

the face and back of the return, when the names to be entered are numerous, lines in pencil should be drawn, sufficiently apart to be distinct, whilst a greater number of names can be given by entering the number of each rank and their names continuously on the same line for each of the headings *Extra* and *Daily Duty* and *Absent*.

65. The same contractions that are used in the Muster Roll in case of necessity are allowable here. (Par. 85.)

66. When a company is detached, and so remote from the head-quarters of the regiment that this return cannot reach them in less than ten days, a copy is sent (to the head-quarters of the army in time of peace, and) to the Adjutant-General, in order that they may be entered on the regimental return, which must be sent on in blank.

67. The heading of the company returns should always be made out in the name of the captain, whether present or absent.

Muster Rolls.

68. The MUSTER ROLLS are much the most important papers to make out, as well as the most difficult to execute. Companies are frequently kept without their pay for months, owing to the inability of the officers to make out the Muster and Pay Rolls.

69. On the last day of February, April, June, August, October, and December, these rolls should be prepared. One Muster Roll for the Adjutant-General and three Muster and Pay Rolls are required: two of the latter are for the paymaster, and one for the company, to be retained as a record.

70. To insure despatch and save time, the rolls may be commenced several days before muster, and completed to the column of Present, also all the *Remarks that it is known* must go on the roll, whether the man to whom they

keep a regular account of all books and blanks received and expended by him for the use of his company, and make a quarterly return of the same to the adjutant of his regiment. These returns will be consolidated with those of the regimental head-quarters, and forwarded in this shape by the adjutant, through brigade head-quarters, to those of the division. The assistant adjutant-general at division head-quarters will make similar returns to this office of the books and blanks received by him for distribution to his division."

138. Form 12 is furnished to aid officers in ruling out this return, as no blanks are furnished for the purpose. It shows what blanks companies are likely to receive, and how they are used, and in what proportions. The amount expended is what it is calculated will probably be destroyed in making out and filling up the blanks. (See Requisitions for Blanks, par. 214.)

Annual Return of Casualties.

139. This return is sometimes called for from the companies by the regimental commander, for the reason that the company commanders neglect to make the necessary papers to enable the adjutant to make this return for the regiment. If company commanders have forwarded their monthly company returns, return of deceased soldiers, and men joined, regularly and correctly, the adjutant can make out the annual return without calling upon the company commanders for a return from the companies.

140. No printed forms for company returns are furnished. Blanks are furnished for regimental returns. Form 13 is appended to enable company commanders to make out this return in manuscript on a sheet of letter paper if required.

141. The return is made out at the end of the calendar

beginners, as to prove them to be quite incomprehensible to inexperienced persons.

Note 1.—All officers and soldiers are to be taken up on the rolls so soon as *assigned* to the company by *competent authority*, whether they have yet *joined* or not, and to be *dropped* when similarly transferred from it.

Note 2.—Under the head of REMARKS, the *date* when any assignment takes effect, the *No.*, *date*, &c. of order therefor; the *date* of any officer or soldier's *joining*, whether *originally* or from *any absence*; the *date* of an officer's *assuming* or being *relieved* from *any command*, or *special duty*; the *description* of any *special*, *extra*, or *daily duty*, on which officers or soldiers may be; all changes of rank, by *promotion*, *appointment*, or *reduction*, with *date* of same, and *No.*, *date*, &c. of order; all *authorized stoppages*, *finer*, *sentences*, with *No.*, *date*, &c. of order, &c.; in case of ABSENCE, the *nature* and *commencement* of, *No.*, *date*, &c. of order, and *period* assigned for same (to be *repeated* on every roll while it lasts); if *wounded* in battle, or *injured* on duty,—if *sick* or *confined*, a remark to that effect; &c. &c.—must be *carefully stated*, opposite to the name of the person concerned, *with every thing else necessary*, either to *account fully* for every individual of the company,—to *guide the paymaster*,—or *insure justice* to the soldier, and to the United States.

Note 3.—In noting STOPPAGES to be made for *loss* or *damage* to public property, the *gross amount* due for *Ordnance*, for *Horse equipments*, for *Clothing*, &c., will be *separately stated*, in the order enumerated in par. 1332, G. R.

Note 4.—Additional pay, due under *Sec. 2, Act of Aug. 4, 1854*, will be thus noted, viz.: "*For 1st re-enlist. \$2 pr. mo.*;" or, "*For 2d re-enlist. \$3 pr. mo.*;" or, "*For 3d re-enlist. \$4 pr. mo.*," &c. &c. That due under *Sec. 3 of the same act*, thus: "*For cert. of merit, \$2 pr. mo.*" That due under *Sec. 4 of the same act*, thus: "*In lieu of comm., \$2 pr. mo.*"

Note 5.—The *instalments* of Bounty due under *Sec. 3, Act of June 17, 1850*, are paid as follows: $\frac{1}{10}$, $\frac{1}{8}$, $\frac{1}{6}$, $\frac{1}{4}$, at the end of the 1st, 2d, 3d, and 4th years respectively, the remainder at the expiration of enlistment: and will, under the head of REMARKS, be noted thus: "*Ret'd Bounty due 1st (or 2d, 3d, &c.) inst. \$—*" See G. O. 20 of 1850. Besides which, in the columns headed "BOUNTY PAID" and "BOUNTY DUE" must be entered, in figures, the *whole amount hitherto paid*, and the *whole amount yet due* on account of said bounty.

Note 6.—The "three months' extra pay" for re-enlistment under *Sec. 29, Act of July 5, 1838*, being paid by the recruiting officer, should not be noted on the Muster Rolls.

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Note 7.—The roll of those *belonging to the company* will be immediately followed by that of the officers and soldiers who since last muster *have ceased to belong to it*. These will be classed in the following order, viz.: DISCHARGED, TRANSFERRED, DIED, DESERTED; and the *utmost particularity* will be observed in the *remarks*, concerning them; DATE and PLACE will *in every case* be given, and *No., date, &c. of orders, or description of authority*, be always carefully specified. Soldiers discharged and re-enlisted, or who have deserted and been re-taken, since last muster, have their place in *both* of the above rolls.

Note 8.—The remark "*discharge and final statements given*" will be made opposite to the name of every discharged soldier to whom such papers *have actually been given*. But the blank spaces under the head of LAST PAID, are to be filled as usual.

Note 9.—In all cases of "*re-enlistment*" prior to the expiration of the term of service, the *discharge* on the old enlistment will be given at the time the soldier "*re-enlists*"—from and on which day his pay on the *new* enlistment will commence.

Note 10.—Within *three days* after each regular muster, the mustering officer, or commandant of the post, will transmit to the Adjutant-General a copy of the *Muster Roll* of each company. Blanks will be supplied from the Adjutant-General's Office, and will be *acknowledged* on the first Muster Roll forwarded after their receipt.

Note 11.—*Actions* in which the company, or any portion of it, has been engaged, *scouts, marches, changes of station, every thing of interest*, relating to the *discipline, efficiency, or service* of the company, will be *minutely* and carefully noted, with DATE, PLACE, DISTANCES MARCHED, &c. &c.

75. Note 1.—When the order is received promoting or appointing an officer, or transferring him to the company, he is taken up with the remark, "Promoted, or appointed, or transferred to company per Special Order No. —, dated War Department, Dec 15, 1862, vice Lieut. A. B., promoted, transferred, died, dismissed, or deserted," as the case may be. At the foot of the roll the officer's name will be entered under the proper heading, before the name of similar cases of soldiers who have ceased to belong to the company. Soldiers are taken up and dropped in a similar way, always stating the number of order, whence issued, and date.

76. Note 2.—There is a uniform way of making the remarks indicated in this note. The following will cover the majority of cases, viz. :—

Assigned to company, Jan. 1, 1863, per Special Order No. 1, dated War Department, Jan. 1, 1862.

Joined, Jan. 1, 1863, from leave of absence.

Assumed command of post, Jan. 16, 1862.

Relieved from command of post, Jan. 20, 1863, per General Order No 10, dated Head-Quarters Department of the West, Jan. 18, 1863.

On special duty as topographical engineer since Jan. 15, per Order No. 3, dated Fort Scott, Kansas, Jan. 6, 1863.

On extra duty as teamster in Quartermaster's Department since Jan. 15, 1863.

On daily duty as clerk in adjutant's office since Jan. 1, 1863, per Special Order No. 9, dated Head-Quarters, Fort Scott, Kansas, Jan. 1, 1863.

On daily duty as company cook since Jan. 15, 1863.

Promoted captain, per Special Order No. 10, dated War Department, Jan. 15, 1863.

Appointed corporal Jan. 1, 1863, per Regimental Order No. 15, dated Head-Quarters 2d U. S. Infantry, Fort Smith, Jan. 8, 1863.

Promoted sergeant, per Regimental Order No. 5, dated Head-Quarters 5th U. S. Infantry, Fort Smith, Arkansas, Jan. 10, 1863.

Reduced from sergeant, Jan. 7, 1863, per Regimental Order, dated Head-Quarters 4th U. S. Infantry, Fort Vancouver, W. T., Jan. 9, 1863.

Reduced from corporal, Jan. 10, 1863, per Order No. 5, dated Head-Quarters 5th U. S. Infantry, Jan. 15, 1863.

Due United States for ordnance, 25c.; for horse equipments, \$25 00; for extra clothing, \$2 90.

Paid for apprehension from desertion, \$30.

Due paymaster, 25c., amount overpaid on Muster Roll for November and December, 1862.

Due laundress, \$1 75.

Forfeited all pay due, by desertion, to Jan. 10, 1863, date of apprehension.

Due United States, \$3, per sentence of regimental court-martial, per Order No. 5, dated Head-Quarters 2d U. S. Infantry, camp on Platte River, N. T., Jan. 7, 1863.

The stoppages are made in the order here given.

On sick leave since Jan. 3, 1863, for two months, per Special Order, dated War Department, Dec. 20, 1862.

Sick in general hospital, St. Louis, since Dec. 10, 1862.

On detached service since Jan. 10, 1862, per order No. 1, dated Head-Quarters Department Missouri, St. Louis, Dec. 10, 1862.

Wounded in battle, Antietam, Md., Sept. 14, 1862.

Sick in hospital.

Confined.

In confinement undergoing sentence.

77. Note 3.—The order in which stoppages shall be made is given above. No stoppages can be made against a soldier's pay unless authorized by law or regulations.

78. Note 4.—Section 2, Act of Aug. 4, 1854, gives to a soldier who re-enlists within one month after having been honorably discharged from the service, \$2 per month, in addition to the ordinary pay of his grade, for five years after such re-enlistment, and \$1 per month additional for each successive period of five years' service, so long as he remains continually in service. Section 3 gives \$2 per month to those private soldiers who have received certificates of merit for services in the Mexican war, under act of March 3, 1847, section 17.

Section 4 gives to non-commissioned officers who were

recommended for promotion under the act of March 3, 1847, section 17, but did not receive the appointment, \$2 per month in lieu of commission. The notes show the manner of making the remarks.

79. Note 5.—The bounty allowed by the act June 17, 1850, only applies to those soldiers who enlisted previous to July 1, 1861, in the regular army. Those who have enlisted since, if they serve two years or more, are entitled to \$100. If any portion of the \$100 has been advanced, it must be entered in the column headed BOUNTY PAID, and deducted in their final settlement. The regulations (Reg. 1857, Par. 1192 and 1193) are sufficiently clear and explicit on the bounty allowed previous to July 1, 1861, under the act June 17, 1850.

80. Note 6.—This note is sufficiently explicit.

81. Note 7.—To comply with this note, it is necessary to have the previous Muster Roll, and all those who have ceased to belong to the company within the period of muster must be accounted for as required by this note. A soldier who is reported on the last roll as DESERTED, if retaken or he has surrendered himself, is taken up in proper place alphabetically, with the remark "Joined from desertion," after which succeed the remarks according to the nature of the case.

82. Notes 8, 9.—Note 8 is sufficiently clear, except that the date must not be omitted. Note 9 relates to act of July 5, 1838, section 29, which allows the three months' extra pay alluded to in note 6, and allows the soldier to enlist within one month after, or two months before the expiration of his enlistment.

83. Note 10.—Gives three days to perfect the rolls; yet mustering officers who do not belong to the post or command, and have many troops to muster, could hardly allow so much time.

84. *Note 11.*—The record required in this note should not be omitted, as a matter of justice to the company. There is no specified form for it. It should be simply a plain statement of what the company has been doing in the two months, in which the dates, places, and distances marched are important.

85. Where the space is limited, the remarks given in Par. 76 may be abbreviated, for which purpose the list of abbreviations in this book should be used.

86. The *Recapitulation* should correspond with the face of the return. It represents in numbers what is specified in detail on the roll. The receipt of blanks should be regularly accounted for in the proper columns.

87. The roll which is retained, is produced when the paymaster arrives, and the pay and stoppages as computed by the paymaster are copied on it. The three rolls are then signed by the men before payment. When a name is not signed by the soldier himself, it must be witnessed by the officer who witnesses the payment. An officer of the company must always be present when the men are paid. They are usually paraded with their side-arms on : the officer calls the names in the order on the roll, and the first sergeant sees that the right men come forward to get their pay. The sutler is authorized to be present at the pay-table, and each soldier as he receives his pay steps around to the sutler's table and pays his account. The sutler's account should be completed and acknowledged beforehand, and only for the months for which the men are paid : this will prevent any dispute of the accounts at the pay-table.

88. In order to make out the Muster Roll correctly, it is necessary to have, first, the retained roll of the previous muster ; the orders causing all important changes in the company in the two months ; the amount of clothing made up of each soldier who has overdrawn his account ; a record

of all fines imposed by court-martials on the men of the company, and also of all charges to be made against the men for public property that they are to be charged with.

89. The remarks with regard to *discipline, instruction, arms, &c.*, are made by the inspecting and mustering officer.

90. On the day of muster a check roll must be prepared of all the men who are present with the command but absent from parade, for the convenience of the mustering officer. It will include, ordinarily, those on guard, in confinement, sick in hospital, and those necessarily absent on extra duty; although these last should, if possible, be present to answer to their names.

Report of Damaged Arms.

91. This report is made after each muster, and is intended for the commanding officer of the regiment, corps, post, or garrison, to enable him to make the return required of him by the regulations of the Ordnance Department. (Reg. 1395.)

92. It is made out according to Form 6, and should state the nature of the damage to all arms, accoutrements, and implements, noting those occasioned by negligence or abuse, and naming the officer by whose negligence or abuse the damages were occasioned.

93. This return is intended to show the character of the damages to which arms, accoutrements, and implements are liable in the hands of troops, in order that the Ordnance Department may correct the defects in the manufacture. It is really an important report, although much neglected. Where a great variety are in use throughout the army, it gives authentic statistics, showing the defects of the various arms in use.