

GENERAL ORDERS, }  
No. 48. }

WAR DEPARTMENT,  
ADJUTANT GENERAL'S OFFICE,  
Washington, February 25, 1863.

The following regulations are established in regard to MUSTERS INTO AND OUT OF THE SERVICE OF THE UNITED STATES, OF OFFICERS AND ENLISTED MEN OF VOLUNTEERS IN THE FIELD:

I. Only officers of the Regular Army (including Additional Aides-de-Camp appointed by the President, under the act approved August 5, 1861,) will be detailed to muster into and out of the service of the United States, and *no officer will make these musters unless detailed to do so by competent authority.*

II. Officers, as aforesaid, will be detailed (under paragraph 1st) by the Corps or Department Commander, as follows:

For each Corps or Department, one officer, to be called the *Commissary of Musters* for that Corps or Department, and two enlisted men for clerks in his office, at Corps or Department Headquarters. All rolls and communications sent to and from the officers detailed on this service, in any Corps or Department, will be through the Commissary of Musters for that Corps, who will exercise a supervision over the whole subject of musters for the Corps or Department to which he belongs.

For each Division, one officer, to be called an *Assistant Commissary of Musters* for that Division, who will make all musters into and out of the service of the United States for his Division, and see that all officers of his Division are properly mustered into or out of the service of the United States, as the circumstances of the case may require; he will also be prepared to give such information on the subject of muster and muster rolls as may be required by those serving in the Division. He will also provide himself with blanks, by application to the Commissary of Musters of his Corps or Department. One enlisted man will be detailed by the Division Commander as clerk in his office. Commissaries of Musters, and their Assistants, will be furnished with such stationery as they may require by the Quartermaster's Department, upon their requisitions, approved by the Corps, Department, or Division Commander, as the case may be.

So soon as the Commissaries and Assistants, are detailed as herein directed, their names will be reported to the Adjutant General of the Army.

III. . Each Assistant Commissary of Musters will make a daily report to the Commissary of Musters for his Corps or Department of all the musters made by him since his last report, forwarding with this report three copies of the muster-in and four of the muster-out rolls, in every case, as vouchers to his report.

These rolls and reports will be corrected and consolidated by the Commissary of Musters, who will also add his own report of such musters as he may have made himself, and forward it, with one copy of the muster-in and muster-out rolls, in each case, direct to the Adjutant General, Washington, D. C. The Commissary of Musters will dispose of the other copies of the rolls as prescribed in the pamphlet of instructions to Mustering Officers.

IV. . Commanders of Corps or Departments will see that each Regiment, Independent Company, etc., is assigned to some one of the Assistant Commissaries of Musters under their command. The Commissaries of Musters will be responsible to the Adjutant General of the Army for the correctness of the musters and muster rolls in their Corps, *and, no officer shall be mustered in, or out, except by a Commissary or Assistant Commissary of Musters to whom the command to which he belongs has been assigned.*

V. . 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; and no officer is properly out of service until discharged in Orders, or mustered out by the proper officer. *One copy of the rolls or order in each case must be forwarded to this office.*

VI. . Commissaries and Assistant Commissaries of Musters, having been once detailed, will not be relieved from this duty, or transferred to another Division, Department, or Corps, without authority from the Adjutant General's Office.

VII. . Departments, Commanders of Corps, and Divisions, will exercise such supervision over the musters as they may think necessary for a prompt and efficient performance of this service.

VIII. The following rules will be observed in all musters-in or out:

1st. An officer must present his commission, or appointment, from the Governor of the State to which the regiment or organization, into which he desires to be mustered, belongs.

2d. The Mustering Officer must ascertain from the records of the regiment, or organization, such as muster rolls, monthly returns, and morning reports, that a vacancy exists.

3d. If an officer has been commissioned, as above, and a vacancy exists, and he is *physically fitted* for duty, he may be mustered into the service of the United States, *from the date on which the muster-in actually takes place.*

4th. *No muster-in shall be dated back without authority from the Adjutant General*, except upon proof that it could not have been made at an earlier date, which proof shall consist of the affidavit of the officer, accompanied by that of his Regimental or Detachment Commander, setting forth that he has made all proper efforts to have himself mustered in, but without success, before the time at which he now presents himself. These affidavits must be attached to the copy of the muster-in roll intended for the Adjutant General.

5th. No officer shall be mustered in to date back beyond the time that he has *actually been performing the duties of the grade into which he desires to be mustered*, nor beyond the time at which a vacancy is proved to have existed by the regimental or company records. *If on the muster and pay rolls the applicant appears mustered for pay in one grade, he cannot be mustered into the service, to cover the same period, as of any other.* Gross errors, on this point, are frequently committed by mustering officers, therefore, special attention is invited to it.

6th. Musters into and out of service must be made for each new grade of commissioned officers, as well as when enlisted men or citizens are appointed commissioned officers. A discharge in Orders, or by order of the proper authority, is in all cases a muster-out of the service of the United States, and *no muster-out rolls will be furnished in such cases.*

7th. Musters-in and out must be made on separate rolls, and a separate roll must be made for each grade. *Officers or enlisted men of different companies or regiments, must not be mustered in, or out, on the same rolls.*

8th. Hereafter, 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 as such, in that grade, whether he be commissioned by the Governor or not, unless he be appointed or commissioned by the President. *Paymasters will closely observe, and report, all violations of this paragraph.*

9th. A muster once made will in no case be altered, except by authority from the Adjutant General of the Army, and all applications for alterations must pass through the mustering officer, if possible.

10th. Troops organizing in their respective States—including recruits for regiments in the field—and those organized, and not in the field, will be mustered by the duly appointed mustering officers for the States. *Said officers have no authority to muster commissioned officers belonging to organizations which have left the State.* (See paragraph 4.) The mustering officers, for States, will closely observe the requirements of paragraph 8.

11th. Enlisted men having received commissions or appointments, will not be mustered in as commissioned officers until they shall have been discharged as soldiers by the Department or Corps Commander.

12th. The directions contained in the pamphlet of Instructions to Mustering Officers, will be followed in all cases.

**BY ORDER OF THE SECRETARY OF WAR:**

L. THOMAS,  
*Adjutant General.*

**OFFICIAL:**

*Assistant Adjutant General.*