

TRIPPLICATE TO BE RETAINED BY OFFICER SIGNING THE RETURN.

[With one set of Vouchers.]

Duplicate
QUARTERLY RETURN
OF
ORDNANCE AND ORDNANCE STORES

RECEIVED, ISSUED AND REMAINING ON HAND.

Co. *G*, 154th Regiment *M.G.V.* Infantry,

COMMANDED BY

Sicut James E. Harding

DURING THE

3rd Quarter ending *Sept 30th* 1863.



RETAINED COPY

MEMORANDUM.

The Original and Duplicate of this Return were transmitted to the Chief of Ordnance, Washington, D. C., on the *5* day of *November*, 1863.

James E. Harding
1st Lt 154th M.G.V.
Commanding.

*Give name of officer signing this Return

ALL COMPANY OFFICERS HAVING ORDNANCE STORES TO ACCOUNT FOR SHOULD OBSERVE—

- 1 That each officer's accountability commences from the day he took command of the Company; he is to make returns for his own accountability only, and is not held responsible for that of any other person.
 - 2 That all property returns in the Ordnance Department are made quarterly, and not monthly.
 - 3 That the account of property rendered in this Return must invariably be closed at the end of the official quarter, viz: 31st March, 30th June, 30th September, and 31st December of each year; except, where officers by reason of leaving the service, or being transferred to a new station or command, desire to close their accountability between those dates; in which case it will terminate at the date the balance on hand was transferred to another person.
 - 4 That it must be clearly stated how the stores with which the United States is credited came into the possession of the officer—whether brought forward from the last return; received on an invoice from another person; taken up by virtue of an inventory made by a Board of Survey; or on a certified statement, made by the officer himself.
 - 5 That every issue to another person must be made in compliance with proper authority, a copy of the order or requisition being furnished, and the issue attested by the receipt of that person. Where this cannot be obtained, a certified invoice of the stores which were issued must be filed as a voucher, with a statement on its face showing why the receipt could not be obtained. (See paragraph 39 of "Instructions," &c.) No property can be condemned and dropped, except by authority of a regularly authorized inspector. (See paragraph 42 of "Instructions," &c.) Nothing but ammunition, parts of arms, and material for repairs can be expended, and these only in such quantities as the necessities of the case will warrant.
- Statements of losses or damage should be supported by the report of a Board of Survey; if the certificate of the officer accountable is filed, it should be supported by any corroborative evidence which can be obtained, such as the certificates of other officers, order of a superior, or the affidavits of enlisted men or citizens.
6. That the return is signed with full name and official title, and that it is done legibly; that the station and date are inserted in the proper place, when the return is finished and signed, and that the P. O. address of the station is given.

Send the Returns, the letter of transmittal, and all papers connected with them, to the Chief of Ordnance, in ONE PACKAGE.

QUARTERLY RETURN OF ORDNANCE AND ORDNANCE STORES received, issued,

FORM NO. 10.
For the use of Infantry.

DATE.	NUMBER OF VOUCHER.	CLASS VI. (2) MUSKETS OR RIFLES. (Write here description of arm.)	CLASS VI.		CLASS VII.											
					ACCOUTREMENTS.											
			Springfield rifled muskets, calibre .58.	Enfield rifled muskets, calibre .577.	SWORDS.	Bayonet scabbards.	Bayonet scabbards for sword bayonets.	Cap pouches and cone picks.	Cartridge boxes 577 calibre.	Cartridge-box plates.	Cartridge-box belts.	Cartridge-box belt plates.	Gun slings.	Non-commissioned officers' and musicians' sword belts and plates, double frogs.	Non-com. officers' waist belts and plates.	Waist belts, privates'.
3 rd QUARTER 1863.		On hand from last Return														
July 24	1	Taken up as per Statement		6	6	5	6	6	4	1	1	5			6	6
Aug 25	2	Received from Sgt J. A. Allen 2 M 158 # 240		4	4	4	4	4	4	2		4			4	4
Sept 6	3	Received from Capt A. Hatch Kiss 13 # 1		5	5	6	5	4	4	4		3			5	5
" 25	4	Received from Maj S. W. Woodard 5 M 2 # 240		5	4	4	5	4				5			4	4
		Received from														
		Received from														
		Repaired and transferred during the quarter														
		TOTAL TO BE ACCOUNTED FOR.....		20	19	19	20	18	12	7	1	17			19	19
		* Issued to														
		Issued to														
		Issued to														
		Condemned and dropped by order of														
		Expended, as per Abstract On picket duty														
		Lost or destroyed, as per														
		Charged on muster and pay rolls, as per Statement		2	2	2	2	2	2	2	1	2			2	2
		Repaired and transferred during the quarter														
		TOTAL ISSUED AND EXPENDED.....		2	2	2	2	2	2	2	1	2			2	2
		REMAINING ON HAND TO BE ACCOUNTED FOR ON NEXT RETURN....		18	17	17	18	16	10	5		15			17	17

* The word "Issued" as used here means the same as the word "Transferred" as used in the Quartermaster's blanks.

DIRECTIONS FOR MAKING THIS RETURN.

1. Before proceeding to fill up this form, read carefully the notes on the first page, below the endorsement, as also the following paragraphs of "Instructions or making Quarterly Returns of Ordnance and Ordnance Stores," approved by the Secretary of War, February 10, 1863, namely: 1, 4, 5, 6, 9, 10, 15, 16, 17, 18, 19, 20, 25, 26, 27, 34, 35, 36, 39, 40, 42, 47, 48, 52, 53, 54, 62, 63, 69, 70, 71, 72, 74, 75.
2. State the exact name of the fire-arm, as specified in the Classification of Ordnance Stores, Class 6, page 51, "Instructions for making Quarterly Returns," &c., &c.; also, whether smooth-bored or rifled, and the calibre.
3. State the calibre of the cartridge boxes, (whether for .54 or .58 calibre balls.)
4. State kind and calibre of the ball cartridges, whether elongated, or some patent kind. (.574 calibre is used in the .577 and .58 bores.)
5. Make out the "Triplicate" first, and copy the "Duplicate" and "Original" from it. This will give neat and correct copies for the Bureaux at Washington.

and remaining on hand in Company 9, 162nd Regiment NY Volunteer Infantry

CLASS VIII.		CLASS IX.																									
APPENDAGES.		(4) CARTRIDGES.				PARTS OF ARMS FOR REPAIRS.																					
Ball screws.	Bullet moulds.	Elongated ball cartridges, calibre .574.	Round ball cartridges, calibre	Ball Cartridges, calibre	Blank cartridges.	Percussion caps.	Bayonets.	Do. clasp screws.	Bridles.	Do. screws.	Cones.	Guard screws.	Hammers.	Main springs.	Do. do. swivels.	Middle bands.	Raprods.	Rear sights.	Stocks.	Tumblers.	Do. screws.	Sears.	Do. screws.	Do. springs.	Do. do. screws.	Side screws.	
		150				150	6																				
		160				160	4																				
		300				300	5																				
		610				610	4																				
		930				930																					
		80				80	2																				
		410				410	2																				
		200				200	4																				

DIRECTIONS FOR TRANSMITTING THIS RETURN.

Send with the "ORIGINAL FOR THE TREASURY DEPARTMENT" one complete set of vouchers as above numbered.
 Send with the "DUPLICATE FOR THE ORDNANCE OFFICE" such Abstracts as are required by the "Instructions for making Ordnance Returns."
 Keep with the "TRIPPLICATE TO BE RETAINED" one complete set of vouchers—exact duplicates of those sent with the "Original."
 Mail the "Original," with its vouchers, and the "Duplicate for the Ordnance Office," accompanied by the enclosed printed letter of transmittal, properly filled up, to the Chief of Ordnance, Washington, D. C., in one package, within twenty days after the expiration of the quarter for which the return is made. (See paragraph 1421, General Regulations of the Army.)
 All officers stationed east of the Rocky mountains, who are accountable for Ordnance Stores, whose Returns fail to reach the Ordnance Office within sixty days from the termination of the quarter for which they are due, and who do not give a reasonable excuse for the delay, are now reported to the Adjutant General of the Army for a stoppage of their pay until the proper return is made. Officers stationed west of the Rocky mountains will be allowed ninety days from the last day of the quarter before being reported.
 If officers have neglected to make Returns for past quarters, correct Returns for each should be made out before commencing that for the current quarter.
 The printed blank forms enumerated in paragraph 75, "Instructions for making Returns of Ordnance Stores," will be furnished from the Ordnance Office, Washington, D. C., on application by letter.