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GENERAL ORDERS,

No. 14.

REGULATIONS

FOR

THE ARMY.

RICHMOND:
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1861.



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No. 14

REGULATIONS.

ADJUTANT AND INSPECTOR GENERAL'S OFFICE,
RICHMOND, October 4th, 1861. }

GENERAL ORDERS, No. 14.

The following regulations are published for the information of the army, and it is earnestly enjoined upon commanding officers to enforce prompt compliance with their requirements, great embarrassment having already resulted from neglect in making out the required returns. Blank forms for all returns required by this office, will be furnished to the headquarters of each army corps. for distribution to commanders of divisions, brigades, regiments, battalions and companies.

MUSTERS.

The musters will be made by an inspector general, if present, otherwise by an officer specially designated by the commander of the army, division, or department; and in absence of either an inspector general or officer specially designated, the muster will be made by the commander of the post or camp at the end of every even month.

When one inspecting officer cannot muster all the troops himself on the day specified, the commanding officer will designate such other competent officers as may be necessary to assist him.

All stated musters of the troops shall be preceded by a minute and careful inspection in the prescribed mode; and if the command be more than a company, by a review, before inspection.

The mustering officer having inspected the companies in succession, beginning on the right, returns to the first company to muster it. The company being at ordered arms, with open ranks, as when inspected, the captain will, as the mustering officer approaches, command:

1. *Attention.* 2. *Company,* 3. *Shoulder—ARMS.* 4. *Support—ARMS.*

The mustering officer will then call over the names on the roll, and each man, as his name is called, will distinctly answer, *Here!* and bring his piece to a carry and to an order.

After each company is mustered, the captain will order it to be marched to the company parade, and there dismissed to quarters to await the inspector's visit.

After mustering the companies, the mustering officer, attended by the company commanders, will visit the guard and hospital, to verify the presence of the men reported there.

The muster and pay rolls will be made on the printed forms furnished from the adjutant and inspector general's office and according to the directions given on them. On the muster rolls companies are designated by the name of the captain, whether present or absent. The pay roll is left blank, to be filled by the quartermaster.

One copy of each muster roll will be transmitted by the mustering officer to the adjutant and inspector general's office in the War Department, within three days after the muster, and two copies of the muster and pay rolls to the regimental quartermaster, upon which to make his estimates and payments, the third being retained for the company files.

CORRESPONDENCE.

Written communications from a commander to those under his command may be made by his staff officer. In all other cases by the officer himself.

In signing an official communication, the writer shall annex to his name his rank and corps. When he writes by order, he shall state by whose order.

Communications to a commander from those under his command are addressed to the proper officer of his staff; to the chief of the adjutant and inspector general's department, in what relates specially to his bureau or to the service generally; to the chief of any other department of the staff, in what relates specially to his branch of the service. Communications to the Secretary of War will be made through the adjutant and inspector general's office of the War Department, unless it be a case of claim, allowance, or other business specially appertaining to some other bureau; for example: claims will be transmitted through the quartermaster general for pay,

mileage or quarters, &c. All communications, except rolls and stated returns, and accounts, are to be passed through the immediate commanders. The same rule governs in verbal applications; for example: a lieutenant seeking an indulgence must apply through his captain. Communications from officers of the staff and administrative services to their own chiefs do not pass through the military commanders under whom they serve, except estimates for funds or supplies.

Rolls and returns will be accompanied by a letter of transmittal, enumerating them, and referring to no other subject.

Generally, officers who forward communications endorse on them their remarks or opinion, without other letters of transmittal.

Official letters should generally refer to one matter only. In regard to an enlisted man, the company and regiment must be stated.

Letters on all letter paper will be folded in three folds parallel with the writing.

All communications on public service are to be marked on the cover, "Official Business."

RETURNS.—MONTHLY RETURNS.

Commanders of army corps, regiments and battalions, will make to the adjutant and inspector general's office of the War Department monthly returns of their respective corps, regiments and battalions, on the forms furnished from that office, and according to the directions expressed on them. In like manner, captains make monthly company returns to regimental headquarters. All monthly returns will be forwarded on the first day of the next month, except regimental returns, which are forwarded as soon as all the company returns are received.

If any company be so far from regimental headquarters as to delay the transmittal of the monthly return to the tenth of the month, the colonel will not wait for the return of such company, but leave space for it to be entered at the adjutant and inspector general's office, for which purpose the captain will transmit a copy of the return direct to the adjutant and inspector general as well as to regimental headquarters.

The established printed forms and blanks of all returns required from the commanders of corps, divisions, brigades, regiments, battalions and companies, will be furnished from the adjutant and inspector general's office, on their requisitions annually made, or oftener, if necessary. The receipt of these forms and blanks will be immediately acknowledged, and afterward accounted for on the next monthly returns.

Manuscript returns, rolls, certificates and other documents are prohibited, unless the proper printed forms have not been received in time. Regimental returns must be made out in the name of the colonel, whether he be present or absent.

ANNUAL RETURNS, CASUALTIES.

This return will exhibit the various changes and alterations which may have taken place in the regiment during the preceding twelve months; that is to say: a statement of the number of resignations, transfers, deaths, &c., of commissioned officers; the number of men joined by enlistment, transferred, and discharged; the number tried by court-martial, or by the civil law, and the nature of their offenses; the number of discharges, deaths, dismissals and desertions; the number joined from desertions, pardoned, &c., &c.

RETURN OF DECEASED SOLDIERS.

To be forwarded to the adjutant and inspector general, by the colonel of regiments quarterly. Also a duplicate to the second auditor of the treasury.

FIELD RETURNS.

Besides the stated return of the troops, such other field returns and reports will be made as may be necessary to keep the government informed of the condition and strength of the forces.

After any action or affair, a return of the killed, wounded or missing will be made, in which the name, rank and regiment, of each officer and soldier will be specified, with such remarks and explanations as may be requisite for the records of the Department of War; or be necessary to establish the just claims of any individual who may have been wounded, or of the heirs and representatives of any killed in action, taking care to specify the nature of the wound, and the time and place of its occurrence.

By order of the Secretary of War.

S. COOPER,
Adjutant and Inspector General.

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