENT, *Detached Service*;" "*With Leave*;" "*Without Leave*;" "*Sick*," "*In Arrest*;" 3d, "ALTERATIONS SINCE LAST MONTHLY RETURN," embracing "*Reported*," "*Transferred*," &c. "*Died*," &c.

The *day* on which an officer *joins*, or *leaves* the *post, assumes*, or is *relieved* from any *command*, or *special duty*, will, with the *nature* of the latter, be stated opposite his name.

"Citizen Physician and Schoolmaster" and "Citizen Physician" employed, will be reported *at the foot of the list of officers present*, but are not to be embraced in the strength of the command.

NO.	NAMES.	RANK.	REG'T OR CORPS.	REMARKS.
				Letters of Companies.

The *nature* and *commencement* of an officer's *absence*, with *No., date, &c.*, of *order*, and the *period* assigned for same, are, so long as he is reported *absent*, to be *repeated* on every return.

The *name* and *rank* of every *officer and enlisted man* who may be killed, or wounded in battle, or die of *wounds* received therein, with the *time* and *place* of action, must be reported.

OFFICIAL COMMUNICATIONS RECEIVED DURING THE MONTH.

Communications will be acknowledged in the following order, 1st, *Letters*; 2d, "*General Orders*;" and 3d, "*Special Orders*," *from the* A. G. OFFICE; 4th, *Letters*; 5th, "*General Orders*;" and 6th, "*Special Orders*," *from* Hd. Qrs. ARMY; 7th, *Letters*; 8th, "*General Orders*;" and 9th, "*Special Orders*," *from* DEPT. Hd. Qrs. All Circulars will be arranged according to their *numbers*, and without reference to the date when they are received at the post.

NATURE OF PAPER RECEIVED.	No. OF PAPER.	DATE.	WHENCE RECEIVED.	WHEN RECEIVED.	REMARKS.

Report of Enlisted Men absent from their Commands.—"In future, each officer in charge of enlisted men absent from their regiments will report at the end of every month, to the Regimental or Company Commanders of the men under their charge, whether they are sick, in confinement, in hospital, on detached service, &c.; their station, the duties each man is performing, and the authority for detaining him, giving the number and date of the order. Also whether they are sick or fit for service, and any other particulars about them which may be necessary for the information of their Commanding Officers in keeping a correct account of the pay, clothing, station, duties, &c., of each soldier. Without such reports, men cannot receive the pay actually due them." (Cir. No. 16, A. G. O., 1864.)

The *Quarterly Report of Wounded* to be sent to the Surgeon-General, is "an accurate, and legible copy of all cases of wounded entered on the Hospital Register during the quarter," and is made on a form furnished by the Surgeon-General, which is the same as the form of the Hospital Register, and on which full instructions and examples are printed, illustrating the manner in which it is to be made out.

The *Quarterly Statement of Surgical Operations* is made to the Surgeon-General, and the remarks in the preceding paragraph apply to it also. (Cir. S. G. O., Dec. 26th, 1863.)

Blank forms on which cases of Secondary Hemorrhage, Pyemia, Tetanus, etc., are reported, are also to be filled up, and sent with the above reports.

A *Quarterly Statement, of Articles purchased from the Hospital Fund*, is required by the Surgeon-General in Para. 2, of Cir. No. 3, S. G. O., 1863, and is a return "of all articles of a nature not immediately perishable, which have been purchased from the Hospital Fund, and which are in use at the time in the hospital."

It is required to be made on a form similar to the return for Hospital Property, (see page 45,) and is sent direct to the Surgeon-General's Office.

The *Microscopical Observations*, are principally confined to large hospitals, and embrace a report to the Surgeon-General, of any matters of scientific interest in connection with the use of the microscope.

The *Annual Return of Medical and Hospital Property*, is made in triplicate, and on forms furnished by the Medical Director. The "original" with a complete set of vouchers,* (Invoices and Receipts,) is sent to the Treasury Department, through the Surgeon-General; the "Duplicate," *without* vouchers, goes to the Surgeon-General, and the "Triplicate," with a complete set of vouchers, is retained by the officer making the return.

On the first line in the return, are entered the articles remaining "on hand" from the last return, and opposite "Received from ——," the articles received during the year.

Should there be a number of Invoices from different Purveyors, those from each Purveyor may be added together, and the sum of the articles, entered as one Invoice; the separate Invoices serving as vouchers.

The sum of the different Invoices, is "the total to be accounted for."

In the "column expended with the sick," "only medicines, hospital stores, dressings, stationery, and perishable articles" are to be noted.

Bottles, boxes, cans and packages of various kinds which are of service, and can be used again, should be turned in

* This set of vouchers is to be transmitted in those cases only, in which duplicates of the Invoices and Receipts, have not been forwarded at the time of the respective issues.

to the Purveyor; but when they are so damaged as to be unserviceable, they will be destroyed, and accounted for as "expended."

The vouchers, for "issues to other officers," are the receipts of the receiving officers, or certified copies of the same.

Public property captured by the enemy, destroyed by orders from Commanding officers, etc., is to be accounted for under the heading, "lost or destroyed by unavoidable accident."

An affidavit, certificate of a commissioned officer, or other satisfactory evidence, is accepted as a proper voucher, (Para. 1030 and 1031, Rev. Reg., 1863.)

When public property is lost, the accountability for such loss is to be determined by a Board of Survey. (See p. 116.)

Only such property as has been condemned by "an authorized Inspector" (see page 118,) can be accounted for under the heading "worn out and unfit for use." *

The report of the Inspector, approved by the Commanding Officer of the Department, is the proper voucher.

The articles "issued," "expended," etc., should now be summed up, and subtracted from the "total to be accounted for," the remainder being the amount "on hand, and to be accounted for."

The *Return of Surgical Instruments,* (personal sets) is made in duplicate, annually, to the Surgeon-General, and is an exhibit of the condition of each instrument in the possession of the officer.

As instruments for personal use are not to be transferred from one officer to another, there can of course be no expenditures in this return, (except in the case of ligatures or wax,) and these can be accounted for, by the proper certificates.

See p. 45.

RETURN OF MEDICAL AND HOSPITAL PROPERTY.

DATE. 186—.	NUMBER OF VOUCHER.		Acaciæ pulvis, in ½ lb. bottles.	Acidum aceticum, in ½ lb. g. s. bottles.
		ON HAND FROM LAST RETURN.....		
		Received from.....		
		" "		
		" "		
		TOTAL TO BE ACCOUNTED FOR.....		
		EXPEND'D WITH SICK..		
		Issued to.....		
		" "		
		Lost and destroyed by unavoidable accident..		
		Worn out and unfit for use.		
		TOTAL ISSUED, EXPENDED, &c.		
		ON HAND TO BE ACCOUNTED FOR.....		

The *Monthly Return of Quartermaster Property*, is made to the Quartermaster General, and is in lieu of the one formerly required quarterly; it is to contain only the accounts of property for which officers are accountable by receipts. (G. O., No. 165, A. G. O., Para. 3 and 4, 1863.)

On receiving property from the Quartermaster an inspection should be made of it before giving receipts, and anything in bad order (unless so specified) returned.

As a general rule, nearly all the property in possession of Surgeons in charge of hospitals, except Camp and Garrison Equipage, is accounted for on form No. 23, page 197, Rev. Reg., 1863.

The articles to be accounted for, must appear on this return in the order prescribed in the endorsement; and on

the face of the return, all articles not enumerated in print, but in possession of the officer making the return, must be written in the columns left blank for that purpose.

The Medical Department having no authority to purchase Quartermaster property, the second line of the return (which is intended for purchases) is not to be used.

MONTHLY RETURN OF QUARTERMASTER'S STORES received and issued during the Month, at ——.

CLASSES.		1. FUEL.				
		WOOD.			COAL.	
DATE. ABSTRACTS, ETC.		Cords.	Feet.	Inches.	Anthracite.	Bituminous.
		NO.	NO.	NO.	Pounds.	Pounds.
Per last return...	On hand.....					
Abstract D.....	Received by purchase...					
" E.....	" from officers...					
" N.....	Fabricated, taken up, &c.					
TOTAL TO BE ACCOUNTED FOR.....						
Per Abstract F...	Fuel.....					
" G...	Forage.....					
" H...	Straw.....					
" I....	Stationery.....					
" K...	Special issues.....					
" L...	Expended, sold, &c					
" M...	Issued and transferred..					
TOTAL ISSUED AND EXPENDED.....						
TOTAL REMAINING ON HAND.....						
CONDITION.... 1	In good order.....					
2	Unfit for service, but repairable.....					
3	Totally unfit for service.					

NOTE.—The property on this return will be classed as follows, viz:

1. Fuel.
2. Forage.
3. Straw.
4. Stationery.
5. Barrack, Hospital, and Office furniture.
6. Means of transportation, including harness, &c.
7. Building materials,
8. Veterinary tools and Horse medicines.
9. Blacksmiths' tools.
10. Carpenters' tools.
11. Wheelwrights' tools.
12. Masons' and Bricklayers' tools.
13. Miscellaneous tools for fatigue and garrison purposes.
14. Stores for expenditure—such as Iron, Steel, Horse-shoes, Rope, &c., &c., to be classed alphabetically.

The different invoices received from Quartermasters during the month, are to be transcribed on a form called "Abstract E," (or Form No. 26, Quartermaster's Regulations,) each Invoice occupying a separate line on the "Abstract."

No. 26, (ABSTRACT E.)

Abstract of Articles received from Officers at ——, in the quarter ending on the —— of ——, 186–, by ——.

CLASSES.			FUEL.				FORAGE.		STRAW.		STATIONERY.									
			WOOD.			COAL.														
DATE.	No. of vouchers.	From whom received.	Cords.	Feet.	Inches.	Bushels.														
Total received.																				

I certify that the above Abstract is correct.

——, ——,
Quartermaster.

NOTE.—All property received from other officers will be entered on this Abstract, whether receipted for or not. For vouchers, see Form No. 27.

A transcript of the "Total Received" from this Abstract is then made on the "Return."

If no other Quartermaster's property has been received, the amount taken from the "Abstract," and added to the number of articles "on hand," will show the "Total to be accounted for."

Property borne on this Return must be accounted for as "expended," etc., or "on hand."

All articles expended, and lost or destroyed, must be entered on "Abstract L," (Form 41, Quartermaster's Department.")

No. 41, (ABSTRACT L.)

Abstract of articles Expended, Lost, Destroyed, in the public service, sold, &c., at ——, under the direction of ——, in the quarter ending on the ——, of ——, 186–.

CLASSES.																									
DATE.	No. of Certificates	By whom made.																							
Total.																									

I certify that the above Abstract is correct.

——— ———,
Quartermaster.

The voucher to this abstract for expenditures, is Form No. 42, the number of articles, and their application, being clearly stated, and the voucher approved by the commanding officer.

No. 42.

LIST OF QUARTERMASTER'S STORES expended in the public service, at ——, under the direction of ——, Quartermaster, in the month of ——, 186—.

NO. OR QUANTITY.	ARTICLES.	APPLICATION.

I certify, on honor, that the several articles of Quartermaster's Stores above enumerated, have been necessarily expended in the public service at this station, as indicated by the marginal remarks annexed to them respectively.

(SIGNED IN DUPLICATE.)

—— ——,
Quartermaster.

APPROVED:

—— ——,
Commanding.

All articles *lost or destroyed*, must be entered on Form 43, stating the number, articles lost, etc., and the circumstances attending the loss; affidavits accompanying each voucher, of this character:

No. 43.

LIST of Articles Lost or Destroyed in the Public Service, at ——, while in possession and charge of ——, Quartermaster United States Army, in the month of ——, 186—.

NO. OR QUANTITY.	ARTICLES.	CIRCUMSTANCES AND CAUSE.

I certify that the several articles of Quartermaster's Stores above enumerated have been unavoidably lost or destroyed while in the public service, as indicated by the remarks annexed to them respectively.

—— ——,
Quartermaster.

APPROVED:

—— ——,
Commanding.

The total amounts of the two vouchers are then entered on the Abstract, separately, and the total footings of the Abstract entered on the Return; the difference between the total footing of this abstract, and the "total to be accounted for," showing the amount on hand.

Should an officer be relieved, and have occasion to turn over, or transfer his property to another, Abstract "M," Form 45, Quartermaster's Department, is used, the vouchers to which are the receipts of the party to whom the articles were transferred.

No. 45, (ABSTRACT M.)

Abstract of Articles transferred to ——, at ——, in the quarter ending on the——, of ——, 186—, by ——.

CLASSES.																								
DATE.	No. of voucher.	To whom transferred.																						
Total.																								

I certify that the above Abstract is correct.

——— ———,
Quartermaster.

NOTE.—This Abstract contains all transfers of stores to other officers, to be accounted for by them; the vouchers will be their receipts. When these are not received in time, the Quartermaster will substitute his own certified list of the stores sent, and the bill of lading. The receipts he will afterward transmit when he receives them.

In making the Return of "Clothing, and Camp and Garrison Equipage," Form 51, page 232, Rev. Regs., 1863, is used.

MONTHLY RETURN of Clothing, Camp and Garrison Equipage, etc., at ——, in the month ending ——, day of ——, 186—, by ——.

WHEN RECEIVED.	No. of Invoice.	OF WHOM RECEIVED.	Hats or caps.	Cap letters, castle, shell and flame.	Cap covers.	POMPONS OR PLUMES. Color.		Eagles and rings, or eagles	Numbers.
		On hand per last return.							
Total to be accounted for.....									
WHEN ISSUED.	No. of Roll.	TO WHOM ISSUED.							
Total issued.....									
On hand to be accounted for.....									

QUARTERLY RETURN of Clothing, Camp and Garrison Equipage.

Received and issued at ———, by ———, commanding ———, during the quarter ending on the ——— day of ———, 18—.

NOTE.—Letter of advice to be sent with this Return; also a duplicate of the Return without vouchers.

The record of articles "on hand" is made in the same way as in the previous returns, and if more invoices have been received during the month than can be placed on the return, an additional sheet of paper must be appended.

In accounting for Clothing, Form No. 52, Quartermaster's Department, must be used as the voucher.

Triplicate receipts, on this form, for *all* issues of clothing to soldiers, must be taken; one copy to be retained, (and this had better be in book form,) and two to accompany the return.

All clothing issued, must be charged on the Descriptive List of the soldier drawing it, *except* in cases where it has been lost in battle, or has been contaminated by small-pox, and in consequence destroyed; in these cases the issues are gratuitous.

The authority for this, in the former case, is a Joint Resolution of Congress, approved July 12th, 1862; in the latter, G. O. No. 107, A. G. O. 1864.

The cost of clothing is ascertained from General Orders; the prices being announced annually, by the War Department; G. O. No. 220, A. G. O., 1864, prescribing the prices for 1864, will be found on p. 56.

Soldiers in drawing clothing, should be cautioned that they are forbidden to sell it. G. O. No. 166, A. G. O., 1862, is as follows on this subject:

"It appearing that large quantities of government property have been unlawfully disposed of by non-commissioned officers and soldiers, in violation of law, and of the army rules and regulations, it is therefore ordered: That all United States officers commanding posts shall seize all military clothing, blankets, shoes, arms, equipments, and other such supplies, which have been issued by the government to soldiers, and lost or disposed of by them. And it shall be incumbent on any person, not a soldier, who may have

No. 52.

WE, the undersigned Non-Commissioned Officers, Artificers, Musicians, and Privates, of ——, do hereby acknowledge to have received of ——. the several articles of Clothing set opposite our respective names.

Date of the issue.	Name and designation of the soldier.	Hats.	Feathers.	Badges.	Eagles.	Cords and Tassels.	Hair Plumes.	Forage Caps.	Uniform Coats.					Uniform Jackets.			
									N. C. S.	Sergeants'	Corporals'	Musicians'	Privates'	Sergeants'	Corporals'	Musicians'	Privates'

Flannel Sack Coats.	Trousers, pairs, Sergeants'.	Trousers, pairs, Corporals'.	Trousers, pairs, Privates'.	Flannel Shirts.	Drawers, pairs.	Boots, Cavalry, pairs.	Bootees. Infantry, pairs.	Stockings, pairs.	Leather Stocks.	Great Coats.	Fatigue Overalls.	Stable Frocks.	Blankets.									Signatures.	Witness.

NOTE.—Erasures and alterations of entries are prohibited.

Regular and Extra Issues will not be blended in the same Receipt Roll.

Each signature, whether written by the soldier or acknowledged *by mark*, must be witnessed.

Where no issues have been made, spaces will be filled by a parallel, (thus ══)

Mounted men may, at their option, receive *one* pair of "boots" and *two* pairs of "bootees," instead of *four* pairs of bootees.

As the Metallic Shoulder Scales, Letters, Numbers, Castles, and Shells and Flames, will last for many years, they will be borne on the returns as company property, in the same manner as are sashes, knapsacks and straps, haversacks. canteens and straps, and other articles of camp and garrison equipage, and will be charged to the soldier only when lost or destroyed through neglect.

any such property in his possession, to prove that he has lawfully acquired possession thereof.

"Such property, when seized, will be turned over to a United States Quartermaster, and his receipt in duplicate taken therefor, one of such receipts to be transmitted to the Quartermaster-General. The seizure will also be reported to the Adjutant-General.

All Provost Marshals appointed by the Department will assist in recovering to the United States this description of public property.

"Commanding officers of companies are reminded that it is their duty not only to cause soldiers who are guilty of violating the law forbidding the sale, destruction, or negligent loss of clothing, arms, and public property, to be charged on the Muster Rolls with all the articles improperly lost or disposed of, but also to enforce such other punishment as the nature of the offence may demand."

Camp and Garrison Equipage is accounted for on this return, and in the same manner as the preceding articles

In transferring camp and garrison equipage, or clothing, the invoices must be made in triplicates, two copies being delivered, or transmitted, to the officer to whom the transfer is made, and the third sent at once by mail to the Quartermaster-General at Washington, D. C. (G. O. No. 357, A. G. O., 1863.)

All these returns must be made up and sent within ten days after the expiration of each successive month.

They are required in *triplicate;* one complete set with vouchers, to be retained by the officer making the return, and the rest forwarded *direct* to the Quartermaster-General's office; only one of these sets being accompanied by abstracts and vouchers. (G. O. No. 165, Para. 3, 1863.)

The *accounts for postage, and telegraphing,* should be made out at the last of the month, on Form No. 20, (Quar-

termaster's Department.) Copies of all telegrams sent must accompany the account, or it will not be paid. (G. O. No 24, A. G. O., 1863.)

No. 20.

THE UNITED STATES,

To ——— ———, Dr.

186—.		Dollars.	Cents.
	For cash paid for postage on letters and packages on public service, received and sent by him, from the ——— of ———, 186—, to the ———, of———, 186—, inclusive.....		

I certify, on honor, that the foregoing account is correct and just; that the letters and packages on which postage has been paid, as therein stated, were all on public service, and that I have actually paid the amount charged.

———— ————.

Received at ———, the — day of ———, 186—, of ———, Quartermaster U. S. Army, —— dollars and —— cents, in full of the above account.

(SIGNED IN DUPLICATE.)

———— ————.

STATEMENT of the Cost of Clothing, Camp and Garrison Equipage, for the Army of the United States, until further orders.

CLOTHING.	Engineer Troops.	Hospital Stewards.	Ordnance Sergeants.	Ordnance Mechanics.	Cavalry.	Light Artillery.	Artillery.	Infantry.	Veteran Reserve Corps.
Uniform Hat	$1 80	$1 80	$1 80	$1 80	$1 80	$1 80	$1 80	$1 80	$1 80
" " Feather	15	15	15	15	15	15	15	15	15
" " Cord and tassel	15	15	15	15	15	15	15	15	15
" " Eagle	2	2	2	2	2	2	2	2	2
" " Castle	14	.....	.....	.....	.....	.....	.....	.....	.....
" " Shell and flame	.....	.....	3	3	.....	.....	.....	.....	.....
" " Crossed sabres	.....	.....	.....	.....	2	.....	.....	.....	.....
" " Crossed cannon	.....	.....	.....	.....	.....	3	3	.....	.....
" " Bugle	.....	.....	.....	.....	.....	.....	.....	3	3
" " Letter	.....	.....	.....	.....	1	1	1	1	1
" " Number	.....	.....	.....	.....	1	1	1	1	1
" Cap (Light Artillery)	.....	.....	.....	.....	.....	2 89	.....	.....	.....
" " Tulip	.....	.....	.....	.....	.....	10	.....	.....	.....
" " Cord and tassel	.....	.....	.....	.....	.....	88	.....	.....	.....
" " Plate	.....	.....	.....	.....	.....	5	.....	.....	.....
" " Rings, pairs of	.....	.....	.....	.....	.....	5	.....	.....	.....
" " Hair plume	.....	.....	.....	.....	.....	83	.....	.....	.....
Forage Cap	65	65	65	65	65	65	65	65	65
" " Cover	12	12	12	12	12	12	12	12	12
Uniform Coat, Musicians'	9 30	.....	.....	.....	.....	.....	9 30	9 30	.....
" " Privates'	8 75	8 75	8 75	8 75	.....	.....	8 75	8 75	.....
" Jacket, Musicians'	.....	.....	.....	.....	7 00	7 00	.....	.....	5 00

Uniform Jacket, Privates'	.....	.....	.....	.....	6 25	6 25	.....	.....	4 75
Chevrons, pairs, non-commissioned Staff	.....	.....	75	.....	75	.....	75	75	.....
" " 1st Sergeants'	35	.....	.....	.....	35	35	35	35	35
" " Sergeants'	22	.....	.....	.....	22	22	22	22	22
" " Corporals'	17	.....	.....	.....	17	17	17	17	17
Caduceus	.....	85	.....	.....	.....	.....	.....	.....	.....
Shoulder Scales, pairs, non-commissioned staff	.....	78	78	.....	78	.....	78	78	.....
" " Sergeants'	60	.....	.....	.....	60	60	60	60	.....
" " Privates'	50	.....	.....	50	50	50	50	50	.....
Trousers, Sergeants'	3 25	3 25	3 25	.....	4 35	4 35	3 25	3 25	3 25
" Corporals'	3 15	.....	.....	.....	4 25	4 25	3 15	3 15	3 15
" Privates'	3 10	.....	.....	3 10	4 15	4 15	3 10	3 10	3 10
Sash	2 20	2 20	2 20	.....	2 20	2 20	2 20	2 20	2 20
Flannel Sack Coat (unlined)	2 65	2 65	2 65	2 65	2 65	2 65	2 65	2 65	2 65
" " " (lined)	3 25	3 25	3 25	3 25	3 25	3 25	3 25	3 25	3 25
Knit Jacket	2 87	2 87	2 87	2 87	2 87	2 87	2 87	2 87	2 87
Flannel Shirt	1 57	1 57	1 57	1 57	1 57	1 57	1 57	1 57	1 57
Knit "	1 42	1 42	1 42	1 42	1 42	1 42	1 42	1 42	1 42
Flannel Drawers	1 00	1 00	1 00	1 00	1 00	1 00	1 00	1 00	1 00
Knit "	1 30	1 30	1 30	1 30	1 30	1 30	1 30	1 30	1 30
Stockings, pairs of	35	35	35	35	35	35	35	35	35
Bootees, sewed	2 20	2 20	2 20	2 20	2 20	2 20	2 20	2 20	2 20
" pegged	1 86	1 86	1 86	1 86	1 86	1 86	1 86	1 86	1 86
Boots, sewed	.....	.....	.....	.....	3 85	3 85	.....	.....	.....
" pegged	.....	.....	.....	.....	3 25	3 25	.....	.....	.....
Great Coats	8 50	8 50	8 50	8 50	10 55	10 55	8 50	8 50	8 50
" " Straps, pairs of	11	11	11	11	.....	.....	11	11	11
Blankets, woollen	3 60	3 60	3 60	3 60	3 60	3 60	3 60	3 60	3 60
" rubber	2 55	2 55	2 55	2 55	.....	.....	2 55	2 55	2 55
" painted	1 70	1 70	1 70	1 70	.....	.....	1 70	1 70	1 70
Poncho, painted	.....	.....	.....	.....	2 10	2 10	.....	.....	.....
" rubber	.....	.....	.....	.....	3 10	3 10	.....	.....	.....
Leather Stock	12	12	12	12	12	12	12	12	12
Leggins, leather	.....	.....	.....	.....	.....	.....	.....	1 65	1 65
" linen	95	95	95	95	.....	.....	95	95	95
Overalls	1 80	.....	.....	1 80	.....	.....	.....	.....	.....
Stable Frocks	.....	.....	.....	.....	1 51	1 51	.....	.....	.....

Camp and Garrison Equipage.

Knapsack and Strap	$2 15	
Haversack, unpainted	40	
" enameled and painted	67	
Canteen, complete	45	
" straps, leather	15	
Bedsacks, single	2 25	
" double	2 65	
Mosquito bars	1 70	
Axe	1 10	
" helve	14	
" sling	68	
Hatchet	48	
" helve	4	
" sling	42	
Spade	1 10	
Shovel	1 05	
Pickaxe	1 05	
" helve	12	
Camp kettle	78	
Mess pan	33	
Iron pot	1 45	
Garrison flag	51 00	
" " halliards	3 35	
Storm flag	16 80	
Recruiting flag	5 00	
" " halliards	26	
Guidon	7 30	
Camp color	1 20	
Standard, for mounted regiments	17 50	
National color, art'y and infantry	39 25	
Regimental " "	51 50	
Color belt and sling	3 00	
Trumpet, with extra mouth-piece	2 45	
Bugle, " " "	2 75	
Cord & tassel, for trumpet or bugle	82	
Fife, "B" or "C"	35	
Drum, complete	5 60	
" head, batter	80	
" " snare	33	
" sling	37	
" sticks, pairs	22	
" " carriage	40	
" cord	26	
Drum snares, sets		$0 20
" case		52
Wall tent	$44 00	
" " fly	17 00	
" " poles, sets	1 40	
" " pins, "	48	
		62 88
Sibley tent	60 00	
" " pole and tripod	3 40	
" " pins, sets	31	
		63 71
" " stove		3 32
Hospital tent	107 50	
" " fly	37 50	
" " poles, set	3 75	
" " pins, "	1 00	
		149 75
Common tent	20 50	
" " poles, set	87	
" " pins, "	25	
		21 62
Shelter tent, complete	4 60	
Tent pins, hospital, large	3	
" wall, "	2	
" common, small	1	
Regimental book, order	2 40	
" " letter	2 40	
" " index	1 40	
" " descript'e	3 90	
" " gen. ord.	2 25	
		12 35
Post book, morning report	85	
" guard	1 25	
" order	70	
" letter	70	
		3 50
Company book, clothing ac't	2 40	
" " descriptive	1 25	
" " order	95	
" " morn. rep't	1 70	
		6 30
Record book, for target practice		62

TABLE specifying the Money Value of Clothing allowed to the Army of the United States.

	NON-COMMISSIONED STAFF.								FIRST SERGEANT.			
				Chief Musicians.								
	Cavalry.	Light Artillery.	Artillery and Infantry.	Cavalry.	Light Artillery.	Artillery and Infantry.	Ordnance Sergeant.	Hospital Steward.	Engineers.	Cavalry.	Light Artillery.	Artillery and Infantry.
First year.....	$71 89	$74 71	$70 43	$73 39	$76 21	$71 53	$70 43	$70 63	$71 43	$71 09	$73 91	$69 63
Second year.....	43 76	45 75	44 46	44 51	46 50	45 01	44 46	44 56	45 86	43 36	45 35	44 06
Third year.....	60 34	63 16	60 93	61 84	64 66	62 03	60 93	61 13	61 93	59 54	62 36	60 13
Fourth year.....	43 76	45 75	44 46	44 51	46 50	45 01	44 46	44 56	45 86	43 36	45 35	44 06
Fifth year.....	55 11	57 10	57 21	56 61	58 60	58 31	57 21	57 41	58 21	54 31	56 30	56 41
	274 86	286 47	277 49	280 86	292 47	281 89	277 49	278 29	283 29	271 66	283 27	274 29

	SERGEANT.				CORPORAL.				MUSICIANS.				ARTIFICERS AND PRIVATES.				
	Engineers.	Cavalry.	Light Artillery.	Artillery and Infantry.	Engineers.	Cavalry.	Light Artillery.	Artillery and Infantry.	Engineers.	Cavalry.	Light Artillery.	Artillery and Infantry.	Engineers.	Ordnance.	Cavalry.	Light Artillery.	Artillery and Infantry.
First year.....	$71 17	$70 83	$73 65	$69 37	$70 77	$70 43	$73 25	$68 97	$71 38	$71 29	$74 11	$69 58	$70 28	$70 28	$69 79	$72 61	$68 48
Second year.....	45 73	43 23	45 22	43 93	45 48	42 98	44 97	43 68	45 76	43 36	45 35	43 96	45 21	45 21	42 61	44 60	43 41
Third year.....	61 67	59 28	62 10	59 87	61 27	58 88	61 70	59 47	61 88	59 74	62 56	60 08	60 78	60 78	58 24	61 06	58 98
Fourth year.....	45 73	43 23	45 22	43 93	45 48	42 98	44 97	43 68	45 76	43 36	45 35	43 96	45 21	45 21	42 61	44 60	43 41
Fifth year.....	57 95	54 05	56 04	56 15	57 55	53 65	55 64	55 75	58 16	54 51	56 50	56 36	57 06	57 06	53 01	55 00	55 26
	282 25	270 62	282 23	273 25	280 55	268 92	280 53	271 55	282 94	272 26	283 87	273 94	278 54	278 54	266 26	277 87	269 54

The allowance to Volunteer troops is at the rate of $42 per annum.

Requisition for Forage for public animals must be made on the first day of the month during which the forage is needed: the Form is No. 32.

The daily ration for forage, consists of fourteen pounds of hay, and twelve pounds of oats, corn, or barley, and for mules, fourteen pounds of hay, and nine pounds of oats, corn or barley; one hundred pounds of straw *per month* is allowed each horse. (Pars. 1121 and 1128 Rev. Reg., 1863.)

The requisition should in all cases be approved by the Medical Director, and then sent to the Quartermaster.

Requisitions for Fuel must be made on the first of the month in which it is required, on Form No. 30, (Quartermaster's Department,) and sent to the Medical Director for approval.

The amounts allowed, "for each necessary fire" from May 1st to September 30th, are *not exceeding* a half cord of wood, or 750 pounds of coal; from October 1st, to April 30th, 2 cords of wood or 3000 pounds of coal.

If the fuel is required for a hospital, the number of fires necessary must be stated.

REQUISITION for Fuel for ——, stationed at ——, for the month of ——, 186—.

	WOOD.			COAL.		REMARKS.
	Cords.	Feet.	Inches.	Bushels.	Pounds.	
Total.....						

I certify, on honor, that the above requisition is correct and just; and that I have not drawn fuel for any part of the time above charged.

——— ———.

Received at ———, the — of ———, 186—, of ———, Quartermaster U. S. Army, ——— cord ——— feet —— inches of wood, —— of coal, in full of the above requisition.

(SIGNED DUPLICATES.)

——— ———.

No. 32.

REQUISITION for Forage for Public Horses, —— in the service of —— Company ——, Regiment of —— U. S. Army, for —— days, commencing the — of ——, 186—, and ending on the — of ——, 186—, at ——.

Date of requisition.	Number of horses.	Number of mules.	Number of oxen.	Total number of animals.	Number of days.	Number of rations.	DAILY ALLOWANCE TO EACH ANIMAL.					TOTAL ALLOWANCE.					REMARKS.
							Pounds of corn.	Pounds of barley.	Pounds of oats.	Pounds of hay.	Pounds of fodder.	CORN. Pounds of.	BARLEY. Pounds of.	OATS. Pounds of.	HAY. Pounds of.	FODDER. Pounds of.	
Required.....																	
On hand to be deducted.....																	
To be supplied.....																	

I certify, on honor, that the above Requisition is correct and just; that I have now in service the number of animals for which forage is required, and that forage has not been received for any part of the time specified.

——— ———, *Commanding.*

Received at ———, the — of ———, 186—, of ———, Quartermaster U. S. Army, —— pounds of corn, —— pounds of barley, —— pounds of oats, —— pounds of hay, and —— pounds of fodder, in full of the above Requisition.

(SIGNED IN DUPLICATE.)

——— ———.

CHAPTER II.

MEDICAL INSPECTORS.

THE grade of Medical Inspectors, holding the rank and pay of Lieutenant-Colonel of cavalry, was established by the Act of Congress, approved April 16th, 1862.

They are "appointed by the President, by and with the advice and consent of the Senate, by selection from the Medical Corps of the Army, or from Surgeons in the volunteer service, without regard to their rank when so selected, but with sole regard to qualifications." (Sec. 4, same act.)

"Officers who shall have been promoted from the Medical Staff of the Army under this act shall retain their respective rank in the army, with such promotion as they would have been entitled to. The provisions of the act to continue in force during the existence of the present rebellion." (Sec. 7, same act.)

In accordance with Para. 3, G. O. 137, A. G. O, 1863, they are allowed "the same number of rooms as offices, and fuel and furniture thereof, as are allowed by Regulations to officers of the Quartermaster's Department who have the same rank."

Shortly after the passage of the above Act of Congress, the following instructions were issued from the office of the Surgeon-General:

Instructions for Medical Inspectors of the United States Army.—The Medical Inspector is required to see that all regulations for protecting the health of troops in barracks, camps, and transports, for securing the sanitary condition

of hospitals, and for the careful treatment of and attendance on the sick and wounded, are duly observed.

He is to satisfy himself as to the quantity and quality of medical and hospital supplies, and as to the condition of the surgical instruments and appliances.

He is to examine the medical, sanitary, statistical, property, and military records, and accounts of hospitals and regiments, to see whether they have been properly kept, and that the reports and returns required by Regulations have been regularly forwarded to the Surgeon-General.

He is to ascertain from these records the amount of disease and mortality among the troops, especially from pulmonary diseases and from disease of the zymotic class.

He is to inquire into the causes of such diseases, and into the steps which may have been taken for their prevention or mitigation.

He is to advise with medical officers on any measures for the mitigation or prevention of disease that may be required; and he is to recommend, verbally or in writing, any additional precautions that he may consider requisite.

Inspection of Quarters and Barracks.—The Medical Inspector is to examine into the sanitary condition of quarters, barracks, guard rooms, prison cells, and of all buildings and rooms used and occupied by troops; and particularly as to their cleanliness within and without, their ventilation, warming, and lighting.

He is to ascertain whether the number of men accommodated in any barrack or guard room is greater than is compatible with the preservation of health.

He is to satisfy himself that the drainage, latrines, urinals, &c., &c., are in a good sanitary condition.

That the rations are good and of proper quantity, that the kitchen utensils are sufficient and in good order, that

the cooking is well done and the diet sufficiently varied, and that the meals are regularly and properly served.

That the lavatories and baths are ample for the number of men, and that the baths are sufficiently used.

That games and gymnastic exercises are so conducted as to contribute to the health of the troops and to prevent injury.

That the supply of water is abundant and good, that the wells are properly covered, and that there is no soakage from cesspools, drains, &c., into them.

He is to examine into any sources of local malaria in the vicinity of the garrison, station, barrack, camp, or hospital, with a view to recommending suitable precautionary measures in regard to them.

Inspection of Hospitals.—The Medical Inspector is to satisfy himself that the drainage, ventilation, cleanliness, water supply, water closets, latrines, urinals, and sinks of every hospital are in good condition, and that the means of warming and lighting the hospitals are sufficient.

That the excreta of the sick are promptly removed from the wards.

That the sick have suitable means of cleanliness, and that the baths and lavatories are sufficient and in good condition.

That the vicinity of the hospital is in a good sanitary condition.

He will also satisfy himself as to the cleanliness and sufficiency of the bedding, linen, ward furniture, and utensils.

As to the sufficiency of the kitchen arrangements and utensils.

As to the quality, variety, and cooking of the diets.

That the diet tables are in accordance with Regulations, and properly hung up in the wards.

That the medical attendance and nursing of the sick are sufficient.

He should ascertain whether there has been any unusual amount of disease or mortality originating within the hospital.

Whether erysipelas, hospital gangrene, fever, dysentery, cholera, or any other epidemic disease, has shown itself among the sick or attendants; whether wounds heal easily, and cases of disease recover rapidly. He should endeavor to trace to its cause any epidemic disease that may exist, and, in consultation with the medical officer in charge, decide upon the means of preventing or mitigating such disease.

He shall satisfy himself as to the state of the surgery, the quality and supply of medicines and medical comforts, and the means of preparing and dispensing medicines.

As to the condition and sufficiency of the surgical equipments and instruments.

As to the state of the hospital stores.

As to the state of repair of the hospital.

As to the state of discipline of the hospital, and whether due order and quiet are observed, and the orders of the medical officer properly attended to.

He should listen to all complaints or disputes in the Medical Department, and endeavor to arrange them so that the service may not suffer.

He is to inspect the operating rooms, dead rooms, and post-mortem rooms, to see that they are suitably provided with tables and other appliances, and are clean, well supplied with water, well ventilated, and warmed, if necessary.

He is to inquire as to the arrangements for the burial of the dead, whether they are sufficient to prevent injury to health, and whether they are properly attended to.

Inspection of Camps and Field Hospitals.—In the inspection of camps and field hospitals, the Medical Inspector

will note the situation of the same relative to supplies of water and fuel.

He will observe the character of the soil, whether it is tenacious and clayey, or open and of easy drainage.

Whether the surrounding country is mountainous and hilly, and the immediate locality with a good surface drainage, or level and difficult to be relieved from the natural fall of water, either in snow or rain.

He will note the prevailing winds, and also local currents caused by neighboring hills and mountains.

He will also observe whether the vicinage is subject to malaria from marshes and rivers, or to any other local cause of disease.

He will observe the police of the camps and hospitals.

Whether the tents are too crowded, and whether they are sufficiently ventilated.

Whether they are struck and pitched upon new ground as often as necessary to health.

Whether the tents are of good quality and good kind, and sufficient in number to protect the men.

Whether there is sufficient attention to the construction of sinks and cesspools, and to the proper filling and care of same, and to the removal of offal and rubbish from the limits of the camp, &c., &c.

Whether the camping ground has been occupied before, and if so, how recently.

He will also examine into the cooking arrangements for both regiments and hospitals.

Whether the officers are diligent in inspecting the food cooked for the men, to see that it is well and sufficiently done.

Whether any effort is made on the part of officers to provide portable ovens, for the purpose of giving fresh bread to the soldiers.

Whether they make as adequate provision for a supply of fresh vegetables as circumstances will admit.

Whether the men are dirty and slovenly in their dress and person, and whether the officers are diligent in enforcing the discipline necessary to obviate such evils.

He will observe the state of the clothing of the men.

He will ascertain the number of hospital tents to each regiment; the state of transportation for sick and wounded men, and for the medical and hospital supplies; and whether the accommodations are sufficient for the wants of the sick, in the peculiar circumstances then and there existing.

He will inquire if the regimental medical officers are present with their corps, and if not, the cause of absence.

To prevent loss of time, the inspecting officer should at once give any advice, in writing, that may appear requisite, on any matter included under these instructions, to the commanding officer and medical officer of the regiment or corps, sending a copy thereof to the Medical Director; and as soon as his inspection is completed, he should report in detail to the Surgeon-General, stating fully all defects in the medical, sanitary, and statistical departments of the service, the recommendation he has made, with the result of the same, with any suggestions for improvement that may occur to him.

Inspection of Transports.—In the inspection of a transport, the Medical Inspector will ascertain whether the tonnage, height between decks, superficial area, cubic space, and means of ventilation, are adequate for the number of troops or sick to be embarked.

That the ship is clean, the bilge sweet; that the water closets are safe, ample, and in good order; and that means prescribed in General Regulations for fumigating the vessel are at hand.

That the passage ways leading from the upper deck to that occupied by the troops, are protected by temporary houses, properly constructed and secured; and that the stairs or ladders are furnished with a hand rail of wood or rope.

That the bunks are properly constructed and are sufficient in number; and, when sick are to be transported, that they are supplied with the necessary bedding and furniture.

That the cooking apparatus and utensils are sufficient in all respects, and the stores and water supply of good quality and abundant.

That a suitable place is reserved for a hospital, and properly furnished, and that the medical and hospital supplies are in due proportion.

Should the Medical Inspector find any defects in the above particulars, he will immediately report the same, in writing, to the Military Commander charged with the embarkation of the troops, together with any recommendation he may deem necessary to remedy the said defects; and will also transmit a copy of his report, together with the results, to the Surgeon-General.

Upon the arrival of troops or sick at any port of disembarkation, the Medical Inspector detailed for the duty will immediately visit and examine the vessel and the state of health of the men on board.

He will ascertain what casualties have occurred during the passage, and the number of deaths.

Whether suitable provisions had been made for the health and comfort of the troops, and whether the vessel was kept in good sanitary condition during the voyage.

Whether any defects in the sanitary outfit were discovered during the voyage.

The Medical Inspectors will report the results of such

inspections direct to the Surgeon-General. Medical Inspectors are authorized and empowered to discharge from the service of the United States any soldier or enlisted man, in the permanent hospitals, laboring under any physical disability which makes it disadvantageous to the service that he be retained therein. The certificate of discharge shall show that it is granted upon personal inspection of the soldier, and with the soldier's consent; and shall specially describe the nature, origin, and degree of his disability. All such discharges are to be reported to the Adjutant-General and Surgeon-General."

The Para. relative to the discharge of soldiers from service, on account of physical disability, was revoked by Para. 2, G. O., No. 137, A. G. O., 1863.

Somewhat later than the date of issue of the preceding Circular, G. O. No. 308, A. G. O., 1863, was published, and is as follows:

"The Medical Inspector-General has, under direction of the Surgeon-General, the supervision of all that relates to the sanitary condition of the Army, whether in transports, quarters, or camps; the hygiene, police, discipline, and efficiency of field and general hospitals; and the assignment of duties to Medical Inspectors.

"Medical Inspectors are charged with the duty of inspecting the sanitary condition of transports, quarters, and camps of field and general hospitals, and will report to the Medical Inspector-General all circumstances relating to the sanitary condition and wants of troops and of hospitals, and to the skill, efficiency, and conduct of the officers and attendants connected with the Medical Department. They are required to see that all regulations for protecting the health of troops, and for the careful treatment of and attendance upon the sick and wounded, are duly observed.

"They will carefully examine into the quantity, quality,

and condition of medical and hospital supplies, the correctness of all medical, sanitary, statistical, military, and property records and accounts pertaining to the Medical Department, and the punctuality with which reports and returns, required by Regulations, have been forwarded to the Surgeon-General.

"They will ascertain the amount of disease and mortality among the troops, inquire into the causes, and the steps that may have been taken for its prevention or mitigation, indicating, verbally or in writing, to the medical officers, such additional measures or precautions as may be requisite. When sanitary reforms, requiring the sanction and co-operation of military authority, are urgently demanded, they will report at once, in writing, to the officer commanding Corps, Department, or Division, the circumstances and necessities of the case, and the measures considered advisable for their relief, forwarding a duplicate of such reports to the Medical Inspector-General.

"They will instruct and direct the medical officers in charge as to the proper measures to be adopted for the correction of errors and abuses, and, in all cases of conflict of views, authority, or instructions, with those of Medical Directors, will report the circumstances fully and promptly to the Medical Inspector-General for the Surgeon-General's orders.

"Upon or near the beginning of each month, Medical Inspectors will make minute and thorough inspections of hospitals, barracks, camps, transports, &c., &c., within the districts to which they are assigned, in conformity with these instructions, and the forms for inspection reports furnished them.

"Monthly inspection reports, in addition to remarks under the several heads, will also convey the fullest information in regard to the medical and surgical treatment

adopted; the advantages or disadvantages of location, construction, general arrangement and administration of hospitals, camps, barracks; the necessity for improvement, alteration, or repair, with such recommendations as will most certainly conduce to the health and comfort of the troops, and the proper care and treatment of the sick and wounded. When alterations, improvements, or repairs, requiring the action of Heads of Bureaus, are considered essential, special reports, accompanied by plans and approximate estimates of quantities or cost, will be made.

"Medical Inspectors will make themselves fully conversant with the regulations of the Subsistence Department in all that relates to issues to hospitals, whether general, field, division, or regimental, and will satisfy themselves, by rigid examination of accounts and expenditures, that the fund accruing from retained rations is judiciously applied, and not diverted from its proper purposes through the ignorance or inattention of medical officers, giving such information and instruction on this subject as may be required. They will also give close attention to the supervision of cooking by the medical officer, whose duty it is, under the act of Congress of March 3, 1863, and G. O., No. 247, of 1863, to 'submit his suggestions for improving the cooking, in writing, to the commanding officer,' and to accompany him in frequent inspections of the kitchens and messes.

"They will exercise sound discrimination in reporting 'an officer of the Medical Corps as disqualified, by age or otherwise, for promotion to a higher grade, or unfitted for the performance of his professional duties,' and be prepared to submit evidence of its correctness to the Medical Board, by whom the charge will be investigated.

"Medical Inspectors are also charged with the duty of designating, to the surgeon in charge of general hospitals and convalescent camps, all soldiers who are in their opinion

fit subjects for discharge on surgeons' certificate of disability, or sufficiently recovered to be able for duty. In all such cases they will direct the surgeon to discharge from service, in accordance with existing orders and regulations, or return to duty those so designated.

"Official communications to the Medical Inspector-General will be directed to the Surgeon-General U. S. A., and plainly addressed on the left-hand lower corner of envelope 'For the Medical Inspector-General,' the name and title of the writer being *written* under the words 'Official Business.'

"It is expected that all commanding officers will afford every facility to Medical Inspectors in the execution of their important duties, giving such orders as may be necessary to carry into effect their suggestions and recommendations; and it is enjoined upon all medical officers, and others connected with the Medical Department of the United States Army, to yield prompt compliance with the instructions they may receive from Medical Inspectors on duty in the Army, Department, or District in which they are serving, on all matters relating to the sanitary condition of the troops, and of the hygiene, police, discipline, and efficiency of hospitals."

In addition to the above, G. O. No. 54, A. G. O., 1864, announces Medical Inspectors as the "authorized Inspectors" alluded to in Para. 1023 Rev. Reg., 1863, in the matter of Medical and Hospital Property:

"Medical Inspectors are authorized to inspect, condemn, and recommend for final disposition, such articles of Medical and Hospital property as may be regarded as useless and unfit for issue. They are the 'Authorized Inspectors' for such property, under Paras. 1022 and 1023, Gen. Reg. for the Army."

CHAPTER III.

MEDICAL DIRECTORS.

A MEDICAL DIRECTOR is by custom of the service, and by the Regulations of the Army, the senior medical officer in a command; although the Commanding General may select and appoint any medical officer, regardless of his rank, as his Medical Director, choosing him for his peculiar knowledge of the duties of the position. In the first instance, all orders and directions for the Medical Department emanate from the Medical Director; in the latter case, all orders to medical officers superior in rank to the Medical Director, are given by the Commanding General.

It is the duty of a Medical Director to keep himself thoroughly informed at all times of the condition of the Medical Department under his control, of the sanitary condition of the troops, of the means at his disposal for medical and hospital supplies and their transportation, hospital accommodations, and everything which relates to the care and comfort of the sick, and the prevention of disease among the able-bodied soldiers.

On assuming the charge of a department, the first and most important information needed by the Director, is the name, rank, and station of each medical officer in the command; together with the number of troops with which he is serving. Par. 1302, Rev. Army Regs., 1863, "instructs every medical officer to report to the Surgeon-General, and to the Medical Director, the date when he arrives at a station, or when he leaves it, and his orders in the case, and at the end of each month, whenever not at his station,

whether on service or on leave of absence, and when on leave of absence, his post-office address for the next month."

These reports should be entered in the "Record of Medical Officers;" one page being devoted to the record of each officer. His name in full, rank and regiment must first be entered, next the date of his commission, and then his station and date of report. All subsequent changes or remarks concerning him, with the dates and numbers of orders, should be recorded. Should an officer be assigned to duty out of the department, the order assigning him, should be entered in red ink, and a double red ink line drawn across the page. All requisitions made by him, and approved, should also be entered in brief, as seen in the following example:

Surgeon, JOHN SMITH, 7th New York Vols.
April 17th, 1861.—Date of Commission.
June 20th, 1863.—Brandy Station, Va.
June 21st, 1863.—Requisition for medicines approved.
July 10th, 1863.—"On leave" 10 days, by Special Orders No. 82, Head Quarters, Army Potomac.

The following books are needed for the records of the office:

1st Book of Letters Sent.
2d " Letters Received.
3d " Endorsements.
4th. Hospital Register. 5th. Record of Discharges. 6th. Contract Record. 7th. Record of Furloughs and Book of Orders.

In the book of Letters Sent, are kept accurate copies of all letters written. It is convenient at permanent stations to use a copying press for this purpose, as the danger of mistakes in transcribing is avoided, and time (often of great value,) saved. If this, however, cannot be obtained,

the letters must be recorded by a careful clerk, and the copy compared with the original before the letter is mailed. Each letter in this book must be signed by the writer. The Index must be kept posted, to date, that no delay need be experienced in finding copies of letters when they are wanted.

In the lower left-hand corner, each letter should have a private mark referring to the page on which it is copied; it is usually the initial letter of the word "Book" followed by the number of the page; thus: "B. 57," i. e. Book of Letters Sent, page 57. Should the letter refer to any other on file, or to any endorsement, the office numbers by which this letter or endorsement is designated, are placed directly under the reference to the page; thus: $\frac{\text{B. 57}}{\text{H. 2, 1864}}$; or, $\frac{\text{B. 57.}}{\text{E. B. 60.}}$

In indexing the Book of Letters Sent, it is better to refer, not only to the name of the party to whom the letter is addressed, but if any other name is mentioned. it also, should be indexed.

Whenever copies of letters are furnished, the names of the persons to whom they are sent should be noted in red ink in the margin, with the date, when the latter differs from the date of the letter itself. In like manner, when a letter is addressed to an officer under cover to his commander, &c., this fact should also be noted in red ink on the margin.

In mailing letters, care must be taken that they are properly addressed, and that the proper amount of postage is paid on them. Letters addressed to Heads of Departments on official business, are to be marked "Official" on the outside, with the official signature of the writer underneath. Vide G. O., Nos. 179 and 301, A. G. O., 1863.

Book of *Letters Received*.—All official communications received will be entered in this book, excepting only such letters of mere transmittal of orders, returns, certificates of disability, requisitions, &c., as need not be preserved.

Preliminary to being entered, every letter will be folded and endorsed. Letter-paper will be folded in three equal folds, cap paper in four. The endorsement on the first fold will give the place and date of letter, name and rank of writer and a summary of contents, and if other papers accompany the letter, the number transmitted will also be noted on the back in red ink. Each enclosure will be numbered, and bear the same office-marks as the letter transmitting it. Figures A, B and C, exemplify the manner of endorsing. Fig. A, representing the letter, and B and C, the enclosures.

Fig. A.

C. 4, 1864.

Med. Dir. Office, 8th A. C.,
Baltimore, Md.,
Jan. 27, 1864.

Surg. J. S——, U. S. A.
Medical Director.

Inquiring if certain persons employed in U. S. A. Gen'l Hospit., Camden Street, Baltimore, without contracts can be paid, and enclosing statement of Asst. Surg. R. B. on the subject. Transmits also copy of order from Surgeon-General's Office to said R. B, dated Oct. 1st, 1863, authorizing him to employ civilians as nurses in the Hospital under his charge.

(Two Enclosures.)

Fig. B.

C. 4, 1864.

No. 1.

(Enclosure.)

Fig. C.

C. 4, 1864.

No. 2.

(Enclosure.)

Every letter required to be preserved will be entered alphabetically, and numbered, the series of numbers beginning and terminating with the year, and including all letters dated (whether received or not) within the year. Only one number will be given to each letter received with its

enclosures, so that the sum of the numbers under each alphabetical entry in the book of "Letters Received" during any year will show the number of letters received in that year.

As a general rule, every letter will be entered in the name of its writer; but there are cases where it is preferable, for convenience of reference to enter it in the name of the person who forms the subject of the letter, and not in that of the writer. Applications from citizens for the discharge of soldiers, &c., are of this character. Usually, a single entry of each letter and its enclosures will suffice, but it may sometimes be necessary, in addition, to make entries in the names of one or more of the individuals to whom it relates.

The book of "Letters Received" will contain a side index extending throughout, and will be divided among the several letters of the alphabet according to the probable space required for entries under each letter. The book will be paged, and each page divided into three columns headed "When received," "Name," "Date and purport of letter," respectively, as shown below.

1864. S.

January 30.	Surg. J. S——, U. S. A.	MED. DIRECTOR'S OFFICE, 8th A. C.,
4.	Medical Director.	BALTIMORE, January 27, 1864.
		Inquiring if certain persons employed in U. S. A., Gen'l Hospt., Camden St., Balto., without contracts, can be paid, and enclosing statement of Asst. Surg. R. B. on the subject. Transmits also copy of order from S. G. O. to said R. B., dated Oct. 1st, 1863, authorizing him to employ civilians as nurses in the Hospital under his charge.

Each entry will be separated from the one preceding it by a red ink line; and where two or three letters relate to the same subject, they will either be filed together, or made

to refer to each other by their numbers, and the filing or reference be noted in the book as well as on the letters themselves.

Letters from the executive and staff departments and other public offices in Washington, will be entered alphabetically in the names of the departments or offices themselves, but the entry will always exhibit the writer's name likewise: thus, communications from the War Department would be entered in the letter W, as follows: "War, Sec'y of (Hon. ———)," &c.

Communications from Governors of States will be entered in the names of the States, the entry showing likewise the Governors' names; thus, a letter from the Governor of New York would be entered in the letter N, as follows: "New York, Governor of, (His Excellency, — — —)," &c.

Letters from staff officers, written by direction of their Generals, will be entered in the name of the Generals themselves; thus, a communication from General K——'s staff officer would be entered in the letter K, as follows:

"Maj. Gen'l ——, commanding Western Department,
By Ass't Adj't Gen'l ——.)

Communications addressed to the War Department or Adjutant-General's Office, and thence referred without an accompanying letter, to Medical Directors for report, or to be disposed of, will be entered in the ordinary way, in the names of their writers, a note (in red ink) being simply made in the second column of the book, to show the fact of reference; thus, "(from A. G. O.)"

Where letters are referred from the office for report, &c., a note of the fact must be made (in red ink) in this book, with a citation of the page (or number of the letter) in the "endorsement" or "letter book" where the reference is recorded; thus, "Ref'd for report to comd'g officer Fort T., May 11," see book of "Endorsements, p. 3;" or, "B. 1,

240." When the communication is returned, a memorandum to this effect will be made in the book, "Returned with the report, May 25th."

Should the portion of this book appropriated to any particular letter of the alphabet, prove insufficient for entries under that letter, they will be transferred to a few of the last leaves allotted to some other letter, where there is more space than will be probably required for that letter. The fact of transfer will be noted in large characters (in red ink) at the bottom of the page from which transferred, and at the top of the page to which carried.

Letters on official business should be written in a clear round hand, carefully worded, and as brief as is possible. One subject only should be treated of in a letter, and if it concern an enlisted man, his name, rank, company, and regiment should be clearly stated. See Par. 455, Rev. Reg., 1863.

It is better when the name of an individual is used in a letter, to call especial attention to it by a red ink line drawn underneath it: the same might be done in the case of the name of a town, State, or any important place or subject.

Book of Endorsements.—Every endorsement made on letters or other communications sent from the office, will be copied in this book, and be signed by the staff officer whose signature was attached to the endorsement itself. A brief description of the communication sent out (the name of its writer, date, subject and office-marks,) should precede the record of the endorsement, to render the latter intelligible; and where such communication has been entered in the book of "letters received" the disposition made of it should also be noted in that book, with a citation of the number of the endorsement recorded. Should the communication be returned, a memorandum will be made to that effect, with the date when received back, in

all the books where the fact of the reference from the office may have been noted. Where the endorsement settles any rule or principle, it ought to be copied in full.

The name and address of every officer to whom a communication is referred, will be written in the margin, and all proper names, no matter in what connection employed, must be indexed.

The name of a person to whom a communication is sent, will be indexed in black ink, and the names mentioned in the description prefixed to the endorsement on the communication, as well as the endorsement itself, will be indexed in red ink. To facilitate a reference to these last names, a red ink line will be drawn under them. In the margin immediately under the name of the person to whom a communication is addressed, there are two references, above and below a short red line; the one above (in red) indicates the last preceding reference to the same individual, and the one below (in black) the next following.*

The *Hospital Register* is intended as a record for all patients received into the General Hospitals of the Department.

"Medical Directors having supervision of several General Hospitals, will require from the Surgeon in charge of each hospital, a daily Report of such changes as may have taken place during the preceding day. This Report will state the name, company, and regiment of each soldier admitted, returned to duty, discharged, transferred to other hospitals, died, &c., &c., and these names will, from time to time, be recorded in a book kept for that purpose in the office of the Medical Director.

* The compiler is indebted to the excellent "Manual" by Captain Craighill, U. S. A., for some of the preceding remarks on the official correspondence, which are so clear that he deems it unnecessary to alter them.

"Every facility will be afforded the agents of the Sanitary Commission, and the friends of sick and wounded soldiers, in procuring such information concerning the inmates of hospitals, as they may, from time to time, desire." (Cir. No. 13, S. G. O., 1862.)

The following decision of the Adjutant-General, dated June 10th, 1864, modifies in a manner, the limits of the last Para. of the above circular:

"No information must be given by any officer in the United States service to any person, under any circumstances, which can be made the basis of a claim against the Government for pay, pension or other allowances, except it be given, as the Regulations prescribe, to the *Adjutant-General*, or proper officer of the *Treasury* or *Pension* Bureaux.

"Information of sick and wounded officers and men may be freely given to any one to allay anxiety of friends, and the bare *fact* of death may be communicated to relatives, but not *dates*, or any circumstances which would be required to be used in prosecuting claims. The parties interested must satisfy the *accounting officers of the Treasury* that they are legal claimants, and then this office will obtain and give, *to those officers*, all the evidence necessary to perfect the claim.

"These rules are to guard the Government, as well as *lawful* claimants, against frauds."

The Register may be kept in one or more books, according to the extent of the Department, or the number of patients under treatment in it.

If the number of patients is large, it will be necessary to have a book for each State, and one for the regular service; and they may be arranged alphabetically or in regimental order.

Dates and numbers of orders should *always* be recorded,

and in the case of a transfer, the point to which the soldier is transferred.

In the *Record of Discharges*, are to be entered all discharge papers which pass through the office. It should have a side index, and be ruled thus:

No.	Name.	Rank.	Co.	Regiment.	Date of Receipt.	Date of Approval.	Degree of Disability.	Certificate.

In the *Contract Record* is kept an account of all contracts made with private physicians and citizen nurses. This book may have the record of the physicians in one part and the nurses in another. The former should be ruled thus:

Name.	Residence.	Date of Contract.	Compensation.	Where assigned.	Remarks.

The latter as follows:

Name.	Date of Contract.	Where assigned.	Remarks.

In the *Record of Furloughs* are entered all furloughs received at the office, whether approved or not.

It should have a side index, and show the name, rank, company, and regiment of the applicant, the hospital in which he is a patient, the number of days asked for, the date of receipt and date of approval.

It should be ruled thus:

No.	Name.	Rank.	Co.	Regiment.	Hospital.	No. of days asked.	Date of Receipt.	Date of Approval.

In the *Order Book*, must be entered copies of all orders issued by the Medical Director; it is kept in the same manner as the Book of Letters Sent.

There should also be a small book in which copies of telegrams are to be entered, and the postage account kept.

The following reports are forwarded by the Medical Director:

Daily Report of beds occupied, to the Surgeon-General.

Weekly.—A Report of the number of vacant beds in hospitals in his department, to the Surgeon-General.

Weekly List of General Hospitals.

Weekly Report of Sick and wounded in commands.

Weekly Reports of the General Hospitals to be forwarded to the Surgeon-General.

Monthly.—*Return of Medical Officers*, private physicians, and Hospital Stewards on duty in the Department, to the Surgeon-General. (Para. 1303, Rev. Reg, 1863.

Reports of Sick and Wounded from the General Hospitals, to be forwarded to the Surgeon-General.

Reports of *deceased prisoners of war*, to the Commissary-General of Prisoners. (Cir. No. 23, S. G. O., 1863.)

Monthly Statement of Hospital Fund to be forwarded to the Surgeon-General.

The Daily Reports of beds occupied, is made out in the following Form:

Name of Hospital.	Capacity.	Beds occupied.	Beds vacant.

The *Weekly List of General Hospitals* is made up from the Reports of the Surgeons in charge of the different hospitals. The following is the Form to be used :

No.	Name of Hospital.	Locality.	Name and rank of Surgeon in charge.	Remarks.

The *Weekly* Reports of General Hospitals are forwarded to the Surgeon-General, after careful examination.

A consolidated Weekly Report of the sick and wounded in the various commands in the Department is forwarded every Saturday to the Surgeon-General, in the following Form :

ARMY OF ——.

Consolidated Report of Sick and Wounded, for the week ending Saturday, the —— day of ——, 186—.

COMMAND. *Department of*.....	Mean aggregate strength of the command present during the week.	Unfit for duty at the last weekly report.	Taken sick during the week.	Wounded during the week.	Total unfit for duty during the week.	Returned to duty during the week.	Discharged the service during the week.	Sent to General Hospital during the week.	Sent on furlough on account of sickness during the week.	Died from disease during the week.	Died from wounds during the week.	Remaining unfit for duty at the date of this report.	
Total.....													

REMARKS.

Monthly Return of Medical Officers, &c.—The blanks for this return are obtained from the Surgeon-General's Office, and should be filled out from the "Record of Medical Officers;" if that has been correctly kept, there will be no trouble in making the return. Officers of the regular army are to be entered *first*, in the order of their rank; next, officers of the volunteer staff; next, regimental officers; next, contract physicians, medical cadets, and hospital stewards. In the column of Remarks, all orders, involving a change of station, should be entered opposite the names of the officers to whom they refer; the number, source, date, and purport of the order must be carefully noted,—these remarks refer only to the month for which the report is made. If an officer is ordered out of the Department, his name must appear upon the return, and the order assigning him, be stated. If an officer is promoted during the month, from an assistant to a full surgeoncy, his name should appear twice on the return—once as "Assistant Surgeon ——, promoted to Surgeoncy; S. O., No. —," and again as "Surgeon —— ——, promoted from Assistant Surgeon, S. O. No. —." The date of contract with private physicians, the rate of compensation, and the name of the officers with whom the contract was made, should be stated in the column of "Remarks." The names of Medical Cadets and Hospital Stewards must be entered according to the date of their warrants.

The *Monthly Report of Sick and Wounded* should be forwarded to the Surgeon-General, as soon as received.

Para. 1303, Rev. Reg., 1863, requires a consolidated return of sick and wounded for the month, to be made by Medical Directors, to the Surgeon-General; this regulation was modified by Cir. No. 13, S. G. O., 1862, as follows: "They (Medical Directors) will also require the Monthly Report of sick and wounded to be forwarded to them, and will transmit them to this office, duly filled up as

to date and place, and also accompanied by a list of those officers who may have failed to forward these required reports."

The Report of Deceased Prisoners of War, is to be forwarded to the Commissary-General of Prisoners, on the 15th and last day of each month; blanks for making this report, will be furnished upon the application of the Medical Director, by the Commissary-General of Prisoners. Vide Cir. 23, S. G. O., 1863.

The *Monthly Statements of Hospital Fund* should be carefully examined, and if correct, forwarded to the Surgeon-General.

A *Quarterly Return* of articles of a nature not immediately perishable which are purchased out of the Hospital Fund, is required and should be forwarded after examination, and if correct.*

Should prisoners of war, sick or wounded, be received into his department, the Medical Director will have them placed in a separate hospital, and subject to the orders of the Commissary-General of Prisoners.

A roll of the prisoners received, stating the name, rank, company and regiment, and name of hospital in which they are patients, should be at once transmitted to the Commissary-General of Prisoners, and Surgeons in charge instructed to forward a report of changes, &c., monthly to the same source.

The following regulations governing prisoners of war should be made known to all Surgeons who take charge of hospitals containing them. (G. O., No. 286, A. G. O., 1863.)

"1. No prisoner of war, after having been reported to the

* For the method of making these different Reports and Returns, the reader is referred to the Chapter on General Hospitals, where he will find them fully explained.

Commissary-General of Prisoners, will be discharged except upon an order from the Commissioner for the Exchange of Prisoners, who will act under instructions from this Department.

"2. All applications and recommendations for discharge will be forwarded to the Commissary-General of Prisoners, who will endorse on each application such facts, bearing on the case, as may be matter of record in his office, when the application will be submitted for the decision of the Department, through the Commissioner for the Exchange of Prisoners.

"3. In general, the mere desire to be discharged upon taking the oath of allegiance will furnish no sufficient ground for such discharge; but cases where it can be shown that the prisoner was *impressed* into the rebel service, or which can plead in palliation extreme youth, followed by open and declared repentance, with other reasons, whatever they may be, may be specially reported.

"4. In all cases, a descriptive list of those discharged will be furnished by the officer making the discharge, for file in the office of the Commissary-General of Prisoners.

"5. The oath of allegiance, when administered, must be taken without qualification, and can in no case carry with it an exemption from any of the duties of a citizen."

Also, the following instructions concerning the property of deceased prisoners of war, &c.

"OFFICE OF COMMISSARY-GENERAL OF PRISONERS,
WASHINGTON, D. C., April 20, 1864.

"(CIRCULAR.)

"The hospital at Depot of Prisoners of War will be under the immediate charge of the senior Medical officer present, who will be held responsible to the Commanding Officer for its good order and the proper treatment of the sick. A fund for this hospital will be created as for other

hospitals. It will be kept separate from the fund of the hospital for the troops, and will be expended for the objects specified, and in the manner prescribed in Para. 1212, Rev. Reg. for the Army of 1863, except that the requisition of the Medical Officer in charge, and the bill of purchase, before payment, shall be approved by the Commanding Officer. When this 'fund' is sufficiently large, it may be expended also for shirts and drawers for the sick, the expense of washing clothes, articles for policing purposes, and all articles and objects indispensably necessary to promote the sanitary condition of the hospital.

"Surgeons in charge of hospitals where there are Prisoners of War will make to the Commissary-General of Prisoners, through the Commanding Officer, semi-monthly reports of deaths, giving names, rank, regiment, and company; date and place of capture; date and cause of death; place of interment, and No. of grave. Effects of deceased prisoners will be taken possession of by the Commanding Officer, the money and valuables to be reported to this Office, (see note on blank reports,) the clothing of any value to be given to such prisoners as require it. Money left by deceased prisoners, or accruing from the sale of their effects, will be placed in the Prison Fund.

"The ration for issue to prisoners will be composed as follows:

Pork, or Bacon	10	oz.	(in lieu of Fresh Beef.)
Fresh Beef	14	do.	
Flour, or Soft Bread	16	do.	
Hard Bread	14	do.	(in lieu of Flour, or Soft Bread.)
Corn Meal	16	do.	(in lieu of Flour or Bread.)
Beans, or Peas	12½	lbs.	to 100 rations.
Or Rice, or Hominy	8	do.	
Soap	4	do.	
Vinegar	3	qts.	
Salt	3¾	lbs.	
Potatoes	15	do.	

"Sugar and Coffee, or Tea, will be issued only to the sick or wounded, on the recommendation of the Surgeon in

charge, at the rate of twelve (12) pounds of Sugar; five (5) pounds of ground or seven (7) pounds of green Coffee, or, one (1) pound of Tea, to the one hundred rations. This part of the ration will be allowed only for every other day.

"The difference between the ration as above established, and the ration allowed by law to soldiers of the U. S. Army, constitutes the 'savings' from which is formed the 'Prison Fund.'

"The Prison Fund is a credit with the Subsistence Department, and, at the request of Commissary-General of Prisoners, may be transferred by the Commissary-General of Subsistence in the manner prescribed by existing Regulations for the transfer of Hospital Fund.

"When prisoners are seriously ill, their nearest relatives, being loyal, may be permitted to make them short visits; but under no other circumstances will visitors be admitted without the authority of the Commissary-General of Prisoners."

Furloughs to enlisted men in hospitals, are generally given in conformity with orders from the War Department. The application should be made in writing, signed by the applicant, who must state his rank, company and regiment, and set forth his reasons for asking the indulgence: this should receive an endorsement from the Surgeon in charge, and with an unsigned furlough properly filled up, (see Par. 192, Rev. Reg., 1863,) forwarded to the Medical Director, who forwards it to Department Headquarters, with his opinion endorsed thereon, and on its return, sends it back to the Surgeon in charge.

Applications by officers for *leaves of absence* on account of sickness or wounds, must pass through the office of the Medical Director, for his action, before being submitted to the General Commanding.

The following are the instructions issued from the War Department, concerning these applications :

"Leaves of absence can only be granted by the Secretary of War;* for which application must be made to the Adjutant-General of the Army, with Surgeon's certificate of disability. *Except*, that the Commander of an Army, a Department, or District, may give twenty days, if a change of location is immediately demanded to *save life or prevent permanent disability.*

"When not otherwise specified, leaves of absence will commence the day an officer is relieved from duty at his post, after receiving the order granting him leave.

"At the expiration of his leave the officer must report in person *with his command*, and *not* at the office from which his leave issued.

"No officer is permitted to visit Washington without special permission from the Secretary of War, which must be stated in the order granting leave of absence.

"If an officer be not able to travel at the expiration of his sick leave, he must report his address to the Commander of his post, regiment, or corps, and also to the Adjutant-General of the Army; and in his first report state the day when his leave of absence commenced. These reports must be repeated every twenty days, and each one must be accompanied by the certificate of a *Medical Officer of the Army*, made in the usual form, and stating that the officer is not able to travel. If there is no army physician in the place where the officer resides, the certificate of a citizen physician, the truth of which must *be sworn to before a civil magistrate*, may be substituted. *Extensions* of leave are *not granted in orders.*

"Invalid and wounded officers, although their disability

* The Secretary of War may from time to time delegate this authority to the Commanders of Departments or armies in the field.

may not have been entirely removed, should go, as soon as they are able to travel—those whose regiments are serving in East, to Annapolis; those whose regiments are serving in the West, to Camp Chase, Ohio. At those points they will remain until able to proceed to their regiments; or until an examining board may decide adversely on their ability to return to duty within a reasonable time; when orders will be given for their discharge.

"The only excuses allowed for absence are:

1st. An order for leave, (*as described in Para.* 1.)

2d. Disability from wounds received in service.

3d. Disability from disease that renders the party unfit for military duty.

But any officer whose health permits him to visit watering places, or places of amusement, or to make social visits, or walk about the town, city, or neighborhood in which he may be, will be considered fit for military duty, and as evading duty by absence from his command.

"8. When an officer has been compelled by ill-health, or wounds, to remain absent beyond the time granted him in orders, the Surgeon's certificate which he forwards will authorize his absence, if it shall be found satisfactory. On his return to his command he may be tried by a Court-Martial; or a Military Commission, appointed by the General commanding his division, army corps, or army, may examine his papers, and determine whether he was absent from proper and sufficient cause.

"9. An officer cannot draw pay for any time of his absence after his leave granted in orders expire, until the court, or commission, which judges his case after his return to his command, reports favorably.

"10. Officers of volunteer regiments who have been absent from duty more than sixty days on account of wounds, or disease contracted in the line of their duty, and who are

still unable to return to duty, are liable to be honorably discharged, in order that their places may be filled by others fit for field service. For this class of officers Congress has provided pensions. If they subsequently become fit for active duty, they are eligible to a new appointment, at the discretion of the Governor of their State.

"11. In case of continued disability for active duty, officers who have made the reports described in Para. 5, may, if they so desire, tender their resignations direct to the Adjutant-General of the Army."

"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, fur-

lough, 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. At the time of payment, if the officer has not left the hospital, the Treasurer shall present duplicate certificates of indebtedness to the Paymaster who pays the hospital, to be cashed and paid by him to the Treasurer, who shall furnish triplicate receipts—two to the Paymaster, as his vouchers for the payment, and one to be forwarded by the Treasurer direct to the Paymaster-General's Office. The Paymaster will deduct from the officer's pay the amount paid over to the Treasurer.

If the officer leaves the hospital before the time of payment, the Treasurer will, as soon as he leaves, transmit the third certificate to the Paymaster-General for the Senior Paymaster of the district in which the officer's command or station may be, and the amount will be stopped from his pay, at his next regular payment after his return to his command. The Paymaster who pays the Hospital will, as above provided, pay to the Treasurer the amount of the indebtedness.

When officers under treatment quit the hospital, on leave of absence, or by discharge from the service, the amount of indebtedness, paid and unpaid, shall be endorsed on the leave of absence, or upon the order of discharge, for the guidance of the Paymaster, by the Treasurer or Surgeon in charge.

"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 following 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.

"X. Every officer shall certify, on every pay account, that all dues to the United States for hospital indebtedness have been paid by him. (G. O. No. 127, A. G. O., 1864.)

In making his accounts, the Treasurer will be governed by the following instructions from the Surgeon-General's Office, dated Washington, D. C., June 23, 1864:

"Duplicate accounts of all receipts and expenditures are to be prepared monthly, of which one copy will be retained, and the other transmitted, through the Medical Director or Superintendent of Hospitals, to the Second Auditor of the Treasury, within ten days after the expiration of each suc-

cessive month. They will consist of an Account Current, (Form 3, Cir. No. 7, S. G. O., 1863;)* two Abstracts of Receipts, marked 'A' and 'B,' and an Abstract of Disbursements.

"Abstract 'A' will indicate the actual amount of funds received in accordance with the provisions of Section III, G. O., 127, A. G. O., 1864, from officers treated during the month, and will give the official designation of each, the name of his special attendant, if any, and the time charged for. When monies are received in the same period from a Paymaster, under Section V of that order, they are also to be borne upon this Abstract in a similar manner, with the addition of the name and address of the Paymaster.

"Abstract 'B' will be identical in form with Abstract 'A,' but will enumerate those officers only that may have given Certificates of Indebtedness at the end of the month or at the time of their leaving the hospital.

"The amount thus shown to be due from certificates is not to be entered upon the Account Current proper. The certificate of the Surgeon-in-Charge that all officers treated during the month, with their attendants, have been correctly accounted for, must be appended to these Abstracts.

"The Abstract of Disbursements, (Form 4, Cir. No. 7, S. G. O., 1863,)† will exhibit the expenditures for the month, and must be accompanied by vouchers properly certified by the Surgeon-in-Charge, as to the receipt of the articles charged and paid for, and the necessity for the purchase, and bearing the approval of the Medical Director or Superintendent of Hospitals, and no accounts shall be paid until this approval has been obtained.

"There shall be forwarded with each voucher, a separate property receipt from the Surgeon-in-Charge, for all imperishable articles that may be borne upon the voucher.

* Vide page 126. † Vide page 127.

"The total credit of the hospital, which will embrace the amount due from all unpaid Certificates of Indebtedness given in its favor, and its total indebtedness, must be reported in a foot-note upon the Account Current.

"In making out the bills of officers, no deduction shall be made for absence for part of a day."

Discharges.—All certificates of disability for the discharge of enlisted men from the service, are required to be submitted to the Medical Director for his action, before being sent to the Commanding General.

For a full account of the manner in which these papers are to be made, the reader is referred to the chapter on that subject, pages 154 to 172.

It should be specially observed that the *cause* of the disability is such as to unfit the soldier for duty in the Veteran Reserve Corps; that the *degree* of disability is stated, *if a probable* case for pension; and that the fact is stated, if the disability existed prior to enlistment, or is from *wounds received in action.*

If after this examination the papers are found correct, they should be recorded in the Discharge Book, approved on the back, and forwarded to the Commanding General for his action.

Frequent applications are made to Medical Directors by soldiers (or their friends) for duplicates of discharge papers, which have been lost or destroyed. The following paragraphs from G. O., No. 86, A. G. O., 1862, will meet such cases:

"The giving *in duplicate*, by any officer of the Army, of *certificates of discharge*, or *final statements*, is peremptorily forbidden; (see Para. 165 of the Rev. Regs.) Not even if such papers are lost, or destroyed, is any officer of the army authorized to replace them.

"The proper course to be pursued in such cases will be

found indicated in Para. 1341 of the Rev. Regs., and is substantially as follows:

"Application for payment in these cases, and also in cases where soldiers have been discharged without final statements having been made out, must be made, through the Paymaster-General of the Army, to the Second Auditor of the Treasury. The application must be accompanied by the soldier's statement, under oath, that his final statements and certificate of discharge are lost, destroyed, have never been received by him, or have never been made out; that he has made diligent search or application for them; that they cannot be recovered or obtained; and that he has not received pay on them, nor assigned them to any other person.

"All the circumstances of the case must be fully set forth in the affidavit, and this again must be accompanied by all the evidence in corroboration of his statement which the soldier can procure.

"On receipt of this, the Second Auditor will audit the account, and, if satisfied with the evidence, will order payment to the soldier of the amount found justly due to him."

Applications are also made by agents, attorneys, and other parties, for various official documents concerning deceased or discharged soldiers, and the following regulations were issued from the War Department for the government of these cases:

"Fraudulent claims have been facilitated by information procured from the public offices, and to guard against such impositions and secure the rights of discharged soldiers, or heirs of deceased soldiers, no information as to the service, discharge, or death of officers or soldiers will be furnished, except to those who shall show themselves entitled to it. Hence, in applications for information, where it can be used as a basis of a claim against the Government, or to the pre-

judice of innocent persons, the following conditions must be complied with:

"1. The identity of the soldier must be proved.

"2. Heirs and representatives must show that they are such.

"In these cases the proof may be by affidavits from credible and disinterested persons, certified to be such by the acting Justice or Notary, whose official character should also be made to appear.

"3. Where an agent acts, he must produce his authority, in each individual case, coupled with proof of that of the party who empowers him, in the matter above indicated.

"4. Where the object is to obtain pay or allowances, the application must be made to the officer of the government under whose direction payment would be made. Where this officer is satisfied of the right of the claimant, he will call on the Adjutant-General for any information necessary to perfect the claim, which, if found on the records, will be furnished to him, but not to the party concerned.

"5. Where the affidavits, or other evidence, proceed from a foreign country, the official character of the Magistrate or acting officer before whom they are taken, must be verified by a Minister or Consul of the United States, resident in the country where such evidence originates; the verification to be, in all cases, under the hand and official seal of such Minister or Consul.

"6. Applications for certificates, under the seal of the War Department, to be used in foreign countries, will only be entertained when coming from the highest representative of the foreign country through the Department of State.

"All the facts connected with the subject of inquiry should be communicated; particularly the full name, rank, regiment, and company of the soldier, when and where he

was last heard from, and the names of the officers under whom he served."

Contract Physicians.—The Medical Director is authorized to employ by written contract, citizen physicians, when a necessity for additional medical aid exists.

For the terms, and form of these contracts, the reader is referred to the Chapter on Contract Physicians, page 147.

The accounts for pay must be sent in duplicate to the Medical Director for examination and action.

They must be accompanied by a certificate from the officer under whom the physician is serving, that he is still in service, and the nature of the command he is serving with. If his contract has terminated, the date and cause, or if absent with or without leave, the number of days so absent.

These facts must be stated on the account, when approved, and the papers sent to the Surgeon-General.

Contract Nurses.—"No contracts with citizen nurses will be made or annulled in any hospital under the direction of a Medical Director, save by himself, or by the authority of this office, and every contract made or annulled by him, be promptly so reported." (Extract from letter from S. G. O., October 1st, 1862.)

Contracts should be made in duplicate, one copy sent to the Surgeon-General, and one given to the nurse; a record of the contract should be made in the book prepared for that purpose.

On the termination of the contract, the men are paid on duplicate "Final Statements" and "Pay Accounts;" the *original* contract must also accompany the papers.

FINAL STATEMENT.

I certify that ——— was contracted with at ———, the —— day of ———, by ———, to serve in the Army of

the United States, in the capacity of nurse for the period of one year, unless sooner discharged, and is now entitled to a discharge by reason of ———.

The said ——— was last paid by ———, to include the —— day of ———, and has pay due him from that time to ———.

Given in triplicate this —— day of ———.

———— ————,

Surgeon U. S. A.

In charge of Hospital.

THE UNITED STATES,

To —— ——, Dr.

186—.		Dollars.	Cents.
———	For services as Nurse at —— Hospital, from ———, 186—, to ———, 186—, being —— months and —— days, at $—— per month, as per contract.....		
———			
———			
———			

I certify that the above account is correct and just; that the services were rendered as stated; and that they were necessary for the public service.

———— ————.

Received at ———, the — day of ——, 186—, ——— ———, Medical Purveyor United States Army, the sum of ——— dollars and —— cents, in full of the above account.

(TRIPLICATE.)

———— ————.

NOTE.—This is a *final* account, and will be furnished to nurses only at their discharge from service. It will be accompanied by a copy of the Contract, as a voucher.

The duties of Medical Directors of Armies or Army Corps in the field vary but little from those of the Directors of Departments.

They must of course be thoroughly conversant with all the duties of their subordinates, and see that every precaution is taken by them for the prevention of disease, and that after engagements the wounded receive proper care and attention.

"Medical Directors of Armies in the field will forward, direct to the Surgeon-General, at Washington, duplicates of their reports to their several Commanding Generals of the killed and wounded, after every engagement." (G. O., No. 355, A. G. O., 1863.)*

"To carry out the intentions of the above order, Medical Directors of Armies in the field will detail suitable officers, who will, under their instructions, collate and prepare for transmission to this office all obtainable statistics and data in connection with past and future operations of those armies, which may be essential or useful in the accurate compilation of the Medical and Surgical history of the War. Particular attention is called to the following points:

"The morale and sanitary condition of the troops, condition and amount of Medical and Hospital supplies, tents, ambulances, &c.; the points at or near the field where the wounded were attended to; degree of exposure of wounded, to wet, cold or heat; adequacy of supplies of water, food, stimulants, &c.; mode of removal of wounded from field to field hospitals; to what General Hospitals the wounded were transferred—by what means and where; the character and duration of the action, nature of wounds received, &c. When practicable, separate casualty lists will be made

* This report is made on a form furnished from the Surgeon-General's Office, and styled "Classified Return of Wounds and Injuries received in action."

of commissioned officers, non-commissioned officers, and privates.

"The attention of all Medical Officers is earnestly directed to the importance of this subject; without their co-operation no reliable record can be preserved—the vast experiences of the past will remain with individuals, and be lost to the service and the country." (Cir. No. 25, S. G. O, 1863.)

One of the chief difficulties met with by a Director, in the organization of his department in the field, is a lack of knowledge on the part of the Staff and Regimental Surgeons and Assistants, of their duties.

It would be well to require these medical officers to attend regular courses of instruction, from the Division Director, in everything pertaining to their service in the field; reports, returns, and the general care of sick and wounded men, where but few conveniences can be had, are matters not easily comprehended by a novice, and instructions from men whose experience would entitle their opinions to attention and respect, would be found of almost incalculable advantage.

This method of instruction is required of line officers, and it is the only one by which many of them have been able to keep fresh in their memories, rules for the guidance of their men, and for their own conduct, of vital importance in times of action.

The medical officer has really less opportunity than any other for becoming acquainted with his duties; he has no guide, and must rely either on his own common sense, or whatever instruction he can gain from those around him; had he the opportunity prior to engagements of becoming thoroughly acquainted with not only his own duties, but the duties of the officers with whom he is necessarily thrown in contact, much time, and many lives might be saved.

Ambulance Corps.—In order to facilitate the transportation of sick and wounded, the following "system of ambulances" was adopted by Congress. (Act approved March 11th, 1864.)

"*Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled*, That the Medical Director, or Chief Medical Officer, of each army corps shall, under the control of the Medical Director of the army to which such army corps belongs, have the direction and supervision of all ambulances, medicine, and other wagons, horses, mules, harness, and other fixtures appertaining thereto, and of all officers and men who may be detailed or employed to assist him in the management thereof, in the army corps in which he may be serving.

"SEC. 2. *And be it further enacted*, That the Commanding Officer of each army corps shall detail officers and enlisted men for service in the ambulance corps of such army corps, upon the following basis, viz.: one captain, who shall be commandant of said ambulance corps; one first lieutenant for each division in such army corps; one second lieutenant for each brigade in such army corps; one sergeant for each regiment in such army corps; three privates for each ambulance, and one private for each wagon; and the officers and non-commissioned officers of the ambulance corps shall be mounted; *Provided*, That the officers, non-commissioned officers, and privates so detailed for each army corps shall be examined by a board of medical officers of such army corps as to their fitness for such duty; and that such as are found to be not qualified shall be rejected, and others detailed in their stead.

"SEC. 3. *And be it further enacted*, That there shall be allowed and furnished to each army corps two-horse ambulances, upon the following basis, to wit: three to each regiment of infantry of five hundred men or more; two to each

regiment of infantry of more than two hundred and less than five hundred men or more; and one to each regiment of infantry of less than two hundred men; two to each regiment of cavalry of five hundred men or more; and one to each regiment of cavalry of less than five hundred men; one to each battery of artillery—to which battery of artillery it shall be permanently attached; to the headquarters of each army corps two such ambulances; and to each division train of ambulances two army wagons; and ambulances shall be allowed and furnished to division brigades and commands not attached to any army corps upon the same basis, and each ambulance shall be provided with such number of stretchers and other appliances as shall be prescribed by the Surgeon-General: *Provided*, That the ambulances and wagons herein mentioned shall be furnished, so far as practicable, from the ambulances and wagons now in the service.

"SEC. 4. *And be it further enacted*, That horse and mule litters may be adopted or authorized by the Secretary of War, in lieu of ambulances, when judged necessary, under such rules and regulations as may be prescribed by the Medical Director of each army corps.

"SEC. 5. *And be it further enacted*, That the captain shall be the commander of all the ambulances, medicine, and other wagons in the corps, under the immediate direction of the Medical Director, or Chief Medical Officer, of the army corps to which the ambulance corps belongs. He shall pay special attention to the condition of the ambulances, wagons, horses, mules, harness, and other fixtures appertaining thereto, and see that they are at all times in readiness for service; that the officers and men of the ambulance corps are properly instructed in their duties, and that their duties are performed, and that the regulations which may be prescribed by the Secretary of War, or the

Surgeon-General, for the government of the ambulance corps are strictly observed by those under his command. It shall be his duty to institute a drill in his corps, instructing his men in the most easy and expeditious manner of moving the sick and wounded, and to require in all cases that the sick and wounded shall be treated with gentleness and care, and that the ambulances and wagons are at all times provided with attendants, drivers, horses, mules, and whatever may be necessary for their efficiency; and it shall be his duty also to see that the ambulances are not used for any other purpose than that for which they are designed and ordered. It shall be the duty of the Medical Director, or Chief Medical Officer, of the army corps, previous to a march, and previous to and in time of action, or whenever it may be necessary to use the ambulances, to issue the proper orders to the captain for the distribution and management of the same, for collecting the sick and wounded, and conveying them to their destination. And it shall be the duty of the captain faithfully and diligently to execute such orders. And the officers of the ambulance corps, including the Medical Director, shall make such reports, from time to time, as may be required by the Secretary of War, the Surgeon-General, the Medical Director of the army, or the commanding officer of the army corps in which they may be serving; and all reports to higher authority than the commanding officer of the army corps shall be transmitted through the Medical Director of the army to which such army corps belongs.

"SEC. 6. *And be it further enacted*, That the first lieutenant assigned to the ambulance corps for a division shall have complete control, under the captain of his corps and the Medical Director of the army corps, of all the ambulances, medicine, and other wagons, horses, mules, and men in that portion of the ambulance corps. He shall be the

acting assistant quartermaster of that portion of the ambulance corps, and will receipt for and be responsible for all the property belonging to it, and be held responsible for any deficiency in anything appertaining thereto. He shall have a travelling cavalry forge, a blacksmith, and a saddler, who shall be under his orders, to enable him to keep his train in order. He shall have authority to draw supplies from the depot quartermaster, upon requisitions approved by the captain of his corps, the Medical Director, and the commander of the army corps to which he is attached. It shall be his duty to exercise a constant supervision over his train in every particular, and keep it at all times ready for service.

"SEC. 7. *And be it further enacted*, That the second lieutenant shall have command of the portion of the ambulance corps for a brigade, and shall be under the immediate orders of the first lieutenant, and he shall exercise a careful supervision over the sergeants and privates assigned to the portion of the ambulance corps for his brigade; and it shall be the duty of the sergeants to conduct the drills and inspection of the ambulances, under his orders, of their respective regiments.

"SEC. 8. *And be it further enacted*, That the ambulances in the armies of the United States shall be used only for the transportation of the sick and wounded, and, in urgent cases only, for medical supplies, and all persons shall be prohibited from using them, or requiring them to be used, for any other purpose. It shall be the duty of the officers of the ambulance corps to report to the commander of the army corps any violation of the provisions of this section, or any attempt to violate the same. And any officer who shall use an ambulance, or require it to be used, for any other purpose than as provided in this section, shall, for the first offence, be publicly reprimanded by the commander

of the army corps in which he may be serving, and for the second offence shall be dismissed from the service.

"SEC. 9. *And be it further enacted*, That no person except the proper medical officers, or the officers, non-commissioned officers, and privates of the ambulance corps, or such persons as may be specially assigned, by competent military authority, to duty with the ambulance corps for the occasion, shall be permitted to take or accompany sick or wounded men to the rear, either on the march or upon the field of battle.

"SEC. 10. *And be it further enacted*, That the officers, non-commissioned officers, and privates of the ambulance corps shall be designated by such uniform or in such manner as the Secretary of War shall deem proper: *Provided*, That officers and men may be relieved from service in said corps and others detailed to the same, subject to the examination provided in the second section of this act, in the discretion of the commanders of the armies in which they may be serving.

"SEC. 11. *And be it further enacted*, That it shall be the duty of the commander of the army corps to transmit to the Adjutant-General the names and rank of all officers and enlisted men detailed for service in the ambulance corps of such army corps, stating the organizations from which they may have been so detailed; and if such officers and men belong to volunteer organizations, the Adjutant-General shall thereupon notify the governors of the several States in which such organizations were raised of their detail for such service; and it shall be the duty of the commander of the army corps to report to the Adjutant-General, from time to time, the conduct and behaviour of the officers and enlisted men of the ambulance corps, and the Adjutant-General shall forward copies of such reports, so far as they relate to officers and enlisted men of volunteer organiza-

tions, to the governors of the States in which such organizations were raised.

"SEC. 12. *And be it further enacted*, That nothing in this act shall be construed to diminish or impair the rightful authority of the commanders of armies, army corps, or separate detachments, over the medical and other officers and the non-commissioned officers and privates of their respective commands."

The following additional instructions were issued by the Medical Director of the Army of the Potomac, to regulate and systematize the movements of ambulance trains in the field:

"Two Medical Officers, and two Hospital Stewards will be detailed, daily, by roster, by the Surgeon-in-Chief of Division, to accompany the ambulances for the Division, when on the march, whose duties will be to attend to the sick and wounded with the ambulances, and see that they are properly cared for. No man will be permitted, by any line officer, to fall in the rear to ride in the ambulances, unless he has written permission, from the senior Medical Officer of his regiment, to do so. These passes will be carefully preserved, and at the close of the march, be transmitted, by the senior Medical Officer with the train, with such remarks as he may deem proper, to the Surgeon-in-Chief of his Division. A man who is sick or wounded, who requires to be carried in an ambulance, will not be rejected, should he not have the permission required: the surgeon of the regiment who has neglected to give it, will be reported at the close of the march, by the senior surgeon with the train, to the Surgeon-in-Chief of his Division. When on the march, one-half of the privates of the ambulance corps will accompany, on foot, the ambulances to which they belong, to render such assistance as may be required. The remainder will march in the rear of their

respective commands, to conduct, under the order of the Medical Officer, such men as may be unable to proceed to the ambulances, or who may be incapable of taking proper care of themselves until the ambulances come up. When the case is of so serious a nature to require it, the surgeon of the regiment, or his assistant, will remain and deliver the man to one of the Medical Officers with the ambulances. At all other times the privates will be with their respective trains. The medicine wagons will, on the march, be in their proper places, in the rear of the ambulances for each Brigade. Upon ordinary marches, the ambulances and wagons belonging to the train will follow immediately in the rear of the Division to which it is attached. Officers connected with the corps must be with the train when on the march, observing that no one rides in any of the ambulances except by the authority of the Medical Officers. Every necessary facility for taking care of the sick and wounded upon the march, will be afforded the Medical Officers by the officers of the ambulance corps.

"When in camp, the ambulances will be parked by Divisions. The regular roll-calls, reveille, retreat and tattoo, will be held, at which at least one commissioned officer will be present and receive the reports. Stable duty will be at hours fixed by the Captain of the corps, and at this time, while the drivers are in attendance upon their animals, the privates will be employed in keeping the ambulances to which they belong in order, keeping the vessels for carrying water filled with fresh water, and in general police duties. Should it become necessary for a regimental Medical Officer to use one or more ambulances for transporting sick and wounded, he will make a requisition upon the commander of the ambulances for a Division, who will comply with the requisition. In all cases where ambulances are used, the officers, non-commissioned officers and

men belonging to them, will accompany them; should one ambulance only be required, a non-commissioned officer as well as the men belonging to it, will accompany it. The officers of the ambulance corps will see that ambulances are not used for any other purposes than that for which they are designed, viz.: the transportation of sick and wounded, and in urgent cases only, for medical supplies. All officers are expressly forbidden to use them, or to require for them to be used, for any other purpose. When ambulances are required for the transportation of sick or wounded at Division or Brigade Headquarters, they will be obtained, as they are needed for this purpose, from the Division train, but no ambulances belonging to this corps will be retained at such Headquarters.

"Good serviceable horses will be used for the ambulances and medicine wagons, and will not be taken for any other purpose except by orders from these Headquarters.

"This corps will be designated for Sergeants, by a green band 1¼ inches broad around the cap, and chevrons of the same material, with the point towards the shoulder, on each arm above the elbow. For Privates, by a band the same as for Sergeants around the cap, and a half chevron of the same material on each arm above the elbow.

"No person except the proper Medical Officers, or the officers, non-commissioned officers and privates of this corps, will be permitted to take or accompany sick or wounded to the rear, either on the march or upon the field of battle.

"No officer or man will be selected for this service except those who are active and efficient, and they will be detailed and relieved by Corps Commanders only."

CHAPTER IV.

MEDICAL PURVEYORS.

MEDICAL PURVEYORS are charged, "under the direction of the Surgeon-General, with the selection and purchase of all Medical Supplies, including new standard preparations; and of all books, instruments, Hospital stores, furniture, and other articles required for the sick and wounded of the Army. In all cases of emergency they may provide such additional accommodations for the sick and wounded of the Army, and may transport such Medical Supplies as circumstances may render necessary, under such regulations as may hereafter be established, and shall make prompt and immediate issues upon all Special Requisitions made upon them under such circumstances by Medical Officers. Said Special Requisitions shall consist simply of a list of the articles required, and the quantity, dated, and signed by the Medical Officers requiring them." (Act approved April 16, 1862, Sec. 5.)

Medical Purveyors and Storekeepers shall give bonds in such sums as the Secretary of War may require, with security, to be approved by him. (Act approved July 17th, 1862, Sec. 16.)

Medical Purveyors are required to give bond in the sum of twenty thousand dollars, the same as Quartermasters. (Vide, page 518, Para. 73, Rev. Regs. 1863.)

For the records of the office there should be kept a Book of Letters Sent, Book of Letters Received, two Invoice Books, Requisition Book, Packers' Book, and a book for recording or copying Telegrams, &c.

For a Disbursing Officer, there must be added a Cash Book, Bank Book, Check Book, Book for Postage Account, and an Order Book for the entry of orders, or for purchases made.

The *Book of Letters Sent*, and Book of *Letters Received*, are kept in the same manner as described in the chapter on Medical Directors.

The *Invoice Book* is used as a record for all stores received by the Purveyor. After packages have been carefully examined, the shipping and other necessary marks noted, the Invoice should be numbered, and a correct transcript made in this book, with all the marks and remarks, the name of the party from whom the articles were received, and the disposition made of them.

In the *Requisition Book* are entered copies of all requisitions made by the Purveyor, with the names of the officers on whom they were made, the date they were sent, and date of receipt of the articles.

The *Packer's Book* is a blotter used by the Packers in filling Requisitions and preparing them for shipment; from it the Packer's *list* is made by the Purveyor, for the officer who is to receive the goods. When a requisition is to be put up, a page should be opened in the Packer's Book, and headed with the name of the party to whom the articles are to be sent, his address, station, and the date of Requisition. The articles enumerated in this book should agree with those called for on the Requisition, and the marks and numbers on the boxes or packages should be noted in a marginal line on the left of the list.

"In drawing supplies for a depot for issue, or for a field depot, the Purveyor will make full requisitions for the necessary supplies, as set forth in the Supply Table, upon the Medical Director, who transmits them, with his recommendation endorsed thereon, to the Surgeon-General, and directions are given as to the manner of procuring

the same, either by purchase, or transfer from another depot."

Issues will be made to Medical Officers upon duplicate Requisitions signed by the Officer, and approved by the Medical Director, Medical Inspector, Medical Inspector-General, Assistant Surgeon-General or Surgeon-General. These Requisitions must conform to the Supply Table, unless the reasons for requiring additional articles are stated upon the requisitions. If for outfits, they will be made for three months, but if to replenish Medical Supplies, only those articles deficient in quantity will be furnished. Articles on the Supply Table in italics will only be issued on the approval of the Surgeon-General; and class No. 2 only for outfits. In cases of emergency, however, supplies will be issued on Special Requisition, without approval, and consisting simply of the articles and quantity required, with date and signature.

In transferring Medical and Hospital Supplies to Medical Storekeepers, the latter will receipt for the articles as invoiced, without breaking packages, provided the number of packages correspond with the Invoices, that they are in good shipping condition, and that there be no reason to suppose the contents broken or defective. A certified Invoice must be furnished to the Officer who is to receive the goods, and a duplicate of it transmitted to the Surgeon-General, while one is retained by the party issuing the Supplies, to be forwarded as a voucher with the Quarterly Abstract of Issues.

With this Invoice, three blank Receipts should be sent, with a request that they may be signed, and *two* returned to the Purveyor.

The third is to be transmitted by the Receiving Officer to the Surgeon-General, with a report on the condition of the articles received.

"If articles are required in large quantities for use in

Hospitals and at permanent posts, and not for re-issue or for field-service, the size of the packages designated in the Standard Supply Table, will be disregarded, and issues will be made in such packages as may be deemed most advantageous." "Carbolic Acid, (Bower's) Sulphate of Iron, Nitrate of Lead, Chlorinated Lime, Permanganate of Potash, or Charcoal will be furnished as disinfectants."

Surgical Instruments will be issued to Medical Officers on Requisitions properly approved; and additional instruments to Staff Surgeons, and Surgeons in charge of General Hospitals, on the approval of the Surgeon-General. Contract Surgeons may be supplied with instruments "the cost of which will be deducted from the pay of the Physician procuring them, within the first three months after contract." (Cir. No. 10, S. G. O., 1862.) These instruments are required to be made in the best possible manner, and according to patterns approved by the Surgeon-General. Each instrument should be inspected, and each chain-saw tested on fresh bone, before being paid for or used. Damaged, lost, or destroyed instruments, will be repaired, or replaced, when requisition for such repairs or replenishing, is made by the Medical Officer, setting forth fully the cause of such loss or damage. Should a Medical Officer leave the Army, the Purveyor will receipt to him for his instruments, and take them up on his returns, stating their condition, etc. Microscopes are only furnished to Surgeons in charge of General Hospitals on the order of the Surgeon-General. The Dissecting Case, Obstetrical Case, Pocket Case for Hospitals, Teeth Extracting Case, Hospital Knapsack and Medicine Pannier, will be issued and returned for as sets, without stating their contents in detail." (Cir. No. 12, S. G. O., 1862.)

Circular No. 20, S. G. O., 1863, reads, "Medical Directors, in cities where there are several General Hospitals, will designate one in each city, at which enlisted men,

requiring Trusses, will report themselves to the Surgeon in charge, to be measured for and fitted with proper instruments.

"Medical Purveyors will cause to be made, and furnish, Trusses corresponding in measure and description, with the requisition to be made in each case, in lieu of the usual issue, which will be discontinued to all General Hospitals where this arrangement can be carried into effect."

A *Quarterly Return of Property* received and issued, is required; it is made in the same manner as the Annual Return of Medical and Hospital Property. (See p. 44.)

In accounting for property "lost or destroyed, or damaged and unfit for further use, or issue," the Purveyor must be governed by the following Paragraphs from the Revised Army Regulations, 1863.

"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.

"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 responsi-

bility of such damage, whether on the carrier, or the person accountable for the property, or having it immediately in charge * * * * * * 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. * * * * * * * 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.

"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, and "that it has never before been condemned." (G. O., No. 193, A. G. O. 1863.) The Inspector's Report will state the exact condition of each 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. * * * *

"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 designated, or the General-in-Chief, will order the final disposition of condemned property. * * * * * Inventories of condemned property will be made in triplicate, one to be

* See Page 72.

retained by the person accountable, one to accompany his accounts, and one to be forwarded through the Department or other superior headquarters 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.

"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.

* * * * * * * * *

"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."

When the Purveyor is also a Disbursing Officer, he will be governed by the following paragraphs from Rev. Regs., 1863, in the management of his funds and the rendition of his accounts.

"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.

"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.

"1044. All purchases and contracts for supplies or services for the Army, except personal services, when the public exigences 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.

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

"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.

"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."

The Purveyor is required to make a *monthly return of issues and receipts*, on which must be entered all articles *purchased* during the month. With this return are forwarded all bills of purchases made during the month, certified to by the officer making the purchase, and accompanied by vouchers showing the aggregate amount of each article purchased, and from whom, but without the price. These are forwarded to the Surgeon-General for examination; if correct, they are returned to the Purveyor for payment. If the Purveyor is not a disbursing officer, they are paid in a manner designated by the Surgeon-General. The vouchers must be made in duplicate; one copy to be retained by the Purveyor. The Form for the Return, and vouchers is obtained from the Surgeon-General, and with a complete Form for bills is herewith annexed.

RETURN.

REPORT of Medicines, Instruments, Bedding, &c., at the Medical Purveyor's Depot, ——, for the month ending ——, 186—.

——, ——,
Medical Purveyor.

ARTICLES.	On hand last Repor.	Received during the month.	Total to be accounted for.	Issued during the month.	Remaining on hand.		
MATERIA MEDICA.							
Acaciæ pulvis, in ½ lb. bottles.. oz.							
Acidum aceticum, in ½ lb. g. s. botts. oz.							

BILL OF PURCHASE.

THE UNITED STATES,
To —— ——, Dr.
For Medical and Hospital Stores, as follows:

186—.	For		

I certify that the above Account is correct and true, that the articles were purchased and received by me, and were necessary for the public service.

——, ——,
Surg. U. S. A. and Medical Purveyor.

Received, ——, 186—, from Surg. —— ——, Medical Purveyor U. S. A, —— dollars —— cents, in full of above account.

TRIPLICATE.

VOUCHER.

——— ———, 186—.

THE UNITED STATES, per Surg. ——— ———, Med. Purv.

Bought of ——— ———,

ARTICLES.	QUANTITY.	ARTICLES.	QUANTITY.
Mattresses	300		
Sheets	500		
Blankets	500		

The above-named articles were received in good condition, and will be accounted for on my Property Return for the ——— quarter, 186—.

——— ———,

All disbursing officers must keep a Bank Book, Check Book and Cash Book. The Bank and Check books are the ordinary ones kept by all business men. The Cash Book should be ruled after the following Form; disbursements being entered on the credit side; receipts on the debit side.

CASH BOOK.

No. of Voucher.	Date.		No. of Treasury Certificate.	Am't of Internal Revenue Tax.		Name, and on what account.	Cr.		Dr.	

All entries of payments made, must have the date, number of voucher, (and, if a Contract Surgeon, the number of Treasury Certificate, and amount of Revenue Tax,) the name of the party, and on what account, and the amount paid.

The Returns required of all Medical Disbursing Officers are a *Semi-monthly Summary Statement of Receipts and Expenditures*, a *Monthly Account Current of Money*, a *Monthly Return of Internal Revenue Tax* retained or collected, and a *Monthly Report of the amounts paid* Contract Surgeons.

The *semi-monthly "Summary Statement of Funds"* is an account current for the period, showing the amount of monies received and disbursed. No vouchers are required to be sent with it. It is made in duplicate, and is required to be forwarded to the proper office within five days after the expiration of each period. One copy is sent to the Surgeon-General, and the duplicate retained. The accompanying Form will show the manner of making this report.

The *Monthly Account Current*, is a compilation of the "Semi-monthly Statements." This account must be accompanied by vouchers for both receipts and expenditures, except in cases where the receipts are Treasury Drafts. For these there can be no vouchers, but their number and amount must be entered on the credit side of the Account Current. The vouchers for receipts for sales of property, condemned or otherwise, must be in triplicate; one copy to be transmitted with the Monthly Account Current, one to accompany the Monthly Return of Medical and Hospital Property, (as vouchers for the disposition of articles dropped from said Return,) and one to be retained. The Forms for both Account Current and Vouchers are herewith given.

SEMI-MONTHLY SUMMARY STATEMENT of Public Monies received, disbursed, and remaining in hands of Surg. ——— ———, U. S. A. Medical Purveyor, from ——— to ———, 1864.

DR. CR.

DATE.		Dolls.	Cts.	DATE.		Dolls.	Cts.
1864.	To amount of Disbursements from ——, 1864, to ——, 1864, inclusive	"	"	1864.	By Balance due U. S., as per the last Summary Statement, ——, 1863	"	"
	To balance due the U. S. on deposit in U. S. Depository	"	"		By Cash from U. S. (Treasury Dft. No.—)	"	"
					By Cash from (J. B.) for sale condemned cots	"	"
					By Cash from (W. H. M.) for sale condemned medicine	"	"
					By Cash from (G. L.) for sale of old bottles	"	"
					By Cash from (G. W. P.) for sale empty ale bbls	"	"
		"	"	"		"	"

I certify on honor, that the above statement is a true exhibit of all monies that have been received and disbursed by me during the period mentioned, on account of the Medical Purveyor's Department of the United States, and remaining unexpended on the ———, 186—; and that the amount ($000,00) (here insert the amount in writing,) is on deposit in the U. S. Depository at ———.

MEDICAL PURVEYOR'S OFFICE,
———, 186—.

———— ————,
Surg. U. S. A., Medical Purveyor.

To be endorsed as follows:

Amount of Liabilities, ($— —.)

Summary Statement of Funds,——
Station———————————
Period———————————
Date———————————

———— ———— ————,
Surg. U. S. A., Medical Purveyor.

An "*abstract of disbursements*" must accompany the Monthly Account Current, on which are to be entered the date of payment, No. of voucher, to whom paid, on what account, and the amount of all disbursements. The voucher is made on Form 22, page 195 Rev. Regs., or is the receipt of the party from whom the purchase is made, or to whom the amount is paid. One copy of each voucher is to be sent with the Abstract and Account Current, and the other retained. This Abstract is made from the Cash book.

The "*Monthly Statement of amounts paid Contract Surgeons*" is made up from the Cash book; it is a statement of the amount paid to Contract Surgeons, with the number of the Treasury Certificate on which they are paid, the date of payment, and the Station of the Physician.

The *Internal Revenue Tax Return* is made on a form furnished from the Commissioner of Internal Revenues. Like all the other Cash Returns it is taken from the Cash Book. A copy is made to the Commissioner, and with it is transmitted the amount of Tax as shown by the footing of the Return. This remittance should properly be made in the form of a "Certificate of Deposit" from the Assistant Treasurer with whom the funds of the Purveyor are deposited; which certificate will be given in duplicate; the original must accompany the Return, and the duplicate be retained. The Commissioner gives triplicate receipts; one transmitted to the Surgeon-General's Office, the other two to the officer making the return. Copies of the Return must then be made in triplicate, together with an account current of the amount of tax collected and retained, also in triplicate. One copy of this return, with a copy of the Account Current, is transmitted to the Surgeon-General, another is sent to the Second Auditor of the Treasury, and the third is retained. The copy of the Return, and

THE UNITED STATES in Account Current with Surg. —— ——, U. S. A. Medical Purveyor,
Account Current of Receipts and Disbursements for the month ending ——, 186—.

DR. CR.

DATE.		Dolls.	Cts.	DATE.		Dolls.	Cts.
186—.	To amount of Expenditures (or Disbursements,) for the month ending ——, 186–, as per accompanying "Abstract" marked "A."	"	"	186—.	By Balance on hand due United States, as per Account Current, ——, 186—	"	"
	To Balance due the United States, carried to new account	"	"		By Cash from U. S. (Treasury Dft. No. —)	"	"
					By Cash from (M. D.) sale of condemned medicines	"	"
					By Cash from (E. & C.) sale of old bottles.		
					By Cash from (H. & B.) sale of old iron and rags	"	"
					By cash transferred from (Surg. G. S.) U. S. V.	"	"
					By Cash from U. S., per Treasury Dft. No.—	"	"

I certify, on honor, that the above "Account Current" exhibits an accurate and true statement of all monies that have been received and expended by me on account of the Medical Purveyor's Department of the United States, during the month ending —— day of ——, 186—, that the disbursements (or expenditures) have been faithfully made, and that the balance remaining unexpended (— —) (here insert amount in writing,) is on deposit in the U. S. Depository, at ——.

MEDICAL PURVEYOR'S OFFICE,
——, 186—.

To be endorsed as follows.

Monthly Account Current.
Station ——
Period ——
Date ——

——— ——— ———,
Surg. U. S. A. Medical Purveyor.

——— ——— ———,
Surg. U. S. A. Medical Purveyor.

ABSTRACT OF DISBURSEMENTS made by Surg. ——, U. S. A., Medical Purveyor, for the month ending 186—.

No. Voucher.		Date of Payment.			To whom Paid.	On what Account.	$	Cts.	Remarks.
No.	1	October	4	1863	George W. Alexander.....	Contract Nurse.....	"	"	
"	2	October	19	1863	John B. Lewis.....	Hospital Stores.....	"	"	
"	3	November	13	1863	George F. Davenport.....	Medical Stores.....	"	"	
"	4	November	17	1863	William H. Norris.....	Books and Stationery.....	"	"	
"	5	November	24	1863	Hamilton & Co.....	Rep'g Hospital Furniture.....	"	"	
"	6	December	9	1863	Dr. Samuel Jones.....	Contract Surgeon.....	"	"	
"	7	December	16	1863	Dr. Thomas Smith.....	Contract Surgeon.....	"	"	
"	8	December	30	1863	Dr. Henry Hanson.....	Examining Surg. under Dft...	"	"	
"									
"									
"									
"									

I certify, on honor, that the above Abstract is correct and true.

MEDICAL PURVEYOR'S OFFICE.

Endorsement as follows:

MEDICAL PURVEYOR'S OFFICE,
Surg. U. S. Medical Purveyor.
Abstract "A."
Disbursements
for the month ending
December 31st, 1863.

——— ——— ———,
Surg. U. S.. Medical Purveyor.

STATEMENT of Amounts Paid Contract Surgeons during the month of January, 1864, by Surg. ——, U. S. A., Medical Purveyor.

No.		Date of Payment.			Name of Surgeon.	Station.	No. of Certificate.	$	Cts.	Remarks.
No.	1	January	4	1864	Act'g Ass't Surg. J. J. Johnson....	Baltimore.....	3766			
"	2	January	7	1864	Act'g Ass't Surg. G. W. Morris.....	Annapolis.....	7983			
"	3	January	19	1864	Act'g Ass't Surg. M. F. Adams.....	Pittsburg.....	9645			
"	4	January	27	1864	Act'g Ass't Surg. W. W. May.....	Grafton.....	10930			
"	5	January	30	1864	Act'g Ass't Surg. F. M. Hoyt.....	Wilmington....	12758			
								"	"	

I certify, on honor, that the above statement is correct.

To be endorsed as follows:

MEDICAL PURVEYOR'S OFFICE,

186—.

MEDICAL PURVEYOR'S OFFICE,
Surg. U. S. Medical Purveyor.
Monthly Statement
of
Amounts paid Contract
Surgeons for the month
ending January 31st, 1864.

——— ——— ———,
Surg. U. S. Medical Purveyor.

Account Current sent to the Second Auditor must be accompanied by the receipt of the Commissioner as a voucher for the Account Current, while the copy of the return shows from whom the tax is collected and retained. The form for the Return and also the Account Current are here shown.

"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 Treasurer such funds as are not wanted for immediate use, and drawing the same in convenient sums as wanted.

"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 authorized * * * * 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, * * * 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

INTERNAL REVENUE TAX RETURN of Surg. U. S. Medical Purveyor U. S. A., for the month ending 186—.

Voucher.	Name of Person.	Certificate.	Office under Government.	Station.	Period of service.		Date of Payment.	Amount Taxable.		Rate of Tax.	Am't Tax.	
					From	To		$	Cts.		$	Cts.

THE UNITED STATES in Account with Surg. U. S. Medical Purveyor U. S. Army, for Internal Revenue Tax collected and returned for the month ending ——, 186—.

DR. CR.

Date.		$	Cts.	Date.		$	Cts.
186—.	To amount of Tax returned to Commissioner Internal Revenue, as per Treasury Department, Receipt (No. ——) (enclosed).....	"	"	186—.	By amount Internal Revenue Tax retained for the month ending the —— ——, 186—, as per Abstract "B.".....	"	"
						"	"

I certify that the above Account is accurate and true.

MEDICAL PURVEYOR'S OFFICE,
——, 186—.

——— ——— ———,
Surg. U. S.. Medical Purveyor.

To be Endorsed:

Account Current of Internal Revenue Tax.

Station———
Period———
Date———

——— ——— ———,
Surg. U. S. Medical Purveyor.

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.)

"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.

"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 afterwards disallowed for error of facts 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.

"1011. When practicable, persons hired in the military service shall be paid at the end of the calendar month, and when discharged, separate pay rolls shall be made for each month."

CHAPTER V.

STAFF SURGEONS AND ASSISTANTS AND REGIMENTAL MEDICAL OFFICERS.

THE Staff Surgeons and Assistants are appointed by the President of the United States, by and with the advice and consent of the Senate, after having been examined and found qualified for the position, by a board of three medical officers, appointed by the Secretary of War.

Applications for positions in this corps must be made to the Adjutant-General of the Army, in the handwriting of the applicant, accompanied by one or more testimonials from respectable persons, in regard to moral character.

The board of examiners will determine whether the candidate be fit for the position; but no one under twenty-one years of age will be appointed. (Act approved July 2d, 1862.)

The Surgeon holds the rank of Major, and the Assistant, the rank of First Lieutenant.

Promotions in the Volunteer Corps are made from the Assistants, without regard to rank, and solely on the ground of merit. (G. O., No. 79, Para. 2, A. G. O., 1862.)

On receiving his appointment, every officer is required to take the oath prescribed by G. O. No. 80, A. G. O., 1862.

Regimental Medical Officers are appointed by the Governors of the States to which the regiment belongs, under such State laws as may have been passed by the Legislatures.

One Surgeon and two Assistants are allowed to each regiment, and are to be with the regiment at all times, unless relieved by orders from Medical Directors or Commanding Officers.

The uniform for Staff and Regimental Medical Officers will be found described on pp. 462 to 481, Rev. Regs., 1863, and their pay, on page 544, same Regulations.

The Staff Surgeons and Assistants are seldom assigned to duty with regiments, but in the field act either as Medical Directors of Corps, Surgeons in Chief of Divisions or Operating Staff.

"The Surgeon-in-Chief of each Division will exercise general supervision, under the Medical Director of the Corps, over the medical service in his Division. He will see that the officers and attendants are faithful and efficient in the discharge of their duties in the hospital, and upon the field, and that the wounded are removed from the field carefully, and with dispatch.

"He will organize the Division Hospital as follows:

"1st. A Surgeon in charge; one Assistant Surgeon to provide food, fuel and water, and one Assistant Surgeon to keep the records.

"2d. Three Medical Officers, to constitute the operating staff of the hospital; three Medical Officers as assistants to each of these officers.

"3d. Additional Medical Officers, Hospital Stewards, Cooks, and Nurses of the Division.

"The Surgeon in charge will have the general superintendence, and be responsible to the Division Surgeon for the administration of the hospital. It will be his duty to have the hospital tents properly pitched, and when houses are used, to have them put in proper order for the reception of wounded. He is to provide the necessary medical and hospital supplies, operating tables, straw or hay for bedding, blankets, and rations.

"The Assistant Surgeons, who are under the immediate orders of the Surgeon in charge, will aid that officer in preparing the hospital for the reception of the wounded. That

duty performed, one Assistant Surgeon will organize and take charge of a kitchen, using for this purpose the hospital mess chests, and the kettles, tins, &c., in the ambulances. The supplies of beef-extract and bread in the ambulances, and of extract of coffee, tea, condensed milk, and other hospital stores in the hospital supply wagons, will enable him to prepare quickly a sufficient quantity of palatable and nourishing food to meet the demands, until fresh beef and other subsistence stores can be provided. All the Cooks, and such of the Hospital Stewards and Nurses as may be necessary, will be placed under the orders of this Assistant Surgeon.

"The other Assistant Surgeon will keep a complete record of every case brought to the hospital, giving the name, rank, company, and regiment; the seat and character of injury; the treatment; the operation, if any be performed; the name of the operator, and the result. This record will be transmitted by the Division Surgeon to the Medical Director of the Corps, and by him sent to the Chief Medical Director.

"This Assistant Surgeon will make out two 'Tabular statements of wounded,' one of which the Division Surgeon will transmit, within forty-eight hours after a battle, to the Chief Medical Director, and the other to the Medical Director of the Corps.

"He will also see to the proper interment of those who die, and that each grave is marked with a headboard, with the name, rank, company, and regiment legibly inscribed upon it.

"The three Medical Officers composing the operating staff will be selected by the Division Surgeon, without regard to rank, but solely on account of their known prudence, judgment, and skill. The immediate responsibility of the performance of all important operations will rest with them. In all doubtful cases they will consult together, and a ma-

jority of them shall decide upon the expediency and character of the operation.

"Each of these officers will have the aid of three Medical Officers, who, acting under his orders, will assist him in his operations.

"The remaining Medical Officers of the Division, except one to each regiment, will be ordered to the hospitals to act as dressers and assistants generally. Those who follow the regiments to the field will establish themselves, each one at a temporary depot, at such a distance or situation in the rear of his regiment as will insure safety to the wounded, where they will give such aid as is immediately required; and they are here reminded that, whilst no personal consideration should interfere with their duty to the wounded, the grave responsibilities resting upon them render any unnecessary exposure improper.

"The Division Surgeon will order to the hospital, as soon as it is located, all the hospital supply wagons, hospital tents and furniture, and all the Hospital Stewards, Cooks, and Nurses belonging to the Division. He will notify the officer commanding the division ambulances of the position of the hospital. When his duties permit, he will give his professional services at the hospital.

"No Medical Officer will leave the position to which he has been assigned without permission; and any officer so doing is to be reported to the Medical Director of the Corps, and to the Chief Medical Director." (Cir. No. 4, S. G. O., 1863.)

The Surgeon in Chief of Division forwards all reports from the Surgeon in Chief of Brigade to the Medical Director of the Corps.

The Surgeon in Chief of Brigade is usually the Senior Regimental Surgeon, but is not necessarily by virtue of his position, relieved from duty with his regiment.

He should act as the Purveyor for the Brigade, drawing his supplies in monthly requisitions from the Medical Purveyor of the Army; the requisitions must be in duplicate, approved by the Medical Director, and conform with the Supply Table for the field, a copy of which is inserted at page 143.

Issues will be made by him to Medical Officers of Regiments on requisitions stating simply the articles and quantities required, and for which no receipts are taken.

He will account for his supplies on the regular returns, see page 44; issue to regiments will be accounted for as expenditures with the sick.

He receives the Saturday and Monthly Reports, compiles the former; examines and corrects the latter, and forwards both to the Surgeon in Chief of Division.

He makes to the Surgeon in Chief of Division, a report of the issues of brandy and whiskey to regiments, stating the quantity issued to the regiment, and the prevailing diseases in the Brigade. He will make a careful inspection, weekly, of the supplies in the ambulance boxes, and report to the Surgeon in Chief of Division their condition.

The Regimental Surgeon should on reporting for duty with his regiment, inform himself of the condition of the Medical and Hospital Supplies, instruments, dressings and records; the conveniences for the care of the sick and wounded, the manner in which the food is cooked, and its quality, and the general police of the camp.

Should any articles be deficient, it is his duty to make immediate requisition upon the Surgeon in Chief of Brigade for the necessary supplies; *special* requisitions should be made as seldom as possible.

One Knapsack will be carried, in each Regiment, when on the march, by a nurse.

The records to be kept, are "the Register and Prescription Book," and "Issues of vegetables."

The former is kept in a book supplied by the Surgeon in Chief of Brigade, and in the following Form:

Register and Prescription Book of Regiment.

No.	Name.	Rank.	Reg't.	Comp.	Disease.	In Hospital or Quarters.	Prescription and Remarks.

On it are to be entered all cases *excused from duty* on account of sickness during the day, which are to be recorded on each succeeding day, until the result of the case is determined, when it will be mentioned in the column of "remarks."

The prescription given each patient is to be entered in the same column.

The report of "issues of vegetables" is intended to show to the Medical Director that the proper quantities allowed by regulations, have been issued *regularly* to the troops; and is merely a duplicate of a portion of the ration return, and an exhibit of the quantity actually issued by the Commissary *on* that return.

It will be well for the Surgeon to make the following distribution of the duties of his assistants.

The *first assistant* should be required to take care of all the men sick in quarters, and attend the morning sick call, reporting to the Surgeon when these duties are performed, and consulting with him in all doubtful cases.

Para. 1284, Rev. Regs., 1863, requires the First Sergeants to conduct the sick of the companies to the hospital, &c.

In the examination of the men, the greatest care is necessary to determine the nature of the disease complained of, and to decide upon their fitness for duty.

Feigned diseases are not at all uncommon in regiments, and the Medical Officer will be compelled to exert all his skill in their detection.

The *second assistant* should be required to make out all the reports, and to make daily inspections of the camp ground, lattrines, tents, &c., the manner in which the food for the men is cooked and prepared, and its quality; reporting to the Surgeon, daily, the result of his labor.

The Reports required from a Regiment are, the "Morning Report," on the following Form, which is to be forwarded to the Commanding Officer.

MORNING REPORT of the Surgeon of a Regiment, Post, or Garrison,

Date.	Company.	Remaining at last report.		Taken sick.	Total.		Returned to duty.	Discharged.	Sent to General Hospital.	Died.	Remaining.		Remarks.
		In Hospital.	In Quarters.		In Hospital.	In Quarters.					In Hospital.	In Quarters.	

A copy of the Saturday report, which is to be forwarded to the Surgeon in Chief of Brigade; a report of the vegetables issued, and the "Monthly Report of sick and wounded," the rules for making which will be found on page 30.

Men sent from the regiment to Division Hospitals, must be borne on the *Regimental* Monthly Report, as if they had not left the regiment, the statistical information of the army in the field being derived from *regimental* reports.

An Annual Return of Medical and Hospital Property is required, the directions for making which will be found on page 44.

The Surgeon should take charge of all patients in hospital, and have a general supervision of the sanitary condition of the regiment; he should examine carefully the location of the camp, its advantages for water, drainage, &c., its proximity to marshes or woods, and if the locality be unhealthy, make such suggestions to the Commanding Officer as will induce him to change it, if possible, to a more healthy one.

He should be especially careful that every man in his regiment is vaccinated, and should a doubtful case occur, isolate it at once, and take such measures as his professional knowledge will suggest to prevent any extension of the disease.

A report of any such case should be made at once to the Surgeon in Chief of Brigade.

All recruits received in the regiment should be examined *stripped;* and their fitness for service pronounced upon; and if received, at once vaccinated.

It is not the intention of the compiler to introduce any regulations concerning the examination of recruits; although the numerous works on this subject sufficiently attest its importance, the limited space in this book will not permit any extended notice of it, and the reader is accordingly referred to what has already been written, for any information he may desire concerning it.

Standard Supply Table for Field Service.

ARTICLES.	IN MEDICINE WAGON.		IN ARMY WAGON.	
Acaciæ pulvis	Oz.	8		
Acid: sulphuricum aromat:	"	8		
" tannic:	"	1		
" tartaricum	"	8		
Æther sulphuric:	"	32	Oz.	32
" spirit: comp:	"	16	"	16
" " nitrici	"	32	"	32
Alcohol	Botts.	12		
Alumen	Oz.	8		
Ammoniæ carbonas	"	8		
" liquor	"	32	Oz.	64
" spirit: aromat:	"	4	"	16
Argenti nitras	"	1		
" " fusum	"	1		
Bismuth subnitras	"	16		
Camphora	"	8		
Cantharidis ceratum	"	8		
Capsici pulvis	"	8		
Cera alba	"	4		
Ceratum adipis	Lbs.	3	Lbs.	4
" resinæ	"	1		
Cinchoniæ sulphas	Oz.	24		
Chloroformum, (in 8 oz. bottles.)	"	32	Oz.	192
Collodium	"	1		
Copaiba	"	32		
Creosotum	"	4		
Cupri sulphas	"	2		
Extractum aconiti rad: fluidum	"	4		
" belladonnæ	"	1		
" cinchonæ fluidum	"	16		
" colchici sem: fluid:	"	4		
" colocynthidis comp:	"	8		
" ipecacuanhæ fluid:	"	8		
" senegæ fluid:	"	8		
" zingiberis fluid	"	16		
Ferri chloridi tinctura	"	8	Oz.	16
" et quiniæ citras	"	1		
" persulphatis liquor	"	4		
" " pulvis	"	1	"	16
Glycerina	"	8		
Hydrargyri pilulæ	"	8	"	16
" unguentum	Lb.	1		
" " nitratis	Oz.	4		
Hydrargyrum c. creta	"	8		
Iodinum	"	2		
Ipecachuanæ et opii pulvis	"	8	"	48
Ipecachuanæ pulvis	"	8		
Lini pulvis	Lbs.	8		
Magnesiæ sulphas	"	8	Lbs.	16
Morphiæ "	Oz.	½	Oz.	4
Oleum olivæ, (in 32 oz. bottles.)	Botts.	2	Botts.	4
" ricini " "	"	4	"	4
" terebinthinæ, " "	"	1		
" tiglii	Oz.	1		
Opii pulvis	"	8	Oz.	16
" tinctura	"	16		
" " camphorata	"	16	Oz.	32
Pilulæ camphoræ (gr. 2) et opii (gr. 1)	Doz.	8	Doz.	8
" cathart: comp:	"	8	"	24
" opii	"	8	"	24

ARTICLES.	IN MEDICINE WAGON.		IN ARMY WAGON.	
Plumbi acetas	Oz.	8	Oz	32
Potassæ arsenitis liquor	"	8		
" bicarbonas	"	8		
Potassæ chloras	"	8	"	32
" permanganas, (crystals.)	"	2		
Potassii iodidum	"	8	"	32
Quiniæ sulphas	"	10	"	48
" " (in pills, 3 grs. each.)	Doz.	8	Doz.	24
Sapo	Lbs.	8	Lbs.	4
Scillæ syrupus	"	4	"	4
Sinapis nigræ pulvis	"	6	"	6
Sodæ chlorinat: liq: (in one pound bottles.)	"	1	"	6
" bicarbonas	Oz.	8	Oz.	64
" et potassæ tartras	"	16		
Spiritus frumenti	Botts.	24	Botts.	24
" vini gallici	"	6	"	24
Sulphur			Oz.	32
Zinci chloridi liquor	Oz.	16	"	96
" sulphas	"	2		
HOSPITAL STORES.				
Beef stock, 2 pound cans.)			Lbs.	48
Candles, sperm	Lbs.	2	"	12
Farina	"	10	"	10
Nutmegs	"	¼		
Sugar, white	"	12		
Tea, black	"	4	"	10
INSTRUMENTS.				
Buck's sponge-holder	No.	1		
Cupping tins	"	12		
Lancets, thumb	"	2		
Pocket case	Cases.	1		
Probangs	No.	12		
Sacrificators	"	2		
Scissors	"	2		
Stethoscopes	"	1		
Syringes, self-injecting	"	1		
" enema, 16 oz			No.	4
" penis, (glass.)	"	6		
" " (rubber)			No.	8
Teeth extracting instruments	Cases.	1		
Tongue depressor, (hinged.)	No.	1		
Tourniquets, field	"	8	"	8
" screw	"	2	"	4
Trusses	"	4	"	16
DRESSINGS, ETC.				
Adhesive plaster	Yds.	5	Yds.	20
Binder's board, (2½ by 12 inches.)	Pieces.	8	Pieces,	48
" " 4 by 17 "	"	8	"	48
Cotton bats	No.	2	No.	4
" wadding	Sheets.	1		
Flannel, red	Yds.	4		

ARTICLES.	IN MEDICINE WAGON.	IN ARMY WAGON.
Gutta-percha cloth	Yds. 2	Yds. 10
Ichthyocolla plaster	" 5	" 20
Lint, patent	Lbs. 4	Lbs. 24
Lint, scraped	Lbs. 2	
Muslin	Yds. 10	Yds. 20
Needles, 25; cotton, 1 spool; thimbles, 1, in case.	No. 1	
Oiled muslin	Yds. 2¼	
" silk		Yds. 10
Pencils, hair	No. 12	
Pins	Papers, 2	Papers, 4
Roller bandages, assorted	Doz. 16	Doz. 100
Silk, green (for shades)	Yds. 1	
" surgeon's	Oz. ¼	Oz. 4
Splints	Set. 1	Sets, 4
" Smith's anterior		No. 10
Sponge, fine	Oz. 8	Oz. 16
Suspensory bandages	No. 8	No. 16
Tape	Pieces, 4	
Thread, linen		Oz. 8
Tow	Lbs. 10	
Towels	Doz. 1	Doz. 4
Twine	Oz. 8	
BOOKS, ETC.		
U. S. Dispensatory	Copies, 1	
Surgery, Erichsen's	" 1	
" Smith's Handbook	" 1	
" Sargent's Minor	" 1	
Gunshot Wounds—Longmore	" 1	
Blank books	" 2	Copies, 8
" " quarto,	No. 1	
Case book	" 1	
Register of patients	" 1	
Order and Letter book	" 1	
Requisitions, Returns, and Reports	" 1	
Ink (2-oz. bottles)	" 2	No. 8
Inkstand, portable	" 1	
Envelopes	" 100	No. 100
Paper, wrapping, white and blue	Quires, 2	Quires, 2
" writing	" 4	" 8
Pencils, lead	No. 6	
Pens, steel, with holders	" 12	No. 48
Portfolio	" 1	
Sealing wax	Sticks, 1	
Mucilage	Bott. 1	
BEDDING, ETC.		
Blankets	No. 20	No. 60
Blanket cases		" 6
Gutta-percha bed covers	No. 8	" 10
FURNITURE, ETC.		
Basins, tin (small)	No. 2	No. 8
" wash, hand	" 3	" 8

ARTICLES.	IN MEDICINE WAGON.		IN ARMY WAGON.	
Bed pans, metal	No.	1	No.	4
Buckets, leather	"	2	"	12
Corks, assorted	Doz.	8	Doz.	8
Corkscrew	No.	1	No.	4
Funnel, ½-pint (glass)	"	1		
Grater, nutmeg	"	1		
Hatchet	"	1		
Hone	"	1		
Lanterns, glass	"	3		
Measure, graduated, 2 oz	"	1		
" " minim	"	1		
Medicine measuring glasses	"	2		
Mill, coffee	"	1		
Mortar and pestle	"	1		
Pill boxes	Papers,	2		
Pill tiles	No.	1		
Razor and strop (in case)	"	1		
Scales and weights, prescription	"	1		
" " " shop	"	1		
Sheepskins, dressed	"	1		
Spoons, table			No.	72
Spatulas, 3 and 6 in	No.	2		
Tumblers, tin			"	6
Urinals, glass	No.	2	"	4
Vials, assorted	Doz.	2		

CHAPTER VI.

CONTRACT PHYSICIANS.

It is often necessary, and during the present rebellion it has been particularly the case, to employ private or citizen Physicians to render professional services to troops, or persons in the service of the Government.

The Physician under contract has no rank, and is not entitled to wear the uniform of a commissioned officer in the Service of the United States; he cannot muster enlisted men, as only officers who have themselves been mustered, or have accepted a commission from the President of the United States, are authorized to perform this duty.

His signature to official papers is subject to the regulations governing the signatures of Physicians not in the employ of the Government, and in the case of certificates of disability or certificates for leaves of absence must be accompanied by an affidavit unless otherwise ordered by the Surgeon-General or Commanding Officer.

The form of Contract now in use, is somewhat different from the form laid down in Regulations.

The Physician is required to furnish, and keep in good order, a complete set of certain instruments; if unable to provide them himself, he is allowed by Para. 4, Circular No. 10, Surgeon-General's Office, 1862, to procure them from the Medical Purveyor, their money value being deducted from the first three months' pay after the commencement of the contract.

The rate of compensation varies with the locality, character of service, and the number of persons requiring attendance.

It is not to exceed $30 per month, if the number is under 50; $40, if from 50 to 100; $50, if for 100 or more; $80 to $100, for service in General Hospitals, and in the field $113.83, and transportation in kind.

The following information for applicants for the position of Contract Surgeon in the U. S. Army, was issued in a late Circular by the Surgeon-General.

1. All candidates must make application in their own handwriting, (accompanied by sufficient evidence of good moral character, of physical ability, and of being graduates of some regular Medical College,) to the Surgeon-General at Washington, Assistant Surgeon-General at Louisville, or a Medical Director of a Department.

2. Upon the receipt of such application, a permit will be given for examination before the nearest Medical Board then in session, or before a Board convened temporarily for that purpose, by a Medical Director.

3. If reported favorably by the Board, the Candidate will receive a certificate to that effect, which will secure him the position of Contract Surgeon whenever his services may be needed.

4. In accepting a Contract, the Physician binds himself to serve the United States for a stated period, unless sooner discharged, and to be subject, in all respects, to the same control as all other Medical Officers.

5. The compensation will be $100 per month, in General Hospitals; $113.83 for field service; and $125 in the Department of the Pacific and New Mexico, and for all other positions, at rates prescribed by the officers making the contract.

If the Physician is required to furnish medicines, he will be allowed beside the stipulated pay, from 25 to 50 per cent. on it, to be determined by the Surgeon-General. (Para. 1306, Revised Regs. 1863.)

The accounts of Contract Physicians are made out in duplicate, on a form furnished by the Medical Director.

To prevent delay in the payment of these accounts, and avoid embarrassments in the different offices through which they are required to pass, the following regulations issued by the Surgeon-General, in Circular Letter, dated March 26, 1864, must be implicitly complied with, or the accounts will not be paid.

"I. Contracts with Private Physicians should be executed in triplicate; one copy to be retained by the Physician, one kept on file in the office of his Medical Director, and the third immediately forwarded (approved) to the Surgeon-General, with usual Post Office address of the person contracted with.

"II. Officers terminating these contracts should immediately notify this Office of the date and cause of such action, and date of the contract. All notices and orders relative to Acting Assistant Surgeons should give their names in full. Upon the termination of his contract, an Acting Assistant Surgeon should turn over to his successor, or to a Medical Purveyor, all Medical and Hospital Property for which he is responsible, and transmit Returns and Vouchers at once to this Office. His accounts will be suspended until this is done.

"III. Accounts for medical services under contract must exhibit the following facts:

1. The place of service.

2. The dates between which the services were rendered. The Treasury Department assumes every month to be composed of thirty days, and accounts for fractional parts of two successive months must be so calculated; thus, from the 21st of August to the 10th of September, the calculation of time will be from the 21st to the 30th of August, inclusive, (ignoring the 31st,) ten days, and from the 1st to

the 10th of September, inclusive, ten days—making the time to be paid for, twenty days.

3. The name of the hospital, camp, post, regiment, or command, in or with which the services were rendered.

4. The class of persons with whom rendered; whether U. S. forces, colored troops, prisoners of war, military prisoners, refugees, contrabands, or whether the services were rendered in Small-Pox Hospitals.

5. The date of the contract under which the services were rendered, and the name of the officer with whom the contract was made.

6. If for service at a post, or with a detachment, the strength of the command must be stated.

"IV. Accounts must be made out for periods of one or more complete months, commencing with the date of entry upon service. No account embracing fractional periods of a month will receive attention, unless it appears upon the face thereof, either that the station of the physician has been changed or his contract annulled; but accounts for any length of time may be presented on one set of duplicates, subject only to the exceptions specified.

"V. Accounts for several months' service, if rendered separately, must be continuous; for the Treasury Department will not pay an account for one month until that of the preceding month has been settled.

"VI. Officers certifying to accounts of a "Private Physician under Contract," must give their official title, and state explicitly the capacity in which they are serving; otherwise their authority to make such a certificate may be questioned. E. g., A. B., Surgeon U. S. A., *in charge* ——— *General Hospital.* C. D., Surg. Vols., *Medical Director, 1st Division, 2d Army Corps.* E. F., Col. 40th Ohio Vols., *Commanding Post, Garrison, Regiment.* As

they are also held personally responsible for the truth of every statement contained therein, certificates signed "By Order" or "For Medical Director" will be disregarded.

"VII. When medicines have been supplied at a percentage of the amount of compensation, a statement to the effect that they have been furnished as required, must be added to the usual certificate of service, or the claim for medicines cannot be approved.

"VIII. All accounts certified by other Officers than a Medical Director must be forwarded to this Office through that of the Medical Director of the Department in which the services were rendered, that he may endorse his knowledge of their correctness.

"IX. In all cases of absence from duty, the dates and cause of such absence must be clearly stated. If a substitute has been furnished, his name in full must be given, with a statement showing that he has satisfactorily performed all the duties incumbent upon the Contract Physician.

"X. When Instruments are furnished to a Contract Physician by a Medical Purveyor, the kind, and cost price thereof, are to be reported by the Medical Purveyor to this Office. The cost price is then deducted from the first account for services rendered subsequent to such reports. The instruments then become the *private* property of the Contract Physician, and are in no case to be turned back to a Purveyor or other officer without the written order of this Office.

"XI. Officers requiring medical attendance for their commands should, when practicable, apply to the nearest Medical Director, who will, if satisfied of its necessity, at once supply the required aid, or authorize such action as

the interests of the service may demand. When the necessity for immediate medical attendance is great, and the service would suffer by delay, the officer in command will employ a private physician, by contract or otherwise, as provided in Revised Army Regulations, and he will notify the Medical Director of the Department of the facts, sending him two copies of the contract for approval."

When the papers are properly made out, they are sent, with the certificate to the Medical Director, and forwarded by him to the Surgeon-General; from thence they are sent to the Treasury Department, and Treasury certificates are issued, on which Medical Purveyors, or other disbursing officers are authorized to pay.

The following paragraphs from the Revised Army Regulations, 1863, are here inserted for the convenience of private physicians who may render services to officers or enlisted men, under peculiar circumstances:

"When Medical attendance is required by Officers or enlisted men on service, or for the authorized servants of such Officers, and the attendance of a medical officer cannot be had, the officer, or if there be no officer, then the enlisted man, may employ a private physician, and a just account therefore will be paid by the Medical Bureau." (Para. 1309.)

"The account will set out the name of the patient, the date of and charge for each visit, and for medicines. The physician will make a certificate to the account in case of an officer, or affidavit in the case of an enlisted man, that the account is correct, and the charges are the customary charges of the place." (Para. 1310.)

"The officer will make his certificate, or the enlisted man his affidavit to the correctness of the account, that he was on service at the place, and stating the circumstances,

preventing him from receiving the services of a Medical Officer." (Para. 1311.)

"If the charge is against a deceased Officer or enlisted man, the physician will make the affidavit before required to the account, and that he has been paid no part of it." (Para. 1313.)

The accounts should be sent to the Surgeon-General through the nearest Medical Director.

CHAPTER VII.

DISCHARGE FROM SERVICE.

THE papers necessary in discharging an enlisted man from service are six in number, viz.: One Descriptive List, two Certificates of Disability, two Final Statements, and one Discharge.

Descriptive Lists are furnished by Company Commanders, on the application of the senior Invalid officer on duty in a General Hospital. (Sec. 6, Para. 8, G. O. No. 212, A. G. O., 1863.) In the absence of an invalid officer, the Surgeon in charge makes the application to the nearest military commander.

Certificates of Disability are made in duplicate, and comprise a statement by the Company Commander, of the military history of the soldier, as taken from the Records of the Company, the Surgeon's Certificate of Disability, and the soldier's address. In the absence of the Company Commander, or "when the facts are not known to him, the certificate of any officer, or affidavit of other person having such knowledge, will be appended." (Page 335, Rev. Reg. 1863.) The statement consists "of all the *facts known* to the person who signs it, concerning the disease or wound, or cause of disability of the soldier; the time, place, manner, and all the circumstances under which the injury occurred, or disease originated or appeared: the duty, service or situation of the soldier, at the time the injury was received, or disease contracted, or supposed to be contracted; and whatever facts may aid a judgment as to the cause,

immediate or remote, of the disability and the circumstances attending it."

In the "*certificate*, the Surgeon must describe particularly, the disability, wound, or disease, the extent to which it deprives him (the soldier) of the use of any limb or faculty, or affects his health, strength, activity, constitution, or capacity to labor or earn his subsistence. The Surgeon will add, from his knowledge of the facts, and circumstances, and from the evidence in the case, his professional opinion of the cause or origin of the disability." (Page 335, R. R. 63.)

In compliance with Cir. No. 24, S. G. O., 1863, "Certificates of Disability will state *all* the causes of disability, where more than one exists, and the 'Medical Certificate' will in every instance, *be made out in the handwriting* of the Surgeon signing it." The particular location of the disease, or seat of wound, or injury, should be explicitly stated. Also the length of time that the disability had existed, whether before or since enlistment, and the fact, (if such) of the wound or disease having been received, or contracted in the line of duty, by accident, or while absent, with or without leave. If wounded in battle, *especial care* must be taken to state the fact. (Para. 2, G. O. 38, A. G. O., 1864.)

The ability of the soldier for service in the Veteran Reserve Corps must also be stated. (Cir. No. 8, Para. 2, S. G. O, 1863.) If he has only six months of an unexpired term to serve, he will not be transferred to that corps, but discharged. (Cir. No. 33, A. G. O., 1864.)

When an enlisted man is *totally* disabled, on account of wounds received, or sickness incurred, in the line of his duty, he is entitled to a pension of $96 per annum. (Act of Congress approved July 14, 1862.)

When *partially* disabled, he is entitled to such fractional

portion of this pension as may be deemed proper; this fraction being determined by the extent to which the disability affects the soldier's "capacity to *labor, or earn his subsistence.*" In all *probable cases* for *pension*, this "*degree of disability*" must be stated on the certificates thus: "disability total," or "half," or "quarter," as the case may be. The address is to be given in full at the foot of the Certificate. "Should the Certificate be given within three months after the entry of the soldier into the service for a disability which existed at the time of, or prior to his enlistment, he should receive neither pay nor allowances, except subsistence and transportation to his home." (G. O. No. 51, A. G. O., 1861.)

The pay and clothing accounts of a soldier are made on the final Statement papers, his descriptive list furnishing the necessary data. The personal description of the soldier, and the disease, wound, or disability for which he was discharged, must be carefully transcribed.

Cir. No. 8, S. G. O., 1863, directs Medical Officers in all cases where such is the fact, "to endorse upon the Final Statements, and the Discharge, the fact that the disability *is by reason of wounds received in battle*, and to sign such endorsements, with their official signature." The statement of the fact whether the disease or injury existed prior to or since enlistment; or, in case of re-enlistment, *last* enlistment, must also be made.

Separate forms of Final Statements are used in the payment of Regular and Volunteer troops. The Form for Regular troops will be found on Page 370, R. R. 1863; that for Volunteers is furnished by the Adjutant General's Office.

The pay of a soldier in the Regular Army is thirteen dollars* per month for his first enlistment, one dollar per

* Increased to $16 per month, by Act of Congress, approved June 20, 1864.

month being retained until the expiration of his term of enlistment, or his discharge from service. Two dollars per month additional is paid for his re-enlistment, and one dollar more for each subsequent period of five years' service; *provided*, he re-enlist within one month after the expiration of his term of service. The act of Congress, approved August 3, 1861, increased the amount to be retained to two dollars per month, but this was afterwards, by the 10th Sec. of the Act approved July 17, 1862, revoked, and the original sum of one dollar was ordered to be retained, which is the present rate. In calculating this retained pay, if the period of service covers any part of the time for which two dollars was to be retained, it is easier to *allow* one dollar additional for that time, i. e. from Aug. 3, 1861, to July 16, 1862, than to calculate one dollar to Aug. 3, 1861, two dollars to July 16th, 1862, and then one dollar again. Only privates are entitled to this allowance.

The pay of Volunteers is the same as that of Regular soldiers, but the additional pay for re-enlistment does not apply to them.

Bounties.—The Act of Congress approved July 22d, 1861, provides that "if the soldier shall have served for a period of two years, or during the war, if sooner ended, he shall receive the sum of one hundred dollars." Para. 5, G. O. No. 74, A. G. O., 1862, allows an advance of twenty-five dollars of the above bounty to be paid to a recruit. Section 5 of the Act approved March 3d, 1863, also Para. 5, G. O. No. 163, A. G. O., 1863, provides that every non-commissioned officer, private, or other person who has been, or shall hereafter, be discharged from the Army of the United States, *within two years*, from the date of their enlistment, *by reason of wounds received in battle*, shall be entitled to, and receive the same bounty as is granted, or may be granted to the

same classes of persons, who are discharged after a service of two years." If the soldier to be discharged has already received the twenty-five dollars advance bounty, it should be noted on his final statements, that seventy-five dollars IS DUE him. Vide Para. 1, G. O. 137, A. G. O., 1863.

Section 6 of an act approved March 3, 1863, directs, that if the advanced bounty of twenty-five dollars shall have been paid, and the discharge be by reason of "wounds received, or sickness incurred since the *last* enlistment," the soldier will be allowed to *retain* the advanced bounty; if he has not already received the twenty-five dollars, it cannot be paid to him. If the disability existed prior to enlistment and the soldier has received the twenty-five dollars, it is to be charged against him as a stoppage. The above regulations for Bounties apply equally to Volunteers and to Regulars.

The so-called "territorial bounties" are paid to all men, who enlisted under the provisions of Section 3, Act approved June 17, 1850, and prior to Aug. 2, 1861, the date of the repeal of this act. (See Act approved Aug. 3, 1861, Sec. 9) as follows: "That whenever enlistments are made at, or in the vicinity of the several military posts on the western frontier, and remote and distant stations, a bounty, equal in amount to the cost of transporting and subsisting a soldier from the principal recruiting depot, in the harbor of New York to the place of such enlistment be, and the same is hereby allowed to each recruit so enlisted, to be paid in unequal instalments at the end of each year's service, so that the several amounts, shall annually increase, and the largest be paid at the expiration of such enlistment." The following table will give the equivalent in transportation to these different western posts.

At or near Posts or Stations in			Texas,	$26.00
"	"	"	New Mexico	52.00
"	"	"	California	117.00
"	"	"	Washington and Oregon	142.00
"	"	"	Fort Snelling	23.00
"	"	"	Fort Gaines	27.00
At or near Posts or Stations in			Fort Riley	27.00
"	"	"	Salt Lake City	85.00
"	"	"	Des Moines	23.00
"	"	"	Fort Kearney	34.00
"	"	"	Lavania	48.00
"	"	"	Upper Arkansas	37.00

Bounties to be paid in unequal instalments, at the end of each year, in the following proportion: one tenth at the end of first year, one eighth at the end of two years, one sixth at the end of three years, one fourth at the end of four years, and the remainder at the expiration of enlistment.

The following bounties are paid "to all men who may enlist in the Regular Army for five years," or "to all those men now in the Regular Army whose terms expire within one year from this date, (June 25th, 1863,) and who shall re-enlist at any time within two months before the expiration of their present term of service." The limit of time as given in G. O. No. 190, A. G. O., 1863, was changed to March 1st, 1864, by a Joint Resolution of Congress, approved Jan. 13th, 1864.

1. Upon enlistment, they shall be paid one months' pay in advance	$13.00
First instalment of bounty	25.00
Premium	2.00
Total on enlistment	40.00

2. At the first regular pay day after two months' service, an additional instalment of bounty will be paid..... 50.00
3. At the first regular pay day after six months' service, an additional instalment of bounty will be paid..... 50.00
4. At the first regular pay day after the end of the first year's service, an additional instalment of bounty will be paid..... 50.00
5. At the first regular pay day after eighteen months' service, an additional instalment of bounty will be paid 50.00
6. At the first regular pay day after two years' service, an additional instalment of bounty will be paid 50.00
7. At the first regular pay day after two years' and a half service, an additional instalment of bounty will be paid 50.00
8. At the expiration of three years' service, the remainder of the bounty will be paid..... 75.00

G. O. No. 66, A. G. O., 1864.

The following Bounties are paid "Veteran" Volunteers. "All able-bodied men between the ages of eighteen and forty-five years, who have heretofore been enlisted, and have served for not less than nine months, and passed the requisite physical examination, may be enlisted as Veteran Volunteers."

To secure the Bounty it was made necessary to enlist before the 1st of March, 1864. Vide Joint Resolution of Congress, approved Jan. 13th, 1864.

By the provisions of G. O. No. 191, A. G. O., 1863, the following payments of this bounty were ordered:

1. Upon being mustered into service, he shall be paid one months' pay in advance..... 13.00
   First instalment of bounty..... 25.00
   Premium..... 2.00

   Total payment at muster..... 40.00
2. At the first regular pay day, or two months' after muster in, an additional instalment of bounty will be paid..... 50.00

3.	After six months' service	50.00
4.	" the first year's service	50.00
5.	" eighteen months' service	50.00
6.	" two years' service	50.00
7.	" two and a half years' service	50.00
8.	At the expiration of three years' service the remainder of the bounty will be paid	75.00

Para. IV. of the same Order states that if the troops are not required for the full year, they shall receive upon being mustered out, the whole amount of bounty remaining unpaid, the same as if the full time had been served. The legal heirs of Volunteers *who died in service*, shall be entitled to receive the whole bounty remaining unpaid at the time of the soldier's death.

Para. 2, G. O. No. 324, A. G. O., 1863, increased the *first* instalment of bounty (viz. $25) to $60, and reduced the "*remainder of the Bounty*" at the expiration of three years' service to $40.

G. O. No. 16, A. G. O., 1864, abolishes the payment of the *premium* two dollars to "Veteran Volunteers, or to recruits for Volunteer organizations which may be made in future."

Clothing Account.—The cost of the Clothing issued to the soldier, as shown by the Descriptive List, is to be deducted from the annual allowance, see page 56, the *result alone* being entered on the final statements. The cost of the ration at the station where the soldier is discharged must also be stated.

All remarks on the Descriptive List of the soldier, affecting his pay and Clothing accounts, must be transcribed on the final statements. The amount of additional pay per month (if any), for former services, under the Act of Aug. 4, 1854, must be carefully noted in the exact words used. Also the amount due the soldier (if any) for a certificate of merit, or in lieu of a commission under Act

of Aug. 4, 1854, Sec. 4. So also if any other extra pay for which he may be mustered, e. g. Acting Hospital Steward, as Saddler, etc., and which may be still due him.

Final Statements for Volunteers are made on blanks furnished from the Adjutant-General's Office. The date of commencement of service must also be accurately stated; either the date of enrolment, or the date of muster. It will be observed on the statements that this latter is included in brackets,—if one is inserted, the other must be omitted. The clothing allowance of a Volunteer is $3.50 per month from date of enlistment, or last settlement. The Volunteers, in service for a less time than one year are to receive the following rates for clothing: Three months' service, $23.93; six months' service, $35.32; nine months', $40.34. (G. O. No. 12, A. G. O., 1864.) Para. 1, G. O. No. 97, A. G. O., 1862, requires Commanders of Volunteer Regiments, to settle the Clothing Accounts of their men yearly, and the balance to be noted on the Muster Roll. Should the account be overdrawn, the balance due should be entered in dollars and cents "as extra" clothing. To obviate an apparent ambiguity in the portion of the blank for stoppages, it would be better to use the word "aggregate" before the words "amounting to" and following "stoppage," and here place the aggregate of all the stoppages.

Stoppages for loss or damage done to arms, or other public property, must be noted, and the articles and particular damage to each specified. Stoppages due under the sentence of a Court Martial, must be carefully stated with number and date of order. In cases of desertion the date, and that of delivery or apprehension, must be given, together with a correct transcript of the order of sentence, or pardon, whenever the final statements of the man's accounts may be affected by either.

The foregoing instructions apply to cases where the military history of the soldier is in the possession of the

Medical Officer; but, when this is not the case and the Descriptive List cannot be obtained, application should be made to the Adjutant-General, for such account of the man, as the records of his office will furnish. In this partial descriptive list the Medical Officer will add the period for which pay is due since his entry into the Hospital. The man will then be discharged, and receive a portion of his pay, (which is to be computed from the *muster* next preceding his entry into the Hospital, until the date of his discharge) and travelling allowances, thus shown to be due him, leaving the balance due him on account of clothing, retained pay, etc., for settlement, in such manner as may hereafter be determined. (G. O. No. 36, A. G. O., Para. 5, 1862.)

If no Descriptive List or partial Descriptive List can be obtained from the Adjutant-General's Office, the man will be discharged under G. O. No. 36, A. G. O., 1862, and an order given him on the Quartermaster's Department, for transportation to his home; the order being signed by the same officer who signs the discharge.

The *Discharge* is, in the case of a Regular soldier, made on a parchment blank; for a Volunteer, on the ordinary paper blank, and is intended as his voucher for identity and services. In discharges on Surgeon's Certificate the line which reads, "No objection to his being re-enlisted is known to exist," *must be erased.*

Cir. No. 9, A. G. O., 1864, requires "Officers signing discharge papers of enlisted men who are discharged on Surgeon's Certificate of Disability, to note *on the back of the Discharge*, where the conduct of the man has not been meritorious, as required by G. O. No. 212, A. G. O. 1863, for admission into the Veteran Reserve Corps, that "he is *not a proper person for the Veteran Reserve Corps.*"

"The insane of the military service are entitled to treatment in the Government Hospital established in this city

(Washington.) To protect, however, their own interests, as well as those of the Government, it is prescribed by the Secretary of War, that to procure admission into the Hospital, application must be made to the Adjutant-General, setting forth the name, rank, company, and regiment of the patient, with a certificate from the surgeon of the regiment as to the duration of the insanity, and whether insane before enlistment. It will likewise be accompanied by the descriptive list of the soldier, and copies of his pay and clothing accounts. The application should precede the arrival of the soldier in this city by at least one day, that the signature of the Secretary of War may be obtained to the paper authorizing admission into the Hospital, and that the patient may not have to wait in the streets during that time.

"On the departure of the patient from his station, the commanding officer will give such orders, to the person in charge, as will provide for the transportation of the necessary attendants to the institution and back again to their post, and for their subsistence, either in kind, or by commutation, during their absence.

"To procure the release of a patient, when cured, or for delivery to his friends, application must again be made to the Adjutant-General, who will procure the necessary authorization, and also cause a statement of his accounts to be made and delivered to him." (G. O. No. 98, A. G. O., 1862.)

Negro cooks are to be discharged in the same manner as other soldiers. (G. O. No. 323, A. G. O., 1863.)

It sometimes becomes an act of humanity to discharge from service a soldier, against whom the charge of desertion rests. In a Circular from the Adjutant-General's Office, dated Feb. 16, 1863, it is directed that the soldier must present to the officer who is authorized to order his discharge for disability certificates from the Sur-

geons under whose charge he has been, showing the time he has been absent sick under their charge. These certificates and order or orders, must cover the whole time (even a single day cannot be passed over), that the man has been absent from his command.

Having complied with these conditions the officer authorized to discharge the man shall certify to the fact in his letter asking for a Descriptive List of the soldier; which certificate shall be, to the company commander of the soldier, equivalent to an order to restore the man to his place on the rolls, (stating on the roll itself by what authority it was done,) to report him as discharged or absent by authority, as the case may be, and furnish his Descriptive List, upon which the soldier shall receive his final statements for pay, if discharged.

"In cases where the soldier has received his Descriptive List, and is reported as dropped under the above orders, or as a deserter, the officer authorized above may certify on the Descriptive List that the man should be, and is, restored, and, instead of applying for a new Descriptive List, give him his discharge papers, and notify the company commander, who shall immediately restore the man to his place on the rolls, and report him as discharged, or absent by authority, according to the notification he may have received."

The discharge papers having all been correctly made out, the Surgeon forwards the two Certificates of Disability and the Discharge paper to the Medical Director for his action. On receiving his approval, these papers are forwarded to the Military Commander of the Department, for his action. Should he be satisfied they are correct, he orders the discharge of the soldier from the service, and the papers are returned to the Surgeon, who will sign the Discharge, the two Certificates of Disability, the sentences

at the foot of these papers, and the Final Statements, and gives to the soldier the *Discharge* and the two *Final Statements;* the latter the soldier takes to the Paymaster; the former he retains as his voucher for having left the service. The Certificates of Disability are *never to be given to the soldier*, but are to be transmitted to the Adjutant-General of the Army; the parcels to be marked on the right hand upper corner with the words "*Certificate of Disability*," and on the opposite corner the words "Official Business," with the official signature of the writer underneath. (Vide G. O. Nos. 68 and 97, A. G. O., 1862.)

Discharge of Recruits.—"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 and report on the case."

"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."

"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, to be endorsed on the Certificates of Disability, with the price of each article clearly stated. 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."

"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." (Para. 978, 979, 980, 981, Revised Army Regs., 1863.)

Should the Surgeon differ in opinion from other members of the Board, and the Recruit be accepted notwithstanding the Surgeon deems him disqualified, he will, in the Report of the Board, state fully and explicitly his reasons for considering him unfit for service; but, the majority of the Board has, of course, the power to overrule him.

TO ALL WHOM IT MAY CONCERN.

KNOW YE, That ——— ———, a ——— of Captain ——— ——— Company (——,) —— Regiment of ———Volunteers who was enrolled on the —— day of ———, one thousand eight hundred and ———, to serve —— years or during the war, is hereby *discharged* from the service of the United States, this —— day of ———, 186—, at ———, by reason of ———. (No objection to his being re-enlisted is known to exist.*)

Said ——— ——— was born in ———, in the State of ———, is —— years of age, —— feet —— inches high, —— complexion, —— eyes, —— hair, and by occupation, when enrolled, a ———.

Given at ———, this ——— day of ———, 186—.

——— ———,

——— ———,

Commanding the Regiment.

OATH OF IDENTITY.

——— ———, of the town of ———, County of ———, in the State of ———.

On this —— day of ———, in the year one thousand eight hundred and sixty- ——, personally appeared before me, the undersigned, a Justice of the Peace for the county and —— above mentioned, ———, who, being duly sworn according to law, declares that he is the identical ——— ———, who was a ———, in the company commanded by Captain ——— ———, in the regiment —— commanded by ——— ———; that he enlisted on the —— day of ———, for the term of ———, and was discharged at ———, on the —— day of ———, by reason of ——.

——— ———.

Sworn and subscribed to before me the day and year above written.

——— ———.

I certify that ——— ———, before whom the above affidavit purports to have been made, is a Justice of the Peace duly authorized to administer oaths, and the above is his signature.

In witness whereof, I have hereunto set my hand and affixed my [L. S.] official seal, this —— day of ———, in the year ———, at ———, in the State of ———.

——— ———,

Clerk of the — ——.

* This sentence will be erased *should there be anything in the conduct or physical condition* of the soldier rendering him *unfit for the Army.*

ARMY OF THE UNITED STATES.

Certificate of Disability for Discharge.

——— ———, of Captain ——— ———, Company, (—) of the —— Regiment of United States ———, was enlisted by ——— ———, of the —— Regiment of ——, at ———, on the —— day of ———, 186—, to serve —— years; he was born in ———, in the State of ———, is —— years of age, —— feet —— inches high, —— complexion, —— eyes, —— hair, and by occupation when enlisted a ———. During the last two months said soldier has been unfit for duty ——— days.*

Station ———.
Date: ———.

———— ————,
———— ————,
Commanding Company.

I certify, that I have carefully examined the said ——— ———, of Captain ——— ———, Company, and find him incapable of performing the duties of a soldier because of † ———.

———— ————,
———— ————,
Surgeon.

Discharged this —— day of ———, 186—, at ———,

———— ————,
———— ————,
Commanding the Reg't.

The *soldier* desires to be *addressed* at
Town ———, *County* ——— *State* ———.

* See Note 1 on the following page.
† See Note 2 on the following page.

(DUPLICATES.)

NOTE 1.—The company commander will here add a statement of all the *facts* known to him concerning the disease or wound, or cause of disability of the soldier; the time, place, manner, and all the circumstances under which the injury occurred, or disease originated or appeared; the duty, or service, or situation of the soldier at the time the injury was received or disease contracted, stating particularly whether the injury was received or the disease contracted in the line of his duty; and whatever other facts may aid a judgment as to the cause, immediate or remote, of the disability, and the circumstances attending it.

When the *facts* are not known to the company commander, the certificate of any officer, or affidavit of other person having such knowledge, will be appended—as the Surgeon in charge of a hospital, the officer commanding a detachment of recruits, &c., &c.

NOTE 2.—When a *probable* case for *pension, special care* must be taken to state the *degree* of disability—as ½, ⅓, &c., &c.; to describe particularly the disability, wound, or disease; the extent to which it deprives him of the use of any limb or faculty, or affects his health, strength, activity, constitution, or capacity to labor or earn his subsistence. The Surgeon will add, from his knowledge of the facts and circumstances, and from the evidence in the case, his professional opinion of the cause or origin of the disability. In the case of discharges by Medical Inspectors, the last paragraph will state that the "discharge was given by consent of the soldier, after a personal examination, and for disability, the nature, degree, and origin of which are correctly described in the within certificate."

Par. 1260 Regulations, Edit. 1861.

Medical officers, in giving certificates of disability, are to take particular care in all cases that have not been under their charge; and especially in epilepsy, convulsions, chronic rheumatism, derangement of the urinary organs, ophthalmia, ulcers, or any obscure disease liable to be feigned or purposely produced; and in no case shall such certificate be given until after sufficient time and examination to detect any attempt at deception.

DIRECTIONS.—This certificate will be made out in *duplicate* by the soldier's company commander, or other officer commanding the separate detachment to which he belongs, and sent by him to the Surgeon who has charge of the hospital where the soldier is sick. The Surgeon will then fill out and sign the Surgeon's certificate, and forward these papers to the regimental, detachment, or post commander, who will forward them, with his action endorsed thereon, through the proper channel, to his division commander; or, if the troops are not attached to a division, to his corps, department, or other commander or officer to whom the authority to discharge enlisted men may be specially delegated.

These certificates, after having received the action of the highest authority to which they are required to be sent, will be returned through the same channel to the regimental, post, or detachment commander, who will, if the discharge is authorized by the endorsement of the proper authority, sign the soldier's discharge, and the last certificate on this paper; see that the soldier is furnished with the proper final statements in duplicate, and forward BOTH of these certificates *direct* to the Adjutant-General United States Army, at Washington, D. C.; they will not under any circumstances be given into the hands of the soldier.

CERTIFICATE

TO BE GIVEN TO VOLUNTEERS AT THE TIME OF THEIR DISCHARGE TO ENABLE THEM TO RECEIVE THEIR PAY, &C.

I Certify, on honor, that ——— ———, a —— of Captain ——— ——— Company (——,) of the —— Regiment of ——— Volunteers, of the State of ———, born in ———, State of ———, aged —— years; —— feet —— inches high: —— complexion, —— eyes, —— hair, and by occupation a ———, having joined the company on its original organization at ———, and enrolled in it at the muster into the service of the United States, at ———, on the —— day of ———, 186—, (or was mustered in service as a recruit, by ——— ———, at ———, on the —— day of ———, 186—, to serve in the Regiment) for the term of——: and having served honestly and faithfully with his Company in ———, to the present date, is now entitled to a discharge by reason of ———

The said ——— ——— was last paid by Paymaster ——— ———, to include the —— day of ———, 186—, and has pay due him from that time to the present date, and also pay for the use of his horse, (having been mounted during the time,) and he is entitled to pay and subsistence for travelling to place of enrolment and whatever other allowances are authorized to volunteer soldiers, or militia, so discharged. He has received ——— dollars advanced by the United States on account of clothing.

There is to be stopped from him, on account of the State of ———, or other authorities, for clothing, &c., received on entering service, ——— dollars; also, for expenses of subsistence for travelling from place of enrolment to the place of rendezvous, amounting to ——— dollars; and on account of the United States for extra clothing received in kind from ———, and for other stoppages, viz.:———
amounting to ——— dollars; and he has been subsisted for travelling to his place of enrolment, up to the ———, 186—.

He is indebted to ——— ———, Sutler, ——— dollars.

Given in duplicate, at ———, this —— day of ———, 186—.

——— ———,
Commanding Company.

NOTE.—Two of these certificates, (or duplicates,) are to be given to each volunteer soldier who may be discharged previously to the discharge of his company, that he may at once receive from the Paymaster the pay, &c., due him, and the captain or other officer commanding the company, will certify to the act of the delivery of the duplicate certificates; on these certificates the Soldier is "entitled to" his *discharge*, and should also present his discharge to the Paymaster to have the payment endorsed on it. The discharge is to be given back to the Soldier, by the Paymaster;—the latter only retaining as his voucher the duplicate certificates.

No. 4.

I certify, That ——— ———, of Captain ———, Company [——,] of the Regiment of ——, born in ———, in the State of ———, aged —— years, —— feet —— inches high, —— complexion, —— eyes, —— hair, and by profession a ———, was enlisted by ——— ———, at ———, on the —— day ——— eighteen hundred and ———, to serve for —— years, and is now entitled to a discharge by reason of ———

The said ——— ——— was last paid by Paymaster ——— ———, to include the —— day of ———, eighteen hundred and ———, and has pay due from that time to this present date.

He has been drawing $ —— per month for —— re-enlistment, under Sec. 2, act of August 4, 1854.

There is due to him —— dollars retained pay.

There is due to him —— dollars retained bounty.

There is due to him —— dollars on account of clothing not drawn in kind.

He is indebted to the United States —— dollars on account of extra clothing.

He is indebted to the United States ——

He is indebted to ——— ———, laundress at ———, dollars.

The cost of the ration at this post is —— cents.

Given in duplicate at ———, this ——— day of ———, 186—.

———— ————,
Commanding Company.

NOTE.—When a soldier transfers his certificates the transfer must be made on them, witnessed by a commissioned officer when practicable, or by some other reputable person known to the Paymaster.

NOTE 1. The amount of additional pay per month, if any, *for former services* under the act of *August 4*, 1854, must be carefully noted in the exact words on the *Muster Roll*.

2. Likewise, the amount due the soldier for a *certificate of merit*; or in lieu of a *commission* under Sec. 4, *act of August 4*, 1854.

3. So, also, of any other *extra* pay, for which he may be mustered; *ex. gr.* as acting *Hospital Steward*, as *Saddler*, &c., and which may be *still due* him.

4. Stoppages for *loss* or *damage* done to *arms*, or other *public property*, must be noted, and the *articles*, and *particular damage* to each specified.

5. Stoppages due, under the sentence of a Court Martial, must be *carefully* stated, with No. and date of order.

6. In cases of *desertion*, the *date*, and that of *delivery*, or *apprehension* must be given, together with a correct transcript of the order of *sentence* or *pardon*, whenever the final settlement of the man's accounts may be affected by either.

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