

PARTIAL

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MEMORANDUM INDEX,

FOR THE INFORMATION OF

OFFICERS OF THE PAY DEPARTMENT

OF THE

UNITED STATES ARMY,

TO

JUNE 30, 1863.

COMPILED IN THE OFFICE OF THE PAYMASTER GENERAL U. S. ARMY,

✓
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ADDITIONAL PAYMASTER, U. S. A.

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1863.

N. B.—These memoranda should be used in connexion with and auxiliary to the Military Laws and Official Regulations applicable to the service.

It is also recommended that all newly promulgated orders or rules be noted, as received from time to time, upon blank leaves inserted between the pages of this pamphlet, so as to continue the memoranda by new matter, or by modifications of existing rules.

PARTIAL MEMORANDUM INDEX

FOR INFORMATION OF

OFFICERS OF THE PAY DEPARTMENT U. S. ARMY,

TO JUNE 30, 1863.

ABSENCE WITHOUT LEAVE.

Officers of the army absent, with or without leave, from duty over six months, not to receive the allowances by law for servants, forage, transportation of baggage, fuel, quarters, either in kind or commutation.—*Act August 3, 1861; G. O. No. 54, 1861.*

Allowances stopped to officers absent from duty over six months.

Enlisted men absent from their regiments without authority are, in fact, *deserters*, and not only forfeit all pay and allowances, but are subject to punishment and the penalties for desertion.—*G. O. No. 65, 1862.*

Enlisted men absent without leave are deserters.

Officers and enlisted men absent without leave or proper cause, to receive no pay until they shall adduce evidence before a military court or commission to show that absence was occasioned by causes specified in General Order No. 92, 1862.—*G. O. No. 102, 1862.*

Officers and enlisted men absent without leave to receive no pay until, &c.

Pay cannot legally be withheld from a soldier who is *with his company*, except by sentence of a court-martial. Soldiers charged with absence without leave should be tried.—*See 21st article of war; Adjutant General to Paymaster General, July 28, 1862.*

Soldiers charged with absence without leave to be tried, or their pay cannot be withheld.

A soldier absent without leave, and subsequently restored to duty without trial, does not forfeit any pay which may have been due him when he absented himself, but does forfeit his pay *during* his absence.—*Second Comptroller, vol. 17, p. 330.*

Soldiers absent without leave forfeit pay during absence if restored to duty.

ABSENTEES.

Absentees restored to duty without punishment under the President's proclamation to forfeit their pay and allowances during their absence.—*Section 26, act March 3, 1863; G. O. No. 73, 1863.*

Absentees to forfeit pay, &c., when restored.

Any officer absent from duty *with* leave, except for sickness or wounds, shall, during his absence, receive half the pay and allowances prescribed by law, and no more; and any officer absent *without* leave shall * * * forfeit all pay or allowances during such absence.—*Section 31, act March 3, 1863; G. O. No. 73, 1863.*

Reduces pay of absent officers.

ACCOUNTS.

Accounts of disbursements of disbursing officers to be rendered to the Treasury Department *monthly*, (instead of quarterly, as heretofore,) within ten days after the expiration of each month.—*Act July 17, 1862; G. O. Nos. 91 and 92 of 1862.*

Disbursing accounts to be rendered monthly.

Account current to show where balances are deposited.

Paymasters must state, on each account current, where their balances are deposited; when not done, the accounts will be sent back and the paymaster called on for a special report why he has neglected to make such statement.—*Paymaster General, December 2, 1862, and circular letter of Paymaster General, June 8, 1858.*

Disbursing accounts, to whom transmitted.

Paymasters to send their disbursing accounts, including vouchers, (muster pay-rolls,) direct to Second Auditor, instead of, as heretofore, to the Paymaster General. In addition, to send a copy of "account current" and "monthly statement" direct to Paymaster General.—*Circular of Second Comptroller, August 4, 1862, (modified as in the following paragraph.)*

Disbursing accounts, when to be forwarded.

Senior paymasters in charge of districts to transmit disbursing accounts to Paymaster General immediately after the end of each month; other paymasters to make up and forward their accounts to Paymasters General at the earliest moment practicable after returning from payment of troops, except when very near the end of the month.—*Circular of Paymaster General, June 12, 1863.*

Affidavit of officer not an equivalent for lost vouchers.

In case of lost vouchers, parole testimony or the affidavit of the officer cannot be accepted by the accounting officers as equivalent to the vouchers necessary to the correct and prompt settlement of his account, as required by second section, act January 31, 1823.—*Second Comptroller, vol. 19, p. 292.*

Monthly statement by paymasters.

The monthly statement by paymasters of moneys received and expended must not be omitted.—*Paragraph 1350, Army Regulations; letter of Paymaster General, June 8, 1858.*

ADVANCES.

Advances to be charged on the rolls before payment.

The paymaster should, before payment, satisfy himself, by inquiry of the company commander, whether or not advances of money or clothing have been made to officers or soldiers by State authorities, or by individuals, or by the United States; if so, the amount of advance, in dollars and cents, by each, stated separately, should be entered on the rolls, and the gross amount be deducted as stoppages against the officer or soldier.

If no advances have been made, then the captain should certify at the bottom of the roll that the men furnished themselves with clothing, transportation, subsistence, &c., and that nothing is due for advances on their account to the United States, to any State, or any individual.—*Act of Congress, August 8, 1846; instructions of Colonel T. P. Andrews in 1861. (See "TRAVELLING ALLOWANCES.")*

Certificate proposed.

If necessary, insert the following certificate in the roll: "I certify, on honor, that during the within muster period all advances of money made to officers and enlisted men of the company, whether from funds furnished by the United States, by any State, or from captured funds or property, have been duly charged hereon as stoppages; and that all advances of clothing received from the United States, or from the State of ———, have been deducted, and that there are no stoppages chargeable against officers or men, except what have been noted hereon."

NOTE — Attention to the above is the especial duty of the mustering officer, and is particularly applicable to cases of muster-out at end of term of service. Paymasters give attention to this, not as their especial duty, but only to protect the public interests where they have reason to believe there has been positive neglect.

No person can, at his own option, create a legal claim on the United States by advancing his private funds or borrowing money for disbursement. No lien exists against the government in such cases, and the only remedy is by application to Congress. Nor has he an equitable claim until he shows that the expenditure enured to the benefit of the public.—*Second Comptroller, vol. 19, p. 116, &c.*

Advances of private funds for public purposes.

ADVANCE PAY.

(See under "PAY," "BOUNTY.")

AFRICANS.

Persons of African descent, employed under the provisions of section 15, act 166, of July 17, 1862, to receive \$10 per month, (and one ration,) \$3 of monthly pay to be in clothing.—*G. O. No. 91, 1862.*

Pay of Africans employed in service.

Persons of African descent who enlist under the act approved July 17, 1862, are entitled to *ten dollars per month and one ration, three dollars of which monthly pay may be in clothing.*—*G. O. No. 163, 1863; Secretary of War on Senator Lane's letter of June 1, 1863.*

Africans who enlist.

Two under cooks of African descent allowed to each company cook, at \$10 per month, \$3 of which to be for clothing.—*Section 10, act March 3; G. O. No. 73, 1863.*

Pay of Africans as under cooks.

AIDES-DE-CAMP.

Major generals are entitled to *three aides-de-camp*, to be taken from captains or lieutenants of the army.

Aids to major generals.

Brigadier generals to two aids, to be taken from the lieutenants of the army.—*Section 3, act July 22, 1861; section 3, act July 29, 1861.*

Aids to brigadier generals.

General officers of volunteers are not permitted to select their aides-de-camp from officers of the regular army.—*G. O. No. 57, 1861.*

Aids of volunteer generals, &c.

The appointment of additional aides-de-camp [act August 5, 1861] by major generals of the regular army, *commanding in the field*, is repealed. Those already appointed (July 17, 1862) to be continued.—*G. O. No. 91, 1862.*

Act for additional aids, &c., repealed.

The commander of an army corps is entitled to three aides-de-camp, one with the rank of major, and two with the rank of captain, to be appointed, on recommendation of the corps commander, by the President, with the advice and consent of the Senate.—*Section 10, act 166, July 17, 1862. See ("ARMY CORPS.")*

Aids to commanders of army corps.

The aides-de-camp of corps commanders are the only members of their staff whom they are allowed to take with them when detached from their commands.—*G. O. No 212, 1862.*

Aids of corps commanders allowed to accompany them, &c.

The aides-de-camp of corps commanders appointed under the law of July 17, 1862, must be considered in service until their commissions are revoked. Such aids are entitled to be paid, even though the corps commander may not be on duty, until their commissions are revoked.—*Decision of Secretary of War, case of Captain Puffer, aide-de-camp to Major General Butler, June 30, 1863.*

Aids of corps commanders entitled to pay, &c.

The general to certify to account of his aids.

The general should certify on the pay accounts of his aids that they have been mustered into the service of the United States as lieutenants, (of such a regiment,) and have been regularly appointed his aids, naming date and appointment, and have duly served as such during the time charged for.—*Paymaster General's office*, 1862.

ALLOTMENTS.

Allotments, how made.

The allotment or assignment of pay by volunteers for the benefit of their families will be made on a roll.—*G. O. No. 81*, 1861.

How remittance is made.

Paymasters to give drafts payable in New York city, to the order of those persons to whom allotments of pay are made by volunteers, the allotment certificates or rolls being procured (by commissioners appointed by the President) from the soldiers, duly certified in writing, and attested by some commissioned officer.—*G. O. No. 111*, 1861.

NOTE.—In some cases new allotment rolls have been made out, and the amounts requested to be remitted to the State treasurer for distribution.

Rule for cancelling allotments.

Allotments, being voluntary assignments, may, as to pay not previously transferred thereby, be cancelled upon proper notice. * * * Such allotments should not be cancelled without notice to the Paymaster General, of sufficient length of time to enable him to give notice to those who advance upon such allotments.—*Solicitor of War Department to Paymaster General*, April 23, 1863.

Both forms of allotment in force.

Both forms of allotment rolls, that of September 19, 1861, and of December 24, 1861, *G. O. No. 111*, are in force.—*Letter of Paymaster General*, June 19, 1862.

State agents for allotments to be recognized.

Agents appointed by the Governor of a State to obtain assignments of pay from volunteer soldiers will be recognized by paymasters, and all necessary facilities afforded them for that purpose.—*G. O. No. 41*, 1862.

APPOINTMENTS.

Army appointments made only by the President.

The President alone, by and with the advice and consent of the Senate, has power to make any appointments in the army. To no general has he delegated any portion of this power.—*G. O. No. 12*, 1862.

Volunteer officers commissioned by whom.

The governors of the States furnishing volunteers shall commission the field, staff, and company officers. Except that where volunteers from such States offer their services, and the State authorities have refused or omitted to furnish, the President shall have power to commission such officers.—*Section 4, act July 22, 1861; G. O. No. 49, 1861.* (See "VACANCIES," "OFFICERS," "STAFF APPOINTMENTS.")

ARTILLERY.

Regiment of artillery.

The following is the organization of regiments and companies of volunteer artillery:

Regiment of artillery (twelve batteries.)

1 colonel,	1 chaplain,
1 lieutenant colonel,	1 sergeant major,
1 major for every four batteries,	1 quartermaster sergeant,
1 adjutant (a company lieutenant,)	1 commissary sergeant,
1 quartermaster (a company lieutenant,)	1 hospital steward,
	2 principal musicians.

The field officers, chaplain, and regimental staff—commissioned and non-commissioned—will not be mustered or received into service without special authority from the War Department.

Battery of artillery.

Battery of artillery.

1 captain,	8 corporals,
1 first lieutenant,	2 musicians,
1 second lieutenant,	2 artificers,
1 first sergeant,	1 wagoner,
1 quartermaster sergeant,	122 privates,
4 sergeants,	2 African under-cooks.

To the above organization of a battery, one first and one second lieutenant, two sergeants, and four corporals, may be added at the President's discretion.—*G. O. No. 110, of 1863.*

Privates in excess of the legal organization have been ordered paid by the Secretary of War.

Privates in excess of legal complement to be paid.

G. O. No. 126, of 1862, was not intended to discharge privates of volunteers who are in excess.—*Secretary of War on letter of inquiry of Major Oakley, of November 5, 1862; War Department to Paymaster General, December 6, 1862.*

All regiments of foot (or heavy) artillery which serve exclusively in forts, or with siege trains, will be allowed the extra lieutenants and non-commissioned officers, as promulgated in General Order No. 110, 1863. In addition, each regiment will be allowed one surgeon and two assistant surgeons.

Heavy artillery regiments, what officers allowed.

The foregoing authority given on condition that in no case will the additional company officers be received or recognized until their respective companies are recruited to the *maximum* standard. Once full, and afterwards reduced by the casualties of *field service*, it is not intended that the companies shall be deprived of the full number of officers.

Additional officers, when received, &c.

Where regiments are to be or have been changed from infantry to artillery, the following rules to govern: 1st. The additional commissioned and non-commissioned officers cannot be received or mustered into service until the companies with which they are to serve have been recruited to the *maximum*. 2d. A second major can be recognized when there are men in the regiment sufficient to form eight maximum companies. The third major can be mustered in when the regiment is complete to the maximum.—*Secretary of War to Paymaster General, June 10, 1863.*

Infantry changed to artillery.

Surgeons and assistant surgeons are not allowed to batteries of light artillery. They are only allowed to regiments of heavy artillery when the companies are serving together.—*Secretary of War on inquiry of Major Judd, June 11, 1863.*

Surgeons and assistant surgeons not allowed, &c.

ARMY CORPS (STAFF OF.)

Staff of army corps, how constituted.

The staff of the commander of each army corps to be one assistant adjutant general, one quartermaster, one commissary of subsistence, one assistant inspector general, each with the rank of lieutenant colonel, to be assigned from the army or volunteers by the President, by and with the advice and consent of the Senate, on recommendation of the commander of the army corps.—*Section 10, act 166, July 17, 1862; G. O. No. 91, 1862.*

Officers permanently attached to army corps.

The assistant adjutant general, quartermaster, commissary of subsistence, and inspector general for each army corps, once assigned from the War Department, to remain permanently attached to their respective corps without regard to the movements of corps commanders, *unless otherwise assigned by the President.*

Aids may accompany their generals, &c.

The aides-de-camp authorized to corps commanders may accompany the generals for whom they are appointed in their changes of duty or station, except when assigned to a command inferior to an army corps, then their appointments will fall.—*G. O. No. 212, 1862. (See "AIDES-DE-CAMP.")*

ASSIGNMENTS OF PAY.

Assignments of pay, when valid.

An assignment of a claim for pay due by a non-commissioned officer or private, *previous* to discharge, is invalid under section 4, act May 8, 1792. A transfer *subsequent* to the discharge is valid.—*Second Comptroller to Paymaster General, July 29, 1856, vol. 19, p. 478.*

ASSISTANT SURGEONS.

Two assistant surgeons to each regiment.

Each regiment of volunteers in service of the United States to have two assistant surgeons.—*Act July 2, 1862; G. O. No. 79, 1862.*

Only one to each cavalry regiment.

The above is modified by law of July 17, 1862, section 11, of No. 166, giving only *one* assistant surgeon to a regiment of cavalry volunteers.—*G. O. No. 91, 1862.*

Restores the additional one, &c.

Act of Congress of January 6, 1863, gives, after that date, two assistant surgeons to each regiment of cavalry volunteers.—*G. O. No. 7, 1863.*

Pay of second assistant surgeons of cavalry, &c.

Physicians and surgeons appointed since the 2d of July, 1862, as second assistant surgeons in volunteer regiments of cavalry, duly mustered into the service of the United States, and who have actually performed the duties, shall be paid in like manner, &c., with other assistant surgeons of cavalry: *Provided*, Not more than two are allowed, and paid for services at one and the same time.—*Act No. 62, March 3, 1863; G. O. No. 73, 1863.*

BACK PAY.

(See "PAY.")

BANDS.

Regimental bands abolished.

Regimental bands of volunteers abolished, with leader, and ordered mustered out of service. Brigade bands formed out of regimental bandmen.

Brigade bands to have sixteen musicians, with pay formerly given to regimental bands. Leader's pay, \$45 per month, with emoluments and allowances of a quartermaster sergeant.—*G. O. No. 91, 1862; sections 5 and 6, act No. 165, July 17, 1862.*

Brigade bands.

No bands of volunteer regiments to be mustered into service after October 26, 1861.—*G. O. No. 91, 1861.*

New bands not allowed, &c.

The leader of a brigade band is to be inclusive of the sixteen musicians forming the band; he may be taken from either class and paid as leader. There is no objection to allowing the full number of first class and second class musicians even in an incomplete band.—*Adjutant General to Second Comptroller, November 1, 1862.*

Band leader.

First and second class musicians.

Regimental bands of the regular army, under act July 29, 1861, are not changed by law of July 17, 1862. Principal musicians are not of the band, and should not be taken for leaders.—*Adjutant General to Second Comptroller, November 1, 1862.*

Regimental bands of the regular army.

BOUNTY.

Every volunteer non-commissioned officer, private, musician, and artificer, who is discharged (honorably) after a service of two years or during the war, to receive a bounty of \$100 — *Section 5, act July 22, 1861; G. O. No. 49, 1861.*

Bounty of \$100.

The \$100 bounty to volunteers in section 5, act July 22, 1861, will not be entered on muster-rolls till the soldier is mustered out of service, but will be paid to volunteers discharged from service after two years' service.

Bounty not to be on rolls till mustered out of service.

The men enlisted in the regular forces after the *first day* of July, 1861, shall be entitled to the same bounties in every respect as those allowed or to be allowed to the men of the volunteer forces.—*Section 5, act July 29, 1861; G. O. No. 48, 1861.*

Regulars.

The heirs of volunteers who may die or be killed in service are entitled to the \$100 bounty, 5th and 6th sections, act July 22, 1861. These claims to be first audited in the Treasury Department.—*Section 6, act July 22, 1861; G. O. No. 49, 1861.*

Heirs of volunteers.

The \$100 bounty is not due for two years' service made up of dissevered periods—that is, where the volunteer has been discharged, as of nine months' service, and again enlisted.—*Decision of Second Comptroller.*

Bounty, for what period due.

Where the final papers of a discharged soldier, enlisted under the act of July 22, 1861, and previous to the act of July 5, 1862, show that he has served two years, and is honorably discharged, he is entitled to receive the \$100 bounty, though his final statements may not state in words that said bounty is due.—*Paymaster General to Major Taylor, May 26, 1863.*

Bounty due on final papers, &c.

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 date of enlistment, by reason of wounds received in battle, shall be entitled to receive the same bounty as is granted or may be granted to the same class of persons who are discharged after a service of two years.—*Act No. 63, March 3, 1863; G. O. No. 73, 1863.*

Discharged soldiers wounded to receive bounty.

Section 5, act July 22, 1861, and section 5, act July 29, 1861, to be so construed as to allow \$25 of the \$100 bounty to be paid immediately after enlistment to every soldier of the regular and

\$25 advance.

volunteer forces hereafter enlisted during continuance of existing war.—*Section 6, appropriation bill, July 5, 1862; G. O. Nos. 74 and 77, 1862.*

\$50 bounty.

The President authorized to accept the services of twelve months volunteers to fill up old regiments, to be on the same footing as other volunteers, with \$50 bounty, one-half of which to be paid on joining regiments, the other one-half at expiration of enlistment.—*Section 4, act 166, July 17, 1862; G. O. No. 91, 1862.*

Bounty and premium to be credited, &c.

When recruiting officers are not furnished with funds, the \$25 bounty and \$2 premium, allowed to volunteers enlisting in regular army, will be credited to the soldier, who has not already received it on the first muster-rolls after enlistment, to be paid by paymaster.—*G. O. No. 162, 1862.*

Bounty and premium, by whom paid, &c.

The advance bounty and premium should be paid by the United States mustering and disbursing officer at the time of muster into service. If not paid then, the amounts to be entered upon muster-in rolls, and continued upon every subsequent muster payroll until the soldier is paid by a paymaster.—*G. O. Nos. 90 and 163, of 1863.*

Limit of payment.

New regiments of volunteers organizing after August 15, 1862, not entitled to bounty and advance pay.—*G. O. No. 108, 1862; modified by subsequent orders. See G. O. 74 and 77, 1862; also, section 6, appropriation bill, July 5, 1862; also G. O. No. 163, 1863.*

Limit of advance bounty, &c.

Volunteer recruits to fill up old regiments not full to be paid advanced pay and bounty until September 1, 1862.—*G. O. 108, 1862, modified as above.*

Advance bounty and pay for old regiments.

Advance bounty and advance pay will be paid to those volunteering in old regiments.—*G. O. Nos. 99, 108, 162, 198, of 1862.*

Volunteers to fill up *new* regiments to be entitled to advanced bounty and pay till August 22, 1862.—*G. O. 108, 1862, modified as above.*

Advance bounty, &c., to 9 months volunteers.

Nine months volunteers are entitled to \$25 advance bounty and first month's pay (advance) on muster in of company or regiment.—*Section 3, act 166, July 17, 1862; G. O. No. 91, 1862.*

Advance bounty and premium paid by paymaster in certain cases.

When the \$25 advance bounty and \$2 premium have *not*, in *individual cases* of enlistment, been paid at time of muster in, the amounts will be entered on muster-rolls until paid by the paymaster. When not paid before discharge, the amounts for premium and bounty will be entered on the final statements for pay by the paymaster.—*G. O. No. 163, 1863.*

Advance bounty deducted, &c.

The advance bounty paid to enlisted men, to be charged against them when discharged, unless discharged upon surgeon's certificate of disability for wounds received or sickness incurred *since last enlistment*.—*Section 6, act No. 57, March 3, 1863; G. O. No. 73, 1863.*

Advance bounty to be entered on final statements and paid.

When not paid before discharge, the amounts due for bounty and premium will be entered upon the duplicate certificates for pay, and will be paid by a paymaster.—*G. O. No. 90, 1863.*

\$100 bounty to be paid if final papers show he is discharged on account of wounds.

A discharged soldier, discharged on account of wounds received in battle, is entitled to be paid by the paymaster the bounty of one hundred dollars, (act July 22, 1861, and approved March 3, 1863,) less the amount of advance bounty previously paid him; *provided* his final papers show *affirmatively* that he is discharged

on account of wounds received in battle.—*Paymaster General to Paymaster Taylor, May 28, 1863.*—[*Second Auditor forbids payment, as there is no special appropriation for such cases.*]

A volunteer soldier enlisted prior to date of President's proclamation, May 3, 1861, and of General Order No. 15, May 4, 1861, is not entitled to bounty of one hundred dollars, under act of July 22, 1861, General Order No. 49, 1861, and General Order No. 137, 1863.—*Decision of Solicitor of War Department, June 15, 1863.*

All payments of advance bounty to enlisted men who are discharged before serving out the term required by law for its payment in full shall be allowed in settlement of the accounts of paymasters; but hereafter, in all such cases, the amount so advanced shall be charged against the enlisted men, unless the discharge be upon surgeon's certificate for wounds received or sickness incurred since their last enlistment.—*Section 6, act 57, March 3, 1863; G. O. No. 73, 1863.*

Enlisted men discharged after two years' service, entitling them to bounty as in 6th section, act July 22, 1861, and 5th section, act July 27, 1861, the bounty due and remaining unpaid shall be credited upon their final statements and be paid like other arrearages by the pay department.—*G. O. No. 137, 1863.*

Bounty to volunteers on re-enlistments.—See "RE-ENLISTMENT."
All men enlisting in regular army for five years' service within ninety days from June 25, 1863, shall receive premium, advance pay and bounty of \$402, as follows:

Premium paid on enlistment.....	\$2 00
Advance pay, first payment after first muster.....	13 00
Advance bounty, paid at depot after being accepted....	25 00
Bounty to be paid at 2d regular pay-day after enlistment..	50 00
Bounty to be paid at first pay-day after 8 months' service	50 00
Bounty to be paid at first pay-day after 12 months' service.	50 00
Bounty to be paid at first pay-day after 2 years' service..	50 00
Bounty to be paid at first pay-day after 3 years' service..	50 00
Bounty to be paid at first pay-day after 4 years' service..	50 00
Bounty to be paid at expiration of service.....	75 00

This bounty shall be allowed and paid in the mode above provided to all those men now in the regular army whose terms expire within one year from this date, and who shall re-enlist at any time within two months before the expiration of their present term of service.—*G. O. No. 190, 1863.*

Volunteer infantry, cavalry, and artillery may be enlisted or re-enlisted for three years, or during the war, within ninety days from June 25, 1863, as veteran volunteers. They are to be between the age of 18 and 45 years, to have heretofore been enlisted, and to have served for not less than nine months.

A veteran volunteer recruit, enlisted as above, shall be entitled to receive from the United States one month's advance pay, and a bounty and premium of \$402, paid as follows:

On muster into service, one month's advance pay.....	\$13 00
On muster into service, premium.....	2 00
On muster into service, first instalment of bounty.....	25 00
At first regular pay-day two months after muster in....	50 00
At first regular pay-day after six months' service.....	50 00
At first regular pay-day after end of first year's service..	50 00

\$100 bounty,
when not due.

Advance bounty
to be deducted, &c.

Arrearages of
bounty.

Bounty for re-
enlisting.
Bounty to re-
cruits, &c.

Bounty extend-
ed to certain sol-
diers now in ser-
vice.

Bounty to re-
cruits for "veteran
volunteers" from
mustered-out or-
ganizations.

At first regular pay-day after eighteen months' service..	\$50 00
At first regular pay-day after two years' service.....	50 00
At first regular pay-day after two and a half years' service	50 00
At expiration of three years' service.....	75 00

G. O. No 191, 1863.

Bounty in full,
to whom due.

If the government shall not require these troops for the full three years, and they shall be mustered honorably out of service before the expiration of their terms of enlistment, they shall receive, on being mustered out, the whole amount of bounty remaining unpaid, the same as if the full term had been served.—*G. O. No. 191, 1863.*

Bounty due to
heirs of veterans
dying in service.

The legal heirs of those *who die in service* shall be entitled to receive the whole bounty remaining unpaid at the time of the soldier's death.—*G. O. No. 191, 1863.*

Nine months
militia, &c.

Volunteers or militia, now in service, *whose term of service will expire within ninety days* from June 25, 1863, and who shall then have been in service at least nine months, shall be entitled to the bounty and premium of \$402, provided they re-enlist, before the expiration of their present term, for three years or during the war, to be paid in the manner provided above, the new term commencing from date of re-enlistment.

Three years
volunteers, &c.

Volunteers serving in three years' organizations on the 25th June, 1863, may, *after the expiration of ninety days* from that date, re-enlist for three years or the war, and be entitled to the aforesaid bounty, and be paid as above. The new term to commence from date of re-enlistment.—*G. O. No. 191, 1863.*

CAVALRY.

The following is the organization of regiments and companies of volunteer cavalry:

REGIMENT OF CAVALRY.

Regiment cav-
alry.

Twelve companies or troops.

1 colonel,	1 chaplain,
1 lieutenant colonel,	1 sergeant major,
3 majors,	1 quartermaster sergeant,
1 surgeon,	1 commissary sergeant,
2 assistant surgeons,	2 hospital stewards,
1 regimental adjutant, (an extra	1 saddler sergeant,
lieutenant,)	1 veterinary surgeon,
1 regimental quartermaster, (an	1 chief trumpeter.
extra lieutenant,)	
1 regimental commissary, (extra	
lieutenant,)	

Company cav-
alry.

Company or troop of cavalry.

1 captain,	8 corporals,
1 first lieutenant,	2 trumpeters,
1 second lieutenant,	2 farriers, or blacksmiths,
1 first sergeant,	1 saddler,
1 quartermaster sergeant,	1 wagoner,
1 commissary sergeant,	From 60 to 78 privates,
5 sergeants,	2 African under-cooks,

G. O. No. 110 1863.

Privates in excess of the legal organization have been ordered paid by the Secretary of War. General Order No. 126, of 1862, was not intended to discharge privates of volunteers who are in excess.—*Secretary of War on inquiry of Major Oakley, November 5, 1862; War Department to Paymaster General, December 6, 1862.*

Privates in excess to be paid.

After January 6, 1863, each regiment of volunteer cavalry to have two assistant surgeons.—*G. O. No. 7, 1863.*

Two assistant surgeons allowed.

Each company of cavalry to have from sixty to seventy-eight privates.—*G. O. No. 7, 1863.*

Number of privates required.

The grade of supernumerary second lieutenant, the two teamsters for each company, and one chief farrier and blacksmith for each regiment of cavalry, abolished.

Supernumerary 2d lieutenant, &c abolished.

Each company of cavalry to have two trumpeters, with pay of buglers.

Two trumpeters allowed.

Each regiment of cavalry to have one veterinary surgeon, with rank of sergeant major, and with compensation at \$75 per month.—*Section 37, act March 3, 1863; G. O. No. 73, 1863.*

One veterinary surgeon allowed.

A veterinary surgeon cannot be considered as an "enlisted man." He may have been such when he became a veterinary surgeon, with the rank of regimental sergeant major, for all purposes of drawing his pay. The word compensation is synonymous with pay or salary; it cannot be considered as equivalent to pay, emoluments, and allowance of 40 cents per day for his horse.—*Second Comptroller, June 15, 1863.*

Veterinary surgeon, how considered.

A chief farrier, mustered out of service as not belonging to legal organization of cavalry, but supernumerary, by decision of Secretary of War, to be paid \$21 per month.—*Adjutant General to Paymaster General, May, 1863.*

Chief farrier.

All claims by supernumerary second lieutenants of cavalry volunteers for pay, to be refused by paymasters, and to be referred to War Department for adjustment.—*Adjutant General to Paymaster General, March 18, 1863.*

Supernumerary.

CERTIFICATES OF DISCHARGE.

When certificates of discharge are lost, application for payment is to be made to Second Auditor of the Treasury.—*G. O. No. 30, 1863. (See "DISCHARGES.")*

Lost certificates.

CHAPLAINS.

After being appointed by the regimental commander, as provided for in section 9, act July 22, 1861, the chaplain must be mustered into the service by an officer of the regular army.—*G. O. No. 44, 1861.*

Chaplain, how mustered in.

One chaplain allowed to each regiment of the army.—*Act 38, August 3, 1861; G. O. No. 54, 1861.*

Number.

Chaplains of permanent hospitals, authorized to be appointed by the President, (one for each hospital,) whose pay to be the same as regimental chaplains, and subject to same rules as to leaves of absence.—*Act May 20, 1862; G. O. No. 55, 1862.*

Chaplains of permanent hospitals, how appointed and paid.

No person to be appointed a chaplain who is not a regularly ordained minister of some religious denomination, and who does not present testimonials of good standing, with a recommendation

Qualifications.

for his appointment by not less than five accredited ministers belonging to some authorized ecclesiastical body. He must be mustered into service by an officer of the regular army, and be borne on the field and staff roll of the regiment.—*Sections 8 and 9, act July 17, 1862; G. O. No. 91, 1862; G. O. No. 78, 1862; G. O. No. 126, 1862.*

Chap'lans to certify, &c.

The chaplain to certify on his pay account that he was actually on duty during the time charged for.—*Section 9, act July 17, 1862.*

Hospital chaplains entitled to pay.

Where the Senate failed to confirm chaplain's appointment (hospital chaplain) the adjutant general decides he is entitled to pay (if he have been on duty) to date of receipt of notice of expiration of his appointment.—*Decision on pay account of Chaplain John A. Spooner, filed with Judge M. Blair's letter, May 14, 1863.*

CLERKS OF PAYMASTERS.

Appointment of clerks to paymasters.

Paymasters, in letters to Paymaster General, nominating their clerks, to state date of appointment and *place of residence* at time of appointment. The date of appointment must not antedate the approval of the paymaster's bond. The letter to be accompanied by oath of clerk, filled up from printed form from War Department.

Additional clerks.

Paymasters have authority, under the special direction of the Paymaster General, to employ such additional clerks as may be necessary for the discharge of their duties.—*Adjutant General to Paymaster General, June 17, 1861.*

CLAIMS FOR PAY, ASSIGNMENT OF.

(See under "ASSIGNMENTS OF PAY" and "PAYMASTERS.")

CLOTHING.

Commuted value of clothing for volunteers.

Clothing for an officer's servant is commuted at \$2 50 per month. Non-commissioned officers, musicians, artificers, and privates of volunteers are allowed \$3 50 per month, or \$42 per annum, as commutation of clothing when not furnished in kind.—*Section 5, act July 22, 1861.*

Clothing transferred for issue.

All clothing provided heretofore by State authorities, and not issued, to be turned over to officers of the Quartermaster's Department for issue to the troops. Clothing allowance under army regulations not to be exceeded.—*G. O. No. 18, 1862, dated February 21, 1862.*

Issues of extra clothing to sick and wounded.

On requisition of medical officer in charge of hospital or depot of sick and wounded, the Quartermaster's Department shall issue such regulation clothing as may be necessary to health of sick and wounded, to replace that lost by casualties of war. Such issues to be gratuitous, and not to be charged.—*G. O. No. 85, 1862.*

Clothing accounts of volunteers to be settled once a year.

The clothing accounts of volunteer soldiers to be settled after they have been one year in service, (*that is, settled to the end of each man's enlistment year,*) and the data stated on first muster-

roll for pay after expiration of such year. Muster for pay-rolls are not valid if this be omitted.—*G. O. No. 97, 1862.*

NOTE—If the soldier's clothing account has, however, been settled to some date short of, or perhaps exceeding, the period of his enlistment year, it is best to consider the next year for settlement as dating from such last settlement.

The clothing accounts of volunteers are to be settled every year. The money value of clothing drawn in kind to be stated on the rolls, and the paymaster then to make the calculations. Balances of clothing account due the soldier to be paid him on the rolls.—*Decision of Paymaster General, February 12, 1863.*

When, by the casualties of the service, company clothing books have been lost, the next payments to the troops to be made without considering the clothing account. The soldier's clothing account to be considered balanced, and he be paid accordingly.—*Secretary of War on Major Oakley's appeal of November 5, 1862.*

When a soldier has drawn clothing in advance, but not more than he was entitled to at time of issue, and subsequently discharged without fault imputed to him, no deduction should be made on account of the clothing received.—*Second Comptroller, May, 1850.*

A private soldier, who, previous to receiving his allowance of clothing, receives and accepts a commission in the army, is not entitled to his clothing.—*Second Comptroller, October 31, 1846.*

In calculating payments for undrawn clothing (regular soldiers) the ratio of the full term of five years should govern.—*Quartermaster General to Second Comptroller, May 23, 1850.*

Clothing accounts, how settled on the rolls.

Clothing accounts, how settled when company books have been lost.

No deduction for clothing in certain cases.

Promoted privates cannot draw clothing.

Payments for undrawn clothing.

COMPANY COMMANDERS.

Detachments composed of parts of companies do not entitle to the ten dollars per month for commanding company.—*Decision of Second Comptroller, October 6, 1856.*

Company commanders absent on duty less than *thirty* days do not forfeit the ten dollars for commanding company.—*Paragraph 1325, Army Regulations.*

Recruiting detachments equal to the numerical force of a full company, entitle the commander to ten dollars additional under act March 2, 1827.—*Second Comptroller, January 24, 1838.*

A subaltern officer doing duty as an acting assistant commissary of subsistence, and commanding a company, is entitled to allowance of ten dollars per month for responsibility of clothing, &c., in addition to his twenty dollars as acting assistant commissary.—*Second Comptroller to Lieutenant Benét, November 20, 1854.*

Detachments from parts of companies, &c.

When \$10 per month is forfeited.

\$10 allowed, &c.

Subaltern, entitled to, &c.

CONSCRIPTION.

All persons enrolled under the conscript act shall, when called into the service of the United States, be placed on the same footing in all respects as volunteers for three years or during the war, including advance pay and bounty, as now prescribed by law.—*Section 11, act March 3, 1863; G. O. No. 73, 1863.*

Drafted men, how regarded.

When pay commences.

Drafted men under conscript law are entitled to pay from date of reporting at county rendezvous.—*Decision of Secretary of War, April 28, 1863; G. O. No. 99, 1862.*

Not to forfeit pay, when.

Drafted men do not forfeit pay, &c., when discharged for disability within three months from date of enlistment.—*Decision of Secretary of War, May 5, 1863.*

Pay of members of enrolling board.

The compensation of the *surgeon* and *citizen* of enrolling board under conscript law to be that of an assistant surgeon United States Army of less than five years' service. "*The time actually employed,*" for which these officers are entitled to compensation, to mean the period from date of acceptance of their appointments to the date of receipt of notice of dissolution of the board by the War Department.

The provost marshal and the commissioner and surgeon of the board to be paid on officers' pay accounts, except that the account shall have, for the last two, the certificate of the provost marshal of the identity of the person, and that he was actually employed during the time charged for.—*Provost Marshal General to Secretary of War, May 16, 1863.*

Enrolling board, by whom paid.

Payment shall be made to them (members of enrolling board) and to the provost marshal by the pay department.—*Regulations Provost Marshal General's Bureau, paragraph 55.*

CONSOLIDATION.

Companies consolidated, &c.

No company formed by consolidation of the companies of a reduced regiment shall exceed the maximum number prescribed by law.—*Section 19, act March 3, 1863, in G. O. No. 73, of 1863.*

Rules for.

Rules for consolidating regiments and companies under act March 3, 1863.—*G. O. No. 86, 1863.*

COOKS.

(See under "PAY" for compensation of "under-cooks.")

DESCRIPTIVE LISTS.

Description, how obtained, &c.

When a soldier is received in hospital without his descriptive list, the medical officer is to report the fact to the military commander, who will at once call on the company commander to furnish the history of the man's pay, clothing, &c.—*G. O. No. 36, 1862.*

No payment on descriptive list.

No payments to be made on a soldier's descriptive list. (See under "PAY" and "ORDNANCE SERGEANT.")

DESERTERS.

(See "ABSENTEES," "FURLOUGHs," "ABSENTEES WITHOUT LEAVE.")

Deserter forfeits all arrearages.

All arrearages due a deserter are forfeited by his desertion.—*Decision of Second Comptroller.*

Pay due to a deserter restored to duty without trial.

A deserter restored to duty without trial is entitled to pay from date of last payment to date when he absented himself without leave, and from date when he gave himself up to date of ———. Having been restored to duty without trial as a deserter, his ab-

sence does not work forfeiture of either retained pay or extra pay for other service.—*Second Comptroller, September 7, 1854.*

The pay of a deserter may be applied to refund an overpayment made to him by a paymaster.—*Secretary of War overruling decision of Second Comptroller, July 13, 1859.*

No deserter shall be restored to duty without trial, except by the authority competent to order the trial. An apprehended deserter, or one who surrenders himself, shall receive no pay while awaiting trial. * * * *Recruiting regulations, December 1, 1862.*

In reckoning the time of service, and the pay and allowances of a deserter, he is to be considered as again in service when delivered up as a deserter to the proper authority.—*Recruiting regulations December 1, 1862.*

DISCHARGES.

The formal "discharge" should have upon it the indorsed order of the officer granting the discharge, the same as that required by the "regulations" to be placed upon the "certificates of disability."—*G. O. No. 83, 1861.*

When discharge papers are transferred, the transfer must be made upon the certificates, or "final statements," as they are called, and must be witnessed by a commissioned officer when practicable; and, to guard against the fraudulent use of such papers, the officer should also indorse the fact of transfer upon the "discharge."—*Note to form 4, regulations Pay Department.*

No volunteer will be discharged upon surgeon's certificate of disability until the certificate shall have been first submitted to the medical director, and have been approved and countersigned by him.—*G. O. No. 39, 1861.*

The "final statements" should show the date when and place where the soldier joined for service, the date of last payment of soldier, or *if he has never received any pay*; and should show the date to which his clothing account was last settled, or that clothing allowance is due him from such date, (or from date of enlistment, if never settled,) together with the money value of clothing drawn in kind since enlistment, or since last settlement, as the case may be. There should be a list of articles of clothing furnished the soldier (or their money value) by the United States, or by his own State, stated upon the "final statements." All other stoppages should also be stated as for loss or damage to arms, accoutrements, &c., giving list of articles so stopped.—*G. O. Headquarters Army, No. 30, 1861.*

When surgeon's certificates of disability are sent to the commander empowered to grant a discharge, they will be accompanied by the blank (discharge) referred to in paragraph 165, Army Regulations, upon which the commander will indorse the same order for discharge as upon the certificates of disability.—*G. O. No. 83, 1861.*

Commanders of departments or corps d'armée are authorized to grant discharges to commissioned officers of volunteers.—*G. O. No. 45, 1862. (See "MUSTER-OUT.")*

Even if discharge papers are lost or destroyed, no officer is authorized to replace them by duplicated discharges, certificates of discharge, or final statements; nor any certificate in lieu of

Deserter's pay, how applied.

Deserter, how restored.

Deserter, when again considered in service.

Order of commanding general to be indorsed on discharge.

Transfer of discharge papers.

Medical director to approve, &c.

Final statements, how made out.

Discharge to be forwarded for indorsed order of discharging authority.

By whom officers are discharged.

Duplicate discharges forbidden.

discharge—all such duplicated papers are peremptorily forbidden.—*G. O. No. 86, 1862, paragraph 165, Army Regulations.* (See “CERTIFICATES.”)

Discharging authority to furnish final statements.

Officers granting discharges to soldiers absent from their companies are to furnish them with “final statements” and certificates of discharge.—*G. O. Nos. 53 and 68, 1862.*

Duty of medical inspector general and medical inspectors.

The medical inspector general and medical inspectors are to indorse certificate of the soldier's discharge on the certificates of disability.—*G. O. No. 65, 1862.*

NOTE.—This is the authentication of the soldier's discharge, instead of the printed discharge required in paragraph 165, Army Regulations.

Chief medical officer of hospitals in a city, &c.

The chief medical officer in charge of all the general hospitals in a large city to cause certificates of disability to be made out for such men as should be discharged, and forward them to the military commander of the city. The final statements and all the discharge papers will be made out under the supervision of the military commander, and be signed by him.—*G. O. No. 36, 1862.*

President's appointments, &c.

All discharges and acceptances of resignations of officers of volunteer staff who have been appointed by the President are irregular, and must be confirmed by the President.—*G. O. No. 40, 1862.*

Discharge of paroled prisoners.

The discharge of paroled prisoners of war under *G. O. No. 65, 1862*, is rescinded.—*G. O. No. 72, 1862.*

Enlisted men regular army, &c.

Non-commissioned officers and privates of the regular army are to be discharged on receiving commissions.—*G. O. No. 107, 1862.*

Discharges, by whom granted.

Discharges are only valid when signed by a military commander, or the general commanding a department or army corps, the medical inspector general, or a medical inspector of the army. In other cases of discharge, besides those for disability, the final statements are to be furnished, as usual, by the company commander. When mustered out of service a discharge should be furnished, but no final statements, as the muster-out roll takes their place, and the soldier is paid thereon. The discharge itself should *always* bear the signature of the party granting it, or it cannot be recognized.—*Decision of Secretary of War, A. G. O., November 8, 1862, and G. O. No. 53, 1862.*

Dishonorable discharge.

Payments on dishonorable discharge. (See “PAY.”)

Discharges may be granted, &c.

In cases of serious disability from wounds or sickness, and on the certificate of a private physician in good standing, soldiers may be discharged by the military commander, on the prescribed form of certificates of disability.—*G. O. No. 65, 1862.*

No discharges for rheumatism.

No discharges will be given on account of rheumatism.—*G. O. No. 65, 1862.*

No pay to soldiers discharged within 3 months after enlistment.

In case any volunteer shall be discharged within three months after entering service for a disability which existed at the time of enlistment, he shall receive neither pay nor allowances, except subsistence and transportation to his home. The certificate given by the surgeon will in all cases state whether the disability existed prior to the date of muster, or was contracted after it.—*G. O. No. 51, 1861.* (See “CONSCRIPTION.”)

Paymaster to indorse “paid,” on discharge.

When paying upon “final certificates,” the paymaster will write upon the soldier's discharge the word “PAID,” and sign his name, before returning the discharge to the soldier.—*Circular of Paymaster General, June 13, 1861.*

In all claims of pay by discharged soldiers, the *duplicate* certificate of enlistment, service, &c., as prescribed in regulations of pay department, must be produced.—*Second Comptroller, vol. 12, pp. 358, 360.*

Duplicate final statement must be produced.

When from the situation of his company, or the nature of the service, a soldier cannot receive his discharge when his time expires, and is from necessity retained in service, *he is to be paid up to the time of his actual discharge.*—*Second Comptroller, vol. 6, p. 149.*

Pay on discharge subsequent to expiration of term.

A private soldier of militia or volunteers, who is *illegally and against his will* discharged from service, is entitled to his pay up to time of discharge of the company to which he belonged, or to expiration of his term of enlistment.—*Second Comptroller in Hay's case, June 6, 1849.*

Illegal discharge entitles to pay to time of discharge of company.

A soldier convicted by civil authority of a crime, and thereby withdrawn from the service of the United States by his own fault, forfeits all pay, &c., due him at the time of his conviction.—*Second Comptroller, July 22, 1855, vol. 18, p. 350.*

Soldier convicted of a crime forfeits his pay.

A soldier tried and acquitted by civil authority, or discharged without trial, is entitled to pay for the time he was in custody.—*Second Comptroller, January 8, 1844.*

Tried, acquitted, &c.

A soldier *dishonorably* discharged, *at any time*, from the United States, *as a punishment*, is not entitled under existing laws to travel-pay and allowances from place of discharge to his residence.—*Second Comptroller, September 24, 1853, and Secretary of War, November 11, 1853.*

No travel pay in certain case.

Bounty of \$100 to soldiers discharged for wounds received in battle. *See "BOUNTY."*

Bounty of \$100 for wounds received.

Payments of advanced bounty to be deducted on discharge before expiration of term. (*See "BOUNTY."*)

Advanced bounty deducted in certain cases.

Bounty for two years' service to be paid, though not stated on final papers. (*See "BOUNTY."*)

\$100 bounty, &c.

Bounty of \$100, with deduction of advance bounty. (*See "BOUNTY."*)

Arrearages of bounty to be paid by pay department when charged on final statement. (*See "BOUNTY."*)

Arrearages.

Second Comptroller has decided that soldiers discharged for disability with only a furlough or descriptive roll are entitled to pay, *provided* there is satisfactory evidence of the identity of the claimants, and that the payments are duly certified to the Second Auditor, and with the understanding that measures are taken to have the same properly noted on the rolls of the company to which the men are attached.—*Second Comptroller to Paymaster General, February 5, 1862. (This has more especial reference to action in Auditor's office.)*

Pay of discharged soldiers on incomplete papers.

When a soldier has drawn clothing in advance, but not more than he was entitled to at the time of issue, and subsequently discharged without his fault, no deduction should be made on account of clothing received.—*Second Comptroller, May, 1850.*

Soldier discharged who has drawn advance clothing.

DISMISSED OFFICERS.

(See paragraphs 1313 and 1316, Army Regulations.)

Dismissed officers of volunteers, how paid.

An officer dismissed from the service is not entitled to pay beyond the day on which the order announcing his dismissal is received at the post where he may be stationed, unless a particular day beyond the time be mentioned in the order.—*Army Regulations, paragraph 1313.*

Limit of pay.

Where an officer is dismissed to take effect on a certain day, he is not entitled to pay beyond that date.—*Decision of Adjutant General.*

A dismissed volunteer officer must also present a certificate from his proper commanding officer or regimental adjutant of the date on which the order of dismissal was received at his station. The colonel or quartermaster of his regiment should also furnish him with a certificate that he is or is not indebted to the United States on account of property or pay.

Entitled to pay to receipt of order.

If a dismissed officer is *mustered present* for pay up to date the order was received dismissing him, he can be paid accordingly, upon the production of satisfactory evidence as to its non-receipt, provided there has been no one else drawing pay for the same position.—*Decision of Secretary of War, April 18, 1863, case of Captain J. G. Holmes, who did not receive order dismissing him for a year after its date.*

Pay, when due.

Dismissed officer restored to rank and duty is entitled to pay from date of order restoring him to duty.—*Paymaster General, case of Lieutenant Vaughn, 1st Marine Battery, May 18, 1863.*

Pay of restored officers.

It is a uniform rule that when an officer (army or navy) is out of service, and is restored by reappointment, he cannot receive pay for the interval, except by act of Congress.—*Second Comptroller, vol. 15, p. 394.*

When not entitled to pay.

An officer restored to the service either by the revocation of the order of dismissal or discharge, or by simple restoration, is not entitled to pay for the period that he was out of service, unless it is ordered by the War Department.—*Decision of Secretary of War, July 7, 1863.*

Drafted men.

DRAFTED MEN.

(See under "CONSCRIPTION.")

Drafted men who subsequently volunteer.

Drafted men who subsequently volunteer.—(See under "PAY.")

ENGINEERS.

Regiment of engineers.

The following is the organization of volunteer engineers :

REGIMENT OF ENGINEERS.

Twelve companies.

1 colonel,
1 lieutenant colonel,
3 majors,

1 chaplain,
1 surgeon,
2 assistant surgeons,

1 adjutant (a company officer),	1 hospital steward,
1 quartermaster (a company officer),	3 quartermaster sergeants,
	3 commissary sergeants.

Company of engineers.

Company of engineers

1 captain,	10 sergeants,
2 first lieutenants,	10 corporals,
1 second lieutenant,	64 artificers,
2 musicians,	64 privates.

General Order No. 177, 1862.

Regiments and companies mustered into service as volunteer engineers, pioneers, or sappers and miners, under orders of the President, Secretary of War, or by authority of the commanding general of a military department, or which, being mustered into service as infantry, shall have been reorganized and employed as engineers, &c., &c., are to be recognized and accepted as volunteer engineers, with pay of engineers of regular army.—*Sec. 20, act 165, July 17, 1862; G. O. No. 91, 1862.*

Regiments and companies of volunteer engineers to be recognized.

There is no extra pay for an adjutant or regimental quartermaster of volunteer engineers. Thirty-four dollars per month is all a regimental quartermaster sergeant or commissary sergeant can have.—*Decision of Secretary of War on Major Febiger's inquiry, May 29, 1863.*

Pay of adjutant, &c., volunteer engineers.

ENROLLING BOARD.

(See "CONSCRIPTION.")

EXTRA PAY.

Non-commissioned officers should not be detailed for extra duty as cooks and nurses in hospital, and therefore are not entitled to pay as extra-duty men.—*Decision from Adjutant General's Office, March 18, 1863.*

Non-commissioned officers not detailable, &c.

Enlisted men now or hereafter detailed to special service shall not receive any extra pay for such service beyond that allowed to other enlisted men. Men detailed from invalid detachments for cooks and nurses in hospital, or for any other extra duty, are not allowed extra pay in any case.—*G. O. No. 69, 1863.*

Extra pay not allowed, &c.

Soldiers employed as hospital attendants are not entitled to extra pay, the law of March 3, 1863, cutting off all such allowances.—*General Order No. 69, 1863.*

Hospital attendants, &c.

FEMALE NURSES.

Female nurses, instead of soldiers as nurses, are only allowed in general or permanent hospitals; the number to be indicated by the Surgeon General or surgeon in charge of the hospital; they are to be mustered and paid on the hospital rolls; are allowed 40 cents per day, and one ration in kind, or commuted at cost price, (ration commuted by subsistence department,) and are entitled, in addition, to transportation in kind.—*Sec. 6, act August 3, 1861; G. O. No. 59, 1861.*

Female nurses, at allowance and pay.

FINAL STATEMENTS.

(See "CERTIFICATES," "DISCHARGES.")

Final statements, when lost.

Final statements, when lost, how to proceed.—*Paragraph 1341 Army Regulations, 1861; and G. O. No. 86, 1862.*

Duplicated papers forbidden.

Duplicate final statements forbidden. (See "DISCHARGES.")

FORAGE.

Forage allowed in kind only.

The allowances for forage to mounted officers are not to be commuted, but they are to draw forage in kind for each horse actually kept by them, when, and at the place where, they are on duty (not exceeding the number authorized by law of July 17, 1862).—*Section 1, act 165, July 17, 1862; G. O. No. 91, 1862.*

When forage may be commuted.

When forage in kind cannot be furnished by the proper department, officers entitled to it may commute, on quartermaster's or commanding officer's certificate; if on detached duty their own certificate will suffice. Officers on leave of absence are not entitled to forage or commutation therefor.—*G. O. No. 132, 1862.* (See "HORSES," "MOUNTED OFFICERS.")

NOTE.—Commutation of forage allowance does not seem to be reasonable where the mounted troops, with whom the officer served, have been supplied by the proper department with forage in kind. Issues to the troops suppose issues equally practicable to officers serving with them.

FORGED INDORSEMENTS.

Payment on forged indorsement not allowed.

A payment made by a paymaster on treasury certificates, on a forged indorsement, cannot be allowed, nor can a duplicate issue.—*Second Comptroller, vol. 19, p. 116.*

Payments to a man not a volunteer officer.

Pay to a man fraudulently representing himself to be a volunteer officer, there being no such officer, not allowed in auditing disbursing accounts. (See under "PAY.")

FUNDS.

Transfer of funds to other departments forbidden.

Transfers of funds from the pay department to other departments of the service are forbidden.

Paymasters' funds turned over, &c.

Paymasters are justified in disobeying the order to turn over the public funds appertaining to the pay department for any object not legitimately belonging to it.—*Paragraph 1026, Army Regulations; letter of Paymaster General, October 19, 1861.*

Receipts in blank forbidden.

Funds turned over to other paymasters or refunded to the treasury are to be entered in "account current," but not in abstracts of payment.—*Paragraph 1345, Army Regulations.*

Receipts for public money or property in blank are not to be given or taken.—*G. O. No. 93, 1861.*

FURLOUGHES.

Furloughs forbidden except in certain cases.

Furloughs are not to be given by colonels or captains on any pretext whatever. In cases of serious disability a military commander may give (upon the certificate of a physician in good

standing) a written furlough for not exceeding thirty days.—*G. O. No. 65, 1862. This authority rescinded in G. O. No. 78, 1862. See below where furloughs are again allowed.*

Furloughs given to soldiers by captains of companies, or by colonels of regiments, will not relieve them of the charge of desertion.—*G. O. No. 65, 1862. Set aside and replaced by section 32, act March 3, 1863; G. O. No. 73, 1863.*

Furloughs to enlisted men discontinued.—*G. O. No. 78, 1862; set aside by G. O. No. 73, 1863.*

No payments will be made to enlisted men on furlough.—*G. O. No. 86, 1862.*

Thirty days' furloughs may be granted by regimental and battery commanders to five per centum of enlisted men, subject to approval of commander of the forces where they serve.—*Section 32, act March 3, 1863; G. O. No. 73, 1863.*

HOME GUARDS OR RESERVE CORPS.

All organizations mustered into the service of the United States for duty only in limited localities, or upon certain contingencies, without the authority of the government, cannot be paid. The State militia of Missouri, authorized in *G. O. No. 96, 1861*, is an authorized exception to this.—*Letter of Paymaster General, October 23, 1861, and A. G. O. October 25, 1861.*

Home Guards have been paid under special provisions of *G. O. No. 31, March 27, 1862*, and orders of Major General Halleck's, *G. O. No. 25, 1862.*

HORSES.

Officers are allowed for horses in law of July 17, 1862: major general, 5; brigadier general, 4; colonels, lieutenant colonels, majors, captains and lieutenants of cavalry, (and light artillery,) or having the cavalry allowance, 2 each; chaplains, 1 only.—*Section 2, act 165, July 17, 1862; G. O. No. 91, 1862. (See "FORAGE.")*

HORSE AND HORSE EQUIPMENTS.

Forty cents per day for use of horse and equipments is allowed by law to each non-commissioned officer, artificer, musician, and private of cavalry volunteers who furnishes his own horse and horse equipments, except that when the horse shall become disabled or die, the allowance shall cease until the disability is removed or another horse supplied.—*Act July 22, 1861, section 5.* The allowance is only for one horse and equipments, and both to be the man's own property. If the horse equipments are furnished by the United States, the forty cents per day is not to be paid unless the value of the equipments (government price) is entered on the rolls as a stoppage. Volunteer field and staff and company officers of cavalry are not entitled to this allowance.—*Decision of Paymaster General, in 1861.*

The law of July 22, 1861, allowing company officers of cavalry the forty cents per day for use and risk of horse, &c., was repealed by *section 10, act 165, July 17, 1862; G. O. No. 91, 1862.*

Not allowed to leader of cavalry band.

Forty cents per day for use and risk of horse and equipments not allowed to leaders of bands of cavalry regiments, (volunteers.)—*Decision of Paymaster General, February 5, 1862.*

Not allowed to light artillery.

Forty cents per day not allowed to officers of light artillery.—*Indorsement of Paymaster General, March 29, 1862, on letter of William H. Ross, of March 19, 1862.*

Non-commissioned staff, &c., allowed.

Forty cents per day allowed to non-commissioned staff of volunteer cavalry.—*Paymaster General to Major Witherell, January 24, 1862; Second Comptroller, vol. 6, p. 549.*

40 cents per day includes expense of shoeing.

The forty cents per day for use and risk of horse includes the expense of shoeing.—*Second Comptroller, vol. 6, p. 291.*

HOSPITAL STEWARDS.

Stewards who are entitled to highest rate of pay.

Those hospital stewards only who receive the highest rate of pay under the laws, \$30 per month, are such as are appointed for the regular army by the Secretary of War, and those belonging to the non-commissioned staff of volunteer regiments.—*G. O. No. 43, 1862.*

Acting hospital stewards, pay of.

Acting hospital stewards, appointed under *paragraph 1257*, and *note* to *paragraph 1289*, Army Regulations of 1861, by the commanding officer, on recommendation of the medical officer in charge of a hospital, are to be paid as follows: at posts or with bodies of troops of *more than four companies*, \$22 per month; at posts of four companies and less, at \$20 per month. Their pay is not considered increased by the act of Congress relative to hospital stewards, published in General Order No. 43, of 1863.—*Circular of Paymaster General, of December 20, 1856; decision of Paymaster General, April 4, 1863; law of July 5, 1838.*

Acting stewards, &c., not to be paid as stewards.

Enlisted men employed as nurses in hospitals, and assigned to duty as acting hospital stewards, only by the authority of the attending surgeon, are entitled to the extra pay of hospital attendants only, in addition to their pay proper, (*that is, up to March 3, 1863.*)

\$2 extra per month for re-enlisting.

Hospital stewards, United States army, are entitled to the \$2 per month for re-enlistment.—*Paymaster General to Major S. Smith, June 6, 1862.*

INFANTRY.

Regiment of infantry.

The following is the organization of regiments and companies of volunteer infantry:

REGIMENT OF INFANTRY.

Ten companies.

1 colonel,	1 chaplain,
1 lieutenant colonel,	1 sergeant major,
1 major,	1 regimental quartermaster sergeant,
1 adjutant (extra lieutenant),	1 regimental commissary sergeant,
1 quartermaster (extra lieutenant),	1 hospital steward,
1 surgeon,	2 principal musicians.
2 assistant surgeons,	

Company of infantry.

Company of infantry.

1 captain,	2 musicians,
1 first lieutenant,	1 wagoner,
1 second lieutenant,	64 privates—minimum strength,
1 first sergeant,	82 privates—maximum strength,
4 sergeants,	2 African under-cooks.
8 corporals,	

INVALID CORPS.

The organization of the invalid corps is prescribed in General Orders Nos. 105, 130, and 173, of 1863.

Medical inspectors, surgeons in charge of hospitals, military commanders, and all others having authority to discharge under existing laws and regulations, are forbidden to grant discharges to any men under their control who may be fit for service in the invalid corps—*G. O. No. 105, 1863.* This prohibition is modified so far as not to include officers.—*Paragraph 5, G. O. No. 173, 1863.*

No officer or enlisted man shall be entitled to or receive any pension, bounty, or premium for enlistment, re-enlistment, or service in the invalid corps. They will receive all other pay and allowances now authorized by law for the United States infantry, except the increased pay for re-enlistment. The officers and men will be organized into companies of infantry, of the same strength as is now authorized by law for the United States infantry. Enlistments in this corps will be for three years, unless sooner discharged.—*G. O. No. 130, 1863, paragraph 26.*

No commissioned officer in the invalid corps will receive a higher commission *for the present* than major.—*G. O. No. 173, 1863, paragraph 5.*

Officers of the invalid corps are to be paid from the date of acceptance of their appointments, and the enlisted men of the same corps from the date of enlistment, as in the regular army.—*Order of Secretary of War, July 17, 1863.*

LEAVES OF ABSENCE.

In time of war, leaves of absence are to be granted only by the Secretary of War, except when the certificate of a medical officer shall show, beyond doubt, that a change of location is necessary to *save life or prevent* permanent disability. In such case the commander of an army, a department, or district, may grant not exceeding twenty days—*G. O. No. 61, 1862.*

Extensions of sick leaves are forbidden as well as all applications for them.—*G. O. No. 100, 1862.*

Officers absent without leave, or beyond the time of their leaves, are not allowed to draw pay until a court-martial or military commission shall determine whether there was sufficient cause for their absence.—*G. O. No. 100, 1862.*

Volunteer officers absent for more than sixty days from wounds or disease contracted on duty, to be reported to Adjutant General for discharge.—*G. O. No. 100, 1862.*

In an army or army corps, no leave of absence to be granted on

Enlisted men not to be discharged, &c.

Pension, bounty, &c.

Pay and allowances.

Organization of companies.

Enlistments for three years.

Major highest commission.

Commencement of pay of officers and men.

Leaves of absence, by whom granted.

Except in certain cases.

Extension of leaves forbidden.

Absent officers to be relieved, &c.

Absence for over sixty days.

Medical director

to examine applicants, &c.

the certificate of a regimental or brigade surgeon until the same is approved by the medical director of the army or army corps, on his own personal examination of the applicant, or by a medical officer appointed by him for such examination.—*G. O. No. 100, 1862.*

Certain officers to apply to Adjutant General.

When not serving in an army corps or separate army, the application for leave of absence is to be made to the Adjutant General's office; but no leave of absence will be granted, except in very extraordinary cases, unless the application be accompanied by a certificate such as is prescribed in General Order No. 61, 1862—showing, beyond a doubt, that a change of location is necessary to save life or prevent permanent disability.—*G. O. No. 100, 1862.*

Leaves of absence null and void except in certain cases.

All leaves of absence are declared null and void by the President, from August 11, 1862, unless given by the War Department.—*G. O. No. 102, 1862.*

Restriction of officers.

Officers on leave of absence not to leave the limits of their military department without special permission.—*G. O. No. 114, 1862.*

Visits to Washington.

Leaves of absence will not be considered as including the city of Washington, unless so stated and given by the War Department.—*G. O. No. 114, 1862.* (See "ABSENTEES," "FURLONGHS.")

MEDICAL STOREKEEPERS.

Pay of medical storekeepers.

Medical storekeepers have the pay and emoluments of storekeepers in the quartermaster's department.—*G. O. No. 55, 1862.*

MEDICAL DEPARTMENT.

Payment in certain cases forbidden.

Payment to persons connected with medical department forbidden in certain cases.—(See under "PAY.")

MILITARY COMMANDER.

Where none has been appointed, who acts.

Where no military commander has been appointed, (in a city where there are general hospitals,) the senior officer on duty as mustering or recruiting officer in the place is authorized and required to act until another is appointed.—*G. O. No. 65, 1862.*

MILITIA.

Called into service for sixty days, &c.

When, in case of rebellion, militia are called into the service of the United States.—*Act of July 29, 1861, in G. O. No. 54, 1861.*

Time limited to nine months.

Whenever the President shall call forth the militia of the States, he may specify the period for service, not exceeding nine months.—*Section 1, act 166, July 17, 1862.*

Mode of organization.

The militia, when so called into service, shall be organized in the mode prescribed by law for volunteers, *section 2*, and shall receive the pay and rations now allowed by law to soldiers, according to their respective grades.—*Sections 1, 2, 15, act 166, in G. O. No. 91, 1862.*

Pay, &c.

No pay or allowances to minors in certain cases.

Minors discharged by the civil authority, or upon the personal application of parents or friends, will be discharged without pay or allowances.—*G. O. No. 51, 1861.*

MINORS.

Hereafter (from September 7, 1861) no discharges will be granted to volunteers on the ground of minority.—*G. O. No. 73, 1861.*

No discharges to minors.

The 5th section, act September 28, 1850, providing for the discharge from service of minors enlisted without the consent of parents or guardians, is repealed. Hereafter (from February 13, 1862) no person under the age of 18 shall be mustered into the service of the United States, and the oath of enlistment shall be conclusive as to his age.—*Act of February 13, 1862, in G. O. No. 15, 1862.*

No person under eighteen years of age to be mustered into service.

The act of Congress of February 13, 1862, prohibiting the discharge of minors, does not authorize their enlistment, or muster into service, except with the written consent of their parents, masters, or guardians.—*G. O. No. 68, 1862.*

Consent of parents, &c.

MOUNTED OFFICERS.

Officers of the army and volunteers assigned to duty requiring them to be mounted, shall, during such time, receive pay and allowances of cavalry officers of the same grade.—*Section 1, act 165, of July 17, 1862; G. O. No. 91, 1862.*

Pay and allowances.

Officers of the army and volunteers detailed for duty in the engineer, or other branches of the staff, are not entitled to pay and allowances of cavalry officers, unless ordered by the *proper authority* to be mounted; and when so mounted at their own expense, they are entitled.—*G. O. No. 132, 1862.*

Officers mounted at their own expense.

The authority which can require mounted service of an officer is the "competent authority" to order him mounted.—*Adjutant General of the Army.*

What is "competent authority."

A commissary, or an assistant commissary of musters, appointed by competent authority, and properly mounted, is entitled to cavalry allowances.—*Adjutant General to Paymaster General, May 20, 1863.*

Mustering officer is entitled.

A mounted officer, being of the "field and staff" of an infantry regiment, is not entitled to any increase of pay in cavalry allowances by reason of his appointment to a staff office of higher grade.—*Decision of Paymaster General, March 7, 1863.*

A mounted officer, &c., not entitled to cavalry allowances.

MUSTER PAY-ROLLS.

Before computing muster pay-rolls, the paymaster should examine them very critically, first the caption, then that the rolls are signed by the officer commanding the company or detachment, and countersigned by the inspecting and mustering officer; then to see if station and date are stated; then if the legal complement of officers and men is not exceeded; then that there are no discrepancies between the date of enlistment and date of last payment; and finally, to scrutinize closely the dates and remarks opposite each name, to make sure that there is nothing in violation of law, regulations, or orders. This done, the two rolls should be compared together to see if they agree in all particulars.—*To Paymasters, by Colonel T. P. Andrews, in 1861.*

Method of examining muster pay-rolls previous to calculating pay.

MUSTERS IN AND OUT.

Officers of volunteers to take rank and be entitled to pay only from date of muster into the service of the United States by an

Volunteer officers, rank and pay.

- officer of the regular army.—*G. O. No. 66, 1861; G. O. No. 48, 1863.* (See "PAY," "OFFICERS.")
- Mustered in by governors. Volunteer officers only to be mustered in the service on the authority of governors of States.—*G. O. No. 75, 1862.*
- Muster-out rolls. Mustering officers to charge on the muster-out rolls the indebtedness of the troops to the State by which furnished.—*G. O. No. 46, 1861.* (See "DISCHARGES.")
- Muster officer. No officers, except those of regular army, are competent to muster in and out of service. Such officers, as commissaries and assistant commissaries of musters, are appointed only by the commander of an army corps or department, and none others can muster into or out of the service.—*G. O. No. 48, 1863.*
- What entitles to pay. No officer or enlisted man of volunteers is properly in the service of the United States, or authorized to receive pay, until mustered in by the proper officer; nor is any officer properly out of service until discharged in orders, or mustered out by the proper officer.—*G. O. No. 48, 1863.*
- Musters dated back. Musters in to *date back* are only allowed on special proof by affidavit that it was impracticable to be done at an earlier date.—*G. O. No. 48, 1863.*
- Musters-in cannot ante-date certain periods. An officer cannot be mustered in to antedate the time he has been performing the duties of his new grade, nor the time a vacancy has actually existed, nor to cover with his new grade a period for which he has been mustered on the rolls in a former grade.
- Muster-in required for each new grade. Musters into and out of service must be made for each new grade, as well as when enlisted men or citizens are appointed commissioned officers.
- "Order" discharges. A discharge, in "*orders*," is in all cases a muster out of the service, and no muster-out roll is needed.
- Separate rolls. A separate roll is to be made for *each grade*, and officers or enlisted men of different companies or regiments must not be mustered in or out on the same rolls.
- No one taken up until duly mustered in. No person will be taken up on any muster-rolls as an officer of any grade until mustered into the service of the United States in that grade, whether he be commissioned by the governor or not, unless appointed by the President. *Paymasters will closely observe, and report all violations of this paragraph.*
- Special duty of paymasters.
- No alteration of musters. A muster once made *will in no case be altered* except by authority from the adjutant general of the army.
- Duties of State officers. Mustering officers for the States have authority only to muster troops organizing in their respective States, including recruits for regiments in the field, and those organized and not in the field. They have no authority to muster commissioned officers belonging to organizations which have left the State.
- Enlisted men. Enlisted men having received commissions or appointments will not be so mustered in as commissioned officers until they shall have been discharged as soldiers by the department or corps commander.—*G. O. No. 48, 1863.*
- Musters by New York adjutants. Secretary of War gave authority, November 22, 1862, for the musters by adjutants of New York regiments, to be recognized in the same way as by second lieutenants, under *G. O. No. 75, 1862.*—*Adjutant General to Paymaster General, March 3, 1863.*
- Payment prior to muster. Mustering and disbursing officers do not pay "commutation for clothing," nor pay proper; they pay proper travelling expenses

prior to muster in.—*Adjutant General to Second Comptroller, December 10, 1862.*

The term of service of troops enlisted for "during the war" with Mexico was decided to extend to date they were regularly mustered out.—*Second Comptroller, vol. 15, p. 61.*

The entire regiment or organization to be considered mustered out at *one time and place*, except prisoners of war, who are to be considered *in service* until their arrival in a loyal State, with time allowed necessary to return to places of enrolment. Muster-out roll should state date and place of capture.—*G. O. No. 108, 1863.*

Officers recruiting for volunteer regiments are authorized to muster their men into service as enrolled.—*G. O. No. 58, 1861; Paymaster General, November 7, 1861.*

Volunteer officers may receive volunteer recruits into service on enlistments.—*G. O. No. 1, 1862.*

OFFICERS.

Commissioned officers of volunteers will be regarded as commissioned, will take rank, be entitled to pay, &c., only from date of muster into service.—*G. O. No. 66, 1862.*

Officers restored by reappointment.—(See "DISMISSED OFFICERS.")

All claims by supernumerary second lieutenants of cavalry for pay to be refused by paymasters, and to be referred to War Department for adjustment.—*Adjutant General to Paymaster General, March 18, 1863.* (See "APPOINTMENTS," "VACANCIES," "COMPANY COMMANDERS.")

ORDNANCE SERGEANT (*and soldiers.*)

Enlisted men of ordnance, designated as master-workmen, to be designated and mustered as sergeants; armorers, carriage-makers, and blacksmiths, as corporals; artificers as privates of first class; laborers as privates of second class. But the pay, rations, and clothing, now authorized by law, not to be changed.—*G. O. No. 77, 1862.* (See "PAY.")

An ordnance sergeant specially assigned to duty at a post where there are no troops, and where he cannot be regularly mustered, *may be paid upon his descriptive roll.* This is the only exception to the order forbidding payments on soldier's descriptive roll.—*G. O. No. 86, 1862.*

ORGANIZATION OF TROOPS.

(See under "INFANTRY," "CAVALRY," "ARTILLERY," "ENGINEERS," "REGULARS.")

PAROLED VOLUNTEERS.

Officers and men of three months discharged volunteers, exchanged or released on *parole* by the enemy, and not yet discharged, are mustered out and discharged from August 23, 1862. All released or exchanged after August 23, 1862, to be considered as mustered out and discharged from date of arrival in a loyal State.—*G. O. No. 116, 1862.*

Paroled officers to be paid.

Paymaster General will cause officers on parole or exchange as prisoners of war, arriving in this city, (Washington,) to be paid on the best evidence, within reach, of their identity and of the amount of pay due them.—*Special Orders No. 192, War Department, August 16, 1862.*

PAYMASTERS.

Paymaster independent of commanding officers.

Paymasters are, in a measure, independent of commanding officers in all that relates to the disbursements of public money; they should not be interfered with in such disbursements, as the responsibility rests with them.—*Decision of Secretary of War, November 6, 1862. (See under "FUNDS.")*

Restrictions.

No paymaster will pay any claim or account presented through agents or collectors, *unless on regular powers of attorney* executed after the claim is due and payable; and unless such agent or collector is considered by the paymaster *amply sufficient to reimburse the United States or such paymaster*, in case such claim at any after period may prove to be unjust or fraudulent.—*Secretary of War, June 1, 1863.*

PAYMASTERS' CLERKS.

(See "CLERKS.")

PAY.

The rates of pay for the several grades of the volunteer service are those of the same grades and arm of service in the regular army, with some few exceptions. (See Revised Regulations of Pay Department, in separate pamphlet, and also under "Pay Department," in General Regulations of the Army.)

Date of commencement of pay.

The pay of volunteers, as a general rule, is to commence from the date of muster in, except that when volunteers have been organized (with the minimum number of men prescribed by law) and accepted by the Governors of the several States, they will be paid from date of such organization and acceptance, without regard to date of mustering in; *provided*, payment has not been made by the respective States for which the government will eventually be liable.—*Act August 6, 1861, and instructions of Paymaster General. (See second paragraph below.)*

Pay on independent acceptances of troops by War Department.

In what are called *independent acceptances* by the War Department, pay is allowed from the date of organization of each company with the minimum number of men; of this there must be satisfactory evidence stated in a certificate upon the rolls.—*G. O. No. 77, 1861.*

Payments to privates from enrolment.

Payments to privates from enrolment have been decided by the present Second Comptroller to be valid, and will be allowed in the settlement of accounts.—*Paymaster General, June 17, 1863.*

Commencement of pay of non-commissioned officers of volunteers.

General Orders No. 61, of 1861, and 75, of 1862, were not intended to embrace non-commissioned officers as such, but they will be paid as enlisted men up to the date of muster-in. Non-commissioned officers are entitled to pay from the *same date as the commissioned officers*, and not from any date anterior to their ap-

pointment by the captain and colonel.—*Second Comptroller to Paymaster General, June 12, 1863.*

NOTE — But as the commissioned officers in certain instances date their entry into service and receive pay from date of organization of companies or regiments, in such cases the non-commissioned officers of such companies and regiments are also entitled to pay from the date of organization.

Privates and non-commissioned officers of a company and the first lieutenant are entitled to pay from date of having 40 men enrolled and on duty; and the captain and second lieutenant from time the company is complete to minimum of 64 privates, with proper number of non-commissioned officers. Both privates and officers can be paid at an earlier date, also, *if actually mustered into United States service* by a United States officer.—*Paymaster General to Major Errett, November 29, 1861.*

Pay of volunteers before organization is complete.

Where troops take the field prior to muster, their payment will be as follows: *First.* The order for movement (into active field service before complete organization and muster-in) must appear in all cases, and must be from proper authority. *Second.* Enlisted men may be paid from date of enrolment as taken from muster pay-rolls. *Third.* If the company had not reached the proper standard of strength, company officers may be paid from date movement was ordered: *provided* if, prior to that date, a sufficient number of men were enrolled to warrant a first lieutenant to be received, that officer may be paid from the date the last man of said number was enrolled. *Fourth.* If the regimental organization had not reached the proper standard, the field officers to be paid from the date the movement was ordered: *provided* if, prior to that date, companies were organized sufficient to warrant a lieutenant colonel or major, according as six or four companies were complete.—*Adjutant General to General Halleck, January 4, 1862; Paymaster General to Major Cook, October 23, 1861, and to Major McDowell, November 25, 1861.*

Pay of troops ordered into active service before muster-in.

Regimental staff officers may be paid from the date the Governor of the State recognized them as necessary to aid recruitment.—*War Department to Major Larned, November 10, 1862.*

Regimental staff officers.

Volunteer troops in the service of the United States cannot be paid on muster-in rolls; they must be mustered for payment on separate muster pay-rolls.—*G. O. No. 38, 1861.*

Volunteers not paid on muster-in roll.

The pay of private soldiers of the regular army and volunteers, up to August 6, 1861, was, for infantry, \$11 per month; for cavalry and light artillery, \$12. From August 6, 1861, the pay of all *privates* is increased to be \$13 per month.—*Section 1, act No. 58, August 6, 1861.*

Pay of private soldiers increased.

When the pay of officers or soldiers is increased during a month to be computed for, it will be calculated by adding to the pay for the whole month at the lesser rate, the difference between the rates of pay for the number of days during which the larger rate of pay is due.—*Second Comptroller to Paymaster General, May 23, 1855.*

To compute pay for broken periods.

For fractional parts of any month, *thirty* days will be assumed and regarded as constituting the entire duration of such a month, in lieu of the 28, 29, or 31 calendar days it may contain, and the proportional allowance of compensation therefor will be computed accordingly.—*Second Comptroller, September 5, 1848.*

Fractional parts of months.

Payment to officers, &c.

The absence or delay of commissions of company officers in new companies that are full and duly mustered into the United States service should not bar payment to such officers when the companies with their officers have been duly mustered.—*Adjutant General to Second Comptroller, December 10, 1862.*

Captains and 2d lieutenants, back pay, &c.

Captains and second lieutenants of volunteer companies to be paid back of muster-in date, if the rolls show that there was a minimum of 80 rank and file previous to such muster-in date.—*Paymaster General to Colonel Andrews, June 12, 1862.*

Minimum companies.

In companies mustered in with less than the *minimum*, the testimony of the rolls is not to be received, unless the party making the muster was properly empowered so to do.—*Adjutant General to Second Comptroller, December 10, 1862.*

Field and staff officers.

Officers of the regimental field and staff are not to be paid except the organization of the regiment fulfils the requirements of General Order No. 61, 1861. Four companies of the minimum strength, each, allows the muster-in of a lieutenant colonel, with pay from date of muster-in; two more companies, or six in all, a major; ten companies, the remainder of field and staff. *The above modified as follows:* The governor of the State may authorize the adjutant, quartermaster, and, when absolutely necessary, the medical officers of the regiment, to be mustered into service, to aid in recruiting the regiment.—*G. O. No. 78, 1861.*

Discharged soldiers, how paid.

Soldiers discharged on certificates of disability, or by "special orders" from competent authority, are to be paid on the prescribed "blanks" filled up from the data contained in the certificates of pay, or "final statements," as they are called. If mustered out upon the usual muster-out roll, such roll contains the man's history for pay, &c., and takes the place of "final statement."

"Paid" written on discharge.

When payment is made in either case as above, the paymaster writes "PAID" upon the soldier's formal "discharge," and signs his name.

NOTE—No soldier should be paid on final papers unless he presents at the same time his "discharge" for the paymaster's indorsement.—(See "DISCHARGES.")

Discharged soldiers, no pay in certain cases.

Neither pay nor other allowances, except subsistence commuted at fifty cents per day, (when it cannot be furnished in kind,) for every twenty miles' travel home and transportation (in kind) to their homes, is allowed to enlisted men of volunteers, who are discharged within three months after entering the service for a disability which existed prior to date of entry into service. To receive full allowance, the surgeon must certify on the discharge papers whether the disability existed prior to date of muster-in or was contracted after it.—*G. O. No. 51, 1861.* This rule does not apply to drafted men.—(See "CONSCRIPTION.")

Additional \$10 in certain cases.

Officers commanding detachments composed of parts of companies are not entitled to the extra \$10 for commanding company.—*Second Comptroller, October 6, 1856.*

Families of officers, soldiers, &c.

Payment will be made to families of officers and soldiers taken and detained as prisoners of war, according to plan in General Order No. 90, 1861.

Acting appointments.

Acting appointments cannot be paid as such.—*Paymaster General, 1861.*

The pay due deceased officers and soldiers is made through an order of claim, proof, and authentication by the legal claimants, as set forth in circular letter from Second Auditor of Treasury Department of 1861. Payments are finally made by an order from the Treasury Department on any paymaster of the army.—*Army Regulations, p. 28, and Article of War, 95.*

Deceased officers and soldiers.

All payments by disbursing officers on account of the United States must be made in checks upon their deposits in a public depository, in lawful coin or in United States notes.—*Circular of Secretary of Treasury, October 22, 1861.*

Payments, how made by disbursing officers.

Bounty and advance pay to new regiments of volunteers.—(See under "BOUNTY.")

Advance pay, &c.

Volunteer recruits to fill up old regiments not full, to be paid bounty and advanced one month's pay till September 1, 1862.—*G. O. No. 108, 1862.* (See "BOUNTY.")

Recruits.

Advanced pay and bounty will be paid to those volunteering in old regiments.—*G. O. Nos. 99, 108, 162, and 198, of 1862.*—(See "BOUNTY.")

Old regiments.

Volunteers to fill up *new* regiments to be entitled to bounty and advanced pay till August 22, 1862.—*G. O. No. 108, 1862.* (See "BOUNTY.")

New regiments.

One month's advance pay to be paid to every recruit of army or volunteers upon mustering of his company into service, or after he shall have been mustered and joined a regiment already in service, under regulations established by the Paymaster General.—*G. O. No. 74, 1862.*

One month's advance.

Nine months volunteers are entitled to first month's pay (advance) and twenty-five dollars bounty on muster in of company or regiment.—*G. O. No. 91, 1862.*

Nine month's volunteers.

First month's pay in advance is granted by law to every soldier enlisting in regular army or volunteers for three years or during war, on muster of company into service, or after he shall have been mustered into a regiment already in the service.—*Act June 21, 1862.*

Recruits for 3 years or the war.

Advanced one month's pay to veteran recruits.—(See "BOUNTY" and) *G. O. No. 191, 1863.*

Veteran recruits.

All payments of advance bounty to enlisted men who are discharged before serving out the term required by law for its payment in full shall be allowed in settlement of the accounts of paymasters; *but hereafter*, in all such cases, the amount so advanced shall be charged against the enlisted men, unless the discharge shall be upon surgeon's certificate for wounds received or sickness incurred since their last enlistment.—*Section 6, act 57, March 3, 1863, in G. O. No. 73, 1863.* (See "BOUNTY.")

Advance bounty deducted in certain cases.

NOTE.—The "final statements" should therefore show by such remark that the soldier is discharged for wounds received or sickness incurred since last enlistment, and whether he has received advanced bounty, and what amount, since about August 1, 1862, that is, under date of President's proclamation, July 7, 1862.

An officer appointed by the President of the United States is entitled to pay only from *date of acceptance of commission*; date of acceptance should therefore be certified on the pay account of such officer when first paid.—*Paragraph 1315, Army Regulations*

Appointments by President.

NOTE.—This applies to all general officers of regulars and volunteers promoted from regimental commissions.

- Performance of duty. Performance of duty by an officer is regarded as sufficient evidence of his acceptance of the appointment to which the duty appertains.—*Second Comptroller, December 17, 1840, vol. 15, p. 13.*
- Chaplains, pay of. Pay of chaplains in regular and volunteer service or army hospitals to be one hundred dollars per month and two rations per day when on duty.—*G. O. No. 91, 1862, section 9, act 165, of July 17, 1862.* (See "CHAPLAINS.")
- Regimental quartermaster sergeant. The eighth section of act of July 22, 1861, shall be so construed as to give to regimental quartermaster sergeants the same compensation as to regimental commissary sergeants—that is, twenty-one dollars per month.—*Section 4, act 165, July 17, 1862, in G. O. No. 91, 1862.*
- Descriptive lists. Except to an ordnance sergeant specially assigned to duty at a post where there are no troops, and where he cannot be regularly mustered, no soldier must be paid on a mere descriptive list and account of pay and clothing, but only on the muster pay-rolls of his company, detachment or party, or of a general hospital.—*G. O. No. 86, 1862.* (See "ORDNANCE SOLDIERS.")
- Company officers. Company officers of volunteers to be paid only on the muster pay-rolls of their company, party or detachment, except when on detached service without troops or on leave of absence.—*Act of June 18, 1862; G. O. No. 70, 1862.*
- Absent officers. No payments to be made to regimental or company officers away from their regiments or companies except on producing a written leave of absence or order granting the absence. Officers on recruiting service to be paid by the paymaster of the district in which they are recruiting on regular muster-rolls.—*Circular of Paymaster General, June 24, 1862.* (See "LEAVES OF ABSENCE.")
- Payments entered on furloughs, &c. All payments to officers and men will be entered on their furloughs, leaves of absence, or orders placing them on detached service, the officer to certify that he is thus on detached service or leave of absence; and the *paymaster paying him must also certify that he has seen the order* so detaching him, and noted the payment on same.—*Circular of Paymaster General, June 24, 1862.*
- Field and staff officers. The field and staff officers of volunteer regiments to be paid only by the paymaster paying their regiments, except when on sick leave or detached service, when they are to be paid as directed for company officers thus absent, and no payments to be made to officers present with their commands until the muster pay-rolls have been filed. Paymasters disregarding this rule to have charges preferred against them.—*Circular of Paymaster General, June 24, 1862.*
- Lists of detached payments. Lists of payments made to officers detached or on leave of absence, not belonging to the regiments which a paymaster may have paid, to be made up every two months and forwarded to the senior paymaster of the district for reference to paymasters paying such regiments and to commanding officer.—*Circular of Paymaster General, June 24, 1862.*
- supernumeraries. Payments to supernumeraries will make paymasters individually liable for amounts so paid.—*G. O. 126, of 1862, and 110, of 1863.*
- Prisoners of war. Payment of prisoners of war during imprisonment to be the same as if on active duty.—*G. O. No. 9, 1862.*
- Back pay, claims for. Claims for back pay noted on the muster-rolls should be sup-

ported by some evidence, such as letter of the paymaster who paid the regiment for that period that he did not pay such claim, &c., &c. Though the certificate being to a matter of fact is sufficient to protect the paymaster in paying, yet, to protect the Government, he should satisfy himself that the claim is just.—*Decision of Paymaster General, October 31, 1862.*

No payment shall be made as salary in any office not authorized by some previously existing law, *unless* where such office shall be subsequently sanctioned by law, nor to any person appointed during the recess of the Senate to fill a vacancy in any existing office, which vacancy existed while the Senate was in session, and is by law required to be filled by and with the advice and consent of the Senate, until such appointment shall be confirmed by the Senate.—*Section 2, act No. 19, February 9, 1863, in G. O. No. 40, 1863.*

Payments to persons connected with the medical department is forbidden when such payments do not properly belong to the pay department. This includes all treasury certificates in favor of contract surgeons.—*Letter of Paymaster General, March 31, 1863.*

Two African under-cooks for each cook allowed to each company of troops in the service of the United States, with compensation at \$10 per month, and one ration; \$3 of said monthly pay may be in clothing.—*Section 10, act No. 57, March 3, 1863, in G. O. No. 73, 1863.*

The pay of regimental commissary sergeant of cavalry to be same as regimental quartermaster sergeant, \$21 per month; chief trumpeter same as chief bugler, \$21 per month; saddler sergeant same as regimental commissary sergeant, \$21 per month; company commissary sergeant same as company quartermaster sergeant, \$17 per month; company trumpeter same as bugler, \$13 per month; veterinary surgeon, at \$75 per month.—*Section 37, act No. 54, March 3, 1863, G. O. No. 73, 1863.*

Officers charging brevet pay to state on pay account the regiments and companies composing their commands.—*Paragraph 1323 Army Regulations.*

Pay cannot legally be withheld from a soldier who is *with* his company, except by sentence of a court-martial.—*Adjutant General to Paymaster General, July 28, 1862.*

A payment specially directed by the Secretary of War should be allowed to the disbursing officer who makes it, though unauthorized by law. But if the officer to whom payment is made remains in service, the amount received should be charged to him.—*Decision of Second Comptroller.*

A subaltern officer doing duty as acting assistant commissary of subsistence, and commanding a company, is entitled to allowance of \$10 per month for responsibility of arms, clothing, &c., in addition to his \$20, as acting assistant commissary.—*Second Comptroller, November 20, 1854.*

Commencement of pay of staff appointments.—(See "STAFF APPOINTMENTS.")

Privates in excess of legal complement have, in certain special instances, been authorized and payment ordered to be made.—*Decision of Secretary of War on Major Oakley's inquiry, November 5, 1862.*

Payments to appointments during recess of the Senate forbidden in certain cases.

Pay to persons connected with medical department forbidden.

African under-cooks, pay of.

Pay of certain non-commissioned officers of cavalry.

Brevet pay.

Pay not to be withdrawn, &c.

Payments ordered by the Secretary of War.

Pay of subaltern, &c.

Staff officer.

Privates, &c.

Retained pay.	Retained pay of soldiers of the regular army.—(See "RETAINED PAY.")
On resignation.	Payment to commissioned officers on tender of their resignation.—(See "RESIGNATIONS.")
Minors.	No pay to minors discharged by the civil authority, &c.—(See "MINORS.")
Allotments of pay.	Assignments of pay on allotment rolls.—(See "ALLOTMENTS.")
Muster-rolls.	Preparations for computing pay upon muster-rolls.—(See "MUSTER ROLLS.")
Bands, &c.	Pay of band-leader and organization of bands.—(See "BANDS.")
Nine and twelve-months volunteers.	Pay and allowance of nine and twelve months volunteers.—(See "VOLUNTEERS.")
Absentees.	Pay and allowances of absent officers and soldiers.—(See "ABSENTEES," "ABSENCE WITHOUT LEAVE," "LEAVE OF ABSENCE.")
Forged accounts.	Payments on forged or fraudulent accounts.—(See "FORGED ACCOUNTS.")
Extra duty.	Payment of soldiers convicted of crime.—(See "DISCHARGES.")
Retired officers.	Pay of soldiers on extra duty.—(See "EXTRA DUTY.")
Volunteer officers.	Pay of retired officers of the regular army.—(See "RETIRED OFFICERS.")
Transfers of pay.	Pay, &c., of volunteer officers.—(See "OFFICERS," "MUSTER-IN.")
Drafted men volunteering.	Transfers of pay.—(See "ASSIGNMENTS OF PAY.")
Frauds.	Drafted men, who subsequently <i>volunteer</i> , are entitled to pay from date of reporting, (as drafted men), at county rendezvous.— <i>Adjutant General to Paymaster General.</i>
	An amount paid as monthly pay, &c., by a paymaster to a man fraudulently representing himself to be a volunteer officer, there being no such officer, cannot be allowed.— <i>Second Comptroller, vol. 16, page 168.</i>

PIONEERS.

Pay, &c., of pioneers.	Organization and pay of pioneers.—(See "ENGINEERS.")
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PREMIUM FOR ENLISTMENT.

Premium.	The \$2 premium may be paid to the person bringing a recruit, or to the recruit himself.— <i>G. O. No. 74, 1862, and G. O. No. 163, 1863.</i>
\$2 to recruit.	All accepted recruits for volunteer organizations will be paid a premium of \$2.— <i>G. O. No. 163, 1863.</i>
How paid, &c.	The premium, when not paid on muster into service, to be entered on muster-rolls until paid by a paymaster. When not paid before discharge, the premium and bounty to be entered on the "final statements" for payment by the paymaster.— <i>G. O. No. 163, 1863.—(See "BOUNTY.")</i>
Veteran volunteers.	Premium to those enlisting, or re-enlisting, as veteran volunteers.—(See "BOUNTY.")

PRISONERS OF WAR.

Pay to families.	Pay to families of prisoners of war.—(See "PAY.")
Commuted subsistence.	The commuted subsistence allowed to prisoners of war in General Order No. 14, 1862, is paid by the subsistence department.— <i>Decision of War Department.</i>

See Continuation top of page 38.

To what entitled. Re-enlisted soldiers entitled to travelling allowances home.—
(See "TRAVELLING ALLOWANCES.")

REGULAR ARMY.

Organization. For organization of companies, regiments, and corps of the regular army.—*See schedule of organization in United States Official Army Register.*

Term of enlistment. The enlistment term for soldiers of the regular army in the years 1861 and 1862 to be for *three* years. After January 1, 1863, it shall be for *five* years —*Section 5, act July 29, 1861.*

Bounties, &c. Bounties, &c., to regular soldiers.—(See "BOUNTY.")

Recruits. All men enlisting in the regular army for five years within ninety days from June 25, 1863, entitled to bounty, &c., of \$402.—*G. O. No. 190, 1863. (See "BOUNTY.")*

Re-enlistments. Those whose terms expire within one year from June 25, 1863, and who re-enlist within two months before expiration of their present term, to have above bounty.—*Same as above.*

RECEIPTS.

Signatures. Signatures to receipts.—(See "SIGNATURES.")

Blank receipts forbidden. All officers are forbidden to give or take any receipt in blank for public money or property.—*Paragraph 997 Army Regulations.*

RESIGNATIONS.

Volunteer officers, how tendered. The resignations of volunteer officers to be tendered through intermediate commanders to commanders of departments or corps d'armée.—*G. O. Nos. 45 and 51, 1861.*

Order presented to paymaster. Resigned officers of volunteers should not be paid unless they exhibit the "*Special Order*," from *competent authority*, accepting the resignation, (the original or copy of which the paymaster should append to the officer's pay accounts,) and also a certificate from the regimental or other commander, showing that he has turned over all public property for which he was responsible; that he is not indebted to the United States on any account whatever, and that he was last paid to include (stating date.) He should also make affidavit to his pay account and to the certificate annexed, including also place of residence and date when resignation took place.—*Paragraph 1312 Army Regulations, and usage of Pay Department.*

Resigned volunteer officers not to be received again. Resigned officers of volunteers are not to be received into the service of the United States as officers of other volunteer organizations.—*G. O. No. 57, 1861.*

Staff officers. Resignations of volunteer staff officers only accepted by the President, who appointed them.—(See "DISCHARGES.")

Date of pay in certain cases. Under the peculiar circumstances of certain cases of resigned officers of volunteers, (as of extraordinary delay in receipt of the order,) the Secretary of War has decided that pay is due up to date of receipt of order accepting resignation at the station of the officer, (to be supported by certificate of the commanding officer of the regiment.)—*War Department to First Lieutenant Patchin, Eighth Wisconsin battery, January 26, 1863.*

See continuation top of p. 39.

During imprisonment, prisoners of war are entitled to and receive the same pay as if doing active duty.—*G. O. No. 9, 1862; Second Comptroller, vol. 12, page 429.* (See "PAY.") Full pay.

RATIONS.

Officers of the regular army entitled to longevity rations cannot draw the same when appointed and serving as general officers of volunteers.—*Paymaster General's decision.* Longevity rations not allowed, &c.

Longevity rations allowed to officers of the regular army (not generals) serving with volunteers.—*Paymaster General on Colonel Carlin's letter, January 19, 1862.* Longevity rations in regular army.

Service in the militia or in the volunteer corps is *not* service "in the army," and does not entitle to longevity rations.—*Second Comptroller, vol. 19, page 434.* Longevity rations in volunteer army.

In computing longevity rations of an army officer, the service need not have been consecutive.—*Second Comptroller, vol. 6, p. 571.* Consecutive service, &c.

Double rations to commandants of fixed posts, under act of August 23, 1842, abolished.—*Section 19, act No. 38, August 3, 1861.* Double rations.

RECRUITS.

(See under "REGULARS," Veteran "VOLUNTEERS," "BOUNTY.")

RE-ENLISTMENTS.

A bounty of \$50, one-half to be paid on re-enlistment and the remaining half at the expiration of the term of re-enlistment, is allowed to volunteers or militia now in the service of the United States *as may re-enlist to serve one year* (unless sooner discharged) after expiration of present term of service.—*Section 18, act No. 54, March 3, 1863; G. O. No. 73, 1863.* (See "BOUNTY.") Bounty of \$50.

And such as may re-enlist *to serve for two years* are allowed, upon re-enlistment, \$25 of the \$100 bounty provided by section 5, act July 22, 1861.—*Same as above.* Advance bounty of \$25.

Officers of mustered-out regiments may re-enlist their regiments for three years or "during the war," within thirty days after muster-out. Officers to have rank, but *not* pay, during the thirty days' interval. Soldiers re-enlisting for three years or "during the war" entitled to one month's advance pay and \$25 of the \$100 bounty.—*G. O. No. 111, 1863. Under this provision re-enlisted men, who re-enlist for three years or the war, are entitled to advance pay and bounty, although they may already have served for nine months, twelve months, or two years, and been mustered out.* Re-enlisted three years volunteers, how paid.

Volunteer soldiers who, after the expiration of their term, re-enter service for three years or "during the war," receive the same bounties, advanced pay, and premiums, and are paid in the same manner as men enlisted from civil life.—*G. O. No. 163, 1863.* Re-enlisted three years volunteers, how paid.

Re-enlistment of regular soldiers for five years, whose terms expire within one year from June 25, 1863.—(See "BOUNTY," "REGULARS.") Re-enlistment of regulars, &c.

Re-enlistment as veteran volunteers.—(See "BOUNTY," "VETERAN VOLUNTEERS.") Allowance to veteran volunteers.

See continuation top pg. 37

Resigned officers not to be paid travelling allowances home.— *Paymaster General's letter, September 24, 1861.* No travel pay, &c.

RETAINED PAY.

The retained pay of private soldiers of the regular army, to Rates of pay of regular soldiers retained by law.
 include August 2, 1861, was \$1 per month.

From August 3, 1861, to include July 16, 1862, was \$2 per month.

Since July 17, 1862, it is again \$1 per month.

The laws relative to retained pay do not apply to volunteer soldiers.—*G. O. No. 91, 1862; section 10, act No. 165, of July 17, 1862.*

A soldier sentenced by a court-martial to forfeit a month's pay does not thereby forfeit his retained pay.—*Second Comptroller, October 11, 1843.* Not forfeited in certain cases.

A soldier *dishonorably* discharged before expiration of his term of enlistment, *without any cause being assigned*, the paymaster is to withhold the retained pay until the cause of his discharge is ascertained, and refer the case to the Paymaster General.—*Second Comptroller, February, 1846.* Withheld on dishonorable discharge.

A soldier discharged for his own misconduct forfeits his retained pay, and no part of it can be paid to the sutler or laundress.—*Second Comptroller, September 6, 1843.* Discharge for misconduct.

If discharged for "*utter worthlessness*" before expiration of term of service, a soldier forfeits retained pay.—*Second Comptroller.* Discharge for utter worthlessness.

RETIRED OFFICERS.

Laws for retiring officers of the regular army in *sections 16 and 25, act August 3, 1861, in G. O. No. 54, 1861, and sec. 12, act 165, of July 17, 1862, in G. O. No. 91, 1862.* Laws for retiring army officers.

Retired officers may be assigned to any appropriate duty by the President; when so assigned, they shall receive the full pay and emoluments of their grade while so assigned and employed.—*Same authority as above.* Pay.

SAPPERS AND MINERS.

Organization and pay of sappers and miners.—(*See "ENGINEERS."*) Sappers and miners.

SERVANTS.

The servant's pay for general officers, and for such aides-de-camp as belong to infantry regiments, is \$11 per month *since July 17, 1862*; previously to that, and since August 6, 1861, the pay was \$13 per month.—*Section 4, act 165, of July 17, 1862; G. O. No. 91, 1862.* Pay of servants of general officers, &c.

Servants' pay for officers is reduced to same rate of pay per month as before August 6, 1861, viz: to \$11 per month for infantry and \$12 per month for cavalry.—*Same authority as above.* Pay of officers' servants reduced.

An officer employing a soldier as his servant shall for each and every month deduct from his own monthly pay the full Officers employing soldiers as servants, &c.

amount paid to or expended by the government per month on account of such soldier.—*Section 3, act 165, July 17, 1862; G. O. No. 91, 1862.*

SICK-LEAVES.

(See "LEAVES OF ABSENCE.")

SIGNAL CORPS.

Pay, &c., of signal officers.

Officers serving temporarily as signal officers shall receive for the time so serving the pay and emoluments of cavalry officers of their respective grades.—*Act of February 22, 1862, in G. O. No. 21, 1862.*

Organization.

Organization of Signal Corps.

- 1 chief signal officer—a colonel.
- 1 lieutenant colonel.
- 2 majors, (as inspectors.)

For each Army Corps or Department.

- 1 captain.

Lieutenants, as many as the President may deem necessary, not to exceed 8.

Pay.

To receive the pay and emoluments of cavalry officers of similar grades.

Enlisted men.

For each officer of the signal corps there may be enlisted or detailed 1 sergeant and 6 privates, who shall receive the pay of similar grades of engineer soldiers.—*Sections 17 and 18, act No. 58, March 3, 1863, in G. O. No. 73, 1863.*

Officers of signal corps, when and how paid.

Signal officers can be paid monthly on pay accounts, certifying on the same that they have been regularly detailed, and are serving as such. The paymaster also to certify that he has seen the order and noted payment on the same.

Enlisted men, &c.

Enlisted men to receive the pay of same grades of engineer soldiers, and to be paid every two months on regular muster-rolls, which are to contain a certificate that they are a correct transcript from the descriptive rolls furnished by the officer previously in command of the same.—*From Paymaster General's Office.*

SIGNATURES TO RECEIPTS.

Two paymaster's clerks may witness.

A receipt by mark, witnessed by two paymaster's clerks, is a substantial compliance with the regulation.—*Second Comptroller, vol. 14, p. 75.*

Written name of same sound.

If a name written be of similar sound (*idem sonans*) with the true name it is sufficient. * * * —*Second Comptroller, February 27, 1855, vol. 18, p. 59.*

STAFF APPOINTMENTS.

Pay of a staff appointment, &c.

A staff appointment conferred on an officer in the line of the army is not a promotion, but an original appointment. Its pay

will, therefore, commence from the date of the officer's acceptance. Such acceptance may be either by letter, or by commencing to perform the duty.—*Second Comptroller, vol. 15, p. 13.*

Performance of duty is a virtual acceptance of the appointment.—*(See under "PAY.")*

STEWARDS.

(See "HOSPITAL STEWARDS.")

STOPPAGES.

(See "ADVANCES," "TRANSPORTATION.")

Authorized stoppages to reimburse the United States.—*See Army Regulations, paragraphs 1319, 1331 to 1333, 1390 to 1392.*

On application of the surgeon general authority is granted to deduct 75 cents per day from the pay of officers treated in hospitals, to be credited to the medical department for hospitals.—*Secretary of War to Paymaster General, January 24, 1863.*

Officers of mustered-out volunteers, against whom there are stoppages for accounts of public property not rendered, have been paid by authority of the War Department on rendition of their accounts, certified to by the mustering officer.—*War Department, May 26, 1863.*

Stoppages in favor of the United States.
Deductions.

Officers mustered out, &c.

SUBALTERN OFFICERS.

Subaltern officers doing duty as acting assistant commissary and commanding company, paid for both.—*(See "OFFICERS" and "COMPANY COMMANDERS.")*

Subalterns.

SUBSTITUTES.

Substitutes under the conscript law are entitled to the same pay and allowances provided by law as if originally drafted in the United States service.—*Section 17, act No. 54, March 3, 1863; G. O. No. 73, 1863.*

Substitutes.

SUPERNUMERARIES.

Supernumerary officers and non-commissioned officers to be mustered out of service.—*G. O. No. 126, 1862.*

Supernumeraries mustered out.

No person acting in the capacity of a supernumerary will, under any circumstances, be permitted to receive pay and allowances from the government; and paymasters making payment to such supernumeraries will be held individually accountable for amounts so paid.—*G. O. No. 110, 1863.*

Paymasters forbidden to pay supernumeraries.

SUTLERS.

Section 5, act June 12, 1858, giving sutlers a lien upon soldiers pay is repealed. All regulations giving sutlers rights and privileges beyond the Rules and Articles of War are abrogated.—*Act of December 24, 1861, in G. O. No. 111, 1861.*

Sutlers to regular troops.

Sutlers to volunteer troops.

Sutlers to volunteer troops, chosen as required in act of March 13, 1862, to have a lien only upon the pay of the officers, non-commissioned officers, and privates of the regiments for which they were chosen, or those stationed at the post for which they were appointed, and for no greater sum than the *one-sixth* of the monthly pay of each officer, non-commissioned officer, and private, for sales during each month, to be charged on the pay-rolls of each officer, non-commissioned officer, and private, and to be deducted from his pay, and paid over by the paymaster to the sutler of the regiment or post. A paymaster allowing or paying a greater sum than one-sixth, to have the surplus amount charged against him, and deducted from his pay, and paid over to the officer or soldier so overcharged.—*Sec. 4, act March 19, 1862; G. O. No. 27, 1862.*

Paymaster, for what liable.

TAX ON SALARIES.

Three per cent. tax.

Paymasters to deduct and withhold the sum of three per cent. from all salaries and payments of every kind made in money to persons in civil, military, naval, or other employment in the service of the United States, upon the excess of such salaries or payments over the rate of \$600 per annum.

Supplies issued in kind are not regarded as payments. All payments made by a quartermaster or disbursing agent should be treated as being in excess of the rate of \$600, and the tax be deducted from the amount.

A person in the employ of the government who receives an amount exceeding the rate of \$50 per month, is subject to a deduction of the tax.—*Circular of Commissioner of Internal Revenue, December 1, 1862.*

Tax, how collected.

Paymasters in collecting the internal revenue tax, on accounts paid by them, must deduct the tax on the face of such accounts, and take receipts from the officers only for the actual amount paid such officers. The proper voucher for the amount of tax collected is the receipt of the Commissioner of Internal Revenue, or the certificate of deposit to his credit, which will be filed with the paymaster's account current.—*Paymaster General, July 3, 1863.*

TRANSFERS.

Transfers of soldiers forbidden.

The transfers of soldiers from one company or regiment to another are not henceforth to be made.—*G. O. No. 108, 1861, of December 16, 1861.*

Transfers of pay.

Transfers of pay.—(See "ASSIGNMENTS OF PAY.")

TRANSPORTATION.

Transportation expenses, &c.

The transportation of volunteers from place of muster to place of rendezvous is to be charged to the funds for "collecting, drilling, and organizing volunteers."—*G. O. No. 61, 1861, (paid by mustering and disbursing officers of the United States army, and not by the paymaster.)*

Cost of transportation, &c.

Transportation to be furnished to soldiers on sick leave (by the Quartermaster's Department,) and the cost to be stopped from their pay.

Cost of transport-

The necessary transportation furnished to soldiers on sick leave

by the State authorities to be deducted from their pay by the paymaster and refunded to the State, whose warrant for the stoppage will be the certificate of the proper agent of the State, accompanied by the receipt of the soldier for the transportation, &c.—*G. O. No. 41, 1862.*

tation furnished to sick soldiers by State authorities to be stopped, &c.

Cost of transportation furnished to soldiers on sick leave to be noted on the descriptive lists of the soldiers.—*G. O. No. 51, 1862.*

Transportation to be noted, &c.

TRAVELLING ALLOWANCES.

Every non-commissioned officer, artificer, musician, and private of volunteers is allowed fifty cents per day for subsistence (and if cavalry volunteer, twenty-five cents per day additional for forage) for every twenty miles' travel from place of enrolment to place of muster or of general rendezvous, and, when *honorably* discharged, the same rate of allowances from place of discharge to place of enrolment.—*Section 5, act July 22, 1861, in G. O. No. 49, 1861.* (See "TRANSPORTATION.")

Travel, subsistence, and forage allowances to discharged volunteers.

Commissioned officers of two and three years volunteers are allowed one day's pay and subsistence for every twenty miles' travel from place of enrolment to place of muster, and on discharge, from place of discharge to place of enrolment, *provided* transportation *in kind* has not been furnished by the United States or by the State.—*G. O. No. 43, 1861.*

Commissioned officers of volunteers.

The laws of March 3, 1799, March 16, 1802, January 11, 1812, and January 29, 1813, give an officer or soldier of the regular army, when *honorably* discharged, travel pay and rations, (or an equivalent in money,) at the rate of twenty miles per day, from place of discharge to his residence. *As volunteer officers have by law the pay and allowances of those of like grades of the regular army, they are entitled, by these provisions of law, to travel pay and subsistence on honorable discharge. Such allowances are, however, not made to officers who leave the service by resignation.—See letter of Judge Holt to Secretary of War, September 18, 1862.*

Discharged volunteers.

If on the first rolls for payment, after entry into service, there seem to be claims for travelling—in allowances not well defined, write upon the rolls the following certificate for the signature of the company commander:

Certificate required in certain cases.

"I certify that the members of this company are entitled to travelling allowances, according to law, for _____ miles of travel from _____ to _____; and that neither the United States, the State of _____, nor any individual, have advanced anything on their account; but the officers and men have furnished themselves."—(See "ADVANCES.")

The travel pay and allowances to persons drafted under conscript law, from residence to rendezvous, and from rendezvous to residence when they are discharged from rendezvous as not required for service, are to be paid from the appropriation for enrolling and drafting.—*Section 16, act No. 54, March 3, 1863.*

Drafted men.

Travelling allowances home are not allowed to a soldier *dishonorably* discharged at any time previous to expiration of enlistment, unless discharged on surgeon's certificate of disability.—*Second Comptroller to Paymaster General, vol. 16, page 419.*

Not due on dishonorable discharge.

Not due on discharge by soldier's own request.

A soldier discharged at his own request, prior to expiration of term, and *not* in consequence of sickness, is not entitled to travel pay to his residence.—*Second Comptroller to Second Auditor, April 28, 1855.*

Place of enlistment is equivalent to place of residence.

The place of enlistment is usually considered the place of residence within the meaning of the law. But if enlisted in the enemy's country and brought to the United States and discharged, his travelling allowances will be computed from place of discharge to his home or actual residence.—*Second Comptroller, vol. 14, page 35.*

Not allowed when discharged as punishment.

A soldier who may be *dishonorably* discharged, at any time, from the service of the United States as a punishment, is not entitled, under existing laws, to travel pay and allowances from place of discharge to his residence.—*Second Comptroller, September 24, 1853; Secretary of War, November 11, 1853.*

Due to re-enlisted soldier.

A soldier re-enlisting at the expiration of his term of service is entitled to receive all that is due him on the completion of his enlistment, including travel pay and subsistence, as though he had not again entered the service.—*Decision of Second Comptroller, July, 1863, and paragraphs 1338 and 1339 Army Regulations.*

Due to soldiers appointed teamsters.

A soldier discharged to be employed as teamster in Quartermaster's Department is legally entitled to travelling allowances.—*Second Comptroller, May 15, 1850.*

Not due to soldiers in custody of civil authorities.

A soldier who, at time of discharge from service, is in custody of civil authority and under sentence of imprisonment, is not entitled to receive travelling allowances.—*Second Comptroller, vol. 15, page 299.*

Due to residence in certain cases.

A soldier of volunteers or militia who, from sickness, or other proper cause, cannot avail himself of government transportation, nor march with his company, is entitled to his travel pay from place where he may *rightfully* be when his company is discharged to his place of residence.—*Second Comptroller, June 27, 1848.*

Double travel.

Volunteers originally called into service for six months, and who, on expiration of term of service, were re-mustered for a second term, are not entitled to travel pay and rations for each term to place of original organization or residence. No pay for constructive journeys home is allowed, except on re-enlistment.—*Second Comptroller, vol. 14, page 228.*

Soldier receiving commission.

A soldier on receiving and accepting a commission as a company officer is not entitled to the travelling allowances provided for in section 15, act January 29, 1813.—*Second Comptroller, vol. 12, page 334.*

TRUMPETER, (CHIEF.)

Chief trumpeter not to be mustered in.

The chief trumpeter, in law of July 17, 1862, not to be mustered into service; those mustered in to be mustered out.—*G. O. No. 126, 1862. This prohibition omitted in G. O. No. 110, 1863, which modifies and revises Order No. 126.*

Modified by subsequent orders.

Company trumpeters.

Trumpeters for companies of cavalry volunteers.—(See "CAVALRY.")

VACANCIES.

Vacancies of officers of vol-

Vacancies hereafter occurring among commissioned officers of volunteer regiments to be filled by the governors of States, respec-

tively, as in case of original appointments.—*Section 3, act No. 52, of August 6, 1861.*

No pay to those appointed to vacancies occurring during session of the Senate.—(*See "PAY."*)

unteers, by whom filled.

Vacancies during Senate session.

VOLUNTEERS.

Bounty and advanced pay to volunteers.—(*See "BOUNTY."*)

Bounty and advanced pay.
Organization of volunteer troops.

Organization of volunteer troops.—(*See "ARTILLERY," "CAVALRY," "ENGINEERS," "INFANTRY."*)

100,000 nine-months infantry volunteers authorized.

One hundred thousand *nine months* infantry volunteers, authorized to be accepted by the President, to have first month's pay in advance, and \$25 as bounty on muster of company or regiment into service. All provisions of law relative to three years volunteers, extended also to nine months volunteers, *except bounty*.—*Section 3, act 166, July 17, 1862, in G. O. No. 91, 1862.*

Volunteer recruits for filling up regiments of infantry already in service may be accepted by the President *for twelve months' service*; to be in all respects on a footing with similar troops in service, except as to bounty, which is \$50, one half on joining their regiments and the other half on expiration of enlistment.—*Section 4, act 166, July 17, 1862, in G. O. No. 91, 1862.*

Twelve-months recruits to fill up old regiments.

The governor of Kentucky authorized in law of February 7, 1863, to raise a volunteer force for *twelve months* of 20,000 rank and file, to be employed within the State. Officers of said regiments to be entitled to pay when the regiments and companies are filled, as now required by law, and while in *actual service*.

Kentucky volunteers.

The officers and soldiers placed on same footing as other volunteers in the service of the United States as to pay, subsistence, clothing, &c., *except bounty*; two of these regiments to be mounted when deemed necessary by the President, and to be armed as mounted riflemen.—*G. O. No. 40, 1863.*

Pay, &c.

Enlistments and re-enlistments of volunteer infantry, cavalry, and artillery as veteran volunteers.—(*See in full under "BOUNTY."*)

Veteran volunteers.

The service of veteran volunteers entering old regiments will continue for the full term of their own enlistment, notwithstanding the expiration of term of the regiment in which they enlist.—*G. O. No. 191, 1863.*

Length of term.

When troops take the field prior to muster-in.—(*See "PAY."*—*See "PAROLED VOLUNTEERS."* *See "MILITIA."*)

Volunteers taking the field prior to muster.

VOUCHERS.

In case of lost vouchers, parole testimony or the affidavit of the officer cannot be accepted by the accounting officers as equivalent to the vouchers necessary to the correct and prompt settlement of his account as required by section 2, act January 31, 1823.—*Second Comptroller, vol. 19, p. 292.*

Lost vouchers.