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Adjutant and Inspector General's Office,  
RICHMOND, VA. Aug. 1861.

1. The following Regulations are published for the guidance of the Army, and they will be strictly enforced.

DISCHARGES.

2. No enlisted man shall be discharged before the expiration of his term of enlistment, without authority of the War Department, except by sentence of a general court martial, or by the commander of the department, or of an army in the field, on certificate of disability, or on application of the soldier after twenty years' service.

3. When an enlisted man is to be discharged, his company commander shall furnish him certificates of his account, according to form 4, pay department.

4. Whenever a non-commissioned officer or soldier shall be unfit for the military service, in consequence of wounds, disease or infirmity, his captain shall forward to the commander of the department, or of the army in the field, through the commander of the regiment or post, a statement of his case, with a certificate of his disability signed by the senior surgeon of the hospital, regiment or post, according to the form prescribed in the medical regulations.

5. If the recommendation for the discharge of the invalid be approved, the authority therefor will be endorsed on the "certificate of disability," which will be sent back to be completed and signed by the commanding officer, who will then send the same to the Adjutant General's office.

6. The date, place, and cause of discharge of a soldier absent from his company, will be reported by the commander of the post to his company commander.

7. Company commanders are required to keep the blank discharges and certificates carefully in their custody.

#### LEAVES OF ABSENCE TO OFFICERS.

8. In no case will leaves of absence be granted so that a company be left without one of its commissioned officers, or that a garrison post be left without two commissioned officers and competent medical attendance; nor shall leave of absence be granted to an officer during the season of active operations, except on urgent necessity, and then as follows: the commander of a post may grant seven days' leave, the commander of an army thirty days.

9. When not otherwise specified, leaves of absence will be considered as commencing on the day that the officer is relieved from duty at his post. He will report himself monthly, giving his address, for the next thirty days, to the commander of his post, and of his regiment or corps, and to the Adjutant General; and in his first report state the day when his leave of absence commenced; at the expiration of his leave he will join his station.

10. The immediate commander of the officer applying for leave of absence, and all intermediate commanders, will endorse their opinion on the application before forwarding it.

11. The commander of a post may take leave of absence not to exceed seven days at one time, or in the same month, reporting the same fact to his next superior.

12. An application for leave of absence on account of sickness must be accompanied by a certificate of the senior medical officer present, in the following form:

\_\_\_\_\_ of the \_\_\_\_\_ regiment of \_\_\_\_\_, having applied for a certificate, on which to ground an application for leave of absence, I do hereby certify that I have carefully examined this officer and find that \_\_\_\_\_.  
(Here the nature of the disease, wound, or disability is

to be fully stated, and the period during which the officer has suffered under its effects.) And that, in consequence thereof, he is, in my opinion, unfit for duty. I further declare my belief that he will not be able to resume his duties in a less period than ———. (Here state candidly and explicitly the opinion as to the period which will probably elapse before the officer will be able to resume his duties. When there is no reason to expect a recovery, or when the prospect of recovery is distant and uncertain, or when a change of climate is recommended, it must be so stated.) Dated at ———, this ——— day of ———.

SIGNATURE OF THE MEDICAL OFFICER.

13. When an officer is prevented by sickness from joining his station, he will transmit certificates in the above form monthly, to the commanding officer of his post and regiment or corps, and to the Adjutant General; and when he cannot procure the certificates of a medical officer of the army, he will substitute his own certificate on honor to his condition, and a full statement of his case. If the officer's certificate is not satisfactory, and whenever an officer has been absent on account of sickness for one year, he shall be examined by a medical board, and the case specially reported to the President.

14. In all reports of absence, or applications for leave of absence on account of sickness, the officer shall state how long he has been absent already on that account, and by whose permission.

FURLONGHS TO ENLISTED MEN.

15. Furloughs will be granted only by the commanding officer of the post, or the commanding officer of the regiment actually quartered with it. Furloughs may be prohibited at the discretion of the officer in command.

16. Soldiers on furlough shall not take with them their arms or accoutrements.



## FORM OF FURLOUGH.

*To all whom it may concern :*

17. The bearer hereof \_\_\_\_\_, a Sergeant (corporal or private, as the case may be) of Captain \_\_\_\_\_ company, \_\_\_\_\_ regiment of \_\_\_\_\_; age \_\_\_\_\_ years, \_\_\_\_\_ feet \_\_\_\_\_ inches high, \_\_\_\_\_ complexion, \_\_\_\_\_ eyes, \_\_\_\_\_ hair, and by profession a \_\_\_\_\_; born in the \_\_\_\_\_ of \_\_\_\_\_, and enlisted at \_\_\_\_\_, in the \_\_\_\_\_ of \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_ eighteen hundred and \_\_\_\_\_, to serve for the period of \_\_\_\_\_, is hereby permitted to go to \_\_\_\_\_ in the county of \_\_\_\_\_, state of \_\_\_\_\_, he having received a furlough, from the \_\_\_\_\_ day of \_\_\_\_\_ to the \_\_\_\_\_ day of \_\_\_\_\_, at which period he will rejoin his company or regiment at \_\_\_\_\_, or wherever it then may be, or be considered a deserter.

Subsistence has been furnished to said \_\_\_\_\_ to the \_\_\_\_\_ day of \_\_\_\_\_, and pay to the \_\_\_\_\_ day of \_\_\_\_\_, both inclusive.

Given under my hand at \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_ 18\_\_\_\_.

Signature of the officer giving the furlough \_\_\_\_\_.

By command of Secretary of War.

S. COOPER,  
*Adjutant and Inspector General.*

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