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Volume 1.....	No. 1.	Diplomatic: Parts 1, 2, 3, and 4.
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1866.

REPORTS

OF

BVT. BRIG. GEN. D. C. M^cCALLUM,

DIRECTOR AND GENERAL MANAGER OF THE MILITARY RAILROADS OF THE UNITED STATES,

AND

THE PROVOST MARSHAL GENERAL.

IN TWO PARTS.

APPENDIX

TO THE

REPORT OF THE SECRETARY OF WAR

ACCOMPANYING

MESSAGE OF THE PRESIDENT TO THE 39TH CONG., 1ST SESS.

PART II.

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[**]REVISED REGULATIONS FOR THE GOVERNMENT OF THE BUREAU OF
THE PROVOST MARSHAL GENERAL OF THE UNITED STATES.

WAR DEPARTMENT,
Washington, September 1, 1864.

The following revised regulations for the government of the Bureau of the Provost Marshal General of the United States having been approved by the President of the United States, he commands that they be published for the government of all concerned, and that they be strictly observed.

EDWIN M. STANTON
Secretary of War.

*Revised regulations for the government of the Bureau of the Provost Marshal
General of the United States.*

OFFICERS DETAILED AS ACTING ASSISTANT PROVOST MARSHALS GENERAL FOR
STATES OR DIVISIONS.

1. The officer detailed in each State or division to aid the War Department in securing uniformity in the execution of the enrolment act shall keep himself well informed as to the condition of the department throughout the State or division. He shall, under the Provost Marshal General of the United States, exercise supervision over the provost marshals and their subordinates for the congressional districts of that State or division, and shall see, by personal inspection or by his inspectors, that boards of enrolment and persons acting under them attend faithfully and diligently to their duties.

2. He shall communicate to them the orders and instructions of the Provost Marshal General, and see that they are promptly and efficiently executed, and shall from time to time give or transmit such instructions in accordance with these regulations, as hereinafter prescribed, as may be required to facilitate and enforce obedience to them.

3. He shall forward to the Provost Marshal General, with his remarks, all communications transmitted through his office; and in all matters requiring the decision of the Provost Marshal General shall carefully scrutinize the case and *indorse thereon his opinion and recommendation.*

4. He will communicate with the civil officers of the State, and, with their sanction, will make such extracts from their records as may facilitate the business of provost marshals and boards of enrolment, and shall obtain from boards of enrolment copies of such reports and rolls as may be properly required for the records of the State authorities.

5. He shall see that all possible means are taken by the provost marshals under his control to arrest deserters, and will promptly report any provost marshal, commissioner, or surgeon, who gives evidence of want of zeal or ability to execute the duties of his office.

6. He shall make full and frequent reports to the Provost Marshal General on the condition and wants of the service in the State or division, and shall apply to him for instructions regarding all doubtful points in the discharge of his duty.

[** Pages 3-28 of this document are transcriptions from pages 276-300 of the original source. Pages 1-2 and 29-70 are scanned images of the original title pages and forms pages from pages 301-349 of the source. Misspellings and formatting were preserved as much as possible on the transcribed pages.]

OFFICERS MAKING TOURS OF INSPECTION.

7. All officers making tours of inspection in this bureau shall habitually examine the books and accounts of provost marshals, and shall give them such instructions as may be needed, to insure prompt and correct rendition of accounts and proper reports and returns, as required by regulations.

PROVOST MARSHALS' DISTRICTS.

8. The following is from section 4th of the act for enrolling and calling out the national forces, &c, approved March 3, 1863: "That for greater convenience in enrolling, calling out, and organizing the national forces, and for the arrest of deserters and spies of the enemy, the United States shall be divided into districts, of which the District of Columbia shall constitute one, each Territory of the United States shall constitute one or more, as the President shall direct, and each congressional district of the respective States, as fixed by law of the State next preceding the enrolment, shall constitute one: *Provided*, That in States which have not by their laws been divided into two or more congressional districts, the President of the United States shall divide the same into so many enrolment districts as he may deem fit and convenient."

PROVOST MARSHALS.

9. The following is from section 5th of the act for enrolling and calling out the national forces, &c, approved March 3, 1863: " That for each of said districts there shall be appointed by the President a provost marshal, with the rank, pay, and emoluments of a captain of cavalry, or an officer of said rank shall be detailed by the President, who shall be under the direction and subject to the orders of a Provost Marshal General, appointed or detailed by the President of the United States, whose office shall be at the seat of government, forming a separate Bureau of the War Department."

10. Provost marshals have the rank, pay, and emoluments of captains of cavalry, exclusive of commutation for transportation or for fuel and quarters. The accounts for pay will be made on the forms furnished by the pay department.

11. The provost marshal, commissioner, and surgeon of the board of enrolment in each congressional district are entitled to draw forage in kind from the quartermaster's department, upon the usual requisition, for each horse actually kept by them, when and at the place where they are on duty, not exceeding the number authorized by law.

The officer must certify that his requisition is correct and just; that he has not drawn forage, or received money in lieu of any part thereof, for any part of the time charged; and that the horse or horses for which forage is required has or have been actually kept by him when and at the place where he is on duty.

If the quartermaster's department cannot furnish forage in kind, the officers above named are entitled to commutation for the same at the rate of \$8 per month for each horse.

12. The dress of the provost marshals, when engaged in the duties of their office, shall be that of a captain of the general staff, as prescribed in army regulations.

DISTRICT HEADQUARTERS.

13. The headquarters of each district shall be fixed and announced by the Provost Marshal General.

14. Each provost marshal shall take post at the headquarters of his district.

15. Each provost marshal, on taking post, shall, if there be no government building suitable for the purpose, make, subject to approval, written agreements (in quintuplicate) for the rent of an office upon the most reasonable terms possible. (See paragraph 129.)

16. This office will consist of not more than three rooms; one of which shall be used by the board of enrolment during its sessions, and may be devoted at other times to the wants of the service. The rent will be paid as hereinafter provided for other accounts.

17. He shall in like manner, whenever it is rendered necessary by the quantity of clothing on hand, select and hire a secure and dry clothing storeroom, and take proper care of the clothing at all times.

18. Each provost marshal may employ three regular clerks and one janitor, subject to the approval of the Provost Marshal General, and at the rates of compensation as follows, viz: One at \$100 per month, two at \$75 per month, and one janitor at \$40 per month. One of these clerks shall, in addition to his other duties, act as recorder of the board of enrolment; they may be appointed deputy provost marshals for local purposes, but shall not be entitled to additional compensation therefor. If more clerks become necessary, they may be employed from time to time, and paid at the rate of \$2 50 per diem *for the time actually employed*. Provost marshals, in reporting the appointments of their regular clerks, will send to the Provost Marshal General a specimen of the handwriting of each one appointed. (See paragraph 139.)

DUTIES OF PROVOST MARSHALS.

19. Immediately upon entering upon his duties, each provost marshal shall report, by letter, to the Provost Marshal General of the United States and the acting assistant provost marshal general for his State.

20. He shall place himself in communication with the principal executive officers of the civil service within his district, and all officers commanding organized military forces therein, and he shall acquaint himself with the regular stations occupied by the troops.

21. He shall see to securing and rendering the vouchers and accounts incident to all services pertaining to his office.

22. Section 7, act for enrolling and calling out the national forces, approved March 3, 1863, is as follows: "*And be it further enacted*, That it shall be the duty of the provost marshals to arrest all deserters, whether regulars, volunteers, militiamen, or persons called into the service under this or any other act of Congress, wherever they may be found, and to send them to the nearest military commander or military post; to detect, seize, and confine spies of the enemy, who shall, without unreasonable delay, be delivered to the custody of the general commanding the department in which they may be arrested, to be tried as soon as the exigencies of the service permit; to obey all lawful orders and regulations of the Provost Marshal General, and such as may be prescribed by law, concerning the enrolment and calling into service of the national forces."

23. When transportation is required by the provost marshal for deserters after their arrest, or for the military guards in charge of them, he shall make requisition for it on the United States quartermaster, if there be one accessible; if not, he shall procure transportation and take vouchers as hereinafter provided.

24. It shall be the duty of the provost marshal in each district to call together, whenever required, the board of enrolment; to preside at its sessions, announce such of its decisions or directions as it may be necessary to make public, enforce its orders, see that a fair record is made of its proceedings in a book kept for that purpose by the recorder, and to transmit to the Provost Marshal General the enrolment lists,

as consolidated by the board, and such other communications as the board may deem it necessary to lay before the Provost Marshal General.

25. The provost marshal shall himself, or through his agents, carry out that part of section 12 of the enrolment act which requires that the persons drawn in the draft " shall be notified of the same within ten days thereafter, by a written or printed notice, to be served personally, or by leaving a copy at the last place of residence, requiring them to appear at a designated rendezvous to report for duty." And all persons so drawn in the draft shall report at the place of rendezvous on the day required by said notice, which shall be within ten days after such notice has been thus served upon them.

26. He shall file with the district attorney of the United States for the district in which the offence shall have been committed, written information, containing a report of the facts against any and all persons within his district who shall have violated section 24 of the enrolment act, or sections 21, 22, and 23 of the act amendatory thereof, or any part of the same.

27. He shall arrest and forthwith deliver to the proper civil authorities, to wit, the marshal of the United States, within and for the district in which the arrest is made, with written charges in the case, any and all persons who shall have violated section 12 of the act amendatory of the enrolment act, or any part of the same.

28. If a person, with intent to prevent the draft, refuses to give his true name when lawfully requested so to do by an officer whose legal duty it is to ascertain and enroll it, it is an obstruction of that officer in the performance of one of his duties in relation to the draft. So, also, of the giving of false names with the same illegal intent, and the offender will, in either case, be subject to summary arrest by the provost marshal.

29. It shall be the duty of the provost marshal to prepare and forward, through the assistant provost marshal general for his State, to the Provost Marshal General, charges and specifications in due form against the surgeon of the board of enrolment in his district, if said surgeon omits any of the duties, or renders himself liable to any of the penalties set forth in section 14 or the enrolment act, and section 25 of the act amendatory thereof.

30. The provost marshal shall, so far as it may be in his power, make the seizures provided for in section 23 of the enrolment act.

31. Provost marshals are required to complete all business which may originate in or properly belong to their respective districts, though in doing so they or their deputies or agents may, for the time, be carried within the geographical limits of other districts.

32. To enable provost marshals to discharge their duties efficiently, they are authorized to call upon the nearest available military force, or on citizens as a *posse comitatus*, or on United States marshals and deputy marshals; and these and all other persons are hereby enjoined to aid the provost marshal in the execution of his lawful duties when called on so to do.

33. Provost marshals will report, from time to time, as to what they deem necessary to secure an efficient performance of the duties required of them, and a complete execution of the law under which they act, giving the names and object of employes proposed.

APPREHENSION AND DELIVERY OF DESERTERS.

34. Every possible effort must be made by the provost marshal to secure the arrest of deserters; he shall see that they are securely held after arrest, and that all deserters arrested by other parties, and presented to

him, or at his headquarters, are promptly received, and held in secure custody until delivered to the commanding officer of the nearest military post or station.

35. A reward of thirty dollars (\$30) for the apprehension and delivery of a deserter to the nearest provost marshal will be paid by the nearest disbursing quartermaster of the United States. This reward is, of course, only due when the man presented is actually a deserter, and it shall include *all* expenses incurred in his arrest and delivery.

36. When a man, arrested as a deserter (by the officers or employés of this bureau,) claims that he is not a deserter, by reason of having been discharged from the service, or of never having been in the army, he shall not be forwarded from the provost marshal's headquarters until he shall have been afforded a fair and ample opportunity to present proof in support of his claim.

It is made the especial duty of provost marshals to investigate all such cases thoroughly and promptly. All doubtful cases shall be at once reported to the acting assistant provost marshal general of the State for his orders as to holding or discharging the man.

37. Where there is a military station in the immediate vicinity of the headquarters of the district, the provost marshal will send the deserters to it on the day of or the day following their arrest by or delivery to him. Where, however, the district headquarters are remote from all military stations, the deserters will be sent tri-monthly, or oftener, if there be more than five on hand at any intermediate period.

38. When a guard is necessary at the "district headquarters," and there is no *military force available* for this service, a special guard may be employed at a per diem not to exceed \$1 50 for the time actually and necessarily employed. (See par. 137 Reg.)

When it is necessary to conduct and guard deserters and other persons sent by provost marshal from district headquarters to a military station or rendezvous, and there is no *military force available for the service*, the provost marshal may, on the approval of the acting assistant provost marshal general, employ a special guard, under a deputy or special agent, to accompany them. The members of the guard may be allowed, "*for the time actually and necessarily employed on the trip,*" which must be so stated on the voucher for payment, a per diem *not to exceed* \$2 50, but if possible they will be employed at a lower rate of compensation.

39. The provost marshal shall see that the guards sent from his district to the military station, in charge of deserters and other persons, are armed and instructed to prevent the escape of those in their custody.

40. The provost marshal shall see that descriptive lists, in *duplicate*, are made of every deserter, or party of deserters, sent off by him. These lists will be taken by the provost marshal, or deputy in charge of the deserters, to the officer to whom the deserters are turned over; this latter officer will retain one, and return the other, giving a receipt for the deserters, by name, on the back of it. This copy of the descriptive list will accompany the provost marshal's monthly return to the Provost Marshal General of deserters arrested. The \$30 paid as reward for the apprehension and delivery of deserters will be stated opposite each man's name on the descriptive list. None of the expenses, however, incurred on the deserter's account, *after* he has been received by the provost marshal, shall be charged against him.

41. By section 13 of the enrolment act, any person failing to report, after due service of notice, as prescribed in the act, without furnishing a substitute or paying the requisite sum therefor, shall be deemed a deserter, and shall be arrested by the provost marshal and sent to the nearest military post for trial by court-martial; unless, upon proper showing that he is not liable to do military duty, the board of enrolment shall relieve him from draft. In case of such arrests the provost marshal shall send with each deserter, to the military post, written charges against him.

42. Provost marshals, while enjoined to a strict and inflexible performance of duty, are warned against improper arrests. It may happen that discharged soldiers may be imposed upon, and deprived of their papers, and then delivered for reward to the provost marshal as deserters. Sagacity and prompt and close scrutiny of every case, on the part of the provost marshals, must be exercised to prevent abuse or hardship of this nature.

43. Provost marshals shall keep books, in which they shall enter the descriptions of all deserters, spies, and other persons received as prisoners by them, with such dates and remarks as may be proper to complete, as far as practicable, the history of the arrest and disposition of the man.

STRAGGLERS.

44. Provost marshals shall arrest, and send to nearest military post, all stragglers from the army; men who may have left their commands, sick or with leave, and whose authority to be absent has expired, though they may not have left with the intention of deserting. They will be furnished with transportation, and reported on the provost marshal's returns in the same manner as deserters, but with proper explanatory remarks in each case.

SPIES.

45. A spy is a person who secretly, in disguise, or under false pretences, seeks information, with the intention of communicating it to the enemy. He is none the less a spy should he fail either in gaining such information or in communicating it to the enemy.—(General Orders 100 of 1863, from Adjutant General's office.)

46. It is the duty of provost marshals "to detect, seize and confine spies of the enemy, who shall, without unreasonable delay, be delivered to the custody of the general commanding the department in which they may be arrested."

47. Spies, when arrested, must be securely guarded and conducted to the custody of the *general commanding the department*, by military or special guards, in a manner similar to that heretofore provided for deserters.

48. The accounts for all expenses in regard to the arrest, confinement, transportation and subsistence of spies will be similar to those prescribed for deserters. The fact of their being rendered in relation to a spy, and not to a deserter, must be stated.

BOARDS OF ENROLMENT

49. Section 8th of act for enrolling and calling out the national forces, &c, approved March 3, 1863, provides " That in each of said districts there shall be a board of enrolment, to be composed of the provost marshal as president, and two other persons, to be appointed by the President of the United States, one of whom shall be a licensed and practicing physician and surgeon."

50. Section 5th of an act making appropriations for sundry civil expenses of the government for the year ending June 30, 1864, and for the year ending June 30, 1863, and for other purposes, approved March 3, 1863, provides "That the surgeon and the citizen at large, who are, with the provost marshal, to form the enrolling board of each congressional district, shall receive the compensation of an assistant surgeon of the army, excluding commutation for fuel and quarters, for the time actually employed."

51. The accounts for pay will be paid by the pay department on the forms furnished by it, to which must be attached the certificate of the provost marshal of the district as to the identity of the person named, and that he has been " actually employed " during the time charged for.

52. Members of boards of enrolment are forbidden to absent themselves from their duties, or their district, without leave first obtained from the acting assistant provost marshal general of the State, who shall not grant leave of absence for more than five days at any one time without the approval of the Provost Marshal General.

DUTIES OF BOARDS OF ENROLMENT.

53. Boards of enrolment shall meet daily, Sundays excepted, unless otherwise authorized or directed, from time to time, by the acting assistant provost marshal general of the State.

54. For the purpose of enrolment under the provisions of the law, the board in each district is directed by the Secretary of War to divide the district into sub-districts at the rate of one for each ward of a city, and one for each town, township, precinct, county, or election district of a county, according as the adoption of one or other of these subdivisions will prove most convenient for the execution of the law.

55. Deputies and special agents will be required, in addition to their other duties, to keep the enrolment, as required by section 6 of the amended act approved February 24, 1864.

If, in addition, enrolling officers become necessary, they may be appointed *with the approval of the Provost Marshal General*, and may be paid not to exceed three dollars per diem for the time actually and necessarily employed.

56. The board will give the enrolling officers all necessary instructions.

57. The board shall require of each enrolling officer, before he enters on his duties, an oath duly administered and witnessed, that he will perform faithfully, and without partiality, favor, or affection, all the duties of his office as enrolling officer, and that he will obey all lawful instructions of the board of enrolment. (See oath prescribed; paragraph 131.)

58. All persons subject to military duty under the provisions of the act approved March 3, 1863, for enrolling and calling out the national forces, and section 6 of the act approved February 24, 1864, amendatory thereto, shall be enrolled. Their respective places of residence, their ages, as they are at the time of enrolment, and their occupations, respectively, shall be noted.

59. The following must be enrolled:

1. All able-bodied male citizens of the United States between the ages of twenty and forty-five years, not exempt from military service by law.

2. All persons of foreign birth, not so exempted, who shall have declared, on oath, their intention to become citizens of the United States under and in pursuance of the laws thereof, and all persons of foreign birth who, though aliens, may have at any time assumed the rights of a citizen by voting at any election held under the authority of the laws of any State or Territory of the United States, or who has held any office under such laws, or any of them.

3. All able-bodied male colored persons between the ages of twenty and forty-five years, resident in the United States, (under the provisions of enrolment act of March 3, 1863, and the amendatory act of February 24, 1864.)

4. All persons liable to draft whose names may have been omitted by the proper enrolling officers; all persons who shall have arrived at the age of twenty years before the draft; all persons discharged from the military or naval service of the United States, who have not been in such service two years during the present war, and all persons who have been exempted under the provisions of the second section of the enrolment act, but who are not exempted by the provisions of the present act.

60. Poll-lists, local records, or other reliable documents may be taken by enrolling officers as evidence that aliens are subject to enrolment under the preceding paragraph.

61. Persons having their legal domicile within any district are not exempt from enrolment therein by reason of temporary absence therefrom. Students in colleges or schools, teachers, apprentices, sailors, travellers, travelling merchants, and similar classes of citizens, must be enrolled in the districts in which they have their respective domiciles.

62. The board shall require the enrolling officers to judge of the ages of individuals by the best information they can obtain in each case, but always to make a decision as to whether the person in question is subject to enrolment, and if he is, to enrol him accordingly. The board shall at all proper times hear and decide cases of persons claiming to have their names stricken from the enrolment lists on account of—1st, alienage; 2d, non-residence; 3d, over-age; 4th, permanent physical debility; 5th, persons having served in the military or naval service of the United States two years during the present war, and having been honorably discharged.

63. Whenever any part of the national forces is to be called out, the number of men to come from each district will be announced to the board through the Provost Marshal General, with specific instructions as to the quotas to be assigned to sub-districts.

64. The board shall make the apportionment according to the sub-districts to be considered, and shall then make drafts on each sub-district for the number of men required.

65. The board shall make an exact and complete roll of the names of the persons drafted, and of the order in which they were drawn, so that the first drawn may stand first on the said roll, and the second may stand second, and so on. The draft shall be public, and under the direction of the board of enrolment. The name of each person enrolled shall be placed in a box or wheel to be provided for the purpose, and some person designated by the provost marshal (the drawer to be blindfolded) shall draw therefrom one name at a time until the required number is obtained.

66. The names, with the residences, shall be written on cards of uniform size, shape, and color.

67. The cards will then be assorted by sub-districts, verified by comparison with the enrolment lists, and placed in an envelope marked with the number of the sub-district, and the number of cards contained in it, and sealed.

After all the sub districts have been thus prepared, all the envelopes will be put into one, and sealed up, and put away until the day of the draft.

68. On the day of the draft the board of enrolment will open the envelope in presence of any who choose to attend, and take the envelope containing the cards of the first sub-district.

These cards will be counted as they are placed in the box or wheel, and must agree with the number on the envelope.

The box should be about one foot wide, one foot deep, and one and a half long, with a lid securely fastened on, and a hole in the lid large enough to admit a man's hand.

If a wheel is used, it should be similar to the wheels used for drawing jurymen.

69. As soon as these preparations are made it will be announced that the draft for such a number from such a place (naming the sub-district) will commence; and the provost marshal, or some trusty person selected by him, will then be blindfolded and draw from the box or wheel a single card, which he will hand to the commissioner, who will read aloud the name and residence on it. The clerk will immediately enter this name on a list previously prepared, opposite No. 1. Thus the draft will continue until the required number of names are drawn. The drawing will then be continued until all the names are drawn, to prove that the proper names were all in the box or wheel.

70. As the cards are drawn they will be indorsed with a number showing the order in which they were drawn, and a list will be carefully made of the names and residences in the same order.

71. The exact and complete roll of the names of persons drawn in the draft shall be entered by the board in a book to be kept for that purpose, ruled and headed to correspond with the descriptive roll of drafted men.—(Form 33)

72. The number required to fill the call will be taken from this roll, by commencing at the first name, and taking in order, until the required number is obtained, all who are not, by the board, decided to be excepted and exempt under the law. If the quota shall not be filled by the first draft, further drafts shall be made as soon as it shall appear that the quota is not obtained by the previous draft

73. The names of the men thus called into service will be entered on "descriptive rolls," (in triplicate,) signed by the board. One copy of this roll will be sent to the Provost Marshal General direct, one copy to the acting assistant provost marshal general of the State, and one will be retained by the provost marshal.

74. Certified extracts from this descriptive roll shall be made in- duplicate by the provost marshal for every party of drafted men sent off, and sent with the party to the officer to whom the party is to be delivered. One copy is to be retained by this officer, and the other is to be returned, with a receipt for the party, as delivered to him, on the back. The returned copy will be forwarded to the Provost Marshal General's office at the end of each month.

75. The board shall note on the roll-book of drafted men, in the column of remarks opposite each man's name, the disposition made of him—whether called into service and sent to the rendezvous, exempted by the board, replaced by a substitute, commuted for, deserted, or discharged as not being required.

Any person enrolled may furnish, previous to the draft, an acceptable substitute, who is not liable to draft, nor at the time in the military or naval service of the United States; and such person so furnishing a substitute shall be exempt from the draft during the time for which such substitute shall not be liable to draft, not exceeding the time for which such substitute shall have been accepted. The non-liability to draft of the substitute offered, and the length of time which such non-liability will continue, must be proven to the board.

76. Any person after being drafted may, before the time fixed for his appearance for duty at he rendezvous, furnish an acceptable substitute. (See para graphs 96 to 106.)

77. The acts for enrolling and calling out the national forces, &c, provide that the following persons be, and they are hereby, excepted and exempt from the provisions of these acts, and shall not be liable to military duty under the same, to wit: Such as are rejected as physically or mentally unfit for the service, and all persons actually in the military or naval service of the United States at the time of the draft; all persons who have served in the military or naval service two years during the present war, and been honorably discharged; acting assistant surgeons, contract surgeons, and surgeons, and commissioners of

the enrolling boards, while in the military service of the United States. No person but such as are herein exempted shall be exempt.

78. Separate enrolment lists shall be made of all slaves enrolled, according to Form 35.

79. Any drafted man who is a mariner or able or ordinary seaman, may, within eight days after being drafted, make application, personally or by letter, to the board of enrolment for permission to enlist in the naval service.

80. The board of enrolment will furnish such applicants for enlistment in the navy with a certificate that they have been drafted, stating the time and place.

81. The applicant for enlistment in the navy will present the certificate to the naval officer commanding the rendezvous at which he enlists in the navy, with proof that he is a seaman or ordinary seaman required by law.

82. The naval officer commanding the rendezvous, after the applicant has enlisted and been received, will send to the provost marshal a certificate that the drafted man has been enlisted in the navy.

83. The board of enrolment will, upon receipt of this certificate, exempt the drafted man, and render a report upon the weekly abstract of exemptions.

84. The character and amount of evidence requisite to decide questions of exemption must be determined by the board of enrolment in accordance with section 19 of the amendatory act approved February 24, 1864.

85. The following diseases and infirmities are those which disqualify for military service, and for which *only* drafted men are to be "rejected as physically or mentally unfit for the service," viz:

1. *Manifest* mental imbecility.
2. Insanity. This includes *well established recent* insanity, with liability to a recurrence.
3. Epilepsy. For this disability the *statement of the drafted man is insufficient*, and the fact *must* be established by the duly attested affidavit of a physician in good standing, who has attended him in the disease within the six months immediately preceding his examination by the board; and, in addition thereto, such other evidence as the board may require.
4. Paralysis, general or of one limb, or chorea; their existence to be adequately determined. Decided atrophy of a limb.
5. Organic diseases of internal organs, which have so seriously impaired his general health as to leave no doubt of his incapacity for military service, and which prevents his pursuing any equally laborious occupation in civil life.
6. Developed tuberculosis
7. Cancer; aneurism of the large arteries.
8. Inveterate and extensive disease of the skin, such as will necessarily impair his efficiency as a soldier.
9. Permanent physical disability of such degree as to leave no doubt of the man's unfitness for military service.

10. Scrofula, or secondary syphilis, which has so seriously impaired his general health as to leave no doubt of the man's incapacity for military service.
11. Chronic rheumatism, unless manifested by positive change of structure, wasting of the affected limb, or puffiness or distortion of the joints, does not exempt. Impaired motion of joints and contraction of the limb, alleged to arise from rheumatism, and in which the nutrition of the limb is not manifestly impaired, are to be proven by examination while in a state of anaesthesia induced by ether only.
12. Total loss of sight of right eye; cataract of right eye; loss of crystalline lens of right eye.
13. Partial loss of sight of both eyes, vision being so greatly impaired as to leave no doubt of the man's inability to perform military duty. Serious permanent diseases of the eye or eyelids, so manifestly affecting the use of the eyes as to leave no doubt of the man's incapacity for military service. Nearsightedness does not exempt.
14. Total loss of nose; deformity of nose so great as seriously to obstruct respiration; ozaena, dependent or caries in progress.
15. Decided deafness. This disability must not be admitted on the mere statement of the drafted man, but must be proved by the existence of positive disease, or by other satisfactory evidence; and it must be so decided as to leave no doubt of the man's unfitness for military service. Chronic purulent otorrhoea.
16. Incurable diseases or deformities of either jaw, such as will necessarily greatly impede mastication or speech. Ankylosis of the lower jaw; caries of the bones of the face, if in progress; cleft palate (bony;) extensive loss of substance of the cheeks, or salivary fistula.
17. Dumbness; permanent loss of voice: not to be admitted without clear and satisfactory proof.
18. Total loss of tongue; hypertrophy, atrophy, mutilation, or obstinate chronic ulceration of the tongue, if sufficient in degree to interfere seriously with the use of the organ
19. Stammering, if excessive and confirmed; to be established by satisfactory evidence under oath.
20. Total loss of all the front teeth, the eye teeth, and first molars, even if only of one jaw.
21. Tumors or wounds of the neck, impeding respiration or deglutition; fistula of larynx or trachea; torticollis, if of long standing and well marked.
22. Excessive deformity of the chest, or excessive curvature of the spine, sufficient to prevent the carrying of arms and military equipments; caries of the spine, ribs, or sternum, attended with ulceration.
23. Hernia.
24. Artificial anus; stricture of the rectum; prolapsus ani. Fistula in ano, if extensive or complicated with visceral disease.
25. Old and ulcerated internal haemorrhoids, if in degree sufficient to leave no doubt of the man's unfitness for military service. External hemorrhoids are no cause for exemption.
26. Total loss or nearly total loss of penis; epispadia or hypospadia at the middle or near the root of the penis.

27. Incurable permanent organic stricture of the urethra, in which the urine is passed drop by drop, or which is complicated by disease of the bladder; urinary fistula. Recent or spasmodic stricture of the urethra does not exempt.
28. Incontinence of urine is not, of itself, a cause for exemption. Stone in the bladder ascertained by the introduction of the metallic catheter, is a positive disqualification.
29. Confirmed or malignant sarcocele; hydrocele, if complicated with organic disease of the testicle. Varicocele is not in itself disqualifying.
30. Loss of hand or foot.
31. Wounds which would manifestly incapacitate the man for military service; muscular or cutaneous contractions from wounds or hums, or tumors, which would prevent marching, or otherwise manifestly incapacitate the man for military service.
32. Fractures, irreducible dislocations or ankylosis of the large joints, or chronic diseases of the joints or bones, that would prevent marching, or otherwise unfit the man for military service.
33. Total loss of right thumb; loss of ungual phalanx of right thumb; total loss of any two fingers of same hand; loss of the first and second phalanges of all the fingers of right hand; permanent extension or permanent contraction of two fingers of right hand; all the fingers adherent or united.
34. Club feet; total loss of a great toe. Other permanent defects or deformities of the feet, such as will necessarily prevent marching.
35. Varicose veins of inferior extremities, if large and numerous and accompanied with chronic swellings or ulcerations
36. Chronic ulcers; extensive, deep, and adherent cicatrices of lower extremities.

86. No limits of stature are established for drafted men, beyond which they shall be exempted from military service. The matter of stature should be considered by the board only in the general examination as to the physical fitness of the man for military service.

87. Immediately upon the completion of the draft in any district, the surgeon of the board of enrolment therein will compile and forward to this office the statistics of the causes of exemption, on account of physical or mental disability, from such draft in his district, (Form 55.) This report will be accompanied by a detailed statement of such other facts as may be of scientific importance to the medical profession. He will, in addition thereto, forward to this office a trimonthly report of drafted men rejected for physical or mental disability. This report will give the total number examined, and the total number rejected under each paragraph of the above list of disqualifying infirmities, and also the number for each distinct infirmity in the different sections of paragraph 85, together with a list of the different diseases or infirmities for which he has rejected drafted men under section 9, paragraph 85.

He will also keep a record of all persons he may examine, taking brief notes of their disabilities, and the result of his examination.

This record is for future reference, and will doubtless contain many facts of scientific importance to the medical profession.

88. No certificate of a physician or surgeon is to be received in support of any point in the claim of drafted men for exemption from military service, *unless the facts and statements therein set forth are affirmed or sworn to before a person authorized by law to administer oaths.*

89. Persons claiming exemption from enrolment must furnish clear proof of their right to such exemption. They will be enrolled where the proof of their exemption is not clear and conclusive.

SESSIONS OF BOARD OF ENROLMENT.

90. Section 14, act approved February 24, 1864, provides as follows: And be it further enacted, That the Secretary of War is authorized, when ever in his judgment the public interest will be subserved thereby, to permit or require boards of examination of enrolled or drafted men to hold their examinations at different points within their respective enrolment districts, to be determined by him: Provided, That in all districts over one hundred miles in extent, and in such as are composed of over ten counties, the board shall hold their sessions in at least two places in such district, and at such points as are best calculated to accommodate the people thereof.

INSTRUCTIONS FOR THE PHYSICAL EXAMINATION OF DRAFTED MEN AND SUBSTITUTES, AND GENERAL REGULATIONS CONCERNING.

91. The duty of inspecting men, and determining whether they are fit or unfit for the military service of the country, requires the utmost impartiality, skill, and circumspection on the part of the examining surgeon and board of enrolment; for upon the manner in which this duty is performed will depend, in a very great degree, the efficiency of the army.

92. It is impossible to give minute instructions in reference to the physical examination of recruits or substitutes. In his inspection of recruits the surgeon should bear in mind that it is the object of the government to secure the service[^] of men who are effective, able-bodied, and free from disqualifying diseases. Substitutes must possess the same qualifications as recruits.

93. The examining surgeons will also remember that the object of the drafted men, in claiming exemption, may be to escape from service by pretended, simulated, or factitious diseases, or by exaggerating or aggravating those that really exist, and that the design of substitutes frequently is to conceal disqualifying infirmities.

94. The examination by the examining surgeon is to be conducted in the daytime, in the presence of the board of enrolment only, and in a room well lighted and sufficiently large for the drafted man to walk about and exercise his limbs, which he must be required to do 'briskly.

95. The man is to be examined stripped.

96. The surgeon will habitually conduct his examination of a drafted or enrolled man in the following order, to ascertain—

1. Whether his limbs are well formed and sufficiently muscular; whether they are ulcerated or extensively cicatrized; whether he has free motion of all his joints, and whether there are any varicose veins, tumors, wounds, fractures, dislocations, or sprains that would prevent marching, or otherwise manifestly incapacitate him for military service.
2. Whether the thumbs and fingers are sufficient in number, are well formed, and their motion sufficiently unimpaired as to meet the requirements of section 33, paragraph 85.

3. Whether the feet are free from permanent defects and deformities such as will prevent marching.
4. Whether he has any inveterate and extensive disease of the skin.
5. Whether he is sufficiently intelligent; is not subject to convulsions; and whether he has received any contusion or wound of the head that impairs his faculties.
6. Whether his hearing, vision, and speech are sufficiently good, and whether the eye and its appendages are free from disqualifying diseases.
7. Whether he has a sufficient number of teeth to conform to the requirements of section 20, paragraph 85.
8. Whether his chest is ample and well formed, in due proportion to his height, and with power of full expansion.
9. Whether there is any organic disease of the heart.
10. Whether there is any organic disease of the liver or spleen, and the rectum and anus are free from disqualifying diseases.
11. Whether the spermatic chords and testes are free from diseases which would impair his efficiency, and whether he has any rupture,
12. Whether there is any organic disease of the kidney or bladder, or permanent stricture of the urethra.
13. Whether his physical development is sufficiently good, and whether he is free from developed tuberculosis, scrofula, and secondary syphilis, so as to leave no doubt of his capacity for military service; and whether he is epileptic, imbecile, or insane.

Many of the physical defects above mentioned are insufficient to disqualify for military service. In determining whether the man is fit or unfit for service, the board must be governed by the list of diseases and infirmities enumerated in paragraph 85.

97. The substitute whom any drafted person is authorized to furnish must be presented to the board of enrolment; and it shall be the duty of the board to examine him, and, if accepted, to place his name on the book of persons drafted, with explanatory remarks. His name will then be transcribed on the descriptive rolls of men called into service.

98. Substitutes must be in every respect suitable for the military service, which shall be determined by the enrolling board in the manner prescribed for examining recruits.

99. Every substitute, after being examined and approved by the enrolling board, shall *enlist* in the service of the United States.—(Form 39.)

100. And when he shall have so enlisted, and reported to the provost marshal for duty, the board shall give the person who has furnished the substitute a certificate of exemption.—(Form 30 1/2.)

101. Every substitute, who shall have enlisted and reported to the provost marshal, shall be held subject to all pains and penalties for desertion or other offences, in the same manner as other soldiers, and the person who has furnished the substitute shall not be responsible for the acts of the substitute committed after he shall have enlisted and reported to the provost marshal for duty, as required in the preceding paragraph, unless it be discovered that at date of enlistment of such substitute he was a deserter from the

land or naval forces of the United States, or that he had procured exemption from the draft by fraud, in which case the principal will be required to furnish another substitute or be held liable to draft, as not represented in the service of the United States.

102. In case the board should, after notice to the party, proceed to reconsider its action, and should set aside its former judgment, and annul the certificate of exemption granted, the certificate of exemption having been thus vacated, the party's original liability under the draft remains.

103. All persons who may be drafted, and who desire to present substitutes, shall give notice in writing to the board of enrolment that on such a day they will present a substitute, giving his name, residence, age, and stating whether he is an alien or citizen, and whether he is liable to draft.

104. The board of enrolment shall make the enlistment papers of substitutes in duplicate, of which one shall be forwarded to the adjutant general of the army, and the other retained among the records of the enrolling board.

105. After all the substitutes have been accepted and enlisted in a district, the board of enrolment will render a statement (Form 41) to the Provost Marshal General.

106. Certificates of exemption from the draft, by reason of having provided a substitute, or having paid commutation money, shall be furnished by the board of enrolment according to Form 30.

107. The board shall furnish a discharge (Form 30) to any drafted person who presents a *bona fide* receipt for the sum of \$300 for the procurement of substitutes from the person authorized by the Secretary of War to receive it.

108. All persons exempted from the draft by the board (section 14, enrolment act) shall be furnished with certificate of the fact, (Form 31;) and all persons " discharged," after the required number of able-bodied men shall have been obtained, shall be furnished by the board with a certificate of the fact.

BLANKS.

109. Blanks will be furnished from the office of the Provost Marshal General.

110. In order to have a sufficient quantity of blanks on hand at all times, provost marshals will forward timely requisition through the headquarters of the acting assistant provost marshals general of their respective States. The envelopes forwarded to provost marshals by this bureau are to be used only in transmitting accounts, as classified in circular 20, 1864, Provost Marshal General's bureau, and as indicated by the prescribed heading thereon.

RULES FOR MAKING OUT ACCOUNTS AND RETURNS.

111. One copy of the Monthly Reports, Returns, &c, must be transmitted to the Provost Marshal General's office within five days after the end of the month to which they relate, and one copy thereof will be kept on file in the office of each provost marshal.

112. Provost marshals are required to sign all official communications sent from their offices. In signing accounts and papers, provost marshals must append their rank and title to their names, and specify the number of the district and the State in which their headquarters are located. When absent by proper authority the commissioner will sign such official papers as require immediate action, and in so doing will append to his official signature the words "in charge."

113. No expenditure, except as authorized by these regulations, shall be incurred without the previous sanction of the Provost Marshal General.

114. Each voucher must be complete in itself, and be accompanied by all orders and explanations necessary to make it fully understood. Explanations must be written on the vouchers themselves, or on papers attached to them, and should be in the form of a certificate. If the explanation do not show the account to be correct and just, it will be charged against the provost marshal.

115. Vouchers for expenditures must state the date and place, the items and amount, to whom, for what purpose, and the number and names of the persons for whom the expenditure was made. Vouchers for services rendered must also specify the commencement and end of the period for which the expense was incurred, and must state whether both days are inclusive. In case the expenditure is for officers or enlisted men, the company and regiment to which each belongs must also be specified. If the names be numerous, a separate list of them should accompany the voucher.

116. Vouchers must, in all cases, be accompanied by the receipt of the party to whom payment is made. No account will be paid by the disbursing officer unless the receipts are properly signed.

117. The receipts to vouchers and sub-vouchers must be signed, when practicable, by a principal, or be accompanied by a power of attorney. When this is not practicable, the provost marshal will add to his own certificate a statement that the agent is duly authorized to sign the receipt.

118. The certificates on the vouchers must be signed by the provost marshal, and the vouchers, in duplicate, shall be immediately transmitted for payment to the proper disbursing officer.

119. When an individual makes "his mark," instead of signing his name to the receipt, it must be witnessed by a third person.

120. When, there being no commissioned medical officer present, it is necessary to employ a physician, the provost marshal will apply to the nearest medical director, who will, upon such application, enter into contract with a suitable person. All such contracts must conform strictly to paragraphs 1304 to 1308, inclusive, Revised Army Regulations, 1863.

121. Hereafter accounts for medical attendance will not be allowed, unless in accordance with the regulations above cited.

Notes.—Medical attendance is furnishad by the medical department to officers and their authorized servants, to all enlisted men in service, to drafted men after acceptance by examining board, and to the authorized number of laundresses. Attendants or nurses for post hospitals are detailed from the command. Contract nurses are not allowed.

122. Except as authorized in the regulations or orders from the office of the Provost Marshal General, provost marshals shall not incur expenditures for printing or advertising without the previous sanction of the acting assistant provost marshal general of the State, through whom all accounts for such expenses must be forwarded for his approval or disapproval.

To each voucher for notices inserted in newspapers or posters, a copy of the notice or poster will be appended. The name of the newspaper, publisher, or firm, the place where published, the dates between which inserted, the rate per square or line for first and subsequent insertions, and if by the square, the number of lines counted as such, must be stated in the vouchers.

123. Vouchers to accounts which are to be paid by the Provost Marshal General's bureau shall be made out in duplicate, and be forwarded to the Provost Marshal General.

124. Expenses which may properly be incurred for the Provost Marshal General's department are as follows:

1. Rent of office for district provost marshals, of rendezvous, and of store room for clothing for drafted men or substitutes, when authorized by the Provost Marshal General.
2. Purchase of necessary fuel, light, stationery, blank books, and furniture for offices of district provost marshals.
3. Subsistence of civil prisoners while at the rendezvous, and of citizen guards, when their employment has been authorized.
4. Transportation of all drafted men from place of residence to rendezvous, and from rendezvous to place of residence, except to those furnishing substitutes. (See pars. 133, 134, Reg. P. M. G. B.)
5. Pay of employés, when their employment has been authorized, and the appointment and rates of compensation have been approved by the Provost Marshal General.
6. Actual, necessary, and reasonable expenses incurred in the pursuit or arrest and delivery of deserters by the authorized agents of provost marshals.
7. Advertising in (not to exceed two) newspapers, in the city or district, the authorized notices, &c, concerning the draft, and for furnishing subsistence and lodging, job printing.
8. Lodgings for guards (citizens) and prisoners, (citizens.)
9. Expenses incurred in making inspections, as provided in par. 7, Regulations.
10. Actual, necessary, and reasonable expenses incurred in the pursuit or arrest and delivery of spies of the enemy.
11. Mileage to witnesses summoned in accordance with section 15 act approved February 24, 1864.

125. All official communications relating to the Provost Marshal General's bureau must be addressed to the Provost Marshal General of the United States. The envelopes should be marked " Official Business," and under these words the branch to which the contents relate should be stated as follows, viz: Disbursements, Payment of Employed, (see par. 131,) Purchases Public Property, Rent, Transportation, (see pars. 124, 133, 147, 148,) Postage, Telegrams, Advertising, Subsistence, Lodging for Class II, (see pars. 121, 152, 163, 166 to 170, Reg.,) Blanks, Deserters, Enrolment, Veteran Reserve Corps, &c, &c.; then the official written signature, (name printed on the envelope is not sufficient.) Accounts, returns, and reports (except tri-monthly reports) must be accompanied by a letter of transmittal enumerating them, and relate to no other subject.

126. All copies of papers to accompany letters or accounts should be certified by the provost marshal as "true copies."

127. Vouchers to accounts for reimbursement must be supported by the properly receipted original bills of expenditure as sub-vouchers. The sub-vouchers shall be rendered to the provost marshal and be examined by him. If found reasonable and correct, vouchers (Form 19) shall be made out and certified to, in the manner prescribed for other accounts. When it is impossible to obtain receipts to sub-vouchers, the claimant must make affidavit that the amounts claimed for reimbursement were actually and necessarily expended by him in the public service, and that it was impossible to obtain sub-vouchers therefor. When a

provost marshal claims reimbursement the affidavit may be omitted; but when it is impossible to obtain receipts to sub-vouchers, it must be so stated in the certificate to the account.

128. Accounts for the reward authorized for the arrest of a deserter, and his delivery to the nearest district provost marshal, must be made out, in duplicate, on Form 21, stating rank, company, and regiment to which the deserter belonged, and be duly certified to by the provost marshal, and shall be presented or transmitted to the nearest disbursing officer of the quartermaster's department for payment.

129. Provost marshals, their deputies and salaried special agents, and commissioned officers, are not entitled to the authorized reward for the apprehension and delivery of deserters. Vouchers for the payment of actual, reasonable, and necessary expenses incurred, (board and lodging excluded,) connected with the apprehension and delivery of deserters by these parties, must be made out on Form 16, in duplicate, in the manner prescribed in the preceding paragraph, and be accompanied in each case by the official order under which the expense was created, stating the name, rank, and regiment of each deserter. These accounts must be kept separate from any other expense, and shall be forwarded for payment to the Provost Marshal General. If no arrest is made, it must be so stated on each voucher.

130. All contracts which are required by the present regulations to be made in writing shall be made in quintuplicate, two copies -of which shall be sent by the officer making and signing the same, as soon as completed, accompanied by the oath of allegiance to the United States, to the chief of the bureau to which the contract relates, one copy to be kept by the contractor, and one by the contracting officer, as a retained copy for his own information; the remaining one must be forwarded to the "Returns Office" of the Department of the Interior, at Washington, D. C, within thirty days after the contract is made, together with all proposals, and a copy of, any advertisement published by him touching the same; all the papers in relation to each contract to be attached together by a ribbon and seal, numbered in regular order, numerically, according to the number of papers composing the whole return.. (See circular 50, 1863, Provost Marshal General's office, and General Orders No. 69, 1862, War Department.) These agreements shall expressly provide for their termination at such time as the chief of the bureau to which the contract relates may direct, and for the exclusion of any interest therein on the part of members of Congress, officers or agents of the government, and all persons employed in the public service.

131. Provost marshals will take notice that before any appointee—such as clerk, deputy, special agent, enrolling officer, or any other person appointed to any office of honor or profit under this bureau—can be "entitled to any of the salary or other emoluments thereof," he must subscribe to the oath prescribed by the act of July 2, 1862, and forward the same for file to the Provost Marshal General. Blank forms of oath will be forwarded to provost marshals upon their application for the same to the Provost Marshal General.

132. In addition to the oath above mentioned, the following will be required from enrolling officers, viz:
Sworn and subscribed to beforeme, this _____ day of _____, 186 ; and above named, at the same time, before me made oath that he would faithfully and without partiality, favor, or affection, perform all the duties of his office as enrolling officer of the sub-district to which he is appointed under an act of Congress approved March 3, 1863, and that he will obey all lawful instructions of the board of enrolment.

Witness: _____.

133. Vouchers for the authorized purchases of public property, (Form 13,) made by provost marshals for the use of the Provost Marshal General's bureau, will be made out in quadruplicate. Two copies (the original and duplicate) will be sent for payment to the Provost Marshal General; the triplicate copy will accompany the abstract of purchases to the "monthly return of public property." The remaining one (the

quadruplicate copy) will be kept on file by the provost marshal in his office, with the retained abstract of purchases. The receipts will be omitted on the triplicate and quadruplicate copies. Vouchers for all other expenses will be made out in duplicate.

134. All drafted persons reporting at the place of rendezvous shall be allowed *transportation* from their places of residence, and persons discharged at the place of rendezvous shall be allowed *transportation* to their places of residence. (Section 7 of the act approved July 4, 1864.)

135. To the notification of draft for all drafted persons will be attached a requisition for transportation (over the shortest usually travelled route) from their place of residence to their place of rendezvous; and all discharged drafted persons, except those furnishing substitutes, will be furnished by provost marshals with transportation from the rendezvous to their place of residence.

136. Provost marshals are authorized to administer oaths and affirmations relating to the duties of their office. (See sec. 15, amendatory act, approved February 24, 1864.) The oath will be subject to the stamp duty stated in paragraph 140, Regulations.

137. When a provost marshal is relieved from duty, he will turn over to his successor all the public property in his possession; he will make out invoices, in duplicate, for the articles, in the order as stated in Form 8, and take like receipts for the same; he will then close his property return and forward it at once to the Provost Marshal General. Failure to comply with the requirements herein stated will cause a suspension of the officer's pay accounts.

EMPLOYÉS.

138. All appointments of employés, under district provost marshals, must be submitted by letter for approval, through the acting assistant provost marshal general of the State or division, to the Provost Marshal General. Letters of appointment must state the necessity for the employment, and for what purpose, the number required, the names of the persons proposed, the date of commencement of service, and a recommendation as to the amount of compensation proper to be allowed in each case, and must refer to no other subject.

139. Two deputy provost marshals, for each district composed of more than one county, may be appointed, if thought necessary, by the acting assistant provost marshal general of the State, subject to the approval of the Provost Marshal General. The pay of a deputy provost marshal shall not be more than \$100 per month. Special agents may be paid at the rate of from \$65 to \$100 per month—depending on their usefulness. Employés are not entitled to receive any additional compensation whatever for their services beyond the amount approved by the Provost Marshal General at the time of their appointment. *No employé shall be retained in service longer than his services are absolutely required, nor for any other purpose than the one for which he was employed.* Provost marshals are especially directed to secure faithful execution of this rule. When discharged, the fact must be promptly entered, on Form 7, under this heading—giving the date of discharge.

140. After having received the approval of the Provost Marshal General of the appointment of employés, the provost marshal will forward immediately to the Provost Marshal General the oath of allegiance to the United States, which he may administer to the person so employed. The oath is subject to a stamp duty of five cents; the stamp must be furnished, affixed, and cancelled by the subscriber with his initials and the date. The names of all employé's must be entered by the provost marshal on his monthly report of persons employed, (Form 7) No allowance will be made to any person (applicant for office) whose appointment

has been submitted for approval and "*disapproved*" by the Provost Marshal General, but only to "approved employés," and for the time commencing from the date named in the approval.

141. Employés will be paid at the end of each calendar month, on receipt-rolls, (Form 18,) in duplicate, which they must sign with their own hands. One person can sign for another only by a power of attorney, a copy of which must, in each case, accompany the signature.

142. When employés are not present at the district headquarters to sign the receipt-rolls, their accounts may be made out on separate vouchers, (Form 19.)

TRANSPORTATION.

143. Provost marshals will, in all cases, when practicable, obtain the necessary transportation by requisition upon the quartermaster's department for all persons under their charge, in the military service of the United States, Class I, including veteran reserve corps, drafted men, substitutes, and recruits enlisted or mustered in by them, (from the place of rendezvous to their regiment, or to any general rendezvous established by the War Department,) deserters and their guards, and prisoners of war.

144. When it is impracticable to obtain from the quartermaster's department transportation, as above, it will be procured by the provost marshal by requisition upon the established lines of communication, and the accounts there for will be paid by the nearest disbursing officer of the quartermaster's department, upon vouchers made out and supported as prescribed in paragraph 147.

145. Provost marshals will use the printed requisitions for transportation which have been sent to them in book form from this bureau, and strict compliance with the notings thereon will be required.

146. Provost marshals, commissioners, surgeons, deputies, and special agents, travelling on public duty connected with their respective offices, will be allowed the actual, necessary, and reasonable expenses of their transportation. The journeys of the commissioners, surgeons, special agents, and deputies must be performed under special written orders from the provost marshal in each case. The accounts for payment of the necessary expenses of these persons, as above, will be made out on Form 16, and must be accompanied by a copy of the order of the provost marshal under which the journey was performed, and also a detailed statement of the expenses incurred, as sub-vouchers. The affidavit will be made by the persons incurring such expense, as required on said form.

147. Accounts for transportation of provost marshals, on public duty properly connected with their office, within their respective districts, will be made out on Form 17, and be certified to by them. The necessity for the journey, and the items of expenditure, must be stated in the account; and when the items are numerous, a detailed statement of the same must accompany the voucher for payment as a sub-voucher. A provost marshal is not allowed to travel beyond the limits of his district without the previous sanction, in writing, of the acting assistant provost marshal general.

148. Accounts for payment or transportation furnished upon the requisitions of provost marshals will be made out as follows, viz: At the end of each month, or sooner if necessary, the persons claiming payment for transportation furnished upon the requisitions during this period will present the original requisitions, properly signed, to the provost marshal who issued them; if found correct, he will give duplicate vouchers, made out on Form 14, and sign the certificate thereon. The requisitions must, in all cases, accompany the vouchers for payment as sub-vouchers. Accounts for transportation furnished to Class I (persons in the military service, see paragraphs 142 and 151) will be forwarded for payment to the nearest disbursing officer of the quartermaster's department. Accounts for payment of transportation furnished to Class II, and to the persons designated in paragraphs 134, 146 and 147, will be forwarded to the Provost

Marshal General. When requisitions for transportation are issued by provost marshals to deputies or special agents (see paragraphs 145, 148, Regulations) to go in pursuit of deserters, this fact must be entered on the stub of the requisition book, in order that the expense of such transportation, in case the arrest is made, may be charged to the deserter. When the requisition is forwarded with the account for payment, *mark on it* the fact whether or not the deserter was arrested and held to service,' and to what general rendezvous turned over.

149. When clothing or other military supplies are sent from arsenals or depots to provost marshals of congressional districts, the transportation, drayage, and hauling of such supplies, until they are delivered to the provost marshals, are a proper charge against the appropriation for the quartermaster's department. When expenses are necessarily incurred for such service at stations where there is no officer of the quartermaster's department on duty, the accounts therefor, setting forth the object, necessity, and propriety of the expenditure, will be paid by the nearest disbursing quartermaster, upon the certificate of the provost marshal of the district where the account originated. At a place where there is an officer of the quartermaster's department on duty, the provost marshal will make requisition upon the quartermaster for the required service, instead of contracting for it himself.

LODGINGS.

150. Where district headquarters are in cities or elsewhere within reach of any of the regular posts, encampments, or other places provided by the government or by the public for soldiers, or when moving deserters or other men under his control from one point to another, it is made the duty of the provost marshal to seek and avail himself of these places of accommodation.

151. In case no place for quartering the men can be had, as prescribed in the preceding paragraph, provost marshals will make written agreement with some responsible party for lodgings, at a rate _____ per day for each man, subject to the approval of the Quartermaster General. The contract will be made in quintuplicate, accompanied by the contractor's oath of allegiance to the United States, subject to a stamp duty of five cents.

152. Lodgings will be obtained from contractors on returns, (Form 22,) which must be made out by the provost marshal, for each of the following classes, separately, viz:

For Class I. (Persons in the military service.)

1. Veteran Reserve Corps.
2. Drafted men and substitutes.
3. Deserters.
4. Guards, (enlisted men.)
5. Prisoners of war.
6. Recruits, (enlisted or mustered by provost marshals.)

For Class II. (Persons not in the military service.)

1. Prisoners, (citizens.)
2. Guards, (citizens.)

The number and rank of persons lodged, and the company, regiment, or other organization to which they belong, must be specified on the return. At the end of the month the provost marshal shall take up these returns and enter them on the abstract, (Form 23.) Separate abstracts, in duplicate, shall be made for Class I and for Class II. The abstract, after being properly certified by the provost marshal, will accompany, as a sub-voucher, Form 24, voucher for payment. These accounts must be kept separate and distinct from any other expense, and shall in no case be entered on the same voucher for any other expenditure.

153. The contractor will send for payment, monthly, his account for lodgings furnished Class I, (persons in the military service,) to the nearest disbursing officer of the quartermaster's department; and for Class II, (persons not in the military service,) direct to the Provost Marshal General.

154. Officers in command of companies or detachments of the Veteran Reserve Corps, or of other troops, at stations where there are public quarters and where there is an officer of the quartermaster's department on duty, will make requisition on said quartermaster for quarters and fuel, in accordance with paragraph 1086, Revised Army Regulations.

SUBSISTENCE.*

155. Subsistence shall be obtained in all cases, when practicable, from the commissary department, United States army, on ration returns, (Form 13, Army Regulations of 1863,) signed by the provost marshal, and approved by the commanding officer of the post or station. *Separate* ration returns shall be made for each description of persons specified in Classes I and II, of paragraph 162.

156. Where district headquarters are within reach of any of the posts, encampments, soldiers' rests, or other places of accommodation provided for soldiers by the government, or by the public, the provost marshal shall avail himself of these for subsisting his men.

157. When subsistence cannot be obtained, as prescribed in paragraphs 155 and 156, the provost marshal shall make a written contract (Form 20) with some responsible party to furnish subsistence on demand for as many men as he may from time to time present. Under a contract for *cooked* rations, three substantial meals shall constitute a complete ration.

158. Contracts for subsistence shall be made after due public notice, and on the lowest proposal received from a responsible person. These agreements shall expressly provide for their termination at such time as the Commissary General of Subsistence may direct, and for the exclusion of any interest in them on the part of members of Congress, officers or agents of the government, and all persons employed in the public service.

159. A contract for rations shall be executed in *quintuplicate*; one copy to be kept by the contractor, and one by the provost marshal; two copies to be sent to the Commissary General of Subsistence, through the acting assistant provost marshal general of the State or division, for approval; the remaining copy to the "Returns Office," Washington, D. C. The oath of allegiance to the United States must be taken by the contractor, and forwarded with the copies of the contract to be furnished the Commissary General of Subsistence, which copies, together with that for the Returns Office, will be sent by the provost marshal,

* The mode of procuring subsistence for the following description of troops, viz: recruiting parties and recruits made by them, new volunteer organizations after muster into the military service of the United States, as well as the manner of preparing, authenticating, and paying accounts for subsistence thus furnished, will be found in the regulations of the subsistence department, and in such instructions on this subject as may be published from time to time by competent authority.

immediately after completion, accompanied by the advertisement and one copy of every bid received.

160. The provost marshal must certify upon each copy of a contract for subsistence that it was impracticable to obtain rations from the commissary department, United States army, or to subsist his men at any of the places of accommodation provided for soldiers by the government, or by the public, stating briefly the causes of the impracticability.

161. When bids to furnish subsistence are solicited, the advertisement or notice shall call for *sealed* proposals *in duplicate*. If the bids received be deemed unreasonable, or if there be other sufficient cause for not accepting them, they will be rejected, and others again invited. The time and place of opening proposals shall be stated in the advertisement, and bidders allowed to be present at the opening.

162. Subsistence will be obtained from contractors on ration returns, (Form 35,) which must be made by the provost marshal for a few days at a time, and for each of the following description of persons, separately, viz:

CLASS I	
Drafted men and substitutes,	}
Deserters	}
Guards	} Persons in military service.
Prisoners	}
Recruits (enlisted or mustered by provost marshals)	}

CLASS II.	
Prisoners, (citizens,)	}
Guards, (citizens,)	} Persons not in military service.

The name and rank of each person to be subsisted, and the company, regiment, or other organization to which he belongs, must be stated on the ration return. At the end of each calendar month, the provost marshal shall enter each ration return on an abstract and account, (Form 26,) specifying thereon, in column of "Remarks," the description of persons (see Classes I and II) for whom the return was made.

163. *Separate* abstracts and accounts, in duplicate, shall be prepared for persons in military service, and for persons not in military service. These abstracts and accounts, when certified to by the provost marshal, shall be forwarded by him, *with the original ration returns*, to the acting assistant provost marshal general of the State or division, for his examination and approval, who, after certifying on each abstract and account that he has compared it with the original ration returns, finds it correct and approves the account, shall transmit for payment, to the commissary or other officer designated for this duty, the abstracts and accounts which comprise persons described in Class I, paragraph 162, and to the Provost Marshal General, those embracing persons described in Class II of that paragraph. The original ration returns shall be filed and carefully preserved by the acting assistant provost marshal general, for future reference. Persons in military service.

164. Subsistence will not be furnished to deputy provost marshals, salaried agents, or other employés (citizen guards, Class II, excepted) of the Provost Marshal General's bureau.

165. When persons comprised in either of the classes specified in paragraph 162 are to travel, the Provost marshal, or other officer in charge of them, shall see that they are supplied with cooked rations for the trip, and no expense will be allowed for subsistence furnished to them on the route, unless the

expense be reasonable, and unavoidable, from circumstances which could not have been anticipated, and which must be fully explained.

POSTAGE

166. All letters on "official business," addressed to the Provost Marshal General from provost marshals and other officers of this bureau, pass free of postage.

167. For every indorsement of "official," falsely made, the person making the same is subject to a fine of \$300.

168. The franking privilege is limited to packages weighing not exceeding four pounds.

169. Postage on public business only, paid for by a provost marshal, will be refunded to him on his certificate to the account, made out on Form 15. Accounts for payment will be forwarded to the Provost Marshal General.

170. Officers and employés under the orders of this bureau are notified that accounts for all telegrams on official business sent from, or received at, the office of the Provost Marshal General, will, in future, by arrangement with a telegraph company, be paid by the Provost Marshal General, in Washington. They are accordingly warned against making payment for any such telegrams received or sent by them. The telegraph should only be used in cases of urgent and imperative necessity, where the delay of the mail would be actually prejudicial to the interests of the public service. (See circular 4, Jan. 29, 1864.)

INTERNAL REVENUE TAX.

171. An affidavit is subject to a stamp duty of five cents.

172. The *jurat* to the oath of allegiance is subject to a stamp duty of five cents.

173. All questions relating to the payment of expenses connected with the enrolment and draft, or such other duties as provost marshals shall be called upon to perform, shall be referred to the Provost Marshal General, whose decision thereon shall, so far as the War Department is concerned, be final.

174. Each district provost marshal shall at all times keep himself supplied with a sufficient amount of clothing to uniform such number of recruits, drafted men, and substitutes as may from time to time be called into the military service from his district.

For this purpose he will make timely requisitions on the nearest depot quartermaster, approved by the acting assistant provost marshal general of the State or division in which he is serving.

On receipt of clothing invoiced to him the provost marshal will give duplicate receipts therefor, and conform in other respects to paragraph 1147 Revised United States Army Regulations, and will account for the same, as provided by paragraph 1158, same regulations.

Blank clothing returns and receipt rolls will be forwarded to provost marshals from this office.

Provost marshals are held strictly responsible at the treasury of the United States for any and all public property which they receive.

A secure and dry clothing store-room must be selected, and proper care taken of the clothing at all times.

All issues of clothing must be made as prescribed in paragraphs 1151 and 1159, (see Form 52,) Quartermaster's Regulations. Particular attention is called to paragraphs 1161, 1162, and 1163, as a strict compliance with them will be enforced.

When a drafted man presents himself at the district headquarters he must at once be put in uniform and supplied with one knapsack, haversack, canteen, and blanket. His citizen's dress must be disposed of by himself. He must also be furnished with one knife, fork, spoon, tin cup, and tin plate, (see paragraph 115

Regulations for the Government of Provost Marshal General's Bureau.). These latter articles will be purchased by the provost marshal, in accordance with regulations for the government of the Provost Marshal General's Bureau.

175. The following are the monthly reports and returns to be rendered by provost marshals to the Provost Marshal General, viz:

1. Monthly Report of Persons Employed and Property Hired, (Form 7.) Particular attention must be paid to all the requirements of this report, and entries made in accordance with the headings of- each column as designated.

2. Monthly Return of Public Property, (Form 8.) An abstract of all articles purchased during the month belonging to the Provost Marshal General's Bureau, (Form 9,) sub-voucher to this abstract, (Form 13,) being the triplicate copy of voucher for purchase; also abstract of articles expended, &c, (Form 10,) must accompany this return. Articles issued to drafted persons, viz: knives, forks, spoons, tin cups and tin plates, will be so accounted for on the abstract of articles expended, (Form 10,) giving the number of drafted men and the number of articles issued during the month.

3. Monthly return of deserters arrested, (Form 28.) Copy to be sent to the acting assistant provost marshal general of the State.

The tri-monthly reports to be rendered on the 10th, 20th, and last days of the months to which they relate, viz:

1. Tri-monthly reports of deserters arrested, (Form 27.) A copy to be sent to the acting assistant provost marshal general of the State.

2. Tri-monthly report of their business and general transactions, in the form of a letter, subdivided into subjects. This report will contain the names of *persons arrested*, and how disposed of. A copy to be sent to the acting assistant provost marshal general of the State.

3. Tri-monthly report of the state of the draft (to be rendered only during the draft.)

4. Monthly return of quotas and credits to be transmitted through the office of the acting assistant provost marshal general.

LIST OF FORMS REQUIRED IN THE PROVOST MARSHAL GENERAL'S BUREAU.

1. Monthly Summary Statement of Funds Received and Disbursed on account of "Enrolment and Draft."

2. Account Current of "Enrolment and Draft."

3. Abstract of Disbursements on account of "Enrolment and Draft."

4. Monthly Summary Statement of Funds Received and Disbursed.

5. Account Current.

6. Abstract of Disbursements to Account Current.

7. Monthly Report of Persons Employed and Property Used.

8. Monthly Return of Public Property.

9. Abstract of Articles Purchased.

10. Abstract of Articles Expended.

11. Inspection Report (of Public Property.)

12. Vouchers for Payment of Rent.

13. Purchase of Public Property, (Provost Marshal General's Bureau.)

14. Transportation.

15. Postage.

16. Actual Expense of Transportation, (Employés.)

17. Account of Expenses of Provost Marshal, Travelling on Duty.

18. Receipt Roll of Persons Employed.
19. General Voucher.
20. Contract for Subsistence.
21. Apprehension and Delivery of Deserters.
22. Return of Lodgings, (original.)
23. Abstract of Lodgings.
24. Voucher for Payment of Lodgings.
25. Return of Rations, (original.)
26. Voucher for Payment of Rations.
27. Tri-monthly Report of Deserters Arrested.
28. Monthly Return of Deserters Arrested.
29. Certificate for Exemption on Account of Unsuitableness of Age.
30. Certificates of Non-liability to be given by the Board of Enrolment.
- 30^{1/2}. Certificates of Exemption on Account of Having Furnished a Substitute.
31. Certificate of Exemption for a Drafted Person on Account of Disability.
32. Muster and Descriptive Roll of Detachment of Men Drafted and Mustered into the Service of the United States.
33. Descriptive List of Drafted Men called into the Service of the United States.
34. Enrolment List of all Persons (except as required in Form 35) Subject to do Military Duty in Sub-districts.
35. Enrolment List of Persons held to Service and Subject to do Military Duty in Sub-districts.
36. Consolidated List of all Persons Subject to do Military Duty in Congressional Districts.
37. Notice to Men who have been Drafted to Report.
38. Tri-monthly Report of the state of the Draft.
39. Substitute Volunteer Enlistment.
40. Abstract of Exemptions Granted to Drafted Persons.
41. Statement of Substitutes Accepted and Enlisted in Congressional Districts.

FORM No. 1.—*Monthly summary statement of funds received and disbursed at* _____, *in*
 DR. _____, 186—. CR.

Date.		Dolls.	Cts.	Date.		Dolls.	Cts.
186—	To amount disbursed this month.....			186—	By balance as per last statement.....		
					By cash received this month from the Treasurer of the United States, being the amount of warrants No....		
	To balance due the U. S....						

I certify that the above is a true statement of all moneys received and expended by me on account of the "Enrolment and Draft," Provost Marshal General's department, during the month. The balance due the United States is deposited in _____,
 _____, *Disbursing Officer.*

FORM No. 2.—*The United States in account current with* _____, *disbursing officer, in the*
 DR. _____, 186—. CR.

Date.		Dolls.	Cts.	Date.		Dolls.	Cts.
186—	To amount of abstract No..			186—	By amount on hand, as per last account.....		
					By cash received.....		
	To balance due the United States, carried to next account.....						

I certify that the above is a true statement of all the moneys which have come into my hands on account of the "Enrolment and Draft," Provost Marshal General's department, for the month of _____, 186—, and that the disbursements have been faithfully made. The balance due the United States is deposited in _____,
 _____, *Disbursing Officer.*

WASHINGTON, D. C.

A No. —.

FORM No. 3.—*Abstract of disbursements on account of the "Enrolment and Draft," Provost*
Marshal General's department, by _____, *in the month ending on the* _____ *of* _____, 186—.

Date.	Number of voucher.	To whom paid.	On what account.	Amount.	
				Dolls.	Cts.
186—					

I certify that the above abstract is correct.

_____ , *Disbursing Officer.*

WASHINGTON, D. C.

FORM No. 4.—*Monthly summary statement of funds received and disbursed at* _____, *in*
DR. _____, 186—. *CR.*

Date.		Dolls.	Cts.	Date.		Dolls.	Cts.
186—.	To amount disbursed this month.....			186—.	By balance, as per last statement.....		
					By cash received this month from the Treasurer of the United States, being the amount of.....		
	To balance due the United States.....						

I certify that the above is a true statement of all moneys received and expended by me during the month, on account of incidental expenses of the quartermaster's department, Provost Marshal General's department. The balance due the United States is deposited in _____.
_____, *Disbursing Officer.*

FORM No. 5.—*The United States in account current with* _____, *disbursing officer, in the*
DR. _____, 186—. *CR.*

Date.		Dolls.	Cts.	Date.		Dolls.	Cts.
186—.	To amount of abstract No. ...			186—.	By amount on hand, as per last account.....		
					By cash received.....		
	To balance due the United States, carried to next account.....						

I certify that the above is a true statement of all the moneys which have come into my hands on account of incidental expenses of the quartermaster's department, Provost Marshal General's department, for the month of _____, 186—, and that the disbursements have been faithfully made. The balance due the United States is deposited in _____.
_____, *Disbursing Officer.*

WASHINGTON, D. C.

B No. ____.

FORM No. 6.—*Abstract of disbursements on account of incidental expenses of the quartermaster's department, Provost Marshal General's department, by* _____, *in the month of*
 _____, 186—.

Date.	No. voucher.	To whom paid.	On what account.	Amount.		Remarks.
				Dolls.	Cts.	
186—.						

I certify that the above abstract is correct.

WASHINGTON, D. C.

_____, *Disbursing Officer*

FORM No. 11.—*Inventory and inspection report of public property belonging to the Provost Marshal General's bureau, for which ———, provost marshal, ——— district, State of ———, is responsible, and which have been inspected by ———, inspector.*

Inventory.		Inspection report.	
No. or quantity.	Articles.	Condition of articles.	How to be disposed of.

I certify that the above is a correct inventory of public property for which I am responsible, and which, in my opinion, requires the action of an inspector; also that the articles above specified have not been heretofore condemned.

—————, *and Provost Marshal,*
 ——— district, State of ———.

Station : ———

Date : ———

I certify that I have this ——— day of ———, 186—, examined each of the above specified articles of public property, and that, under inspection report, I have stated their present condition and what disposition should be made of them.

(Duplicates.)

—————, *Inspector.*

NOTE.—See paragraphs 1025, 1026, 1027, 1033, General Army Regulations.

FORM No. 12.—RENT ACCOUNT.

The United States to ———, Dr.

186—.		Dollars.	Cents.
	For rent of		
	at		
	used for		
	from, 186—, to, 186—, inclusive,		
, at \$..... per.....,		
	as per lease dated....., 186—.....		

I certify, on honor, that the above account is correct and just; that the premises were occupied, as stated, and were necessary for the public service, and are accounted for on my report of persons employed and property hired for the month of ———, 186—.

—————, *Captain,*
and Provost Marshal ———, District of ———.

Received at ———, this ——— day of ———, 186—, from ———, United States army, ——— dollars and ——— cents, in full of the above account.
 (Signed in duplicate.)

NOTES.—No rent account will be paid until a lease for the premises has been duly executed, and approved by the Provost Marshal General.

A power of attorney to receive or collect rent is subject to a stamp duty of twenty-five cents.—(See pars. 129, and 175, 176, 177, Revised Regulations, Provost Marshal General's bureau.)

FORM No. 13.

[Original, duplicate, triplicate, quadruplicate.]

The United States to ———, Dr.

[Voucher for purchases of public property belonging to the Provost Marshal General's bureau.]

Date.		Dollars.	Cents.
186—.	For		

I certify that the above account for ——— dollars and ——— cents is correct and just; the articles above specified have been received by me, and will be accounted for on my property return for the month of ———, 186—; that I was wholly uninterested in the purchase, and that it was necessary for the public service.

Date : ———, _____, and Provost Marshal.
 Station : ———, _____ District, State of ———.

Received at ———, this ——— day of ———, 186—, of ———, ——— dollars and ——— cents, in full of the above account.

NOTE.—This voucher should be made out in quadruplicate, in name of person or firm furnishing the articles, and be certified to by the provost marshal making the purchase. Two copies, the original and duplicate, will be sent for payment, properly receipted, to the Provost Marshal General; the third, the triplicate copy, will accompany the abstract of purchases to the return of public property; the remaining one, the quadruplicate, will be kept on file by the provost marshal in his office with the retained abstract of purchases.

FORM No. 14.

The United States to ———, Dr.

Date.		Dollars.	Cents.
From ——— 186—.	For transportation as per accompanying requisitions, as follows, viz :		
To ——— 186—.	No. ———, being ——— miles, at \$—— each		
	No. ———, being ——— miles, at \$—— each		
	No. ———, being ——— miles, at \$—— each		
	No. ———, being ——— miles, at \$—— each		
	Total.....		

I certify that the above account is correct and just; the services were rendered as stated, and were necessary for public service.

Date : ———, _____, Provost Marshal.
 Station : ———,

Received at ———, the ——— of ———, 186—, of ———, the sum of ——— and ——— cents, in full of the above account.

(Duplicates.)

NOTE 1.—This voucher must be made out in duplicate, in name of company or person furnishing the transportation, and be accompanied by the original requisition of the provost marshal for transportation, as a sub-voucher.

2. The number and description of persons of each class must be written out in full.

FORM No. 15.—POSTAGE, &c.

The United States to ———, Dr.

Date.		Dollars.	Cents.
186—.	For cash paid for postage on letters and packages on public service, sent by him from the — of —, 186—, to the — of —, 186—, inclusive For cash paid for telegrams NOTE.—Certified copies of telegrams must accompany voucher, and amount for each telegram must be given.		

I certify, on honor, that the foregoing account is correct and just; that the number of letters, packages, and telegrams, as above, were received and sent as stated, and were all on public service; and that I have actually paid the amount charged.

Date : ———. _____.

Station : ———.

Received at ———, the — of —, 186—, of ———, recruiting officer, — dollars and — cents, in full of the above account. _____.

(Duplicates.)

NOTES.—This voucher can be made in the name of the officer. Copies of all letters sent on public business must be kept, and a list of them, together with a list of packages of public documents received or sent, on which postage has been paid.

FORM No. 16.—The United States to ———, Dr.

Date.			
186—.	For the actual expense of his transportation while travelling under orders in the discharge of his duty as ———, from ——— to ———, as per annexed statement		

I certify that ——— was, during the time above specified, employed as ——— in the provost marshal's department, United States army, and that the journey charged for in the above account was performed by him in the discharge of his official duties under my orders; and that he has not been furnished with public transportation for any part of the above claim.

Station : ——— Provost Marshal, ——— District of ———.

Date : ———.

— County, ss:

On this — day of —, one thousand eight hundred and sixty —, personally appeared before me, the subscriber, a — in and for said county aforesaid, —, and made oath, in due form of law, that the above account is correct and just, and exhibits the actual expense of his transportation for and during the journey above specified.

(2) [Signed in duplicate.] _____.

(An affidavit is subject to a stamp duty of five cents to each copy furnished, affixed and cancelled by the subscriber with his initials and date.)

Received at —, the — day of —, 186—, of —, the sum of — dollars and — cents, in full of the above account.

(2) [Signed in duplicate.] _____.

\$—.

NOTE 1. An authenticated copy of the order of the provost marshal under which the journey was performed must accompany this voucher.

2. A detailed statement of the expenses incurred must also accompany this voucher.

3. Public transportation will always be furnished by provost marshals when persons are required, under orders, to travel over established lines of communication.

FORM No. 17.

The United States to ———, Dr.

Date.		Dollars.	Cents.
From ———, 186—, to ———, 186—.	For the actual expense of his transportation while travelling in the discharge of his duty as provost marshal of the ——— district of ———, from ——— to ———, as follows, viz:		
	For		
	For		
	For		
	For		
	For		
	For		
	For		
	For		
	For		
	For		
	For		

I certify that the above account is correct and just; that I have travelled in the customary reasonable manner, and not returning from leave of absence to my station, and necessarily incurred the expense as stated; that I have not been furnished with public transportation, nor money in lieu thereof, for any part of the route; and that I have performed the journey, without orders, for the purpose of ———.

Provost Marshal, ——— District of ———.

Received at the ———, the — day of ———, 186—, of ———, United States army, ——— dollars and ——— cents, in full of the above account.

(Signed duplicates.)

Provost Marshal, ——— District of ———.

NOTE.—This form to be used for accounts for transportation of provost marshals while travelling on duty. The items of expenditure must be inserted in the above form, and when too numerous a detailed statement must accompany this voucher.

FORM No. 18.—We, the subscribers, do hereby acknowledge to have received of _____, U. S. A., disbursing officer of the Provost Marshal General's bureau, the sums opposite our names, respectively, being in full of our pay for the period herein expressed, having signed triplicates hereof.

Date.	Number.	Names.	State for what purpose employed.	Period of service, inclusive.				Rate of pay.			*Amount of pay.		Internal revenue.				Signatures.	Witnesses.	Remarks.		
				From—	To—	Months.	Days.	Dollars.	Cents.	Per month or day.	Dollars.	Cents.	Amount taxable.		Am't of tax at 3 pr. ct.					Amount received.	
													Dollars.	Cents.	Dollars.	Cents.				Dollars.	Cents.
186—																					

I certify, on honor, that the above receipt roll is correct and just; that the claim for payment of the services rendered in each case as above stated has not been made in any other account; and that the names are reported on my "monthly report of persons employed."

Station : _____
Date : _____

_____, *Captain and Provost Marshal,*
_____ *District of* _____.

NOTE 1. This roll must be made out "monthly," and forwarded, in duplicate, for payment, to the Provost Marshal General, and should embrace the claims of all persons employed by the provost marshal during the month.

2. When it is impracticable for employes to sign this roll, their accounts must be made out, in duplicate, on Form 19, duly certified and receipted.

3. When an individual makes his mark instead of signing his name to the receipt, it must be witnessed by a third person.

4. The signatures of persons claiming payment for services on this roll must be written by themselves, and not by any other person for them.

5. In order to expedite the payment of this roll, frequent delays having occurred by errors of calculation in the columns of "amount taxable," "amount of tax," and "amount received, less tax," they will be left in blank, and be filled in by the disbursing officer when paid by him.

"In calculating the amount of pay due, both days are included—the day from and the day to."

"Triplicates"—two for payment; one for provost marshal, as a retained copy, to be kept on file by him.

FORM No. 19.—*The United States to — —, Dr.*

Date.		Dollars.	Cents.
186—.			

I certify, on honor, that the above account is correct and just; that the services were rendered as stated, and were necessary for the public service.

— — — —, *Provost Marshal.*

Received at — — — — this — — day of — —, 186—, from — —, United States army, — — dollars and — — cents, in full of the above account.

(Signed in duplicate.)

— — — —.

NOTES.—“All accounts of expenditures shall set out a sufficient explanation of the object, necessity, and propriety of the expenditure.”

The dates between which employed, rate of pay per day or month, and if the person employed be in the military service, his rank, company, and regiment should all be specifically stated.

“The facts on which an account depends must be stated and vouched by the certificate of an officer or other sufficient evidence.”

When a receipt is signed by a mark, it must be witnessed, and by a third person.

This form will be used in cases where no other is prescribed.

FORM No. 20.

ARTICLES OF AGREEMENT, entered into this ____ day of _____, eighteen hundred and sixty ____, between _____, provost marshal, _____ district, State of _____, of the one part, and * _____, of the county of _____, and State of _____, of the other part.

This agreement witnesseth, That the said _____, for and on behalf of the United States of America, and the said _____, heirs, executors, and administrators, have mutually agreed, and by these presents do mutually covenant and agree, to and with each other, as follows, viz:

First. That said _____, heirs, executors, and administrators, shall supply and issue, at _____, all the rations,† _____, to consist of the articles hereinafter specified, that shall be required for the use of the provost marshal's rendezvous at the place aforesaid, commencing on the ____ day of _____, eighteen hundred and sixty ____, and ending on the ____ day of _____, eighteen hundred and sixty ____, or such earlier day as the Commissary General of Subsistence may direct, at the price of _____ cents and _____ mills for each complete ration, †_____, in the funds provided by the United States for public disbursement.

Second. The ration to be furnished daily by virtue of this contract shall consist of the following articles and quantities, viz: twelve ounces of pork or bacon, or one pound and four ounces of salt or fresh beef; eighteen ounces of soft bread or flour, or twelve ounces of hard bread, or one pound and four ounces of corn meal; and, to every one hundred rations, fifteen pounds of beans or peas, or ten pounds of rice or hominy; ten pounds of green coffee, or eight pounds of roasted (or roasted and ground) coffee, or one pound and eight ounces of tea; fifteen pounds of sugar; four quarts of vinegar; one pound and four ounces of adamantine or star candles; four pounds of soap; three pounds and twelve ounces of salt, and four ounces of pepper. When two or more different kinds of food constitute, as equivalents, a component part of this ration, the provost marshal shall have power to designate which of the equivalents shall be furnished. And it is understood and agreed that when cooked rations are to be furnished by the terms of this agreement, three substantial meals daily, consisting of the articles above specified, shall constitute a complete ration.

Third. Fresh beef shall be issued at least twice in each week, and oftener, if required by the provost marshal. The necks of the cattle slaughtered for beef to be delivered under this agreement shall be cut off at the fourth vertebral joint, and the breast trimmed down. The shanks of four quarters shall be cut off from three to four inches above the knee joint, and of hind quarters from six to eight inches above the gambrel or hock joint.

Fourth. The provisions to be furnished under this contract shall be of the first quality.

Should any difficulty arise respecting their quality, then the provost marshal shall appoint a disinterested person to meet one of the same description to be appointed by the contractor. These two will have power to decide on the quality of the provisions; but should they disagree, then a third person is to be chosen by the two already appointed, the whole to act under oath, and the opinion of the majority to be final in the case.

Fifth. In case of failure or deficiency in the quantity or quality of the rations herein stipulated to be furnished, then the provost marshal of the district aforesaid shall have power to supply the deficiency by purchase, and the said _____, contractor, will be charged with the difference of cost.

Sixth. No member of Congress, officer or agent of the government, or any person employed in the public service, shall be admitted to any share herein, or to any benefit herefrom.

In witness whereof, the undersigned have hereunto placed their hands and seals the day and date first above written.

Witnesses:

_____. [L. s.]
_____. [L. s.]

I certify that this contract was made because it was impracticable to obtain rations from the commissary department, United States army, or to procure subsistence from any of the posts, encampments, soldiers' rests, or other places of accommodation provided for soldiers by the government, or by the public, and for the following reasons:

Captain and Provost Marshal,
_____ *District of _____.*

* When a firm is contracting, the full names of the individuals composing it will be stated in the contract, together with the business name or style of the copartnership.

† When the agreement is for cooked rations, the word "cooked" must be here inserted.

FORM No. 21.—*The United States to ———, Dr.*

186—. For apprehending and delivering the following named deserters, viz :						Dolls.	Cts.
Name.	Rank.	Company.	Regiment.	State.	Remarks.		

I certify that ——— has apprehended and this day delivered to me, at this place, the above-named deserters from the military service of the United States, and that he is entitled to the reward authorized for such service.

—————, *Captain and Provost Marshal.*

Station: ———.

Date: ———.

Received at ———, this ——— day of ———, 186—, from ———, United States army, ——— dollars and ——— cents, in full of the above account.

NOTE.—The full name and designation of the deserter and the company and regiment to which he belongs must be stated.

A reward of thirty dollars will be paid for the apprehension and delivery of a deserter to the provost marshal of the district in which the arrest is made. This reward of thirty dollars will include the remuneration for all expenses incurred for the pursuit, apprehension, securing, and delivering a deserter.

FORM No. 22.—*Return of lodgings furnished to (———,) in the —— district of —— under charge of ——, provost marshal, from —— to ——, by ——, contractor.*

Date.	No. of men.	Commencing.	Ending.	No. of days drawn for.	Total.	Remarks, (stating rank, company, and regiment.)
186—.						

I certify that the above return is correct.

————— *Provost Marshal.*

NOTES.—1. In the first space in this heading must be inserted the class to which this return relates.

2. Separate returns must be made out for Class I, (*persons in the military service,*) viz: Invalid corps, drafted men and substitutes, deserters, guards, (enlisted men,) and prisoners of war; and for Class II, (*persons not in the military service,*) viz: Prisoners (citizens) and guards, (citizens.)

3. Contracts for lodging not to exceed twelve cents per day.

4. From this return the abstract of lodgings furnished will be made out, each being entered separately on the abstract, (Form 23.)

FORM No. 23.—Abstract of lodgings furnished to _____, in the _____ district of _____, under charge of _____, provost marshal, from _____ to _____, by _____, contractor.

Date.	No. of return.	No. of men.	Commencing.	Ending.	No. of days drawn for.	Total.	Remarks, (stating rank, company, and regiment.)
186—.							
Total number of lodgings furnished							

I certify, on honor, that I have carefully compared the above abstract with the original returns (Form 23) now in my possession, and find the abstract correct, and that the lodgings were furnished as stated, amounting to _____.

Station: _____
Date: _____

_____, Captain and Provost Marshal.

- NOTES.—1. In the first space in this heading must be inserted the class to which this return relates.
2. Separate returns must be made out for Class I, (*persons in the military service*), viz: Invalid corps, drafted men and substitutes, deserters, guards, (enlisted men,) and prisoners of war; and for Class II, (*persons not in the military service*), viz: Prisoners (citizens) and guards, (citizens.)
3. This form must accompany, as a sub-voucher, Form 24, voucher for payment.
4. Contracts for lodgings not to exceed twelve (12) cents per day.

FORM No. 24.—The United States to _____, Dr.

Date.		Dollars.	Cents.
186—.	For lodgings furnished to _____, under the charge of _____, in _____ district of _____, from _____ to _____, as per accompanying abstract: _____ lodgings, at _____ cents each		
	Due contractor		

I certify that the above account for _____ dollars and _____ cents is correct and just; that the services charged for were rendered as stated, as per abstract (Form 24) accompanying, and were necessary for the public service; that the rates charged were in accordance with the agreement made with said _____, on the _____ day of _____, 1864, and that there were no quarters owned or hired by the public at _____, which could be assigned to the men designated in the accompanying abstract.

Date: _____
Station: _____

_____, Captain and Provost Marshal.

Received from _____, at _____, this _____ day of _____, 186—, _____ dollars and _____ cents, in full of the above account.

_____, Contractor.

- NOTES.—1. Form 23 must accompany this account as a sub-voucher.
2. The contractor will send for payment, monthly, his account for lodgings furnished to Class I, (*persons in the military service*), to the nearest disbursing officer of the quartermaster's department; and for Class II, (*persons not in the military service*), direct to the Provost Marshal General.

FORM No. 25.—Ration return of subsistence furnished to* ———, in the ——— district of ———, under charge of ———, provost marshal, for ——— days, commencing the ——— day of ———, 186—, and ending the ——— day of ———, 186—, by ———, contractor.

Names.	Rank.	Company.	Regiment.	No. of meals.†	No. of complete rations.	Remarks.
Number of meals furnished (to be divided by three and carried to column of complete rations)....						
‡ Number of complete rations furnished.....						

I certify that the above return is correct. ———, contractor, will issue subsistence thereon.

A — B ———, *Captain and Provost Marshal.*

* Insert here the description of men (see note 1, following,) for whom this ration return is made.

† When less than a complete ration is issued, the number of meals actually received by the person must be given in this column.

‡ The total number of complete rations furnished on each separate ration return must be carried to the abstract and account. (Form 26.)

- NOTES.—1. Subsistence will be obtained from contractors on *separate* ration returns for *each* of the following description of persons, viz: Class I. Drafted men and substitutes, deserters, guards, (enlisted,) prisoners, (in military service,) recruits (enlisted by provost marshals.) Class II. Prisoners, (citizens,) guards, (citizens.)
2. When rations are drawn from the commissary department, U. S. army, (which must be done in all cases when practicable,) Form 13, Subsistence Department, Army Regulations of 1863, will be used.
3. When *cooked* rations are furnished, three substantial meals constitute a complete ration.

FORM No. 26.—The United States to ———, Dr.—(See contract dated the ——— day of ——— 186—, between ——— and ———,) for ——— complete rations furnished in the month of ———, 186—, at ———, in the county of ———, State of ———, to persons* ———, under charge of Captain ———, provost marshal, ———, district, State of ———, as per following abstract and account.†

No. of return.	No. of men.	Commencing.	Ending.	Number of complete rations.	Price per ration.		Amount.	Remarks.‡
					Cents.	Dol k.		
Due contractor.....								

I certify that the above abstract and account is correct and just; that the persons charged for were entitled to subsistence from the United States, were present at the time the ration return was made, and actually received the rations specified herein; that it was impracticable to obtain rations from the commissary department, United States army, or to subsidize the persons at any of the posts, encampments, soldiers' rests, or other places of accommodation provided for soldiers by the government or by the public, and for the following reasons: ———.

A — B ———, *Captain and Provost Marshal.*

This abstract and account has been compared by me with the original ration returns, and is found to be correct. It is approved for payment.‖

C — D ———, *Colonel, ——— Regiment of ———, A. A. P. M. G.*

Received at ———, this ——— day of ———, 186—, from ———, C. S., ——— dollars and ——— cents, in full of the above account, which has not been previously paid by the United States, or by the State of ———.

(Signed in duplicate.)

E — F ———, *Contractor.*

* Insert here the words, "in military service," or "not in military service," according to whether the persons subsidized are comprised in Class I, or in Class II, of paragraph 162.

† *Separate* abstracts and accounts must be made for persons in military service and for persons not in military service.

‡ In this column and on the line upon which each ration return is entered, the description of persons, (see Classes I and II, paragraph 162,) for whom the return was made, must be specified.

‖ Accounts for subsisting persons of Class I are paid by the commissary department, United States army, (by the commissary or other officer designated for this duty,) and those for subsisting persons of Class II by the provost marshal general.

FORM No. 27.—*Tri-monthly report of deserters arrested in — district —, from the — day of — to the — day of —, 186—.*

Remaining in custody, last report.				Arrested during the last ten days.				Disposed of						Remaining in custody.			
								Deserters.		Substitutes.		Drafted men.					
Deserters.	Substitutes.	Drafted men.	Total.	Deserters.	Substitutes.	Drafted men.	Total.	Sent to	Sent to	Released for want of evidence.	Sent to	Sent to	Exempted by board of enrollment.	Deserters.	Substitutes.	Drafted men.	Total.

REMARKS.

Station : _____
Date : _____

_____, *Provost Marshal,*
_____, *District,* _____.

FORM No. 28.—*List of deserters arrested by —, provost marshal of the — district —, during the month ending —, 186—.*

No.	Name.	Rank.	Com'y.	Reg't	Date of arrest.	Turned over to military authorities.		
						Date.	Place.	To whom.

Station : _____
Date : _____

_____, *Provost Marshal,*
_____, *District,* _____.

FORM No. 29.—*Certificate of exemption on account of unsuitableness of age.*

I, _____, of _____, _____ county, State of _____, having been enrolled under the provisions of an act of Congress "for enrolling and calling out the national forces," &c., approved March 3, 1863, as liable to perform military duty in the service of the United States, hereby certify that I am not legally subject to such liability, and for the following reason :

That I am _____ years of age.

We, the subscribers, _____ and _____, of the town, county, and State above mentioned, hereby certify that the above statement of _____'s age is correct and true, to the best of our knowledge and belief.

Personally appeared before me, the above-named _____ and _____, and severally made oath that the above certificates are correct and true, to the best of their knowledge and belief.

_____,
Justice of the Peace.

Dated at _____, this _____ day of _____, 186—.

NOTE 1.—The certificate in regard to age is, in all cases where practicable, to be signed by the parents of the person claiming exemption, and the requirements specified in the regulations are to be adhered to. The blank space in the certificate to indicate the age of the person is to be filled as follows :

That I am "UNDER TWENTY" years of age ;
That I am "OVER FORTY-FIVE years" of age ; according to the facts in the case.

NOTE 2.—In case the certificate is not signed by the parents, the fact of age must be certified to by two respectable persons (heads of families) resident in the same town, county, or district with the person for whom exemption is claimed, and the requirements of paragraph 61, Regulations, &c., must be complied with.

FORM No. 30.—Certificate of non-liability to be given by the Board of Enrolment.

We, the subscribers, composing the Board of Enrolment of the _____ district of the State of _____, provided for in section 8, act of Congress "for enrolling and calling out the national forces," approved March 3, 1863, hereby certify that _____, of _____, _____ county, State of _____, having given satisfactory evidence that he is not properly subject to do military duty, as required by said act and the act approved February 24, 1864, by reason of _____, is exempt from all liability to military duty for the term of _____.

Provost Marshal, and President of Board of Enrolment.

Member of Board of Enrolment.

Surgeon of Board of Enrolment.

Dated at _____, this _____ day of _____, 186—.

NOTE.—This certificate is to be given in all cases where it is applicable, according to the act of Congress referred to above.

FORM No. 30½.—Certificate of exemption on account of having furnished a substitute.

We, the subscribers, composing the Board of Enrolment of the _____ district of the State of _____, provided for in section 8, act of Congress "for enrolling and calling out the national forces," approved March 3, 1863, hereby certify that _____, of _____ county, State of _____, being properly subject to do military duty, as required by said act and the act approved February 24, 1864, is exempt from its performance by reason of having furnished a substitute [*] liable to draft.

DESCRIPTION.

Name.							Drafted.			
	Age.	Height.		Complexion.	Eyes.	Hair.	When.	Where—Town and State.	By whom.	Period.
		Feet.	In.							

* Insert "not" in cases where the substitute is not liable to draft.

Provost Marshal, and President of Board of Enrolment.

Member of Board of Enrolment.

Surgeon of Board of Enrolment.

Dated at _____, this _____ day of _____, 186—.

NOTE 1.—Where the principal furnishes the substitute before the draft, this exemption is valid during time substitute is not liable to draft, not exceeding the time for which the substitute is accepted.

2.—Where the principal is drafted and furnishes substitute not liable to draft, this exemption is valid during time substitute is not liable to draft, but not exceeding term for which principal was drafted.

3.—Where principal is drafted and furnishes substitute liable to draft, the principal is exempt until present enrolment is exhausted, not exceeding, however, the term for which the principal was drafted.

NOTE.—This certificate is to be given in all cases where it is applicable, according to the acts of Congress referred to above.

FORM No. 31.—Certificate of exemption for a drafted person on account of disability.

This is to certify that _____, of _____, _____ county, State of _____, having been drafted, and claiming exemption on account of disability, has been carefully examined, and is found to be unfit for military duty by reason of _____, and, in consequence thereof, he is exempt from service under the present draft.

Provost Marshal, and President of Board of Enrolment.

Member of Board of Enrolment.

Surgeon of Board of Enrolment.

Dated at _____, this _____ day of _____, 186—.

FORM No. 32.—*Mustering and descriptive roll of a detachment of men drafted and mustered into the service of the United States, forwarded by the _____ for the _____ regiment of _____, stationed at _____, pursuant to orders from _____, dated _____.*

Number.	Names.		Description.											Last paid.	Bounty.		Clothing account.		Names.		Remarks.
	(The names of the commissioned officers accompanying each detachment to be written at the head of the roll of such detachment, and the names of the drafted men composing it to follow in alphabetical order.)		Rank.	Where born.	Drafted and mustered into the service of the United States.			Period.	Eyes.	Hair.	Complexion.	Feet.	Height.	By paymaster.	To what time.	Paid.	Due.	Date of last settlement.	Total money value of clothing drawn since last settlement.	Date of commencement.	
			Town, county, or province, or State, empire, or kingdom.	Afr.	Occupation.	When.	Where, (town and State.)	From what enrolment district.						Dollars.	Dollars.						

- NOTES.—1. The command exercised by any officer accompanying the detachment, with the date of assuming or being relieved therefrom, and the names of the officers relieved, to be stated.
2. The date and place of all deaths, transfers, discharges, desertions, and apprehensions, to be noted; also any other information which may be necessary or useful for the records of the Adjutant General's office.
3. The commanding officer of the regiment or post, after stating the result of the inspection, and referring to the report of the board of inspectors, (should it have been found necessary to organize such board,) will add to his certificate such general remarks relative to the appearance, quality, &c., of the detachment, as, in his judgment, the facts may justify. He will also make out and retain a correct copy of this muster and descriptive roll for the information of company commanders, and forward the original roll, without delay, to the Adjutant General's office.
4. Four copies of this muster and descriptive roll are to be made out by the provost marshal, who will see that they are duly signed—one for the Adjutant General, and one for the Provost Marshal General, both to be sent by the provost marshal direct; one for the detachment, to be sent to the Adjutant General when it reaches its destination, and one to be retained by the provost marshal who sends out the detachment.
5. Separate rolls will be made of drafted men for each regiment, and men for different regiments will not appear on the same muster and descriptive roll.
6. Men drafted will be considered as mustered in from the date of their draft, and will be mustered for pay on the usual rolls for volunteers. On the same line as the soldier's name, under the heading "Joined for duty and enrolled—commencement of first payment by time," will be written the word *drafted*; and under the heading "When mustered in," will be given the date when the soldier was drafted; under "Where mustered in," will be given the place from which drafted; under the heading "By whom mustered in," will be given the number of the enrolment district from which he was drafted, and the State to which it belongs, thus: *4th D., Mass.*, (meaning 4th enrolment district, State of Massachusetts.)

FORM No. 32.—Continued.

RECAPITULATION.

Recapitulation.		Commissioned officers.	Sergeants.	Corporals.	Musicians.	Privates.		Total commissioned.	Total enlisted.	Aggregate.
(To be filled up by the commander of the detachment after the arrival of the detachment at its final destination.)										
Present	{ For duty									
	{ Sick									
	{ In arrest or confinement									
Absent	{ Left sick on the march									
	{ In arrest or confinement									
Strength—present and absent										
Alterations on the march.	{ Discharged									
	{ Transferred									
	{ Died									
	{ Deserted									
Apprehended										
Number drafted from this district since the 1st of January last										

I certify, on honor, that this "recapitulation" and the "remarks" set opposite the names of the members of this detachment, by me are correct.

Station : _____
Date : _____

Commanding the Detachment.

Record of events which may be useful for future reference at the Adjutant General's office.

We certify, on honor, that this muster and descriptive roll is correct, and that it exhibits the true statement of this detachment of men, who are hereby declared duly drafted and mustered into the service of the United States for the time and from the date set opposite their respective names.

Station : _____
Date : _____

Provost Marshal.

Commissioner of Enrolment.

Examining Surgeon.

This detachment of drafted men has been minutely inspected this _____ day of _____, 186—, by the undersigned, agreeably to regulations, and all the members found to be _____.

Station : _____
Date : _____

Commanding.

FORM No. 33.—*Descriptive list of drafted men called into the service of the United States.*

Number.	Names.	Description.					Where born.		Occupation.	Enrolled.		Drafted.		Money value of clothing issued by boards of enrolment.	Remarks.
		Age.	Eyes.	Hair.	Complexion.	Feet.	Inches.	State or kingdom.		Town or country.	When.	Where.	When.		

We certify that the above is a correct transcript of the roll of names of persons drafted into the service of the United States from the _____ district, State of _____, on the _____, _____, in the order in which they were drawn.

_____,
Provost Marshal, President of Board of Enrolment.
 _____, *Member of Board of Enrolment.*
 _____, *Surgeon of Board of Enrolment.*

Dated at _____, this _____ day of _____, 186—.

FORM No. 34.

SCHEDULE I.—*Enrolment list of all persons (except as required in Form 35) subject to do military duty in the _____ sub-district of the _____ congressional district, consisting of the counties of _____ and _____, in the State of _____, enumerated by me on the _____ day of _____, 186—.*

Post office : _____.

_____, *Enrolling officer.*

Residence.	Name.	Description.		Place of birth, (naming State, Territory, or country.)	Former military service.	Remarks.
		White or colored.	Profession, occupation, or trade.			
	1					1
	2					2
	3					3
	4					4
	5					5
	6					6
	7					7
	8					8
	9					9
	10					10
	11					11
	12					12
	13					13
	14					14
	15					15
	16					16
	17					17
	18					18
	19					19
	20					20

Station : _____.

Date : _____.

_____, *Enrolling Officer.*

To Capt. _____, *Provost Marshal of the _____ Cong. Dist. of _____.*

RECAPITULATION.

Sub-districts.	Towns or wards.	No. of whites.	No. of colored.	Total number enrolled.
1st sub-district.....	{ Town of			
	{ Town of			
	{ Town of			
	{ Town of			
2d sub-district.....	{ Town of			
	{ Town of			
	{ Town of			
	{ Town of			

FORM No. 35.—Enrolment list of persons held to service and subject to do military duty in the _____ sub-district of the _____ congressional district, consisting of the counties of _____ and _____, in the State of _____.

Post office : _____.

_____, Enrolling officer.

Residence.	Name.	Description.		Place of birth, (naming State, Territory, or country.)	Name of person to whom service is owed.	Residence of person to whom service is owed.	Remarks.
		Profession, occupation, or trade.					

Station : _____.

Date : _____.

_____, Enrolling Officer.

To Captain _____, Provost Marshal of the _____ Cong. Dist. of _____.

FORM No. 36.

SCHEDULE I.—Consolidated list of all persons subject to do military duty in the _____ congressional district, consisting of the counties of _____ and _____, State of _____, enumerated during the month of _____, 186____, under direction of _____, provost marshal.

Residence.	Name.	Description.			Place of birth, (naming State, Territory, or country.)	Former military service.	Remarks.
		White or colored.	Profession, occupation, or trade.	Married or unmarried.			
	1						1
	2						2
	3						3
	4						4
	5						5
	6						6
	7						7
	8						8
	9						9
	10						10
	11						11
	12						12
	13						13
	14						14
	15						15
	16						16
	17						17
	18						18
	19						19
	20						20

Station : Headquarters _____ Cong. Dist. of _____.

Date : _____.

_____, Provost Marshal.

To Colonel JAMES B. FRY, Provost Marshal General U. S., Washington, D. C.

RECAPITULATION.

Sub-districts.	Towns or wards.	No. of whites.	No. of colored.	Total number enrolled.
1st sub-district.....	Town of.....			
	Town of.....			
	Town of.....			
	Town of.....			
2d sub-district.....	Town of.....			
	Town of.....			
	Town of.....			
	Town of.....			

FORM No. 37.

PROVOST MARSHAL'S OFFICE, — District, State of —, —, 186—.

To —, —, —:

SIR: You are hereby notified that you were, on the — day of —, 186—, legally drafted in the service of the United States for the period of —, in accordance with the provisions of the act of Congress "for enrolling and calling out the national forces, and for other purposes," approved March 3, 1863, and in pursuance of the order of the Provost Marshal General to make a draft in the town of —, dated —, 186—. You will accordingly report, on or before the —, at the place of rendezvous in —, or be deemed a deserter, and be subject to the penalty prescribed therefor by the Rules and Articles of War.

—, Provost Marshal, — Dist. of —.

FORM No. 38.—Tri-monthly report of the state of the draft in —, district of —, from — day of —, to the — day of —, 186—.

Number examined last ten days.	Number exempted and specification of cause.						Number deserted.	Drafted men held to service.			Substitutes held to service.			Remarks.	
	Physical disability.	Mental disability.	By reason of being actually in the military or naval service of the U. S. at time of draft.	Furnished substitutes.	Paid commutation money.	Having served two years and been honorably discharged.		Failed to report.	Deserted after reporting.	Number sent to general rendezvous.	Number disposable.	Total.	Number sent to general rendezvous.		Number disposable.

Station: — District of —.
Date: —, 186—.

—, Captain and Provost Marshal, — District of —.

NOTE.—This report, properly indorsed, shall be forwarded, without a letter of transmittal, direct to the Provost Marshal General's office, on the 10th, 20th, and last day of the month. A duplicate thereof will be sent at the same time to the acting assistant provost marshal general of the State.

FORM No. 39.

Substitute volunteer enlistments.

STATE OF —, TOWN OF —:

I, —, born in the State of —, aged — years, and by occupation a —, do hereby acknowledge to have agreed with —, esq., of —, to become his substitute in the military service, for a sufficient consideration paid and delivered to me on the — day of —, 186—; and having thus agreed with said —, I do hereby acknowledge to have enlisted this — day of —, 186—, to serve as a soldier in the army of the United States of America for the period of three years, unless sooner discharged by proper authority; I do also agree to accept such bounty, pay, rations, and clothing, as are, or may be, established by law for soldiers. And I do solemnly swear that I will bear true and faithful allegiance to the United States of America; that I will serve them honestly and faithfully against all their enemies or opposers whomsoever; and that I will observe and obey the orders of the President of the United States, and the orders of the officers appointed over me, according to the Rules and Articles of War.

Sworn and subscribed to at —, this — day of —, 186—, before —.

We certify, on honor, that we have carefully examined the above-named volunteer substitute agreeably to the regulations, and that, in our opinion, he is free from all bodily defects and mental infirmity which would in any way disqualify him from performing the duties of a soldier; that he was entirely sober when enlisted; that he is of lawful age, (not under 18 years); and that, in accepting him as duly qualified to perform the duties of an able-bodied soldier, and as a substitute in lieu of —, drafted* in —, —, 186—, we have strictly observed the regulations which govern in such cases. This soldier has — eyes, — hair, — complexion; is — feet — inches high.

—, Provost Marshal.
—, Commissioner of Board.
—, Surgeon of Board.

Board of Enrolment of —, District of —.

* Where the substitute is offered by a person who has not been drafted, leave this blank.

Declaration of substitute.

I, —, desiring to enlist in the army of the United States for three years, do declare that I am — years and — months of age; that I have never been discharged from the service on account of disability or by sentence of a court-martial; and I know of no impediment to my serving honestly and faithfully as a soldier for three years.

Given at —, the — day of —.

Witness: —, —.

(* No. —.)

FORM NO. 40.—*Abstract of exemptions granted to drafted persons by the Board of Enrolment, in the ——— district, State of ———, during the week ending ———, 186—, with the cause of exemption stated in each case.*

Number.	Name.	Residence.	When drafted.	Cause of exemption.

We certify, on honor, that the above abstract is correct.

———, *Provost Marshal.*
 ——, *Commissioner.*
 ——, *Surgeon.*

Board of Enrolment ——— district of ———.

* This is the number of the sheet, to be filled up when more than one sheet is used.

FORM NO. 41.—*Statement of substitutes accepted and enlisted in the ——— district of ———, from ——— day of ——— to ——— day of ———.*

Number.	Name.	Description.						For whom substituted.	Date of enlistment.	Date of report of duty.	Date sent to general rendezvous.
		Age.	Eyes.	Hair.	Complexion.	Feet.	Inches.				

Station: ——
 Date: ——.

(Signed)

———, *Provost Marshal.*
 ——, *Commissioner.*
 ——, *Surgeon.*

FORM 42.—*Amount paid for purchases of public property, rent, transportation, travel pay to discharged drafted men, refunding commutation, percentage on commutation money, postage, telegrams, advertising, and subsistence and lodging for class II, in the ——— division of the disbursing branch of the Provost Marshal General's bureau, for the month ending ———, 186—.*

By ———, *Capt. U. S. A., Disbursing Officer.*

States.	Amount paid.	
	Dollars.	Cents.
Maine		
New Hampshire		
Vermont		
Massachusetts		
Rhode Island		
Connecticut		
New York		
New Jersey		
Pennsylvania		
Delaware		
Maryland		
Virginia		
Kentucky		
Ohio		
Michigan		
Indiana		
Illinois		
Iowa		
Minnesota		
Wisconsin		
Missouri		
District of Columbia		
Kansas		
Nebraska Territory		
Colorado Territory		
Dakota Territory		
Total		

FORM 43.—Letter transmitting checks.

WAR DEPARTMENT,
Provost Marshal General's Office, Washington, D. C., _____, 186—.

SIR: I have the honor herewith to enclose you checks, from No. _____ to No. _____, inclusive, on the Assistant Treasurer of the United States at _____, in payment of _____, as follows:

Date.	No. of check.	To whom payable.	On what account.	Amount.		Tax.	
				Dolls.	Cts.	Doll.	Cts.
186—							
Total.....							

Please acknowledge receipt.

Very respectfully, your obedient servant,

Captain U. S. A., Disbursing Officer, Pro. Mar. General's Bureau.

To Capt. _____,
Pro Mar. _____, District of _____.

FORM 44.—Disbursement on account of commutation fund.

The United States to _____ Dr.,
Receiver of Commutation Money, _____ District, State of _____.

186—					Dollars.	Cents.	
	For percentage on commutation money received by him from _____, 186—, to _____, 186—, as per schedule of rates, from the Provost Marshal General, dated Washington, D. C., _____, 186—.						
	Am't collected.		Rate per cent.	Percentage.			
	Dollars.	Cts.		Dollars.	Cts.		
			per cent				
			“				
			“				
			“				
			“				
			Deduct internal revenue tax, 3 p. ct. \$,				
Total..			Balance.....				

I certify, on honor, that the above account is correct and just; that the amount above stated has been collected and deposited to the credit of the Treasurer of the United States, as per accounts rendered for the month of _____, 186—.

Receiver of Commutation Money, _____ District, State of _____.

Received, at Washington, D. C., this _____ day of _____, 186—, from _____, disbursing officer, U. S. A., _____ dollars and _____ cents, in full of the above account.
(Signed in duplicate.)

Receiver of Commutation Money, _____ District, State of _____.

NOTE.—The rates of percentage to be allowed on the amounts of commutation money, received by collectors of internal revenue who have been authorized to receive such money, have been established, as follows:

- On the first, \$10,000 2½ per cent.
- On the next, 15,000 2 per cent.
- On the second, 25,000 1 per cent.
- On the third, 25,000 ½ of 1 per cent.
- On the fourth, 25,000 ¼ of 1 per cent.
- On all sums above \$100,000, one-eighth of one per cent.

Accounts for the percentage will be made out in duplicate and on the above form. After the certificates and receipts are signed the vouchers will be forwarded “monthly” to the Provost Marshal General for payment.

The amounts of commutation money collected and percentage allowed must be entered separately, in conformity with the rates of percentage allowed.

No expenses, except for commission, shall be entered on these forms.

STATION: _____

DATE: _____

(Received _____ 186—.)
Pro. Mar. General's Office.

FORM 45.

[This form will be used by provost marshals in acknowledging receipt of checks from disbursing officers of this bureau, separately for each remittance.]

OFFICE OF THE PROVOST MARSHAL,
 _____ District, State of _____, 186—.

GENERAL: I have the honor to acknowledge the receipt of your communication of _____, 186—, enclosing checks drawn by Captain _____, U. S. A., disbursing officer, on the assistant treasurer of the U. S. at _____, in payment of vouchers, as follows, viz:

No. of voucher.	Date of voucher.	Payable to the order of—	On what account.	No. of check.	Amount.	
					Dollars.	Cents.

I am, general, very respectfully, your obedient servant,

_____,
 Capt. and Provost Marshal, _____ Dist., State of _____.

Brigadier General JAMES B. FRY,
 Provost Marshal General U. S., Washington, D. C.

FORM 46.—Bond.

Know all men by these presents: That we, _____, all of the _____, State of _____, are held and firmly bound unto the United States of America, in the sum of _____ dollars, lawful money of the United States, to be paid to the United States, for which payment, well and truly to be made, we bind ourselves, and each of us, our and each of our heirs, executors, and administrators, for and in the whole, jointly and severally, firmly by these presents. Sealed with our seals and dated the _____ day of _____, eighteen hundred and sixty _____.

The condition of the above obligation is such, that if the above bounden _____, _____ heirs, executors, or administrators, _____ shall and do, in all things, well and truly observe, perform, fulfil, accomplish, and keep all and singular the covenants, conditions, and agreements whatsoever, which, on the part of the said _____, _____ heirs, executors, and administrators, are, or ought to be, observed, fulfilled, performed, accomplished, and kept, comprised in certain articles of agreement, bearing date the _____ day of _____, 186—, made between _____ and the said _____, according to the true intent and meaning thereof, then the above obligation to be null and void; otherwise, to remain in full force and virtue.

_____. [L. S.]
 _____. [L. S.]
 _____. [L. S.]

Signed, sealed, and delivered in presence of—

_____,
 _____, Witnesses.

FORM 47.—List of employes for approval of Provost Marshal General, by _____, provost marshal, _____ district of _____, 186—.

HEADQUARTERS PROVOST MARSHAL,
 _____ District of _____, _____, 186—.

_____, Acting Assistant Provost Marshal General, State of _____.

SIR: I have the honor to submit for your approval, to be forwarded to the Provost Marshal General for his action, as follows, viz:

Names.	For what purpose.	Date of commencement of service.	Amount of compensation to be allowed.		Per day or month.
			Dollars.	Cents.	

The appointment of the above persons is necessary for _____.

I am, very respectfully, your obedient servant,

_____, Provost Marshal.

(Approved or disapproved.)

Respectfully forwarded to—
 Brig. General JAMES B. FRY, Provost Marshal General.

_____,
 Acting Assistant Provost Marshal General, State of _____.

FORM No. 49.—*Clothing receipt-roll.*

Statement exhibiting the allowance of clothing to each soldier during his enlistment, and his proportion for each year respectively, as established by the Secretary of War.

Clothing.	For five years.					Total in the five years.
	1st.	2d.	3d.	4th.	5th.	
Hat, trimmed	1	1	1	1	1	5
Forage cap	1	1	1	1	1	5
Uniform coat or jacket	1	1	1	1	1	5
Blue flannel sack coat	2	2	2	2	2	10
Trousers	3	2	3	2	3	13
Flannel shirt	3	3	3	3	3	15
Flannel drawers	3	2	2	2	2	11
Bootees, pairs	4	4	4	4	4	20
Stockings, pairs	4	4	4	4	4	20
Leather stock	1	1	2
Great coat	1	1
Stable frock	1	1	2
Fatigue overall	1	1	1	1	1	5
Blanket	1	1	2

We, the undersigned non-commissioned officers, artificers, musicians, and privates, of _____, do hereby acknowledge to have received of _____ the several articles of clothing set opposite our respective names.

Date of the issue.	Name and designation of the soldier.	Hats.	Feathers.	Badges.	Eagles.	Cords and tassels.	Hair plumes.	Forage caps.	N. C. S.	Sergeants'.	Corporals'.	Musicians'.	Privates'.	Sergeants'.	Corporals'.	Musicians'.	Privates'.	Flannel sack coats.	Trousers, pairs, sergeants'.	Trousers, pairs, corporals'.	Trousers, pairs, privates.	Flannel shirts.	Drawers, pairs.	Boots, cavalry, pairs.	Bootees, infantry, pairs.	Stockings, pairs.	Leather stocks.	Greatcoats.	Fatigue overalls.	Stable frocks.	Blankets.	Signatures.	Witness.	

NOTES.—Erasures and alterations of entries are prohibited.
 Regular and extra issues will not be blended in the same receipt roll.
 Each signature, whether written by the soldier or acknowledged by mark, must be witnessed.
 Where no issues have been made, spaces will be filled by a parallel, (thus ———).
 Mounted men may, at their option, receive *one* pair of "boots" and *two* pairs of "bootees," instead of *four* pairs of bootees.
 As the metallic shoulder scales, letters, numbers, castles, and shells and flames, will last for many years, they will be borne on the returns as company property, in the same manner as are sashes, knapsacks and straps, haversacks, canteens and straps, and other articles of camp and garrison equipage, and will be charged to the soldier only when lost or destroyed through neglect.

FORM No. 50.—*Invoice No. _____, public property, Provost Marshal General's bureau, in the month of _____, 186—, * _____.*

Invoice of stationery turned over to Captain _____, provost marshal _____ district of _____, this _____ day of _____, 186—, by _____, acting assistant provost marshal general, for _____.

Number of—	Articles.	Number of—	Articles.
	Folio-post..... quires..		Elastic bands, (gum).....
	Letter paper..... do....		Blotting paper.....
	Cap paper..... do....		Mucilage..... bottles..
	Envelope paper..... do....		Paper weights, (iron).....
	Envelopes.....		Blank books.....
	Black ink..... bottles..	 do.....
	Red ink..... do....	 do.....
	Steel pens.....	 do.....
	Tape..... pieces..		Inkstands.....
	Lead pencils, black.....		Rulers.....
	Lead pencils, blue and carmine.....		Paper folders, (tin).....
	Penholders.....		Shears.....
	Blank cards, (for draft box).....		Pen racks, (iron).....

(Signed in duplicate.) _____, Acting Assistant Provost Marshal General.

All property, of whatever kind, if belonging to the Provost Marshal General's bureau, must be accounted for on the "monthly return of public property," Form 8.

NOTE.—One copy of each invoice should accompany "Return of Public Property."
 *These two lines will be filled up with the name and official designation of the officer who signs the invoice.

FORM No. 51.—*Receipt No. —.—Public property, Provost Marshal General's bureau. In the month of _____, 186—, * _____.*

Received at _____, this _____ day of _____, 186—, from _____, A. A. P. M. G., for _____ the following articles of public property belonging to the Provost Marshal General's bureau, viz:

Number of—	Articles.	Number of—	Articles.
	Folio-post quires..		Elastic bands, (gum)
	Letter paper..... do....		Blotting paper
	Cap paper..... do....		Mucilage bottles..
	Envelope paper..... do....		Paper weights, (iron).....
	Envelopes		Blank books
	Black ink bottles..	 do
	Red ink do....	 do
	Steel pens do
	Tape..... pieces..		Inkstands
	Lead pencils, black.....		Rulers
	Lead pencils, blue and carmine.....		Papers-folders, (tin).....
	Penholders.....		Shears
	Blank cards, (for draft box).....		Pen-racks, (iron).....

* These two lines will be filled up with the name and official designation.

(Signed in duplicate.)

Provost Marshal, _____ District of _____.

NOTE.—One copy of each receipt should accompany "return of public property."

All property, of whatever kind, if belonging to the Provost Marshal General's Bureau, must be accounted for on the monthly return of public property, Form 8.

FORM No. 52.—*Requisition No. —.—Public property, Provost Marshal General's bureau. For the month of _____, 186—, * _____.*

Requisition for stationery for the use of provost marshal's office at _____, for the month commencing the _____ day of _____, 186—, and ending the _____ day of _____, 186—.

Number of—	Articles.	Number of—	Articles.
	Folio-post quires..		Elastic bands, (gum)
	Letter paper..... do....		Blotting paper
	Cap paper..... do....		Mucilage bottles..
	Envelope paper..... do....		Paper weights, (iron).....
	Envelopes		Blank books
	Black ink bottles..	 do
	Red ink do....	 do
	Steel pens do
	Tape..... pieces..		Inkstands
	Lead pencils, black.....		Rulers
	Lead pencils, blue and carmine.....		Paper-folders, (tin).....
	Penholders.....		Shears
	Blank cards, (for draft box).....		Pen-racks, (iron).....

* These two lines will be filled up with the name and other official designation of the officer who signs the receipt.

To _____
A. A. P. M. Gen. of _____.
(Signed in duplicate.)

Provost Marshal of _____ District of _____.

NOTE.—One copy will be retained by the provost marshal on file in his office for reference.

FORM No. 53.—*Advertising account.*

The United States to — —, Dr., to insertion of annexed advertisement of — —, in the — —, published at — —, as follows :

Nature of advertisement.	Date of 1st insertion.	No. of squares or lines.	No. of insertions charged.	No. of insertions ordered.	Amount charged.		Amount allowed.

The above advertisements are charged at the rate of — —.
 I certify that the annexed advertisement — — published by my order in this newspaper for the period stated in the foregoing account, and that — — necessary for the public service.

Provost Marshal, — District —.

Received at — —, this — — day of — —, 186—, from — — United States army, — — dollars and — — cents, in full of the above account.

(Signed in duplicate or quadruplicate.)

NOTE.—A copy of each advertisement, cut from the same paper, together with the original bill of the publishers as sub-vouchers, will in every case accompany this voucher.
 See "Regulations of the War Department relative to newspaper advertising and job printing, January 1, 1865."

FORM 54.—*Requisition for transportation.*

No. —.

From

To

For persons.

Distance miles each.

Total miles , at 2 cents, \$.....

Dated , 186—.

I certify, on honor, that transportation has been furnished to the persons named on the within requisition, by ———, from ——— to ———, for ———.

Agent of ——— R. R. Company.

Date: ———.

Station: ———.

- NOTES.—1. At the end of each month, or sooner if necessary, these requisitions will be presented to the provost marshal who issued them, for his examination. If found correct, he will make out duplicate vouchers for each class, (Form 14,) and sign the certificate thereon.
2. The number and description of persons of each class must be written out in full. Separate requisitions must be made for each of the following classes, viz: For Class I, (persons in the military service,) and for Class II, (persons *not* in the military service,) and the persons named in paragraph 133, 145, and 146, Regulations.—(See paragraph 151, Regulations Provost Marshal General's bureau.)

<p>Requisition No. —.</p> <p>To ———.</p> <p>For transportation—</p> <p>From</p> <p>To</p> <p>No.</p> <p>"</p> <p>"</p> <p>"</p> <p>"</p> <p>Date, 186—.</p> <p>Given by</p> <p><i>Provost Marshal,</i></p> <p>— <i>Dist., State</i> —.</p> <p>The number and description of persons of each class must be written out in full.</p>	<p style="text-align: center;"><i>Requisition for transportation.</i></p> <p>No. —.</p> <p style="text-align: center;">PROVOST MARSHAL GENERAL'S OFFICE, <i>Washington, D. C.</i></p> <p>This requisition for transportation will be honored when properly filled up and signed by ———, provost marshal for the ——— district of ———. The accounts made out in duplicate, (Form 14,) accompanied by these requisitions as sub-vouchers, will be forwarded monthly for payment, as follows, viz: For Class I, (persons in the military service,) to the nearest disbursing officer of the quartermaster's department, and for Class II, (persons <i>not</i> in the military service,) and the persons named in paragraphs 133, 145, and 146, Regulations Provost Marshal General's bureau, to the Provost Marshal General.</p> <p style="text-align: right;">JAMES B. FRY, <i>Provost Marshal General.</i></p> <p style="text-align: center;">PROVOST MARSHAL'S OFFICE, <i>For the ——— District of ———, ——— 186—.</i></p> <p>To ———, ———.</p> <p style="text-align: center;">AT GOVERNMENT RATES.</p> <p>Please furnish transportation from ——— to ——— for ———.</p> <p style="text-align: right;">———, <i>and Provost Marshal.</i></p> <p>(This order is only for transportation of persons in one direction.)</p> <p>The conductor will procure the signature of the officer or person in charge, if there be one, or that of one of the party, to the following <i>certificate</i>:</p> <p>I certify that the ——— has furnished transportation to the following persons, viz:</p> <p>Date: ———.</p> <p>Station: ———.</p> <p style="text-align: right;">———, <i>In Charge.</i></p>
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FORM No. 55.—Articles of agreement for rent.

Articles of agreement, made and entered into this ____ day of _____, anno Domini one thousand eight hundred and sixty ____, between _____, of the one part, and _____, of the county of _____, and State of _____, of the other part.

This agreement witnesseth, that the said _____, for and on behalf of the United States of America, and the said _____ heirs, executors, and administrators, have covenanted and agreed, and by these presents do mutually covenant and agree, to and with each other, as follows, viz:

First. That the said _____ heirs, executors, and administrators, doth hereby lease to the said _____, for and on behalf of the United States, to be used as _____, commencing on the ____ day of _____, 186—, and ending at the pleasure of the Provost Marshal General U. S. A., at a rent of _____ per month.

Second. No member of Congress, officer, or agent of the government, or any person employed in the public service, shall be admitted to any share herein or any benefit herefrom.

In witness whereof, the undersigned have hereunto placed their hands and seals, the day and date first above written.

_____. [L. S.]
 _____ [L. S.]

Witnesses:

Approved: (Quintuplicates.)

NOTES.—This contract is to be executed *in quintuplicate*—one copy to be kept by the contractor; one to be kept by the provost marshal making the agreement; two to be sent to the Provost Marshal General; one to be sent to the "Returns office," Department of the Interior, Washington.

Each copy of every contract or agreement for rent of room or building must have upon it a fifty-cent stamp for every sheet of paper upon which it is written. The stamp must be furnished, affixed, and cancelled by the contractor. The stamp is cancelled by the contractor writing on its face his initials and the date.

The copies of the contract for the Provost Marshal General and the Returns office must be sent by the provost marshal making and signing them immediately after completion.

FORM No. 56.—Contract for stationery.

Articles of agreement, made and entered into this ____ day of _____, anno Domini one thousand eight hundred and sixty ____, between _____, acting assistant provost marshal general for the State of _____, of the one part, and _____, of the county of _____, and State of _____, of the other part.

This agreement witnesseth, that the said _____, acting assistant provost marshal general, for and on behalf of the United States of America, and the said _____ heirs, executors, and administrators, have covenanted and agreed, and by these presents do mutually covenant and agree, to and with each other, as follows, viz:

First. That the said _____ heirs, executors, and administrators, doth hereby agree to furnish such stationery, of the description and at the prices specified in the schedule hereunto annexed, and equal in quality to the sample shown by the acting assistant provost marshal general, for _____ of _____, commencing on the ____ day of _____, 186—, and ending on the ____ day of _____, 186—.

Second. That in case of failure on the part of the said _____ to furnish the stationery as above agreed, the acting assistant provost marshal general or his successor in office, may cause such stationery to be furnished by any other person, as nearly as practicable of the quality contracted for, and the said _____ shall be held liable for all damages or loss sustained by the United States, in consequence of such failure, the measure of damages or loss being the difference between the contract price and the price paid for such stationery, with the addition of all charges thereon until their delivery to the said acting assistant provost marshal general or his successor in office.

Third. The payment, at the prices specified in the schedule hereunto annexed, shall be made to the said _____ for all stationery furnished by him under this agreement, so soon after the delivery thereof as the accounts can be properly examined and the requisite funds drawn from the treasury.

Fourth. No member of Congress, officer, or agent of the government, or any person employed in the public service, shall be admitted to any share herein or any benefit herefrom.

In witness whereof, the undersigned have hereunto placed their hands and seals, the day and date first above written.

_____. [L. S.]
 _____ [L. S.]

Witnesses:

Approved: (Quintuplicates.)

NOTES.—This contract is to be executed *in quintuplicate*—one copy to be retained by the contractor; one to be retained by the acting assistant provost marshal general making the agreement; two to be forwarded to the Provost Marshal General; and one to be forwarded to the "Returns office," Department of the Interior, Washington.—(See circular No. 50, Provost Marshal General's office, July 18, 1863.)

Each copy of every contract or agreement must have upon it a five-cent stamp for every sheet of paper upon which it is written. The stamp must be furnished, affixed, and cancelled by the contractor, he writing on its face his initials and the date.

The copies of the contract for the Provost Marshal General and the Returns office must be forwarded by the acting assistant provost marshal general making and signing them, immediately after completion.

OATH PRESCRIBED BY THE ACT OF CONGRESS APPROVED JULY 2, 1862.

CITY AND COUNTY OF _____, ss:

I, _____, of _____, in the county of _____, and _____, do solemnly swear that I have never voluntarily borne arms against the United States since I have been a citizen thereof; that I have voluntarily given no aid, countenance, counsel, or encouragement to persons engaged in armed hostility thereto; that I have neither sought, nor accepted, nor attempted to exercise the functions of any office whatever under any authority or pretended authority in hostility to the United States; that I have not yielded a voluntary support to any pretended government, authority, power, or constitution within the United States, hostile or inimical thereto. And I do further swear that, to the best of my knowledge and ability, I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter: So help me God.

Sworn and subscribed to before me, this ____ day of _____, 1864.

FORM No. 57.—Articles of agreement for lodging.

Articles of agreement, made and entered into this ____ day of ____, A. D. 186—, between ____ of the one part, and ____ of ____, in the county of ____ and State of ____, of the other part.

This agreement witnesseth, that the said ____, for and on behalf of the United States of America, and the said ____ heirs, executors, and administrators, have covenanted and agreed, and by these presents do mutually covenant and agree, to and with each other as follows, to wit :

First. That the said ____ heirs, executors, and administrators, shall supply, or caused to be supplied, at ____, in the State of ____, proper lodging for ____ commencing on the ____ day of ____, 186—, and ending at the pleasure of the Quartermaster General of the United States, at the price of ____ cents per day for each man so lodged.

Second. No member of Congress, officer or agent of the government, or any person employed in the public service, shall be admitted to any share herein or any benefit to arise herefrom.

In witness whereof, the undersigned have hereunto placed their hands and seals the day and date above first written.

Witness : _____ [L. S.]
 Witness : _____ [L. S.]

Approved : _____, Act'g Asst. Prov. Mar. Gen'l, State of _____.

NOTE.—This contract must be made in quintuplicate : one copy to be kept by the officer, one by the contractor, one to be sent to the returns office, Washington, D. C., and two to the Quartermaster General, through the A. A. P. M. G.

Each copy of this contract must bear a five-cent internal revenue stamp, properly cancelled.

* See paragraphs 149, 151, and 152, Regulations Provost Marshal General's bureau.

FORM No. 58.—Proposal for stationery

____ hereby propose to furnish the acting assistant provost marshal general of the ____ with the following, or such other quantities of stationery as he may require, from ____, 186—, to ____, 186—, at the rates fixed to the articles respectively.

____ will give as security for the faithful performance of the contract, if it be awarded to ____.
 _____, Contractor.

____, Sureties.

Description of articles.	Amount.		Total.	
	Dolls.	Cts.	Dolls.	Cts.
____ reams foolscap, ruled or plain, weighing 14 lbs.				
____ reams folio-post, ruled or plain				
____ reams quarto-post, ruled or plain, weighing 10 lbs., headed as per pattern				
____ reams note paper, ruled or plain				
____ reams note paper, ruled or plain, headed as per pattern				
____ reams blotting paper, red				
____ reams envelope paper, buff or yellow, royal				
____ reams Manila wrapping paper, super-royal				
____ envelopes, official sizes, plain				
____ envelopes, letter sizes, plain				
____ envelopes, official sizes, extra heavy, headed as per pattern				
____ envelopes, letter sizes, extra heavy, headed as per pattern				
____ gross metallic pens				
____ quills, No. 80				
____ dozen Faber's black lead pencils				
____ dozen Faber's blue and carmine pencils				
____ dozen penholders				
____ dozen paper folders, (tin)				
____ dozen erasers, ivory handles				
____ dozen Maynard and Noyes, or other black inks, quarts				
____ dozen French carmine ink				
____ dozen inkstands, Draper's, Whitney's, or equal				
____ pound sealingwax, scarlet				
____ pounds India-rubber, prepared in pieces				
____ dozen red tape, in pieces, assorted				
____ dozen jars mucilage and brushes				
____ dozen blank books				
____ dozen cards, (drafting)				
____ dozen pen-racks				
____ dozen rulers				
____ dozen India-rubber bands				
____ dozen shears, Rogers's				
____ dozen memorandum books				
____ dozen paper weights				
____ dozen eyelet machines or punches				
____ dozen boxes eyelets				
____ dozen letter clips				
Total				

____ well acquainted with ____, and have full and entire confidence that if a contract for the above be awarded to ____ will faithfully and satisfactorily fulfil it.

FORM No. 59.—Appointment of deputy provost marshal.

PROVOST MARSHAL'S OFFICE,
 — District, State of —, —, 186—.

To _____.

SIR :

You are hereby informed that I have appointed you a deputy provost marshal for this district, subject to the approval of the Provost Marshal General U. S., to rank as such from the _____ day of _____, one thousand eight hundred and sixty——. Immediately on receipt of this appointment you will report to me, by letter, at these headquarters for orders.

 Provost Marshal.

WAR DEPARTMENT,
 Washington, D. C., _____, 186—.

The above appointment of _____ as deputy provost marshal is hereby approved; he will be obeyed and respected accordingly.

 Provost Marshal General U. S.

- NOTES.—1. This appointment will be issued by the provost marshal, and forwarded for approval, as required by regulations of Provost Marshal General's bureau, paragraphs 137, 138, 139.
2. When approved, will be returned to the provost marshal, to be given to the deputy, in order that he may, in the prosecution of his duties, be able, should occasion require, to produce his official appointment to office.
3. In cases where deputies are already approved and appointed, the provost marshal will sign the certificate on this appointment, and forward the same for the signature of the Provost Marshal General.
4. In case of discharge or resignation, this appointment to be returned, through the provost marshal, to the Provost Marshal General United States, attached to the voucher for payment of final dues.

FORM No. 60.—Descriptive list of deserters.

Number.	Name.	Rank.	Company.	Regiment.	Description.				Where born.		Occupation.	Residence when enlisted.	Deserted.		Remarks.		
					Age.	Eyes.	Hair.	Complexion.	Height.				State or kingdom.	County or town.		Where.	When.
									Feet.	In.							

NOTE.—This list must be filled in by provost marshals, and given to detectives, special agents, police officers, and other persons desiring to co-operate in arresting deserters.

FORM No. 62.—*Report of corrections in enrolment list of* ——— *district, State of* ———.

No. of sub-district.	Local name of sub-district, town and county.	Dropped from list of first enrolment on account of—										Total dropped from list.	Number enrolled in first enrolment.	Number remaining subject to draft.	Number enrolled since first enrolment.	Total number subject to draft.	Remarks.
		Alienage.	Non-residence.	Unsuitableness of age.	Manifest permanent physical disability.	Died since enrolled.											
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.	14.	15.	16.		

INSTRUCTIONS FOR MAKING OUT CORRECTED ENROLMENT LISTS.

The columns of the forms are numbered from left to right, immediately under the heading.
 In column 1, the number of the sub-district is to be placed in figures. Sub-districts are to be those of the new system.
 In column 2, the local name of sub-district.
 In columns 3, 4, 5, and up to column 12, will be given the number to be stricken off the lists, according to the heading; and if for other causes than those printed, one of the blank columns must be headed in writing.
 Column 12 is the total of all the previous ones from 3.
 Column 13 contains the number enrolled in the sub-district as it stood previous to a draft or to any exemptions being granted.
 Column 14 is the difference between columns 12 and 13, and gives the number remaining subject to draft.
 Column 15 contains the number added to the enrolment on account of having been accidentally omitted.
 Column 16 is the sum of columns 14 and 15, and shows the number finally subject to draft.
 As many sheets are to be used as are necessary for the number of sub-districts.

FORM No. 63.—*Statement of the results of the draft.*

PROVOST MARSHAL'S OFFICE, — *District, State of* —, —, —, 186—.

GENERAL: I have the honor to inform you that the time for drafted men to report in this district expired on the ——. The number who failed to report on that day is —.

My special officers commenced this day to arrest and bring in the deserters.

I hereto annex a statement of the results of the draft in this district.

I am, general, very respectfully, your obedient servant,

Brigadier General JAMES B. FRY,
Provost Marshal General U. S., Washington, D. C.

Statement of the results of draft at the expiration of time for drafted men to report, in ——— *district of* ———, ———, 1863.

Exempted for physical disability	
“ Only son liable to military duty of a widow dependent upon his labor for support	
“ Only son of aged or infirm parent or parents dependent upon his labor for support	
“ Elected under 4th clause, section 2, of enrolment act	
“ Only brother of children not twelve years old, having neither father nor mother, dependent upon his labor for support	
“ Father of motherless children, under twelve years of age, dependent upon his labor for support	
“ Two brothers in service as non-commissioned officers, musicians, or privates	
“ Convicted of felony	
“ In service 3d of March, 1863	
“ Aliens	
“ Over 45 years of age	
“ Over 35 years of age, and married	
“ Under 20 years of age	
“ Non-residents	
Paid commutation money	
Substitutes accepted, (delivered at general rendezvous)	
Substitutes accepted, (deserted before delivery at general rendezvous)	
Drafted men delivered at general rendezvous	
Drafted men deserted before reaching general rendezvous	
Total	
Number failed to report	
Total number drawn in draft	

Respectfully submitted.

—————, *Captain and Provost Marshal,* ——— *District of* ———.

FORM No. 64.—Daily report of the draft.

No. of sub-districts.	No. held to personal service.	No. furnished substitutes after having been drafted.	No. exempted for physical disability.	No. exempted for all other causes.	No. examined.	No. failed to report.	Total obtained by draft.	Mustered in.				Total quota of the sub-district.	Total deficiency to be obtained.	No. yet deficient.	No. sent to rendezvous.			Date on which the draft commenced.	Remarks.
								Volunteers.	Substitutes for enrolled men.	Representative recruits.	Total number obtained.				For old organizations.	For new organizations.	Drafted men, substitutes for drafted men, and men liable to draft.		

RECAPITULATION.

Men received for 1 year
 Men received for 2 years.....
 Men received for 3 years.....
 Total.....

I certify that the above is correct.

_____, Capt. and Prov. Marshal.

Station : _____
 Date : _____.

FORM No. 65.—Certificate of the board of enrolment of _____ Cong. Dist. of _____.

We, the subscribers, composing the board of enrolment of the _____ district, of the State of _____, provided for in section 8, act of Congress "for enrolling and calling out the national forces," approved March 3, 1863, hereby certify that _____, who was formerly a _____ in the _____ regiment of _____, appeared before us, and from a personal examination of him, and of the papers produced by him, find—

- 1st. That he is unfit for service in the field, on account of * _____.
- 2d. That he is fit for garrison duty, as appears by the report of the surgeon of this board.
- 3d. That he has produced evidence before us that he is meritorious and deserving.
- 4th. That he has produced sufficient evidence that he was honorably discharged from the service on account of disability, as a _____ in the regiment above named.

_____, Prov. Marshal and Pres. of Board of Enrolment.
 _____, Member of Board of Enrolment.
 _____, Surgeon of Board of Enrolment.

Station : Headquarters _____ Cong. Dist. of _____.
 Date : _____.

* Here state the nature of disability as appears in the report of the surgeon of the board.

FORM No. 66.—Daily report of credits.

Names.	Period of service.	Reg't.	Date of muster.	Where credited.				By whom mustered.	Remarks.
				Ward.	Township.	County.	District.		

Captain _____.

The above-named men have been mustered into the United States service for your district. You will credit them as designated.

_____, Act'g Asst. Provost Marshal General.

FORM No. 68.—*Instructions to Enrolling Officers.*

BOARD OF ENROLMENT,
HEADQUARTERS PROVOST MARSHAL,
— District, State of —, 1864.

To _____.

SIR :

You are hereby informed that the board of enrolment has appointed you as enrolling officer for the sub-district described as follows, to wit :

1. You will immediately enter upon your duties, and complete the enrolment of such sub-district without the least delay.

2. You are to enroll all persons subject to military duty. Observe the enrolment blanks, and carefully study the headings and divisions of the same. You will see that you are required to enter in the proper columns the residence, name, age at time of enrolment, complexion, whether white or colored, profession, occupation or trade, (in class I, whether married or single,) place of birth, and former military service of each person enrolled, with such remarks in the column appropriated to that purpose as may apply to the case of any to whom special remarks may be applicable.

WHO SHALL BE ENROLLED.

3. The enrolment, so far as you are concerned, must include all male persons between the ages of twenty and forty-five. In the case of any person claiming exemption on the ground of alienage enroll his name, and, under the head of "remarks," state your belief, from what you have known or heard, whether or not he has filed his declaration of intention to become a citizen. So of other cases of exemption. Enroll ALL, informing persons claiming exemption that this board will determine, when such persons shall be presented before it in pursuance of the law, whether or not they are subject to military duty.

PERSONS PRESENT IN OR ABSENT FROM THEIR RESIDENCE.

4. You will enroll all who have their legal domicile within your district, though some may be temporarily absent therefrom. For instance: students in colleges or schools, teachers, apprentices, sailors, travellers, travelling merchants, and similar classes of citizens, must be enrolled in the districts in which they have their respective domiciles. Under the head of "Remarks," note such absence, and where.

DETERMINATION OF AGE.

5. You will judge of the ages of individuals from the best information you can obtain in each case, but in every case make a decision as to whether the person in question is between the ages of twenty and forty-five; and if so, enroll him.

RETURN OF LISTS.

6. You will submit your lists, as far as completed, to this board as often as _____.

OATH REQUIRED.

7. Previous to entering upon your duties you will take and subscribe an oath, in form as enclosed, and at once return the same to this office.

COMPENSATION.

8. Your compensation will be at the rate of _____ per day for the time actually employed.

_____,
_____,
_____,

Board of Enrolment.

FORM 71.—Report of the medical statistics of the draft in ——— district of ———, terminating ———, 1864.

OCCUPATION.	DISEASES.	No. of sections of para- graph 85.	
		Numbers.	Numbers.
Total.....			
	Atrophy decided, of a limb.	4	
	Annus, artificial.	24	
	Ani, prolapsus.	24	
	Ano, fistula in.	24	
	Arteries, large, aneurism of.	7	
	Bones of face, caries in progress of.	16	
	Bladder, stone in.	28	
	Bones, chronic disease of.	32	
	Chorea.	4	
	Cancer.	7	
	Cheeks, extensive loss of substance of.	16	
	Chest, extensive deformity of.	22	
	Cutaneous contractions.	31	
	Club feet.	34	
	Cicatrices of lower extremities.	36	
	Disability, permanent physical.	9	
	Deafness, decided.	15	
	Dumbness.	17	
	Epilepsy.	3	
	Eye, right, total loss of sight of.	12	
	Eye, right, cataract of.	12	
	Eye, right, crystalline lens of, loss of.	12	
	Eyes, both, partial loss of sight of.	13	
	Eyes, serious permanent disease of.	13	
	Eye-lids, serious permanent disease of.	13	
	Epispadia.	26	
	Fistula, salivary.	16	
	Fistula, urinary.	27	
	Foot, loss of.	30	
	Fractures of superior extremities.	32	
	Fractures of inferior extremities.	32	
	Fingers, total loss of any two of the same hand.	33	
	Fingers of right hand, total loss of 1st and 2d phal. of all.	33	
	Fingers of right hand, permanent extension of two.	33	
	Fingers of right hand, permanent contraction of two.	33	
	Fingers, all adherent or united.	33	
	Feet, permanent defects or deformities of.	34	
	Hemorrhoids, internal, old, and ulcerated.	25	
	Hypospadi.	26	
	Hydrocele, complicated.	29	
	Hand, loss of.	30	
	Hernia, right inguinal.	23	
	Hernia, left inguinal.	23	
	Hernia, right femoral.	23	
	Hernia, left femoral.	23	
	Hernia, ventral.	23	
	Hernia, umbilical.	23	
	Hernia, double inguinal.	23	
	Hernia, double femoral.	23	
	Imbecility, manifest.	1	
	Insanity.	2	
	Jaw, incurable disease or deformities of.	16	
	Jaw, ankylosis of lower.	16	
	Joints, large, irreducible dislocations of.	32	
	Joints, large, ankylosis of.	32	
	Joints, chronic diseases of.	32	
	Larynx, fistula of.	21	
	Muscular contractions.	31	
	Numbers.		

FORM No. 71.—*Report of the medical statistics of the draft, &c.*—Continued.

TABLE 2.

Number rejected under each section of paragraph 85 of the revised regulations for the government of the Provost Marshal General's bureau.																					
Section	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
Number rejected.....																					
Ratio per 1,000 for each section.....																					

Number rejected under each section of paragraph 85 of the revised regulations for the government of the Provost Marshal General's bureau.																Miscellaneous.	No. exempted.	Number examined physically.	Ratio per 1,000.		
Section	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36						
Number rejected.....																					
Ratio per 1,000 for each section.....																					

FORM No. 71.—*Report of the medical statistics of the draft, &c.*—Continued.

TABLE 3.

Number examined.	Nativity.	Height.			Measurement of the chest.					
	State or country.	Greatest height.	Least height.	Average height.	Greatest measurement at inspiration.	Greatest measurement at expiration.	Least measurement at inspiration.	Least measurement at expiration.	Average measurement at inspiration.	Average measurement at expiration.

TABLE 4.

Measurement of the chest.							Height.				Age.			
Average measurement at inspiration.	Average measurement at expiration.	Greatest measurement at inspiration.	Least measurement at inspiration.	Greatest measurement at expiration.	Least measurement at expiration.	Total number of chests measured.	Average height of all examined.	Greatest height of any examined.	Least height of any examined.	Total number measured.	Average age of all examined.	Greatest age of any examined.	Least age of any examined.	Total number examined.

REMARKS.

NOTE 1. Tables Nos. 1 and 2 are exclusively for the statistics of drafted men examined and exempted for physical disability.

NOTE 2. Tables Nos. 3 and 4 include statistics of all men examined, whether drafted men, recruits, or substitutes.

NOTE 3. This report will be forwarded in duplicate, one copy to be sent *direct* to the Provost Marshal General, and one through the acting assistant provost marshal general of the division or State.

NOTE 4. Any additional or tabulative information, not called for by this report, which may be of interest to the medical profession, may be entered under the column headed "Remarks," or forwarded in a separate communication, together with this report.

I certify that the above report is correct.

Surgeon Board of Enrolment, — District, State of —.

Station: _____
 Date: _____

FORM No. 74.—*Medical record of drafted men examined in the* ———, *district, State of* ———. (To be kept by surgeons of boards of enrolment.)

Date.	No.	Name.	Where drafted.		Occupation.	Age	Nativity.	Height.	Complexion.	Eyes.	Hair.	Measurement of chest.		Physique.	Result.	Single or married.	White or col'd.	Remarks.—(Here mention the disease or infirmity for which the drafted man is exempted; if not exempted, state on what grounds exemption was claimed.)
			Town.	County.								Inspira-tion.	Expira-tion.					
Sept. 30	1	Timothy Brown	Marengo.	Lake..	Farmer..	25	Vermont.	5.7	Fair..	Blue..	Light..	37	35	Good	N. E.			Claimed rheumatism. Hernia, (inguinal,) right side. Claimed developed phthisis. N. E. in column headed Result, denotes not exempt. E. in column headed Result, denotes exempt.
" "	2	John Morey....	Kanville.	Kane..	Clerk ...	22	New York	5.8	Dark.	Black..	Black..	33	30	Fair..	E. ...			
Oct. 1	3	James Jeffries	...do....	...do..	Laborer.	29	Illinois ...	6	Light.	Hazel	Brown.	37	35	Good.	N. E.			

FORM No. 75.—*Medical record of examination of recruits and substitutes.*

Date.	No.	Name.	Age.	Nativity.	Occupation.	Height.	Complexion.	Eyes.	Hair.	Measurement of chest.		Physique.	Result.	Remarks. If rejected, state reason why. If accepted, mention any prominent mark or scar which may be on his body by which he may hereafter be identified.
										Inspira-tion.	Expira-tion.			
Sept. 27	1	John Smith.....	30	Ireland....	Laborer ...	5.6	Light..	Blue ..	Red...	36	34	Good..	A.	Substitute for James Nevins. Scar on right forearm and on back of neck.
" "	2	Peter Jones.....	25	England...	Sailor	5.5	Fair...	Hazel.	Brown.	34	32	Bad...	R.	Recruit. Hernia, (inguinal,) right side.
" 28	3	Richard Roe.....	20	Illinois ...	Farmer ...	5.8	Dark ..	Black.	Black.	37	34	Fair ..	A.	Recruit. Scar on forehead; large mole right shoulder. A, in column headed Result, denotes accepted. R, do. do. rejected.

FORM No. 76.—*Monthly return of commissioned officers, under the charge of the acting assistant provost marshal general of ———.*

Present.				Absent.		Present and absent.		Alterations since last return.			Remarks.	
Field officers.	Captains.	Subalterns.	Aggregate commissioned officers, including acting assistant provost marshal general.	With leave.	Without leave.	Aggregate.	Aggregate last return.	Joined.	Transferred.			Died.
				Commiss'd officers.	Commiss'd officers.			From other stations.	To other stations.	To regiment.		

COMMISSIONED OFFICERS, ACCOUNTED FOR BY NAME.

Number.	Names.	Company.	Regiment.	Date of joining.	By whose order.	Date of transfer.	Date of death.	When transferred.	Present station.	To what duty assigned.	Remarks.

Station : _____
Date : _____

Acting Assistant Provost Marshal General.

NOTE.—This return will be transmitted to the Provost Marshal General on the first day of the month succeeding the one for which it is the report. It will state the name, rank, regiment, and station of every officer, including mustering and disbursing officers and recruiting officers, under charge of the acting assistant provost marshal general and superintendent of volunteer recruiting service. The district provost marshal will not be borne on this return.

FORM No. 77.—*Monthly return of commissioned officers and enlisted men, under the charge of the acting assistant provost marshal general and superintendent of volunteer recruiting service of _____, for the month of _____, 186—.*

Present.				Absent.				Present and absent.		Alterations since last return.			Remarks.	
Field officers.	Captains.	Subalterns.	Enlisted men.	Aggregate, (including acting assistant provost marshal general.	With leave.		Without leave.		Aggregate.	Aggregate last return.	Joined.	Transferred.		Died.
					Commissioned officers.	Enlisted men.	Commissioned officers.	Enlisted men.			From other stations.	To other stations.		

COMMISSIONED OFFICERS, ACCOUNTED FOR BY NAME..

Number.	Names.	Rank.	Regiment or corps.	Date of joining.	By whose order.	Date of transfer.	Date of death.	Where transferred.	Present station.	To what duty assigned.	Remarks.

Acting Assistant Provost Marshal General and Superintendent of Volunteer Recruiting Service.
 Station : _____
 Date : _____

NOTE.—This return will be transmitted to the Provost Marshal General on the first day of the month succeeding the one for which it is the report. It will state the name, rank, regiment or corps, and station of every officer, including mustering and disbursing officers and recruiting officers, under charge of the acting assistant provost marshal general and superintendent of volunteer recruiting service. The district provost marshals will not be borne on this return.

FORM No. 78.—*Oath for enrolling officers, under the act of March 3, 1863, comprising also the oath required by act of July 2, 1862.*

COUNTY OF _____, _____, ss :

I, _____, of _____, in the county of _____, and _____, do solemnly _____ that I have never voluntarily borne arms against the United States since I have been a citizen thereof; that I have voluntarily given no aid, countenance, counsel, or encouragement to persons engaged in armed hostility thereto; that I have neither sought, nor accepted, nor attempted to exercise the functions of any office whatever under any authority or pretended authority in hostility to the United States; that I have not yielded a voluntary support to any pretended government, authority, power, or constitution within the United States, hostile or inimical thereto. And I do further _____ that, to the best of my knowledge and ability, I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter: So help me God.

Sworn and subscribed to before me, this _____ day of _____, 186 ; and _____, above named, at the same time, before me made oath that he would faithfully and without partiality, favor, or affection perform all the duties of his office as enrolling officer of the sub-district to which he is appointed under an act of Congress approved March 3, 1863, and that he will obey all lawful instructions of the board of enrolment.

Witness:

FORM No. 79.—*Oath prescribed by the act of Congress approved July 2, 1862.*

CITY AND COUNTY OF _____, _____, ss :

I, _____, of _____, in the county of _____, and _____, do solemnly _____ that I have never voluntarily borne arms against the United States since I have been a citizen thereof; that I have voluntarily given no aid, countenance, counsel, or encouragement to persons engaged in armed hostility thereto; that I have neither sought, nor accepted, nor attempted to exercise the functions of any office whatever under any authority or pretended authority in hostility to the United States; that I have not yielded a voluntary support to any pretended government, authority, power, or constitution within the United States, hostile or inimical thereto. And I do further _____ that, to the best of my knowledge and ability, I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter: So help me God.

Sworn and subscribed to before me, this _____ day of _____, 186 .

FORM No. 80.—*Charges and specifications.*

Charge and specification preferred against _____, drafted in the _____ district of _____.

Charge.—Desertion.

Specification.—In this: that the said _____ was, on the _____ day of _____, 186 _____, drafted into the military service from the _____ sub-district, _____ district of _____, for _____ years, according to due form of law; was duly notified to report on the _____ day of _____, 186 _____, but failed to report; was arrested on the _____ day of _____, 186 _____, examined by the board of enrolment, found fit for duty, and held to service.

Captain and Provost Marshal, — *District,* _____.

I certify that the facts stated in the foregoing charge and specification are true extracts from the records of this office.

Captain and Provost Marshal, — *District,* _____.

FORM No. 81.—*Certificate of representative recruit.*

ARMY OF THE UNITED STATES OF AMERICA.

[Circular No. 25.]

WAR DEPARTMENT, PROVOST MARSHAL GENERAL'S OFFICE,

Washington, D. C., June 26, 1864.

Persons not required by law to perform military duty have expressed a desire to be personally represented in the army. In addition to the contributions they have made in the way of bounties, they propose to procure recruits at their own expense, and present them for enlistment in the service. Their patriotism is worthy of commendation and encouragement.

Provost marshals, and all other officers acting under this bureau, are ordered to furnish all the facilities in their power to enlist and muster promptly the acceptable *representative recruits*, presented in accordance with the design herein set forth.

The name of the person whom each recruit thus represents will be noted on the enlistment and descriptive roll of the recruit, and will be carried forward from those papers to the other official records which form his military history.

Certificates of this *personal representation* in the service will be forwarded from this office, and issued by provost marshals.

JAMES B. FRY,
Provost Marshal General.

To all who shall see these presents, greeting:

Whereas _____, of _____, in the State of _____, a citizen of the United States, not being required by law to perform any military service, has voluntarily, and at his own expense, furnished _____, of _____, in the State of _____, as a representative recruit, to serve in his stead in the military forces of the Union: he is, in accordance with the foregoing order, entitled to this official acknowledgment of his disinterested patriotism and public spirit.

JAMES B. FRY,
Brigadier General and Provost Marshal General.

By the Provost Marshal General:

Captain and Provost Marshal,
 _____ *District, State of* _____.