

CIRCULAR.

HEAD-QUARTERS DISTRICT OF COLUMBUS.

6TH DIVISION, 16TH ARMY CORPS,

COLUMBUS, KY., June 28, 1863.

The attention of Company Officers is called to a lately published work, by J. B. Lippincott & Co., of Philadelphia, entitled

"THE COMPANY CLERK: showing how and when to make out all the Returns, Reports, Rolls, and other Papers, and what to do with them. How to keep all the Books, Records, and Accounts required in the Administration of a Company, Troop, or Battery in the Army of the United States. By Captain August V. Kautz, 6th U. S. Cavalry; Colonel 2d Ohio Vol. Cavalry."

This work can be purchased at the bookstores in Columbus and Cairo, at St. Louis, &c.; and all officers in the volunteer service are recommended to acquaint themselves with its very valuable and necessary information.

By order of BRIGADIER-GENERAL ASBOTH.

T. H. HARRIS,
Assistant Adjutant-General.

THE COMPANY CLERK.

1. THE company clerk is a non-commissioned officer or soldier, selected on account of his penmanship and capacity for keeping the records and making the reports and returns required from the company. He is directed and instructed by the commanding officer of the company and the first sergeant. He is reported on daily duty, and does not receive any additional pay, but, whilst employed, is excused from all other duties possible with the company. In times of active service, however, he should always be prepared for service in the field.

The following are the books and records he is required to keep, viz.:

Books.

2. MORNING REPORT BOOK,
SICK BOOK,
ROSTERS,
DESCRIPTIVE BOOK,
CLOTHING BOOK,
ORDER BOOK,
ACCOUNT BOOK OF COMPANY FUND,
REGISTER OF ARTICLES ISSUED TO SOLDIERS,
RECORD BOOK OF TARGET PRACTICE.

Reports, Returns, Rolls, and Papers.

3. The following reports, returns, rolls, and other papers are required to be made out by him, viz.:

DAILY.—List of Sick, in the Sick Book.

Morning Report, in the Morning Report Book
Details of men for guards, detachments, and fatigue.

MONTHLY.—Monthly Return.

BI-MONTHLY,—viz.: at the end of February, April, June, August, October, and December, viz.:
Muster Rolls.

Report of Damaged Arms.

QUARTERLY,—viz.: at the end of March, June, September, and December:—

Return of Clothing, Camp and Garrison Equipage.

Return of Ordnance and Ordnance Stores.

Return of Quartermaster's Property.

Return of Deceased Soldiers.

Descriptive list of men joined.

Return of Blanks.

QUARTO-MONTHLY,—viz.: at the end of April, August, and December:—

Return of Company Fund.

ANNUALLY.—Annual Return of Casualties.

Papers.

4. In addition to the foregoing papers, the following are also required when circumstances render them necessary.

Certificates of Disability.

Final Statements.

Discharges.

Descriptive Rolls.

Furloughs, Passes, Sick Furloughs, &c.

Affidavits, Certificates, &c.

Inventories of Deceased Soldiers.

Proceedings of Company Council of Administration.

Provision Returns.

Requisitions for Forage, Fuel, Stationery, Straw, and for every kind of Property, as Arms, Accoutrements, Ammunition, Clothing, Camp and Garrison Equipage, Quartermaster's Property, and, in fact, every thing required by a company.

Inventories for Inspection Reports of Property to be inspected and condemned.

Inventories of Damaged Property for Boards of Survey.

Letters of Transmittal, Complaints of Soldiers, Applications for Transfer, &c.

Returns of Killed, Wounded, and Missing in Action.

Reports of Target Practice.

Charges and Specifications.

The foregoing will be treated of in the order in which they are likely to come to the attention of an inexperienced person.

General Observations.

5. It will be remarked that the foregoing books and papers relate to two objects, viz.: the men and the property.

What relates to the men is a record of their accounts and services; that these should be correct and perfect, is a matter of justice to the men and to the Government.

6. What relates to property is a matter of account between the officer and the Government. The property is intrusted to his charge, he is paid for taking care of it, and required to show how he has done so. To do this, he must remember the following general principles, viz.:

7. To get invoices of all the property he receives.

8. To take receipts for all the property he transfers.