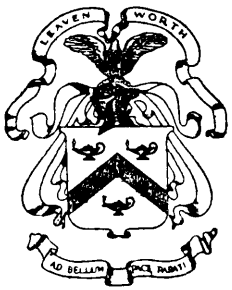
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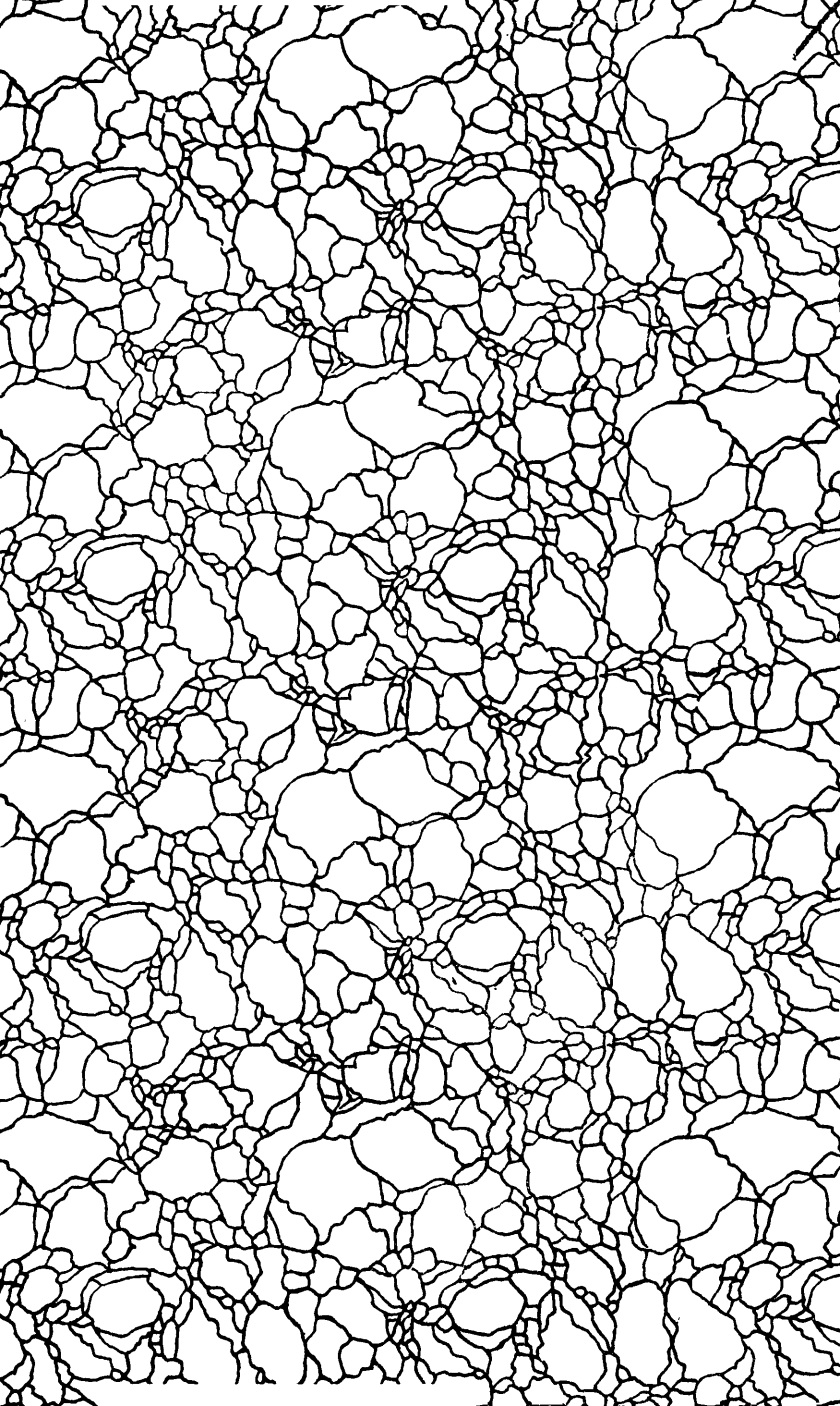
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THE GENERAL SERVICE SCHOOLS
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HANDBOOK OF TRANSPORTATION

BY

RAIL AND COMMERCIAL VESSELS



COMPLIMENTS OF

LT. COL. CHAUNCEY B. BAKER

QUARTERMASTER CORPS

OFFICE OF

The Quartermaster General of the Army

Transportation Division

May, 1916

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TRANSPORTATION BY RAIL OR COMMERCIAL VESSEL

General Provisions

Duty of Furnishing Transportation.

1. The duty of furnishing transportation at any post, station, or depot will be intrusted to one officer of the Quartermaster Corps, on whom requisitions will be made therefor. In the performance of their official and military duties officers of the Army are authorized to use the means of transportation provided by the Quartermaster Corps in accordance with law. (Par. 1108, A. R. 1913.)

Preference to Military Traffic.

2. In time of war or threatened war preference and precedence shall, upon the demand of the President of the United States, be given, over all other traffic, to the transportation of troops and matériel of war, and carriers shall adopt every means within their control to facilitate and expedite the military traffic. (34 Stat. 587.)

Military Railways.

3. In time of war, within the theater of operations, the Corps of Engineers has charge of the construction, maintenance, and repair of roads, ferries, bridges, and incidental structures; and of the construction, maintenance, and operation of railroads under military control, including the construction and operation of armored trains. (A. R. 1493, 1913.)

Quartermaster Should Study Traffic Conditions.

4. A quartermaster, charged with the duty of furnishing transportation, should familiarize himself with traffic conditions out of his post or station in order that passenger and freight may be forwarded by the most economical routes. He should keep advised as to any special rates that may be permanently or temporarily in effect, such as party, colonist, or other excursion fares, and should ascertain the territory to which second-class fares are in effect from his post or station, and the lines over which tourist cars are operated. The former information can be secured from the local agent of the carrier, and the latter from a study of the Official Railway Guide, furnished monthly to each post and station. Should additional information be desired or should any doubt arise as to the application of rates or any other point connected with transportation, advice should be sought from higher authority.

Water Routes.

5. Particular attention is invited to the fact that where water lines can be used, the rates charged by such lines are, as a rule, considerably lower than those charged by all-rail carriers, and the quartermasters stationed at a post that is on, or contiguous to a seaport should ascertain, and

compare, the rates charged by all-rail, rail-and-water, or all water routes, in order that the most economical route can be used, but where the use of rail-and-water routes necessitate the issuance of two transportation requests or bills of lading, instructions will be requested from the Quartermaster General. (See *Transportation of Troops by Commercial Vessels,* paragraphs 216 and 219.)

Land-Grant Lines.

6. Certain of the railroads of the United States, a complete list of which, together with reference to the laws covering, is shown in Circular 16, Q.M.G.O. 1912, were granted lands to aid in their construction, and the law requires these lines to carry property and troops of the United States at certain reduced rates. These roads are known as land-grant lines.

Equalization Lines.

7. In order to participate in this traffic, practically all carriers in the United States have agreed to charge the same rates on passenger and freight traffic for the War Department as could be secured by the use of the land-grant lines; these carriers are known as "equalization lines." There are a few roads, however, that will not participate in the protection of land-grant rates and certain of the equalization lines have exceptions as to traffic that is considered unremunerative. These equalization agreements and a list of equalization lines are fully shown in Cir. 6, O.C.Q.M.C. 1913, and officers and others charged with issuance of transportation requests and bills of lading should familiarize themselves with the information shown therein. Tables of land-grant and bond-aided railroads, containing the instructions concerning the settlement of accounts over, and references to all other legislation affecting, such roads are published from time to time in circulars from the office of the Quartermaster General. Schedules of land-grant, indebted, and bond-aided mileages and net percentages of land-grant deductions for freight and passenger traffic are similarly published.

Distribution of Traffic.

8. When the bids of competing lines for Government freight and passenger traffic are equal the award will be made in such a manner as will give, so far as practicable, an equal division of the business among the lines interested; when bids are unequal, award will be made to the lowest bidder, conditions in other respects being equal. (Circular 2, Q.M.G.O., 1909.)

List of Stations and Posts.

9. A schedule showing posts and stations of the U. S. Army and data relative to issuance of bills of lading and transportation requests, in connection with transportation of freight and passen-

gers thereto, is contained in Circular 16, Q.M.G.O., (1915). The information as to transportation conditions at the various posts and stations and the instructions as to routing, which are contained therein, are necessary for the proper guidance of officers in the issuance of transportation requests and bills of lading.

Special Routing Instructions.

10. From time to time as conditions may warrant, special instructions to cover some particular, general, or local conditions will be issued by the Quartermaster General. Local quartermasters will carefully file, for convenient reference, such routing instructions as pertain to their respective post, or station.

General Average on Water Shipments.

11. Vessel owners are not liable for losses resulting from dangers of the sea, provided the owner of any vessel suffering such loss exercised due diligence to make the vessel in all respects seaworthy and properly manned, equipped and supplied. Statutes limiting the liability of vessel owners for losses incident to navigation being for the public good, the Government is bound by them although not expressly named therein. (J.A.G. Op. June 21, 1915.)

General Average on Household Goods.

12. The doctrine of general average is founded on the principle that what is sacrificed for the benefit of all should be made good by the contribution of all. * * * I am of the opinion that the Quartermaster's department is acting entirely in accordance with the law and regulations when it decides to ship an officer's baggage by sea rather than by rail and that if, due to such shipment by sea a general average is declared covering the property of the officer, the latter and not the Government is responsible for the payment of the contribution. (J.A.G. Op. January 16, 1907.)

Shipments of Alcoholic Liquors to Prohibition States.

13. A State law forbidding the sale of liquor or its importation into the State does not apply to a sale to the United States or to the transportation of alcoholic liquors going into the State as property of the United States and intended as medical supplies for the treatment of the troops and the animals pertaining to the Army. (J. A. G. Op. May 17, 1915.) Bills of lading for shipments of alcoholic liquors to prohibition states should be indorsed: "Intended as Medical Supplies for the treatment of troops (or animals) pertaining to the Army."

Transportation Requests

How Transportation is Secured.

14. Transportation for persons in, or over the lines of any common carrier will be obtained by the issuance of a transportation request.

Travel of Civilians.

For authorized journeys of civilian employees of any branch of the military service transportation requests will be obtained when practicable but will be obtained in every case for travel over bond-aided railroads. (A.R. 732, 1913.)

Bond-aided Railroads.

NOTE:—The only bond-aided railroad now in existence is the Central Branch of the Missouri Pacific Railway between Atchison and Waterville, Kans., a distance of 100 miles. The location of this branch is such that it is not on any of the through lines to Colorado or California.

Requisitions for Transportation Requests.

15. Requisitions for supply of transportation requests will be made as follows:

(a) Upon the depot quartermaster, Washington, D. C., directly for all posts, recruiting stations, and depots in the Eastern Department.

(b) Upon the depot quartermaster, San Francisco, Cal., directly for all posts, recruiting stations, and depots in the Western and Hawaiian Departments. (G.O. 92, W.D., 1914.)

(c) Upon the depot quartermaster, St. Louis, Mo., directly for all posts, recruiting stations, and depots in the Central and Southern Departments.

These depot quartermasters will also be the source of supply, within the military departments above named, for transportation requests required for the official use of quartermasters, who are not serving at a post, recruiting station or depot. Requisitions for transportation requests will be submitted directly on Q. M. C. Form 160.—Requisition (1 copy only) if on hand; otherwise, by letter. The transportation requests are issued in books of 10, 25, 50 and 100 requests each, respectively.

Invoices.

16. Transportation requests will, except as shown in the succeeding paragraph, be invoiced to the quartermasters to whom supplied, who will receipt for them and take them up on Q. M. C. Form 200—Property Account. The invoices will show the serial numbers, as "No. 1001 to 1100, inclusive," and the physical number of requests transferred; but they will be taken up on property return as_____(the physical number of transportation requests, omitting reference to serial numbers). Monthly report (Q.M. C. Form 151—Report of bills of lading and transportation requests issued) will be prepared and forwarded as prescribed in paragraph 105.

Receipts and Issues.

17. The serial numbers of all requests received, issued, cancelled, transferred, lost or destroyed will be stated on the proper voucher (invoice, receipt, or monthly list of quartermaster's supplies expended, as the case may be), and all can-

celled requests will accompany the Monthly List of Quartermaster's Supplies Expended—Q. M. C. Form 203.

Cancellation.

18. The cancellation of a request is effected by writing the word "Cancelled" across the face of it in ink. In case a memorandum copy of a transportation request is furnished the disbursing officer charged with the settlement of the transportation charges, and the original copy is subsequently cancelled, the cancelled request will be promptly reported to such disbursing officer in order to enable him to dispose of the memorandum copy on file in his office. In case it becomes necessary to cancel a request for which the issuing officer has previously taken credit, he will forward such cancelled request to the Quartermaster General stating the number of voucher on which credit was taken, but will not again enter it on monthly list of quartermaster supplies expended.

Transfers.

19. An officer relieved from duty as a quartermaster or who is transferred to another station, will invoice and turn over to his successor all blank requests in his possession, unless otherwise directed, taking a receipt therefor, which will show the blank requests turned over and their serial numbers. In case no successor is detailed, he will, unless otherwise directed, turn over the blank requests to the nearest quartermaster. Blank requests will not be removed from the military department to which they have been furnished, nor will they be transferred to officers not authorized to receive them.

20. Transportation requests will not be invoiced to officers who are not accountable for quartermaster's supplies, but will be furnished to such officers on memorandum receipt.

Transfer on Memorandum Receipt.

21. Officers to whom transportation requests are supplied on memorandum receipt will, when they issue such requests for transportation purposes, sign them in their own name.

At the end of each month, or at the expiration of the particular duty, if not exceeding one month, the responsible officer will sign and deliver to the accountable officer a properly prepared Form 151, and a certificate showing by serial numbers the transportation requests issued by him and proper credit for the requests reported as used will be given the responsible officer on his memorandum receipts. The acountable officer may then use the certificate referred to as a voucher to his property account, and will transmit the Form 151 to the Quartermaster General's Office at the end of the month.

Requests unused remaining in the hands of the responsible officer on the termination of the particular duty, will be returned to the accountable officer and the memorandum receipt given by the responsible officer, adjusted and returned to him. (Cir. 1, Q.M.G., 1916.)

Responsibility.

22. The same care must be exercised in safeguarding of transportation requests as would be given to actual cash. Should these requests, through loss or theft, get into unauthorized hands and tickets be procured thereon, the carrier would be entitled to payment and it will be incumbent upon the officer charged with the requests to prove that every precaution was taken to prevent such loss or theft.

Action in Case of Loss or Theft.

23. If a quartermaster discovers that a request or requests have been lost or stolen, the local carriers will be notified immediately and a report, giving the numbers and series of those missing and circumstances attending the loss, will be made at once through the department quartermaster to the Quartermaster General, the former will notify the transportation lines in his department and vicinity not to honor them.

Orders.

24. In any movements of troops, whether in large numbers, few, or as individuals, the basis for furnishing transportation is the order providing for it. Acting under this order the quartermaster issues the transportation request. When troops are moved proper orders and an exact return of the command will be furnished to the quartermaster who is to provide the transportation.

Disposition of Travel Orders of Individuals.

25. A person requiring transportation will exhibit an order from competent authority. The quartermaster will indorse on the original order, over his signature, the fact that transportation has been provided, its kind, the places from and to which it has been furnished, and the number of pounds of extra baggage transported, if any. The original order will be retained by the person who receives the transportation, and, in case of a soldier entitled to commutation of rations while traveling, will be disposed of as directed in A.R. 1232. (A.R. 1111, 1913.)

Information to be Shown on Transportation Request.

26. Transportation for persons over the lines of any common carrier will be obtained by the issuance of a transportation request, a separate request being issued for the rail transportation involved, another for the sleeping or parlor car accommodations to be furnished, another for the travel on commercial steamer, and still another for the transportation of excess baggage, where authorized.

A request for transportation isued by a quartermaster, or by an officer to whom transportation requests are supplied on memorandum receipt, should set forth the following information, the entries pertaining thereto being made by the officer issuing the request:

On the face thereof, date and place of issue; time for which it will be valid; name of company required to furnish transportation; name of the person, or, if a party, of the person in charge and the number of others in the party; organization to which the person belongs, if an officer or enlisted man; the points between which transportation is to be furnished; the initial letters of each road or line to be used on the journey; class or character of the transportation to be furnished; authority; nature of journey; officer designated to settle the account; and the appropriation. The transportation requested should be specifically and fully described in the spaces provided therefor in the block at the right of the request, and, if the travel is by commercial steamer, the request should further show whether meals, or meals and berth, are included.

On the back thereof the name, rank, and organization of the soldier, if any, to whom the cost of transportation should be charged; the number of officers, enlisted men, and civilians, when two or more travel on the same request; and the organization, if any. (A.R. 1116.)

27. Under "nature of journey," the request should show the following specific information as indicated: "Changing station;" "deserters" (giving name, rank, company and regiment); "return from furlough, proper officer notified" (giving name, rank, company and regiment); "discharged soldier;" "insane soldier with escort;" "invalid soldier;" "guard and prisoner;" "en route to (or returning from) civil court;" "clerk, or agent_____" (showing the corps or bureau of the Department). Where a discharged soldier is furnished transportation in kind, notation will be made of the place of enlistment to which he is entitled to transportation and subsistence under the Act of Congress approved August 24, 1912. If the settlement of the request is to be made under the terms of a contract, that fact will be stated and the contract designated. Where the request is payable from an appropriation of the Quartermaster Corps the item or subitem, if any, of the analysis will be shown in the space for "Appropriation," as "S.S. & T., 202-a." These entries are all made by the officers issuing the request.

Additional Information.

Transportation Improperly Furnished.

28. All facts necessary to enable the paying officer to decide as to the regularity or propriety of the proceedings will be stated upon the request. Should it appear to the paying officer that transportation has been improperly furnished by the issuing officer, he will make payment to the carrier for the service actually rendered, and will send to the Quartermaster General a statement of all the facts, with a certified copy of the request.

Specific Kind of Transportation to be Shown.

29. An officer issuing a transportation request must acquaint himself with the different classes of passenger rates in effect between the points of contemplated travel, and the transportation requested, viz., first-class, limited, party, second-class, or colonist, as the case may be, should be specifically and fully described in the spaces provided therefor in the block at the right side of the request, using the blank spaces for description of service not specially indicated: Provided, That a request shall not be used to obtain transportation or accommodations of a class of greater value than first-class limited by land or minimum first-class by water. In the same manner, the sleeping car or parlor car accommodations to be furnished should be described, a separate request therefor being issued.

Through Requests to be Issued.

30. Through transportation requests will be issued for all continuous journeys, including service over bond-aided and land-grant lines, except where specific instructions to the contrary have been given.

Route.

31. When transportation is furnished for the entire journey, the route, if not designated in the order, will be determined by the Quartermaster Corps, in accordance with existing rules. (A. R. 1112, 1913.)

Requests for Parlor and Sleeping Car Accommodations.

32. Quartermasters providing parlor and sleeping car accommodations will issue requests therefor, and state therein the number of berths or seats required. (A.R. 1129, 1913.)

Requests for parlor or sleeping car accommodations must be issued separately from those for rail transportation.

All officers of the Army who issue transportation requests for sleeping car accommodations will specify thereon the actual number of officers and enlisted men, each separately, for which the accommodations are required, showing the number of berths, standard and tourist separately, and lower and upper separately.

All officers of the Army and others who receipt for sleeping car accommodations will state in the receipt the number of lower and upper berths

separately, and standard and tourist berths separately, occupied. (G.O. 23, W.D. 1911.)

When a journey is to be performed covering a route requiring change of sleeping or parlor car, through requests will be issued. (A.R. 1130, 1913.)

Persons holding requests for sleeping or parlor car accommodations will, whenever practicable, present them to the proper agent and obtain tickets for the number of berths or seats required before commencing the journey. When not practicable to do so, berths or seats will be secured from the conductor on the car. They will receipt for the number of berths or seats furnished, naming the points between which they were furnished. (A.R. 1131, 1913.)

When it is impracticable for agents or conductors to furnish berths or seats in sleeping or parlor cars, the holder of the request will, on the termination of his journey, return it to the issuing officer, with a statement of the reasons why it has not been used, and that officer will account for it on his return. (A.R. 1133, 1913.)

The furnishing of a seat in a parlor car on requests calling for berths is not authorized. (366175-QMGO, May 13, 1912.)

If an order calling for space in tourist cars is presented for accommodations between points where there is no tourist car service, there is no objection to furnishing standard sleeping car accommodations to the holder of the request provided he pays the Pullman Company the difference in rates from his personal funds; but in no case will a transportation request issued by the Quartermaster Corps for tourist car accommodations be paid for on the basis of standard sleeping car accommodations. The holder of the request should receipt it for the actual accommodations it calls for. (380921-QMGO, Aug. 26, 1912.)

Memorandum Request.

33. The books of transportation requests are printed with original and memorandum copies so arranged that they will register in the proper place by the use of carbon paper, and the memorandum should be filled out at the same time as the original and show all the information called for above on the original.

Disposition of Original and Memorandum

34. The original request will be turned over to the traveler, or person in charge of the party, and the memorandum will be detached by the issuing quartermaster and mailed at the close of the day, together with all other memorandum transportation requests and bills of lading issued during the day, to the depot quartermaster

charged with the settlement of accounts of the carrier concerned, as shown in paragraphs 106 to 108 hereof. Transportation requests are payable to the initial carrier.

Stub of Request.

35. The stub of the request, containing its substance, and showing by what authority and for what purpose issued, will be preserved as part of the permanent record of the post office from which the issue was made.

Receipting Requests and Procuring Tickets.

36. Requests should be properly receipted by the party named therein, and tickets procured before commencing the journey, as conductors are not, *in all cases*, authorized to accept transportation requests. In those instances where it becomes necessary, owing to unforeseen conditions, to obtain transportation varying from that called for on the face of the requests, a notation should be made by the traveler, in the space provided for this purpose on the back of the request, showing the actual transportation furnished and explaining the variation, and should be signed by him; in such cases, the receipt on the face of the request will have added thereto the words "except as stated on back hereof." The transportation furnished must not, in any case, be in excess of that called for on the face of the request, unless the difference is collected from the traveler. In no case will a receipt be given for transportation of more persons or extra baggage than the request calls for. A receipt for transportation furnished, including signature of the traveler, will be filled in with ink, and names and places will be written in full. If the person receipting can not write his name he will make his mark, which will be witnessed.

No Change to be Made in Body of Request.

37. No portion of a request above the signature of the issuing officer will be changed in any particular. If explanations are required, they will be made on the back of the request. (Paragraph 1119, A. R. 1913.)

Unused Request and Unused Tickets.

38. All unused transportation requests will be returned without delay to the officer issuing same for cancellation (see paragraph 18 hereof). All unused tickets or parts of tickets procured on a transportation request will be returned to the officer who issued them, and by him forwarded to the officer who pays the account for the service. The value of such tickets or parts of tickets will be deducted from any money due or to become due the company for transportation over whose line they were obtained. On the collection of the value of such unused tickets they will be returned to the company by which they were issued. (Par. 1120, A.R. 1913.)

39. When transportation to any given point and return is required, the request for return transportation should be obtained at the destination, provided it can be there procured, except in cases where round-trip tickets can be obtained at reduced rates and made available for the journey; otherwise the quartermaster will issue two sets of requests, one to the place of destination and the other for return transportation. (Paragraph 1121, A.R. 1913.)

Round-Trip Transportation.

40. Requests for travel of officers or employees of any Department or Bureau of the Government, other than the War Department, will not be issued, except upon specific authority of the Quartermaster General. In such cases, the original, memorandum and stub of the request will show the Department concerned under "Appropriation" as "Treasury Department" and will also be indorsed to show the Bureau by which payable, as: "Payable by Public Health Service."

Requests for Other Departments.

41. When delay en route is authorized for the soldier's own convenience, the excess cost of transportation will be charged against and collected from the soldier.

Delay en Route.

42. When, under orders from the War Department involving stop-over privileges for enlisted men, for their own convenience, transportation is furnished via circuitous route, or when the cost with stop-over via direct route is in excess of a limited ticket via direct route, the excess will be charged against and collected from the enlisted man before transportation is issued.

Circuitous Route.

43. In cases such as those referred to in the two preceding paragraphs, where excess cost of transportation is to be collected from the traveler, this collection should be made before the transportation request is issued. A proper indorsement should be made on the original and memorandum requests and the amount of the collection remitted to the officer by whom the transportation request is to be settled.

Collection From Traveler.

44. If tickets over Canadian routes can be purchased for individual soldiers on furlough or similar status, at lower rates than by other lines, they may be furnished over such routes; such travel to be by any passenger route accessible to the general public, limited to *unarmed* individual soldiers, and not to include organized forces under command. (Decision, Sec. War, letter Feb. 9, 87 —6649, A.G.O., 1886.)

Travel Over Canadian Roads.

45. Quartermasters, in issuing requests for transportation of officers and others traveling under orders, will not include therein public property of any description, nor the allowance of personal

Requests Must Not Cover Public Property or Checkable Baggage.

baggage carried free by the various transportation lines. (A.R. 125, 1913.) For exceptions to this rule, see paragraphs 167 and 346 hereof.

Lost Ticket.

46. Where the passenger has lost the ticket issued on a transportation request, no refund can be secured from the carrier, nor can a new transportation request be issued for the same journey. The loss must fall on the person to whom the ticket was furnished. (See Comp. Dec. April 30, 1915.)

Officer Must Sign Request.

47. A request for transportation issued from the office of a quartermaster was countersigned in the name of the quartermaster sergeant in charge of the office in his absence, the post quartermaster sergeant adding his name: *Advised* that the practice be discontinued for the future. (94-201, J.A.G., Dec. 10, 1913.)

Duplicate Requests Must Not be Issued.

48. Duplicate requests for transportation will not be issued, nor will a request be issued after the transportation service has been performed.

Requests Lost by Carriers.

49. In case of transportation requests being lost by a carrier after the service has been performed, the issuing officer will advise the agent of the carrier that the Auditor of said carrier should submit to the disbursing officer who settles the accounts of his road an affidavit showing:

Affadavit.

(a) That Request No.____was honored for passage of _____ between _____ and _____

(b) That ticket No.____, Form No.____, was furnished on this request.

(c) That the request has been lost or mislaid.

(d) That if it is afterwards found it will be surrendered to the proper disbursing officer of the United States and no claim made thereon.

Upon receipt of this affidavit, the disbursing officer will take the proper action relative to payment of the account involved.

Transportation Requests Should Always be on Hand.

50. A quartermaster, or acting quartermaster, should at all times have a supply of the standard form of Government transportation requests in his possession. For use of parties that may be sent from his post on special details, each post quartermaster should keep in stock two or three books of requests of ten each and should issue one of these books on memorandum receipt to the officer in charge of the party. (See paragraphs 20 and 21.)

Action in Case of no Transportation Request.

51. If the officer in charge of the party has failed to provide for a supply of transportation requests he may, *as an emergency measure only,* issue a written request on the agent of the carrier to furnish the transportation desired. This

can be done where the agent has agreed to accept such written request, as the carriers are only expected to honor the standard form of request and the agent accepts any other form at his personal risk. In such cases the request will be numbered "Certificate____," and a copy will be made and transmitted to the proper disbursing officer, as shown in paragraph 106; with explanation as to reasons for issuing the written request.

If the agent will not honor the written request, the officer in charge of the party may pay for the transportation from his personal funds and file claim for reimbursement.

If neither of the actions outlined above can be taken, the only other alternative is for the officer in charge of the party to wire his post commander requesting that transportation request be issued to cover the desired travel, deposited with the railroad agent at the post and that official requested to wire the agent at the station from which the travel is to be performed that he has transportation request to cover and to furnish the ticket.

Mixed Class Transportation.

52. Attention is invited to the fact that first-class transportation is honored in coaches, parlor cars, tourist sleepers, or standard sleepers, but second-class transportation is good only in coaches or tourist sleepers, and can not be used for travel in parlor cars or standard sleepers. The following rules should, therefore, be observed in issuing transportation where parlor or sleeping car accommodations are also furnished:

(a) Where standard sleeper, or parlor car requests are furnished for the entire journey, issue first-class rail transportation request;

(b) Where standard sleeper request is furnished for a part of the journey and tourist for the balance, issue first-class rail transportation, except as shown in (c);

(c) Where travel is from points in the states of California, Oregon or Washington, to points east of Chicago, St. Louis, Memphis, or New Orleans, and vice versa, and tourist sleeper request is furnished west of these gateways, and standard sleeping car request east thereof, rail request should call for "mixed class;"

(d) Where tourist sleeping car request is furnished for the entire journey, rail request should call for second-class transportation;

(e) Where tourist sleeper request is issued for a part of the journey and the balance is to me made in a coach, issue second-class rail transportation;

(f) Where the entire journey is to be made in a coach, issue second-class rail request.

Bills of Lading

Government Bill of Lading to be Used.

53. Public property, or other property transported at public expense, will be transported on the prescribed form of Government bill of lading. This bill of lading has three parts; the original (QMC Form 153), the memorandum (QMC Form 154) and the shipping order (QMC Form 156). There is also an additional sheet to the original memorandum or shipping order when the shipment is so extensive as to require more than one sheet.

Supply.

54. These forms will be secured on semi-annual requisitions from the Quartermaster General of the Army in the same manner as other blank forms.

Invoices.

55. Property for shipment will be turned over on invoices (Q.M.C. Form 201) in triplicate, one copy of which will be receipted by the quartermaster and returned to the person making the shipment, one copy forwarded with the Property Received copy of memorandum bill of lading (QMC Form 154) and one copy retained and filed with the Property Shipped copy of memorandum bill of lading (QMC Form 154).

Similarly property for storage will be turned over on invoices (QMC Form 201), and receipted copy of invoice will be given to the person requesting storage. The other two copies of the invoices will be retained by the quartermaster for use, as indicated above, in case he subsequently ships the property.

Shipping and storage invoices will show whether the property being turned over is for shipment or for storage, and will give the following information:—

(a) Name and place of person turning over the property.
(b) Designation of quartermaster to make shipment or to store.
(c) To whom and where property is to be delivered.
(d) Physical and shipping numbers each of boxes, chests, crates, barrels and bundles.
(e) Weights of boxes, chests, etc., as grouped on invoice and total weight.
(f) Cubic contents of boxes, chests, etc., as grouped on the invoice and total cubic contents for oversea shipments only.
(g) Authority for making the shipment or storage will be indicated on invoice.
(h) If property is for storage, invoice will be altered to show that fact.
(i) Shipping invoices for change of station allowance of baggage must be accompanied

by certificate on QMC Form 468, and, if authorized mounts are shipped, certificate on QMC Form 470.

(j) Property listed on shipping invoices must be listed as indicated in par. 184. Change of station allowance of baggage goes under the classification "Household Goods" but professional books and papers, and automobiles must be listed separately and have weights (and cubic contents for oversea shipments) shown separately. Authorized private mounts must also be listed separately.

Issuance and Number of Copies.

56. The property being ready for shipment the quartermaster issues the bill of lading. One copy each of the original and shipping order and three copies of the memorandum will be used, and these five copies should be made simultaneously by the use of carbon paper. One of the three memorandum copies will be plainly stamped or indorsed "Property received copy," and another "Property shipped copy." The shipping order will be signed by the officer making the shipment.

Bills of Lading Must Show Name of Issuing Officer.

57. Hereafter in issuing Government bills of lading the name as well as the official designation of the issuing officer or agent will be stated on the forms (QMC Nos. 153, 154, and 156) in the space provided for "consignor," and the practice of stating only the official designation, heretofore obtaining in many instances, will be discontinued. (Cir. 3, Q.M.G.O., 1916.)

Numbering.

58. The bills of lading as issued will be identified by serial numbers beginning with each fiscal year.

Disposition of Copies.

59. Three copies, original, unstamped memorandum and shipping order (but not the "Property received" and "Property shipped" copies) should accompany the shipment when delivered to the carrier.

Shipping Order.

60. The agent of the carrier will retain the shipping order, receipt the original and memorandum, and return them to the shipping officer.

Explanation of Terms Consignee and Consignor.

61. The consignor is the officer who issues the original bill of lading. The consignee, as the word is used herein and, in general, as understood by transportation companies, is the person to whom the last carrier turns over the shipment, and, therefore, is not necessarily the person for whom the property shipped is intended.

Original.

62. The original bill of lading when receipted by the agent of the receiving carrier and returned to the consignor will be mailed by him to the con-

PROPERTY OF U. S. ARMY

signee, or quartermaster in whose care the property is shipped.

Accomplishment. Notation of Loss.

63. The consignee, upon receipt of the shipment, will accomplish and surrender the bill of lading to the carrier who makes the delivery, being particular to note on the reverse side of the bill of lading any loss or damage that may exist. This bill of lading then becomes the evidence upon which settlement for the service will be made.

Receipt by Other Than Consignee.

64. In the absence of the consignee, or on his failure to receipt, the person receipting will certify that he is duly authorized to do so, reciting such authority.

Show Carrier From Whom Received.

65. Where there is more than one carrier at the point of destination, the receiving officer should see that his certificate of receipt shows the carrier from whom property was actually received.

Memorandum.

66. The unstamped memorandum copy, together with all other memorandum bills of lading and memorandum transportation requests issued during the day will be listed on letter of transmittal (QMC Form 169), and mailed to the depot quartermaster charged with the settlement of accounts of the carrier concerned, as shown in paragraphs 103 to 108. Bills of lading are payable to the last carrier.

Property Received Copy.

67. The memorandum marked "Property received copy" will be mailed to the consignee, as soon as prepared, in an envelope separate from that in which the original bill of lading is mailed. Upon receipt of this copy in the consignee's office, it will be filed as a record of property received.

Receipts for Property.

68. Proper receipts (QMC Form 496) will be obtained by the receiving quartermaster from the person to whom the property shown on each bill of lading is shipped, and will be attached to and made a part of this property received copy.

Show Full History.

69. Proper care should be taken by the quartermasters receiving property that "Property received" copies of bills of lading and receipts for property shown thereon are carefully filled, and that all notations as to shortage, damage, or other unusual condition, are entered on the "Property received" copy, in order to afford ready reference to same in connection with inquiries that may be made on his office for information in regard thereto.

Property Shipped Copy.

70. The memorandum marked "Property shipped copy" will be retained by the consignor as an office file, and will take the place of a press copy of the bill of lading.

71. Through bills of lading will be issued in

all instances between initial and ultimate points of shipment including those for service over bond-aided and land-grant lines, except where specific instructions to the contrary have been given. Through Bills of Lading.

72. A bill of lading should describe the articles to be shipped by their commercial names, giving separately such weights, dimensions or values, and manner of packing, as may be necessary to ascertain classification and rates and to enable recovery on loss. Description of Articles.

73. As instances illustrating the use of commercial names: "Canvas clothing," should be billed as "duck trousers" or "duck clothing;" "undershirts" which should be billed as "cotton undershirts" or "merino undershirts," as the case may be, instead of "undershirts." The same method should be applied in the shipment of all quartermaster or other property shipped by the Quartermaster Corps on Government bill of lading, in order that the benefit of the lowest commercial rate of transportation may be obtained. The term "Merchandise" should never be used, as the carrier will assess double first-class freight rates on a box of "merchandise." Classification.

74. The following instructions concerning the description of certain ordnance stores must be observed in the preparation of bills of lading: Classification of Ordnance Stores.

Names by which articles are known to Ordnance Department.	*Names by which articles should be described on bills of lading.*
Cartridges, ball loaded " guard " " gallery " " revolver " " sub-caliber " " carbine " " reduced range " " rifle ball " " dummy "	Cartridges, metallic, loaded, (Small arms ammunition).
Cartridges, blank, rifle (and revolver)	Blank cartridges (Small arms ammunition).
Cartridges, shells, empty, being the shells of cartridges enumerated above that have been fired and are being returned to Frankford Arsenal for reloading.	Cartridge shells for Small arms, Metallic, empty, *returned.*
Cartridge shells, empty, as above when useless and being returned as *scrap* in *carload lots only.*	Junk-scrap brass.
Cases, brass or metallic; for guns (Not small arms) empty returned for reloading.	Cartridge cases for ordnance; *empty.*

Cases, as above, when useless and returned as scrap.	Scrap brass.
Cartridge clips, empty (useless).	Scrap brass.
Powder barrels and kegs.	Empty kegs, powder (iron)
Powder barrels and kegs when returned.	Empty kegs, powder (iron); *returned.*
Bullets.	Bullets.
Rifles.	Fire arms (rifles).
Revolvers.	Fire arms (revolvers).
Sub-caliber outfits.	Sub-caliber shells, brass.
Percussion caps.	Percussion caps.
Primers (all kinds).	Primers (naming kind).
Fixed ammunition (being ammunition assembled and ready for instant use; only for guns using projectiles weighing one pound or more).	"Fixed ammunition (for cannon-explosive projectiles)" or "Fixed ammunition (for cannon-empty projectiles)" according to whether projectiles do or do not contain a bursting charge.
Shrapnel, empty (containing neither a projectile nor a bursting charge).	Projectiles, cast iron, unloaded.
Shrapnel (when loaded with bursting charge with fuse on either base or point).	Fixed ammunition (for cannon-explosive projectiles).
Fuses.	Fuses (naming kind) as "detonating," "percussion," "time or combination," or "safety."
Detonators.	

NOTE:—A dummy cartridge consists of a shell and steel bullet assembled, and contains no explosives. Such cartridges are not specifically named in the Western classification, and are included in the above list with "cartridges, metallic, loaded," that being the nearest analogous term used in the Western classification.
(Q.M.G.O. 195867-Nov. 28, 1908 and March 22, 1910).

Car Numbers to be Shown.

75. A bill of lading covering the shipment of property in carload lots will have noted thereon the initials and numbers of cars in which the property is loaded.

Contract Rates.

76. When a shipment is made under contract or special rates, notation of such fact will be made on the face of the bill of lading.

Over-sea Shipments.

77. Bills of lading covering shipments to Alaska, the Panama Canal Zone, Porto Rico, Hawaiian Islands, or Philippine Islands must show consignee and final destination in these possessions and value of the entire shipment, except that the value of household goods shipped at a limited valuation or the value of the property handled with troops

should not be indicated on bill of lading. The cubic measurement in cubic feet must also be shown on all shipments except those forwarded for reshipment from New York City to Hawaii. Value may be shown in one amount for the entire shipment; but measurements should be in detail, not showing the three dimensions (except of some extraordinary pieces), but the number of cubic feet, or decimals thereof, for each item. Bills of lading must not be issued through, but to port of embarkation, in care of the depot quartermaster, and mailed to him. For names of ports of embarkation and other information as to marking and shipment, see Circular 16, O.Q.M.G., 1915.

Shipments of Bread.

78. Bills of lading issued for the shipment of bread by express will show both the gross weight of package and net weight of bread which it contains and package will be marked accordingly. This data to enable settlement of express charges at net weight as authorized by Official Express Classification No. 22, page 15, item 9, which provides as follows:

The billing weight of a shipment of bread must be ascertained by deducting from the actual gross weight at time of shipment the weight of the basket, box, or barrel in which shipped, which weight must be marked on the package by the shipper. If not so marked, charges must be made upon the gross weight, except that if shippers declare the net weight at time of shipment, charges must be made upon net weight. Agents must verify the tare marked on the package by weighing periodically the empty packages. (Circular 6, O.Q.M.G., 1914.)

Erasures, etc.

79. Erasures, interlineations or alterations in a bill of lading will be authenticated and explained by the person making them, preferably on the margin.

Payment of Bill of Lading.

80. Payment for transportation will be made to the last carrier, unless otherwise provided in the bill of lading, and only for the quantity of stores delivered at destination, except that in case of loss of weight from natural shrinkage *en route* the weight shipped as shown in the bill of lading will be paid for, provided the packages are delivered intact. The payee will be held responsible for all loss or damage of stores while in transit unless released by a surveying officer, and such loss or damage will be deducted in making settlement for service. A bill of lading will be made payable by the depot quartermaster by whom the accounts of the last carrier are settled, as shown in paragraphs 106 to 108.

81. A bill of lading issued for supplies to be

Shipped by Government Conveyance.

forwarded by conveyance owned or leased by the Government should show that no payment is to be made for the service.

Loss or Damage.

82. For information as to action to be taken in case of loss or damage to shipments covered by Government bills of lading, see paragraphs 395 to 399.

No Duplicate Bills of Lading Should be Issued.

83. In no case will a second bill of lading be issued for any shipment, nor will a bill of lading be issued after the transportation has been performed.

Loss Bills of Lading.

84. In case the bill of lading has been lost or destroyed, the carrier will furnish with its freight account, to the officer charged with the settlement of the accounts, a certificate, in duplicate (QMC Form 178), certifying over the signature of the proper officer of the carrier, usually the Auditor, the weight and description of the property transported, giving number, date, and place of issue of the bill of lading therefor, and that said bill of lading is not in possession of the carrier, or can not be located, and that if same should later be found it will be surrendered at once to the proper officer of the United States and no claim made thereon.

Certificate of Shipment.

85. On receipt of such certificate of loss of bill of lading from the carrier, the officer settling the account will, if his records show that payment of the transportation charges has not been made, forward papers to the Quartermaster General of the Army enclosing two copies, in blank, of certificate of shipment (QMC Form 179). If the records in the Office of the Quartermaster General indicates that payment of the bill of lading in question has not been made, papers will be transmitted to the office issuing the bill of lading with request that certificate of shipment be made, and the papers forwarded to the receiving office for completion of certificate to show delivery; the latter office, when this action has been taken, will return papers to the disbursing officer with whom the correspondence originated, and settlement will be made on the certificates of loss of bill of lading and certificates of shipment, in lieu of the original bill of lading. Should the original bill of lading be afterwards located it will be forwarded to the disbursing officer concerned who will make the proper record and transmit the original bill of lading to the Auditor of the War Department for file with the original voucher.

Payment of Account where Bill of Lading Lost.

86. Payment in case of loss of a bill of lading will be promptly reported to the Quartermaster General by the disbursing officer, who will give a

description of the bill of lading, if practicable, and of the certificate and voucher on which payment was made.

Temporary Receipt to Carrier.

87. To insure the prompt delivery of property, in the absence of the bill of lading, the consignee may give the carrier a receipt for the property actually delivered which will state that it is given because the bill of lading has not come to hand. On the recovery of the bill of lading, or when the certificate provided for in paragraph 85 has been given, a statement will be indorsed on said bill of lading or certificate of the fact of the delivery as per said temporary receipt, and the temporary receipt will be indorsed with reference to the bill of lading of certificate sufficient to indentify the same, and both papers attached and forwarded with the claim for payment thereon.

Property for Other Departments.

88. Where property of other branches of the Government is turned over to quartermasters for shipment, as shown in paragraph 378, separate bills of lading will be issued for property of each Department or Bureau, and the same procedure taken as in the case of quartermaster shipments, except that no "Property received" copy will be made. In addition, the bills of lading must be plainly endorsed to show the Department; and where possible, the Bureau, by whom the charges are to be paid, as: "Payable by Indian Bureau, Interior Department;" or, "Payable by Coast Guard, Treasury Department," etc.

Bill of Lading Must Show Exact Facts.

89. Bills of lading should show the exact facts. If the delivery was made on October 27, the bill of lading should show that fact with the actual condition as revealed at the time, the exact or full nature of the loss or damage if not then known to be furnished the company thereafter as soon as possible. If for any reason the bill of lading is not delivered to the carrier upon receipt of shipment, a receipt for the goods actually received should be given to the carrier and the bill of lading when delivered should show the date of its delivery as well as the date of delivery of shipment, and any other facts pertinent thereto, so as to furnish a correct statement of the transaction with no fictitious presumptions to be corrected later by outside evidence. (Compt. Dec. Apr. 27, 1915.)

Action in Case of no Government Bill of Lading.

90. A quartermaster, or acting quartermaster, should at all times have a supply of the standard form of Government bill of lading in his possession. If, however, a quartermaster, or acting quartermaster, is without Government bills of lading he may, *as an emergency measure only*, make a shipment on the regular commercial bill of lad-

ing, noting thereon that the shipment is for the Government, taking the same number of copies, and disposing of them, as prescribed for the Government bill of lading, and advising the receiving quartermaster and also the disbursing officer by whom the transportation account will be settled of his action and the reason therefor in full. The consignee will, on receipt of the property, attach to the commercial bill of lading a consignee's certificate of delivery in the same form as shown on the original Government bill of lading.

Dimensions and Capacities of Railroad Cars

91. PASSENGER CARS

	Day Coach	*Standard Sleeper*	*Tourist Sleeper*
Seating capacity (maximum) at two persons to each double seat.	60 to 70	56 to 64	48 to 64
Seating capacity at 3 persons to every 2 double seats.	45 to 48	42 to 48	36 to 48
Sleeping capacity (maximum) at two persons per berth.		56 to 64	48 to 64
Sleeping capacity at 3 persons per section.		42 to 48	36 to 48
Sleeping capacity at one person per berth.		28 to 32	24 to 32
Number of sections.		14 to 16	12 to 16
Length in feet.	65 to 75	65 to 80	65 to 75

92. BAGGAGE AND FREIGHT CARS

	Average freight of baggage in tons	*Average capacity in cubic feet*	*Number of animals, horses or mules, accommodated*	*Length in feet, inside measurement*	*Width in feet, inside measurement*	*Height in feet, inside measurement*
Baggage	30	4000		65 to 75		
Box	30	2400	18 to 20	34 to 40	8½	6 to 8
Flat and Gondola	30			34 to 40	8½	
Refrigerator	20	2000		32 to 36	8½	6 to 7
Palace Stock			16 to 20	40 to 48	8½	7½
Ordinary Stock	25	2200	20 to 24	30 to 40	8½	7½

Trackage.

93. In calculating trackage, use the figures in above table giving lengths of the different cars, adding thereto 4 feet per car for oversills and couplers, and allowing 70 feet for locomotive and tender.

Steel Cars.

94. The dimensions before stated cover the ordinary cars usually furnished. Steel coaches, some of which have a length of 70 feet and over

and a maximum seating capacity of 86, are in use to a limited extent. Steel flat cars of lengths up to 42 feet and widths to 9 feet are also in limited use. Box cars with steel underframes are, in some instances, as long as 40 feet, and a few special box cars, such as furniture and automobile cars, are from 40 to 50 feet in length.

Automobile Cars.

95. The automobile car is a box car, but has larger side doors (varying from 7x7½ to 12x8½) to facilitate the loading of automobiles or other vehicles. They vary from 36 to 40 feet in length and have a capacity of 60,000 pounds and 2,400 to 3,000 cubic feet. These cars usually have large end doors also.

Side Doors.

96. The side doors on the older box cars are 5½ feet wide by 6¾ feet high, but in the newer cars the size of the doorways has been increased to 6x7½ feet.

Arms Palace Horse Cars.

97. Some of the Arms palace horse cars are cross-wise stalled; others are length-wise stalled; each kind is provided with water tanks, and with feed mangers for hay and grain. The cross-wise stalled car, series 30 to 2,500, is the best; this car is 48 feet long inside, has 18 stalls with room in center aisle for 1 or 2 extra animals, and has a small door at either car end through which attendants can enter or get out at any time, the manger serving as a passageway. The length-wise stalled car is 44 feet long inside, has 16 stalls, and is divided into two compartments with doorway allowing free passage from one compartment to the other. There is also a stalless Arms car accommodating 24 to 28 horses. No water tanks, feed mangers nor fixtures of any kind, aside from sliding gates dividing each car into three compartments, are provided in the stalless cars except that some of the cars have improvised feed racks overhead.

Sleeping Cars.

98. The standard sleeper usually provided has 12 or 14 sections, and in addition a drawing room; the drawing room has one full section, one single lower berth and a toilet annex. The sleepers having 16 sections are without a drawing room. Another type of standard sleeper is divided into compartments, either 10 or 12, each having one full section and toilet conveniences. The tourist sleeper has either 14 or 16 sections.

Kitchen Cars.

99. The dimensions and cooking capacity of the kitchen tourist car are given in paragraph 146; and a method for installing an emergency kitchen equipment, when kitchen cars are not available, is described in paragraphs 154 to 167.

Number of Tourist and Kitchen Cars in Service.

100. There are 790 tourist cars and 14 kitchen tourist cars in service in the United States. Of

the former about 385 are used for extra travel and could be furnished on short notice for transportation of troops. These cars are held at various stations from which they can be used, or moved into position for prospective service, their location depending altogether upon conditions of travel at the various seasons of the year. When transcontinental colonist movements occur in the spring and fall, about 200 of these cars are operated to California over the various roads. The localities where tourist cars are usually kept when not in use are as follows:

San Francisco and vicinity
Chicago and vicinity
Denver and vicinity
Texas (Dallas, Fort Worth, and Houston)
St. Louis-Kansas City and vicinity
Southeastern points (Principally Atlanta)
New York-Buffalo and vicinity, and
Washington and vicinity.

The kitchen cars are generally available at Chicago, St. Louis, San Francisco, Denver, Houston, Atlanta and Washington.

The location of the tourist cars is constantly changing with the requirements of travel. Before arranging for any movement of troops sufficient advance notice should be given in which to move cars into position as the assignment above indicated is only approximate, and therefore cannot be depended upon with any degree of accuracy.

In addition to the tourist cars there are about 400 emergency standard cars, with average capacity of about thirteen sections, which could be temporarily converted into tourist cars to meet any emergency that might arise in case all the regular tourist cars were in use or could not be made available for transportation of troops.

Loads for Ordinary Cars.

101. For heavy freight, 25 tons is an average load for a freight car; and for light freight, ordinarily 12 to 15 tons; but of household goods, an average of about 10 tons. 13,000 pounds of timothy hay, as commercially baled, will fill a small freight car (34'x8'x8'). 30 tons is a good carload of ordinary merchandise and 40 tons is about the maximum, except for special cars. Freight cars should be loaded to their full capacity, as inscribed upon them.

102. FORAGE

Number of Rations to an Ordinary 36 ft. Box Car.

Kind of ration	*Gross weight of ration*	*Number that can be loaded in each car*
	Pounds:	
Oats-		
Horse	12	3,333
Mule	9	4,444
Hay-		
Horse	14	1,571
Mule	14	1,571
Barley-		
Horse	12	3,333
Mule	9	4,444
Corn-		
Horse	12	3,333
Mule	9	4,444
Bran-		
Horse	12	2,500
Mule	9	3,333

LIBRARY
THE GENERAL SERVICE SCHOOLS
FORT LEAVENWORTH, KANSAS

SUBSISTENCE

Garrison	1.0	13,428
Travel	4.1	9,818
Field	3.0	13,428
Reserve	2.0	20,142

Transportation Reports and Statements

Transportation of Memo. Bills of Lading and Copies of Transportation Requests.

103. Every officer issuing transportation requests or bills of lading will transmit daily to the officer, designated to settle the accounts of the particular road involved, as shown in paragraph 106, all memorandum bills of lading and copies of all requests for transportation by rail, commercial vessels, parlor or sleeping cars issued during the day. These will be accompanied by a letter of transmittal (QMC Form 169) on which will be shown the serial number of each memorandum bill of lading or transportation request so transmitted.

If in Doubt as to Proper Disbursing Officer.

104. If an officer issuing a bill of lading, transportation, sleeping car, or parlor car request is in doubt as to the office which should settle the transportation charges thereon, he will send the memorandum bill of lading, or copy of transportation request to the Quartermaster General by letter of transmittal, in which, in addition to the data specified in paragraph 103 hereof, will be given the reason for his action. The Office of the Quartermaster General will forward them to the office designated to settle the accounts of the carriers concerned.

Monthly Report of Bills of Lading and Transportation Requests Issued.

105. Every officer who issues bills of lading or transportation requests will keep a monthly report of such issues (QMC Form 151). This form must be kept up currently and with this end in view proper entry will be made upon form 151 immediately upon issuance of bills of lading or

transportation requests. If transportation charges are to be paid by some other Department or Bureau of the Government, the name of such Department or Bureau will be entered in the column headed "Remarks." This report must not include bills of lading and transportation requests issued during different months, but a separate report must be made for each and every month. Report of bills of lading and transportation requests issued (QMC Form 151) will be mailed immediately after the close of each month direct to the Quartermaster General.

Offices Settling Transportation Accounts.

106. Transportation accounts will be settled at offices named below for the respective transportation lines given under each office, namely:

(a) Depot Quartermaster, Boston, Mass.: Accounts for transportation of headstones for soldiers' graves. (See par. 107.)

(b) Depot Quartermaster, Washington, D. C.:

Atlanta and West Point Railroad.
Atlantic Coast Line Railroad.
Baltimore and Ohio Railroad.
Baltimore and Ohio Southwestern Railroad.
Baltimore Steam Packet Company.
Boston an Albany Railroad.
Boston and Maine Railroad.
Buffalo, Rochester and Pittsburgh Railway.
Canadian Pacific Railway.
Central New England Railway.
Central of Georgia Railway.
Central Railroad of New Jersey.
Central Vermont Railway.
Charleston and Western Carolina Railway.
Chesapeake and Ohio Railway.
Chesapeake and Ohio Railway of Indiana.
Chesapeake Steamship Company.
Clyde Steamship Company.
Cumberland Valley Railroad.
Delaware and Hudson Company.
Delaware, Lackawanna and Western Railroad.
Erie Railroad.
Florida East Coast Railway.
Georgia Railroad.
Georgia Southern and Florida Railway.
Grand Trunk Railway System.
Jamestown, Chautauqua and Lake Erie Railway.
Lehigh and New England Railroad.
Lehigh Valley Railroad.
Long Island Railroad.
Maine Central Railroad.
Mallory Steamship Company.
Merchants & Miners Transportation Company.
Morgan Line Steamers.
New York Central and Hudson River Railroad.
New York, New Haven and Hartford Railroad.
New York, Ontario and Western Railway.
New York, Philadelphia and Norfolk Railroad.
Norfolk and Washington Steamboat Company.
Norfolk Southern Railroad.
Norfolk and Western Railway.
Northern Central Railway.
Peninsular and Occidental Steamship Company.
Pennsylvania Company.
Pennsylvania Railroad.
Philadelphia, Baltimore and Washington Railroad.
Philadelphia and Reading Railway.

Pittsburgh and Lake Erie Railway.
Pittsburgh, Cincinnati, Chicago and St. Louis Railway.
Richmond, Fredericksburg and Potomac Railroad.
Rutland Railroad.
Seaboard Air Line Railway.
Southern Railway.
Washington, Baltimore and Annapolis Electric Railway Company.
Washington Southern Railway.
Western Maryland Railway.
Western Railway of Alabama.
West Shore Railroad.
All Atlantic Ocean Water Transportation.
All Gulf of Mexico Water Transportation.
All other transportation lines not otherwise assigned whose accounting offices are in the States of Connecticut, Delaware, Florida, Georgia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, North Carolina, South Carolina, Pennsylvania, Rhode Island, Vermont, Virginia, and West Virginia, and the District of Columbia.

(c) Depot Quartermaster, 115-123 Ontario St., Chicago, Ill.:

Alabama Great Southern Railway.
Ann Arbor Railroad.
Canadian Northern Railway.
Chicago and Alton Railroad.
Chicago and Eastern Illinois Railroad.
Chicago and Northwestern Railway.
Chicago, Burlington and Quincy Railroad (lines east of the Missouri River).
Chicago, Burlington and Quincy Railroad (lines west of the Missouri River).
Chicago Great Western Railroad.
Chicago, Indiana and Southern Railroad.
Chicago, Indianapolis and Louisville Railway.
Chicago, Milwaukee and Puget Sound Railway.
Chicago, Milwaukee and St. Paul Railway.
Chicago, Peoria and St. Louis Railway.
Chicago, Rock Island and Pacific Railway.
Chicago, St. Paul, Minneapolis and Omaha Railway.
Cincinnati, Hamilton and Dayton Railway.
Cincinnati, New Orleans and Texas Pacific Railway.
Cincinnati Northern Railroad.
Cleveland, Cincinnati, Chicago and St. Louis Railway.
Colorado and Southern Railway.
Duluth, South Shore and Atlantic Railway.
Grand Rapids and Indiana Railway.
Great Northern Railway.
Goodrich Transit Company.
Hocking Valley Railway.
Illinois Central Railroad.
Kanawha and Michigan Railway.
Lake Erie and Western Railroad.
Lake Shore and Michigan Southern Railway.
Louisville, Henderson and St. Louis Railway.
Louisville and Nashville Railroad.
Michigan Central Railroad.
Minneapolis and St. Paul Railroad.
Minneapolis, St. Paul and Sault Ste. Marie Railway.
New York, Chicago and St. Louis Railroad.
Northern Pacific Railway.
Pere Marquette Railroad.
St. Paul and Kansas City Short Line Railroad.
Toledo and Ohio Central Railway.
Union Pacific Railroad.
Vandalia Railroad.
Wheeling and Lake Erie Railroad.
All Great Lakes water transportation.
All Pullman Company transportation.

All other transportation lines not otherwise assigned whose accounting offices are in the States of Illinois, Indiana, Iowa, Kentucky, Michigan, Minnesota, Nebraska, North Dakota, Ohio, South Dakota, Wisconsin and Wyoming.

(d) Depot Quartermaster, St. Louis, Mo.:

Alabama and Vicksburg Railway.
Atchison, Topeka and Sante Fe Railway (lines north, south, and east of Albuquerque and Belen).
Colorado Midland Railway.
Denver and Rio Grande Railroad.
El Paso and Southwestern System.
Fort Worth and Denver City Railway.
Galveston, Harrisburg and San Antonio Railway.
Gulf, Colorado and Santa Fe Railway.
Houston and Texas Central Railroad.
International and Great Northern Railroad.
Kansas City, Mexico and Orient Railway.
Kansas City Southern Railway.
Leavenworth and Topeka Railway.
Missouri, Kansas and Texas Railway.
Missouri Pacific Railway.
Mobile and Ohio Railroad.
Morgan's Louisiana and Texas Railroad and Steamship Company.
Nashville, Chattanooga and St. Louis Railway.
New Orleans and Northwestern Railroad.
Quincy, Omaha and Kansas City Railroad.
Rio Grande Southern Railway.
St. Joseph and Grand Island Railway.
St. Louis and San Francisco Railroad.
St. Louis, Iron Mountain and Southern Railway.
San Antonio and Aransas Pass Railway.
St. Louis Southwestern Railway.
Southern Kansas Railway of Texas.
Texas and Pacific Railway.
Texas Central Railroad.
Texas Mexican Railway.
Trinity and Brazos Valley Railway.
Uintah Railway and Stage Line.
Wabash Railroad.
Wichita Railroad.
All Mississippi and Ohio River water transportation.
All other transportation lines not otherwise assigned whose accounting offices are in the States of Alabama, Arkansas, Colorado, Kansas, Louisiana, Mississippi, Missouri, New Mexico, Oklahoma, Tennessee and Texas.

(e) Depot Quartermaster, San Francisco, Cal.:

Arizona Eastern Railroad.
Atchison, Topeka and Sante Fe Railway-Coast Lines (lines west of Albuquerque and Belen).
Corvallis and Eastern Railroad.
Northwestern Pacific Railroad.
Oregon Short Line Railroad.
Oregon-Washington Railroad and Navigation Company.
Portland Railway, Light and Power Company.
Puget Sound Electric Railway.
San Pedro, Los Angeles and Salt Lake Railroad.
Sante Fe, Prescott and Phoenix Railway.
Southern Pacific Company—Pacific System (lines west of but not including El Paso).
Spokane, Portland and Seattle Railway.
Tacoma Railway and Power Company.
Tonapah and Goldfield Railroad.
Western Pacific Railroad.
All Columbia River water transportation.
All Puget Sound water transportation.
All Pacific Ocean water transportation either coastwise or trans-Pacific.

All other transportation lines not otherwise assigned whose accounting offices are in the States of Arizona, California, Idaho, Montana, Nevada, Oregon, Utah, and Washington and the Territory of Alaska. (Cir. 1, O.C.Q.M.C. 1912.)

107. Accounts payable by the depot quartermaster, Boston, for transportation of headstones for soldiers' graves will be presented by the railroad company to the disbursing quartermaster designated herein for the settlement of its accounts, be properly stated on voucher to be certified by the disbursing quartermaster, the receipt of the proper railroad official obtained, and the account forwarded to the depot quartermaster, Boston, for payment from the headstone appropriation. (Cir. 1, O.C.Q.M.C., 1912.)

108. The accounts of express companies for shipments consigned to posts of stations, including all independent stations and supply depots, will be settled by the depot quartermasters indicated below, over the State in which the post or station is located:

Depot Quartermaster, Washington, D. C.—Alabama, Connecticut, Delaware, Florida, Georgia, Kentucky, Maine, Massachusetts, Maryland, Mississippi, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, South Carolina, Tennessee, Vermont, Virginia, West Virginia, and District of Columbia.

Depot Quartermaster, St. Louis, Mo.—Arkansas, Colorado, Illinois, Indiana, Iowa, Kansas, Louisiana, Michigan, Minnesota, Missouri, Nebraska, New Mexico, North Dakota, Oklahoma, South Dakota, Texas, Wisconsin and Wyoming.

Depot Quartermaster, San Francisco, Cal.—Alaska, Arizona, California, Idaho, Montana, Nevada, Oregon, Utah and Washington. (Cir. 1, O.C.Q.M.C., 1912.)

Transportation of Troops by Rail

109. "In time of war or threatened war preference and precedence shall, upon the demand of the President of the United States, be given, over all other traffic, to the transportation of troops and materiel of war, and carriers shall adopt every means within their control to facilitate and expedite the military traffic." (34 Stat. 587.)

Preference to Military Traffic.

110. Troops may be moved by rail over commercial railways or over military railways. The former condition will obtain in all movements in time of peace, and after most concentration movements in time of war. The latter condition will always obtain in the theatre of military opera-

Commercial and Military Railways.

tions, and may obtain in concentration movements in our own territory. (F.S.R. 386, 1914.)

Movement by Commercial Railways is Function of Q. M. Corps.

111. The movement of troops and their equipment over commercial railways is the function of the Quartermaster Corps, who plan and prepare for the movement in conformity with regulations and orders from competent authority. (F.S.R. 388, 1914.)

Quartermaster Should Work Out Movements in Advance of Orders.

112. In order to have complete data available at all times for expeditious rail movements, every quartermaster should maintain on file in his office the consist of equipment necessary to move the entire command at his station as a whole as well as the separate units. He should consult his commanding officer in reference to the arrangement of train sections and should complete his files by listing the supplies and equipage to accompany the troops under varying conditions.

Notice of Movements.

113. Commanding officers will give timely notice to the proper officers of the Quartermaster Corps of all contemplated movements of troops and supplies that proper and sufficient transportation may be in readiness. (A.R. 1107.)

Orders.

114. When troops are moved, suitable transportation will be provided; proper orders and an exact return of the command will be furnished to the quartermaster who is to provide the same. (A.R. 1110, 1913.)

Detailed List of Command to be Furnished.

115. Two estimates for rail transportation (Q MC Form 469) will ordinarily be required when organizations are moved by rail. The first is a preliminary estimate giving the shipping quartermaster the data to enable him to order the necessary cars and have them properly placed, and the final one is an exact return of the officers, enlisted men, civilian employees, animals, and vehicles. Separate estimates are necessarily required for each train section. They should give, in each instance, the following data:

a. Organizations and headquarters.
b. The number of the train section (No. 1 being the first to depart, No. 2 the second, etc.)
c. Destination.
d. Name of train quartermaster.
e. Authority for the movement.
f. The number of officers and enlisted men, separately for each arm and corps and omitting live stock attendants.
g. The number of civilian employees, omitting live stock attendants.
h. The number of live stock attendants.
i. The number of public mules, public horses, authorized private horses, separately for each.
j. The number of wagons, ambulances, guns, caissons, and other vehicles, separately for each.
k. The approximate total weight of organization property, household goods, and checkable baggage, separately for each of the three items, should also be shown in the preliminary estimate; but not in

the final one, such information being then given in the shipping lists and invoices (paragraphs 182 and 183). The date of entraining and the approximate hour of departure should be stated in the preliminary estimate in case the order, or other instructions, directing the movement of the troops fails to give that information.

Field Service.

116. If the command is to take the field, the orders of the commanding officer will state the letter designation of the equipment to be taken, as "Equipment A." (See G.O. 85, 1914, and G.O. 39, 1915.)

Routing and Equipment.

117. Unless the orders direct otherwise, the local quartermaster will designate the routing and arrange for the necessary equipment.

By Quartermaster General.

118. In inter-departmental journeys the routing and preliminary arrangements for railroad equipment will usually be made direct by the Quartermaster General. The railroads and department and post quartermaster will be advised of his action. This action will be taken with a view to expediting the supply of equipment and the local quartermaster will follow the matter to its conclusion, and see that the equipment is furnished and placed at the desired point for loading.

By Department Quartermaster.

119. If the arrangements for transportation are made by the department quartermaster, that office will, if there is sufficient time available and the number involved large enough to warrant such action, invite bids for the movement, sending a copy of the proposal to each of the initial lines, and also one copy as follows: In the territory north of the State of Virginia and east of the Ohio-Pennsylvania State Line to Agent, Trunk Lines, 143 Liberty St., New York City; the States of Indiana and Ohio and the lower peninsula of Michigan to Commissioner, Central Passenger Association, 608 S. Dearborn St., Chicago, Ill.; and, in the territory west of Chicago and the Mississippi River, to the Chairman, Military Committee, Western Lines, 608 S. Dearborn St., Chicago, Ill.

Execution of Contracts.

120. Upon receipt of bids, they will be opened at the specified time, and award will be made. The department quartermaster will advise the carrier concerned and prepare the articles of agreement (transportation of troops and equipment, QMC Form 114). Those contracts will be executed in triplicate. One of the numbers will be given to the contractor; the other two will be forwarded to the Office of the Quartermaster General, one being for file in that office and one for the Auditor for the War Department. Four exact copies will be made, one will be retained by the contracting officer, one, to which will be at-

tached the affidavit and additional papers indicated by paragraph 563, A.R. 1913, will be forwarded to the Returns Office of the Interior Department, one will be sent to the commanding officer of the post or station from which the troops are to be transported, and the other will be forwarded to the officer by whom the account of the carrier for the transportation will be settled.

When Bids Will Not be Invited.

121. When the time is limited, when no competition is to be had, or the number to be transported is small, bids need not be invited, but the troops will be forwarded by the most available route.

Informal Award.

122. In expedited movements bids need not be invited. Preliminary advice should be furnished the carrier orally, or by telephone, or telegraph, but in any event, a letter of advice will be furnished the carrier.

Sample Letter of Informal Award.

123. The following sample letter covers the general case:

OFFICE OF THE QUARTERMASTER

Fort_____1916

From: Quartermaster.

To: (Superintendent or Agent), _____

Railroad Company,_____

_____

Subject: Transportation.

1. It is requested that the_____Railroad Company furnish transportation from_____to _____via_____for approximately the following:

_____officers.
_____enlisted men.
_____pounds of freight.
_____animals.
_____vehicles.

Officers to be furnished one berth each in standard sleeper; the enlisted men to be accommodated three to a section in tourist sleeper.

2. It is estimated that the following equipment will be required:

_____Pullman sleepers,_____sections each.
_____Tourist sleepers,_____sections each.
_____Baggage cars, with end doors.
_____Kitchen cars.
_____Box cars,_____feet long.
_____Stock cars,_____feet long.
_____Gondola cars,_____feet long, with drop end.

If tourist sleepers are not readily available, coaches should be substitued on the basis of one man to each double seat, and an endeavor made to secure the tourist sleepers and transfer the men thereto at a convenient place en route.*

If end-door baggage cars are not readily available substitute an equal number of solid end baggage cars.

If kitchen cars are not readily available, an extra tourist car should be supplied.

If drop end gondolas are not readily available, solid end gondolas will *not* answer, but an equal number of flat cars should be supplied.

3. It is desired to get the troops under way as soon as practicable, and it is therefore requested that delivery of the equipment be expedited. It is estimated that the first train section will be ready to leave about_____o'clock,_____1916, and will be followed as rapidly as possible by the other sections.

4. It is understood that 150 pounds of personal checkable property per capita belonging to officers and men will be carried free.

Sufficient space to be reserved in baggage cars free of charge for subsistence en route. The men to be allowed to take their arms and necessary hand baggage for the journey with them in the passenger cars without charge.

All cars to be of standard quality and in good order and sanitary condition; passenger cars to be properly watered, lighted, and heated; stock cars thoroughly cleaned and bedded with clean earth, sand preferred; all equipment to be placed at point of embarkation in time for inspection before movement, freight cars to be placed in readiness at the most convenient points sufficiently in advance of passenger cars to admit of the loading of freight and preparation of bills of lading prior to the embarkation of troops.

5. It is requested that this office be notified promptly as to whether or not your company will furnish the above described transportation.

In case your company can furnish the transportation, information is also desired as to date and hour equipment will arrive and be ready for use. Upon receipt of this information you will be

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*When the approximate time required for the journey is 24 hours or less substitute the following:

If tourist sleepers are not readily available, coaches should be substituted on the basis of three men to each two double seats.

furnished instruction as to placing of cars and make up of trains.

Local Quartermaster to be Advised.

124. The local quartermaster will be advised of the routing as early as practicable, and will be furnished a copy of the contract or agreement.

By Local Quartermaster.

125. If the local quartermaster is to make all arrangements for the transportation, he will take the action outlined above for the department quartermaster as shown in paragraphs 119 to 124.

Request for Freight Equipment Must Show Length Desired.

126. Attention is invited to the fact that an additional charge is assessed in some cases for freight cars (including stock cars), in excess of 36 feet in length, unless such cars are furnished for the convenience of the carrier. In ordering freight equipment the quartermaster should, therefore, specify the length of cars desired and should not order a 40 foot car when a 36 foot car will answer the purpose.

Car Capacities.

127. Under paragraphs 91 to 102 is a table showing the size and capacity of the various classes of passenger and freight equipment. This table will be found of value in determining the number of cars required for troop movements.

Units Should be Kept Together.

128. Whenever organizations are moved by rail, with their animals, equipment, and material, it is desirable that complete units be kept together in trains divided into convenient train sections. It is preferable to have trains of moderate size with good speed rather than long trains with low speed. If it is necessary to divide a train, some officers and men will accompany each section. The troops should not be separated from the animals if it can be avoided; but if the animals are shipped in separate sections selected detachments under officers accompany them, and such sections will precede the troops. (F.S.R. 390.)

Size of Trains.

129. For commands of four companies of infantry, for one field battery, for a troop of cavalry, or larger movements, it is always better to arrange for special trains made up to include the freight cars carrying the command's freight. This insures the arrival together at destination of the troops and property of the command, but will retard the movement of the troops themselves, as trains carrying freight cars cannot make the same rate of speed as those composed wholly of passenger equipment.

Under the most favorable conditions, a single section of a troop train should not consist of more than twenty cars.

The number of engines available, the kind and capacity of cars, the condition of the road-bed especially as to curves, grades, and physical condition, the strength of the command in officers, men, animals and vehicles, and whether the freight taken is incidental to change of station or is limited to field allowances, are all determining factors in ascertaining the size of train sections.

Under ordinary conditions a section of a railway train will carry the following organizations at war strength:

1 battalion of infantry, or
2 troops of cavalry, or
1 battery of artillery, or
1 company of engineers with bridge train.

Breaking of Military Units to be Avoided.

130. As far as practicable, the breaking of military units should be avoided, but, as the size of the trains will be left to a great extent, to the railroad officials, it will not always be possible to prevent it, and in case units are to be broken, it is essential that the commanding officers know in advance how their troops are to be carried, in order that arrangements can be made for provisioning and caring for the troops in each section.

Railroad Should be Furnished Full Information.

131. In furnishing the consist of trains, and sections thereof, the fullest possible information should be furnished the railroad authorities in order to avoid unnecessary shifting of cars or reversing of their relative positions after the cars have been delivered for loading.

Delay in Furnishing Equipment.

132. If there is any delay, either in the furnishing of the equipment or in its placing at the proper point for loading, the quartermaster should at once wire the general manager of the railroad, stating the facts and asking that action be taken by him to expedite the movement. The address of this official can be secured from the Official Railway Guide or the railroad agent.

Placing Equipment.

133. The freight and baggage equipment should be called for in ample time in advance to permit of a thorough inspection, careful and methodical loading without hurry or confusion, and to allow time for assembling the fatigue details between the conclusion of the loading of freight and baggage and the time fixed for the entraining of the troops. As a rule, the railroads will have little difficulty in furnishing the freight and baggage equipment in advance of the passenger equipment, though when the command is small or the amount of freight and baggage is small, it will be found simpler to set in the entire equipment at one time. Where there are several trains to be moved, however, this is undesirable, as they occupy too much trackage, and if made up entire, the freight

and baggage cars are likely to be inconveniently placed for loading. In such cases the freight, baggage, and stock cars should be set in advance and conveniently placed for loading.

Advice to Commanding Officer.

134. A quartermaster supplying transportation for troops will furnish the commanding officer of each train section thereof a copy of the contract, if any, for the transportation of the command. If no written contract is made, he will furnish a copy of the letter confirming the agreement with the railroad company undertaking to transport the troops, as shown in paragraph 123.

Advice to Train Quartermaster.

135. The quartermaster or acting quartermaster of each train or section thereof will be furnished at once a copy of QMC Form 471 (memorandum concerning the movement of troops). This form shows the information that should be furnished to the shipping quartermaster; instructions as to invoices, marking and loading; certificates to be furnished and other information relative to the movement. The information called for therein should be furnished to the shipping quartermaster promptly, and the circular retained by each quartermaster of the train or section for his information and guidance, as it contains much of the information shown herein applicable to other than the shipping quartermaster.

Record of Movement.

136. The local quartermaster should keep complete data covering each movement of troops, such as hour cars were ordered; hour cars were placed ready for loading; condition of cars upon inspection; hour loading was completed; hour each train section was made up ready to move; hour of departure and number and kinds of cars in each section; cause of delay if any; and any other circumstances affecting the movement, so that any question coming up in connection with the preparation for departure can be readily explained.

Tourist Sleepers for Troops and Officers.

137. Tourist sleeping cars will be provided for troops on the basis of three men to a section when the journey involves spending a night on the train; but when the number of troops is too small to justify the hiring of tourist sleepers, tourist sleeping car accommodations on the same basis, if available, may be furnished. When the number of officers traveling with troops is too small to justify the hire by the Quartermaster Corps of a standard sleeping car for their accommodation, they will be furnished with such part of a tourist sleeping car, or other suitable sleeping car, properly curtained off for their accommodation, as the Quartermaster Corps may provide for their use during the journey, one lower berth to be

furnished to each officer if practicable. (A.R. 1128, 1913.) Special sleeping or parlor cars will not be chartered when the expense exceeds the cost of the berths or seats authorized to be furnished. (A.R. 1132, 1913.)

Minimum Number for Whom Special Car Will be Furnished.

138. The provisions of these clauses of Army Regulations 1128 and Army Regulations 1132 are often misconstrued. All railroads require the equivalent of a certain fixed number of fares if a special car is furnished, and the term "special car" includes either a standard or tourist sleeper if used exclusively by a party. This minimum varies from 18 to 25 fares, and quartermaster should not therefore arrange for the hiring of tourist or standard sleeper for parties of less than 25, unless the carrier specifically agrees to charge only for the number actually in the party, without regard to any requirement as to minimum number of fares. This rule does not apply in movements of more than 25, provided the number of persons transported averages 25 to the car, for example; if a party of 60 is traveling, and two cars are used, there is no objection to placing 20 in one car and 40 in the other.

Tourist Berths for Officers.

139. If a movement consists of only one or two troops, or companies, the number of officers would be too small to justify the hire of a standard sleeper and the regulations are explicit in stating that a lower berth in tourist sleeper, only, will be furnished each officer under such circumstances. If an officer desires an entire section, he must pay for the difference from personal funds, as no payment will be authorized for an unoccupied upper berth of a section, even though the lower berth of this section is occupied by an officer.

Standard Sleepers for Officers.

140. Under the provisions of paragraph 1128, A.R. 1913, an officer traveling with troops is entitled to and should be furnished with standard sleeping car accommodations, when standard sleeping car accommodations are available and can be used by him in connection with his orders directing him to travel with troops, the troops in such cases being accommodated in a tourist car attached to a regular train to which is also attached a standard sleeping car for the accommodation of the general public. In movements of a battalion, squadron, or larger unit, standard sleepers will be furnished for the officers on the basis of one berth for each officer, a lower if practicable, otherwise an upper.

Tourist Cars for Troops.

141. In all cases where tourist cars are used for troops, berths will be provided for the men on the basis of three men to a section, the men in excess of this multiple being given an upper berth each.

Example of Placing Officers and Men.

142. For example: If two officers and 65 enlisted men are traveling, the officers should be given a lower berth each, and the men should be given 21 sections plus two upper berths, and the request should call for 23 upper berths and 23 lower berths.

Excess Berth Furnished Charged Against Officer.

143. The number of berths authorized by Regulations only can be paid for from public funds. If an excess number of berths are called for and furnished on a request the cost of such excess will be charged against the officer issuing the request. If an excess number of berths, not called for by the request, or tickets, are used in transit, the officer in charge of the train will be called upon for a remittance to cover the cost of the unauthorized berths.

Reimbursement for Sleeping or Parlor Car Fares Paid.

144. An officer, traveling with troops, who incurs expense for authorized sleeping or parlor car accommodations when it is impracticable to obtain a request therefor, will be reimbursed by the Quartermaster Corps, upon application supported by a receipt for the amount paid by him and a copy of the orders under which the journey was performed. (A.R. 1134, 1913.)

Equipment Used for Preparation of Food en Route.

145. In movements by rail kitchen cars are provided, if practicable, and the length of the journey warrants; otherwise, baggage cars are fitted up by the troops or arrangements are made for procuring meals, or at least liquid coffee, at stations en route.

Careful attention is paid to the messing of the men, whether in kitchen cars or in the coaches where the men ride. A mess officer supervises the preparation and serving of the meals and requires the men to keep their mess kits scrupulously clean. (F.S.R. 397.)

The different equipments used for the preparation of food for recruits and organizations in movements by rail are:

(a) The kitchen tourist car—furnished by the Pullman Company.
(b) The regular kitchen equipment____) Furnished by
(c) The emergency kitchen car equipment_) the Quarter-
(d) The portable gas cooker _____) master Corps.

NOTE: The detachment mess car is no longer furnished.

Kitchen Car—Description of.

146: The Pullman Company have in service certain cars that are known as kitchen tourist cars. These are sixteen section tourist cars with two sections removed, in which the company has installed a range and cooking equipment. With the cook and cook's helper provided by the Pullman Company, who are familiar with the use of the cooking appliances and the storage of food supplies, one of these cars is capable of prepar-

ing meals for as many as two hundred men, and with an additional cook for as many as three hundred men. The fourteen sections remaining in the car can be used the same as any other tourist car and will, therefore, accommodate forty-two men on the basis of three men to a section.

Use of Kitchen Cars.

147. In the movement by rail of recruits or organizations, when special train service is provided and the time required for the journey will exceed forty-eight hours (with troop trains this will usually mean a journey of about 800 miles), and the number of men to be transported is thirty or more, kitchen tourist cars will be provided for the journey, whenever practicable, at the rate of one for each two hundred men or fraction thereof, and arrangements made with carriers to furnish a sufficient number of tables for each troop car. The kitchens will be completely equipped by the contractor for the preparation of meals, and a sufficient number of deep enameled plates to properly serve the troops will be provided as a part of the kitchen equipment.

Kitchen Car Employees.

148. The contractor will also provide a cook and a cook's helper for each kitchen and will be reimbursed for the wages of these men from the time of their departure from their home stations to the time of their return thereto. When sufficient cars are not obtainable to provide one car for each two hundred men, one additional cook may be allowed when more than two hundred men are traveling.

Kitchen Car Ice and Fuel.

149. The contractor will also provide the ice necessary for the preservation of stores en route and fuel for the range, and will submit bills therefor for payment.

Kitchen Car—Damage to Equipment.

150. A mess officer designated by the commanding officer will report to the commanding officer any loss of, or damage to any portion of the kitchen equipment and the names of the persons or organizations responsible for such loss or damage, in order that the money value may be collected at once from company funds or other source and charged against such persons or organizations.

Noncommissioned Officer to Act if in Charge of Party.

151. When it is impracticable to send an officer with the troops, the noncommissioned officer in charge will perform the duties herein prescribed for the mess officer. (G.O. 218, 1909.)

Certificates.

152. When kitchen tourist cars are used, a certificate (QMC Form 157) will be prepared by the quartermaster who furnishes the transportation. This certificate is in two parts, the upper certifying that the kitchen tourist car, with the necessary attendants, has been furnished, and the lower a certificate as to the ice and coal used in

transit. The upper part of this certificate will be filled in and signed by the quartermaster who furnishes the transportation, and will be turned over by him or by the commanding officer of the troops to the representative of the Pullman Company when the troops entrain. On arrival at destination, or point where the troops detrain from the kitchen car, the Pullman Company representative will have the lower certificate filled in and signed by the officer, or noncommissioned officer, in charge of the troops. This certificate will be retained by the Pullman representative and afterwards attached to their bill for the service.

Where Kitchen Tourist Cars are Not Used.

153. The number of kitchen tourist cars is limited, there being only fourteen of these cars in service in the United States. When a long journey is involved and kitchen tourist cars cannot be procured or where such cars are not authorized, sufficient space will be provided in a baggage or other car for use by the command as a kitchen and the quartermaster will arrange with the carrier to furnish a sufficient number of tables for each troop car. In the baggage, or other car furnished will be installed the regular kitchen car equipment or a field range No. 1.

Regular Kitchen Car Equipment.

154. When not in use kitchen car equipments will be stored in depots designated by the Quartermaster General, from which they will be obtained for organizations requiring them by requisition submitted to the department quartermaster. The mess officer designated by the commanding officer will give a memorandum receipt for the equipment. The issuing officer will invoice the articles to the depot quartermaster nearest the point at which the troops will detrain, forwarding with the invoices one copy of Certificate of Supplies Transferred (Form QMC 232). The mess officer will install the equipment in the kitchen car, supervise its use en route, and ship at the end of the rail journey to the officer to whom it is invoiced. In case of loss or damage to any portion of the equipment the money value will be charged to the person or organization responsible for such loss or damage. For list of this kitchen car equipment and instructions as to requisition, see Subsistence Section.

Emergency Kitchen Equipment.

155. If time will not admit of securing the regular kitchen equipment a field range No. 1 may be installed in the baggage, or other, car as an emergency kitchen car equipment.

Installing Field Range.

156. The method of installing this range in a baggage car will be as follows:

Construct a box 6 feet 8 inches long by 24½

inches wide and about 12 inches deep, inside measurements, using 1½ or 2 inch material if available. Line the sides, ends, and top edge of box with galvanized iron or zinc. Place box in car running lengthwise on one side of the car, about 2 feet from the side. Fill the box with dirt up to about 2 inches of the top. Place a brick flush with top of dirt at each of the four corners where the range will set. Place range in box, front and oven end close up against end of box, and deep enough in box so that when oven door is opened it will lay flat on edge of box. Place boiling plate in box, the end resting on top of angle iron on rear of range. Place a brick under each front corner of boiling plate, flush with top of dirt. The alamo attachment is not used when range No. 1 is installed in the above manner. Fasten range and boiling plate firmly to box by means of strap iron, or two or three strands of telegraph or telephone wire. Fill space between range, boiling plate, and side of box with soft mud to prevent heat from escaping. Three and even four field ranges may be installed in a car.

Box can be held firmly in position on floor of car by nailing 2 by 4 inch strips around sides and ends of box. This is important and must not be neglected.

Installing Stovepipe.

157. Remove one of the top ventilating windows from car; tack tent guards, furnished with each range, over the opening—one on the outside of the car and one on the inside. Carry stovepipe up and out through the opening. End of pipe should extend about 6 inches outside of the ventilator opening. Elbow should be placed on end of pipe facing up, and wired firmly to car. Wire stovepipe firmly to both sides of car.

Additional Equipment Necessary.

158. The following additional equipment to that supplied with each range is necessary:

2 G. I. buckets.
1 Elbow, stovepipe.
2 G. I. water cans.
100 feet wire.

Water cans should be filled on every possible occasion where stops are made.

If Box Car is Used.

159. If the equipment is to be set up in a freight car, a hole would have to be cut in the top of car for the stovepipe, using tent guards, as explained in paragraph 157, to cover the opening. A freight car should not be used, unless *absolutely necessary*, as the Government will be compelled to pay for the repairs necessary to replace car in proper condition.

Portable Gas Cooker.

160. When small bodies of troops are traveling, or when it is impracticable to furnish kitchen

cars or field ranges for large bodies, a portable gas cooker will be supplied when possible. This cooker may be used in any car equipped with the Pintsch gas lighting system, and has a capacity for providing hot coffee and hot food for 48 men.

Cookers to be Kept in Stock at Recruit Depots.

161. A sufficient number of these cookers should be kept in stock at recruit depots to take care of movements of recruits where kitchen tourist cars are not authorized or are not available.

Use of Gas Cooker.

162. The cooker can be used as follows:

I. When traveling by Pullman tourist or standard sleeping cars.

II. When traveling in ordinary day coaches.

III. When troops accompany horse trains, one baggage car lighted with Pintsch gas should be supplied each section. A small space can be reserved to set up the cooker, which insures hot coffee and meals for the attendants and guard. The remainder of the car can be utilized for baggage, equipments, and supplies needed en route.

IV. For use in cars composing hospital or Red Cross trains, to heat water and prepare soups, broths, and other special diet.

Basis for Furnishing Cookers.

163. One cooker is supplied to each Pullman tourist or standard sleeping car or day coach composing the train and one cooker to each section of horse trains.

Directions for Use.

164. In setting up the gas cooker, the work should be supervised by a commissioned officer. If none is present, then by the noncommissioned officer in charge.

1. Unlock trunk, take out tray, remove covers, and take out bucket, boilers, and burner and stand.

2. Set burner and stand in men's wash room or other suitable place and connect same with the nearest four-tip burner, as follows: Remove glass bowl and turn over to porter. Unscrew four-flame cluster, being careful not to unscrew the cluster stem. Screw short piece of gas tubing to cluster stem where four-cluster flame was removed by the coupling at one end of tubing. Then attach long piece of tubing to short piece and connect with the burner of the cooker. After the meal has been prepared, disconnect long piece of tubing and allow short end to remain attached to cluster stem. When it is desired to operate the cooker, connect long piece of tubing to short piece.

If it is not practicable to make connections with a four-flame cluster, connect burner of cooker with a one-burner bracket lamp, as follows: with pliers remove gas tip, and loosen governing screw so as to insure a free flow of gas. If the govern-

ing screw sticks, tap lightly with the handle of the screw-driver until it can be easily removed. Do not entirely unscrew the governing screw. Slip rubber end of tubing over pillar, and connect other end to the burner of the cooker.

3. The connections having been made, turn on the gas at the lamp and burner of the cooker, and light with a wax taper. The greatest heat is obtained by having a strong blue flame.

4. The burner being lighted, set on the largest copper boiler if it is desired to make coffee. The boiler should be filled about two-thirds full, additional water being added when coffee has come to a boil. After coffee has been made, remove and set boiler on one of the asbestos mats to prevent damage to the floor of the car. The second boiler is then set on the burner, with such food as may be desired to cook. Water must be added to prevent burning of food and melting the boilers. Stirring is also necessary when preparing certain foods. It requires about one hour and twenty minutes to prepare coffee and cook one hot dish for 48 men. After the meal is prepared, set the galvanized-iron boiler with handles on the burner with water for washing the mess kits and utensils.

165. CAUTION: **Cautionary Direction.**

1. Do not put boilers on without water in them.

2. Always add a little water, about 1 quart to every 10 pounds of food, to prevent burning.

3. Remove the coffee and hot water from the copper vessels as soon as practicable to preserve the tinning on inside.

4. Look at gas flame occasionally to see that it has not blown out.

5. To reduce gas consumption and save time, get hot water for washing dishes from locomotive.

6. Never light the gas with boiler set on heater.

7. If the roadbed is rough and there is considerable motion to the train, secure the stand and burner by the two leather straps furnished with the cooker. To prevent the splashing of water when coffee is being made or water heated, place round slop board in the boilers so as to counteract the motion of the car.

8. In case of leaks in the gas tubing, cut at leak with sharp knife and connect the two pieces of tubing with a coupler, wrapping ends of tubing with wire.

9. Handle the equipment intelligently and carefully. Never pack any article unless clean and dry. When returned to a depot or post the equip-

ment should be completely overhauled, cleaned, and tested.

Requisition for Gas Cookers, etc.

166. For composition of the gas cooker, instructions as to requisitions and suggestions as to menus, see Subsistence Manual.

Issue and Return of Cookers.

167. Portable gas cookers that are sent with recruits from recruit depots should be returned to the recruit depots as baggage in all cases where practicable. They will be checked back to the recruit depots on the return transportation of the noncommissioned officers in all cases where the carriers will accept them as baggage without assessing excess baggage charges, and in all such cases where they are to be returned to Jefferson Barracks, Mo., transportation of the noncommissioned officers should read through to Jefferson Barracks, with the St. Louis, Iron Mountain & Southern Railway Company as the final carrier. If the carriers refuse to accept the portable gas cookers as baggage without assessing excess baggage charges, the cookers will be turned over to the quartermaster for shipment back to the recruit depot by ordinary freight on Government bill of lading. The provisions of paragraphs 255 and 256, Subsistence Manual, 1910, will govern in the issuance and return of these portable gas cookers. (G.O. 11, 1915.)

Cleaning Mess Kits.

168. Each troop car will have a sufficient number of kettles or boilers and clean dish towels to enable the men to wash their individual mess kits. Company commanders are responsible for the providing of these articles and for the details of their use.

Packing and Crating.

169. Empty boxes, crates, and barrels kept on hand for rail movements of troops should be equitably and promptly distributed, and lumber, nails, and packing materials procured and services engaged, within the limits of regulations, to facilitate the preparation of property for shipment. Owing to the limited time within which troops usually prepare for departure by rail, the work of packing, crating, and marking property is necessarily done by the troops themselves, but the quartermaster has his share of it to do. The duties of a shipping quartermaster before the departure of the troops are so multitudinous that he must proceed along the lines of a well thought out scheme.

Advice to Commanding Officer as to Placing of Cars.

170. When the number of trains, or sections, is determined, the commanding officer will be advised by the quartermaster where the freight and passenger equipment for each section will be placed, and the time when the equipment will be in position for loading.

171. As soon as freight cars are placed, the quartermaster will mark the cars in chalk with the letters of the organization to which they are assigned. Passenger cars will not be marked until after train sections are made up. Marking Cars.

172. The quartermaster who provides the transportation, or a duly authorized representative, will be present at the embarkation of the troops, and will see that the accommodations contracted for have been provided. A similar course will be pursued, where practicable, at places where changes of route or important connections are to be made. If delay is necessary in either case in order to complete the arrangements for transportation, the commanding officer of the troops will be fully notified. (A.R. 1114, 1913.) Quartermaster to be Present at Entraining.

In accordance with the above paragraph of Regulations, the quartermaster furnishing the transportation, if practicable, and if not his agent should be present at the loading of freight and troops. He should examine the train and its equipment and see that the railroad company has complied fully with its agreement. His presence is necessary also to adjust matters in case of controversy between the agents of the railroad and the commanding officer of the troops.

173. The quartermaster will detail a competent enlisted man or employee to act as a yardmaster to watch progress of loading, keep track of location of cars, make lists of cars in each train section and to keep the shipping quartermaster generally informed as to progress of loading so that he can take prompt steps to prevent any undue delay and give prompt and timely orders to railroad company for other equipment needed. Detail of Yardmaster.

174. The quartermaster will instruct the wagonmaster when and where to send the wagons to haul the freight; to see that such wagons are not kept unnecessarily idle; to expedite the loading of animals and vehicles by hauling the freight, whenever practicable and particularly just before loading of a train section is completed, with teams and wagons that are to remain behind; and to be present and assist in loading wagon transportation on the cars. Duties of Wagonmaster.

175. The general rule for loading property is to put in first such articles as will not be immediately needed on arrival at destination. Loading Property.

176. The following order should be generally observed in loading: Order of Loading.

1. Company property, equipment and supplies, not needed in transit (in box cars locked and

sealed by railroad employees prior to departure of train); viz:

Company property
Property of officers and men
Ammunition
Rations
Sanitary stores
Tentage
Cooking utensils

2. Transportation (on gondola or flat cars), viz:

Guns and artillery carriages
Pontons
Wagons
Ambulances
Other vehicles

3. Forage (in box cars).

4. Checkable baggage, rations for use en route and arms (in baggage, and kitchen cars under guard).

5. Animals (in stock cars).

6. Men (in coaches or sleepers).

By this arrangement the articles needed first will be unloaded first. The cars should be allotted, marked, and loaded as prescribed in paragraphs 179 to 196.

If Two or More Sections.

177. If the organization is to be shipped in two or more sections, see that the proper baggage cars accompany each section, so that when an organization arrives in camp its baggage will be with it. At least two men should be in each unsealed car containing baggage or rations.

An Officer to Supervise Loading.

178. When the rail estimates (see paragraph 115) are requested, the quartermaster should arrange with the commanding officer to designate a battalion (or squadron) quartermaster, or other officer, to superintend the loading of each train section and collect the lists of property put in each car. From this officer the shipping quartermaster receives the lists of contents of each car, as stated in paragraph 186. Should it be known beforehand what the contents of a car will be, for example, when a battalion of infantry is moved utilizing a single freight car only, the shipping quartermaster should obtain in advance from the organization quartermaster the list and weight of the property to be shipped.

Duties of Officer Supervising Loading.

179. The officer designated to superintend the loading of each train section should keep a list showing the initials, number and contents of the cars loaded under his supervision; should see that there is no unnecessary delay in placing the freight in the cars; that the cars are fully loaded; and that the work is properly done. He should also see that household goods are loaded in

separate cars (provided there is a sufficient quantity to make one or more carloads), and that all checkable baggage (the 150 lbs. per passenger each carried free) is likewise in separate cars provided for the purpose. As far as practicable the property of each organization should be kept by itself, and the property should be placed in cars in the order indicated in paragraph 176. He should see that cars are, as far as practicable, loaded to their full capacity, as the railroad tariffs provide a minimum weight (usually 30,000 lbs.) for each car used, and the charge for this weight is assessed even though the car may contain only 18,000 or 20,000 lbs., or a less number of pounds.

Guarding Cars.

180. In case the loading is temporarily stopped, he should see that the freight cars are securely locked or placed under suitable guard. Upon the completion of loading, he should likewise see that the freight cars are securely locked, or kept under suitable guard, until sealed by the railroad authorities.

Organization to Load and Unload.

181. At the proper time loading is begun and is carried on, by the troops, pursuant to the orders of the commander. Heavy property may be loaded by details before the arrival of the troops (F.S.R. No. 393). Where the organization takes its property with it on the same train or other conveyance, the property is only constructively turned over to the shipping quartermaster. The organization commander, or organization quartermaster, supervises and checks the loading of it upon the cars, also supervises and checks the property from the cars at destination. The shipping quartermaster makes up the transportation requests and bills of lading from the data furnished to him on the shipping list or shipping invoices and the list of personnel.

N.C.O. to be Assigned to Each Car.

182. The kind and weight of all property loaded in each car must be shown. To accomplish this, when organizations take their property with them, the commanding officer should assign a competent noncommissioned officer or enlisted man to each car with instructions to make a list of boxes, barrels, crates, bundles, and other packages, and the weight of each. Separate lists of property should be made for each organization and the number of the car and the initials of the line to which it belongs must be shown on each list. The property is thus checked into the cars, and in the same manner it should be checked from them at destination, in each case the organization commander exercising such supervision as to insure that the checking is properly done.

Expediting Lists.

183. The lists showing the contents of each car are necessary in the preparation of the bill of lading, and the latter must be made out and in the hands of the train quartermaster before departure of train. Every effort should be made to expedite this information to furnish it to the shipping quartermaster as soon as possible, and, in any event, before loading is completed. If time admits, the organization quartermaster should consolidate the lists and make up a shipping invoice in duplicate on Form No. 201, QMC for each train section. The shipping invoice should contain lists of property of each organization, separately stated, the total weight of the property, the number of vehicles and the number of animals, and must show the number and initials of the car into which the property of each organization and that of the officers has been loaded. The list or shipping invoice should be complete in every detail, so that the shipping quartermaster can make up his bill of lading without delay. The organization commander or organization quartermaster must also submit a list giving the names of owners of authorized private horses, the number owned by each, and also the number of horses in excess of the authorized number, if any.

Suggestions as to Numbering Property.

184. The following system will greatly simplify the making up of the shipping invoices by the officer and the bill of lading by the quartermaster. Do not begin to number containers until everything is packed. Then put all the boxes in one place, all barrels in another, and pursue the same practice with other parcels, and number. All containers of the same kind will then have consecutive numbers. Then make up shipping invoice in the following manner:

Nos. 1 to 60—Sixty boxes company property____Wt._____, cu. ft._____.
61 to 75—Fifteen crates company property____Wt._____, cu. ft._____.
76 to 80—Five bundles clothing, etc., company property, etc.,_____ Wt._____, cu. ft._____.

If shipping invoices are made up in this way, it makes much less work for all concerned. The number of cubic feet is necessary only for over-sea shipments.

Trunk Lockers.

185. Lockers are classed as CHECKABLE BAGGAGE and are carried FREE. They must be loaded in baggage car or in box car assigned as baggage cars. Baggage should not be loaded in cars with other freight. Checkable baggage not exceeding 150 pounds per passenger is carried free by the railroads, and therefore the weight should NOT BE INCLUDED with weight of other baggage.

186. The quartermaster of the entire command should submit a list to the shipping quartermaster on QMC Form 469, giving the following information for each section: Lists of Personnel.

(1) Number of officers (including medical officers).
(2) Number of enlisted men (including Hospital Corps and Quartermaster Corps men).
(3) Number of civilians traveling on Government transportation.
(4) Number of animals.
(5) Number of stock attendants.

187. The number of attendants for animals is placed on the bill of lading, and, therefore, should not be included in the number called for on the transportation request. If this is not carefully looked after, the Government will be paying double fares for these attendants. Attendants for Live Stock.

188. The impedimenta, baggage, and rations should be so loaded that no difficulty will be had in unloading and separating them and distributing them to the proper owners. The same noncommissioned officers who superintend the loading should be assigned the same duty in unloading. All such property, except the light hand-baggage of officers and blanket-rolls of enlisted men, should be placed in the cars prior to entraining the troops, leaving nothing to go into the passenger coaches and sleepers except that which will be carried on the backs of the men and in the hand, so that as the troops are detrained the coaches will be left entirely free of any form of impedimenta, and can at once be taken away by the railroad company. The property and baggage of each company will be stored separately as far as possible. Every article of baggage and property should be plainly marked or labeled. It is not practicable to furnish checks for this class of property. The travel rations for the journey, unless distributed to the troops, should be placed in an open-end baggage or freight car, next the leading coach. Loading the Impedimenta.

189. The most suitable car for loading vehicles, shipped on their own wheels, of all kinds (except motor vehicles), including Artillery, Engineer and Signal Corps organizations is the 36-foot, *drop-end,* gondola (coal) car. Where there are a large number of vehicles to load, the entire number of cars necessary can be placed at one time, coupled together, a ramp placed at the end of the string of cars and the vehicles run on the end car and pushed to the other end of the line of cars until all are loaded. After the loading is completed, 2x4 scantlings should be spiked to the floor, outside of the wheels, to prevent lateral movements. Checks, at least three inches high and of sufficient Loading Vehicles Set Up.

width, or suitable skids, should be spiked in place in front and in the rear of the wheels to prevent longitudinal movements. Five-inch spikes, or 40 penny nails, should be used for the nailing. The drop-ends should be raised and secured. If drop-end gondolas cannot be secured, the solid-end gondola will *not* answer the purpose, but an equal number of 36-foot flat cars should be substituted in lieu of the drop-end gondolas. These should be loaded as outlined above and, after the loading is completed, should be checked and blocked as described above. A further precaution may be taken to prevent shifting by using gunny sacks, doubling them twice and passing over the felloe next the floor and spiking down on each side.

Loading Field Artillery.

190. Field artillery is loaded by the organizations themselves, the 36-ft. gondola or flat car being used. Six of such cars are required for the transportation of the carriages of a battery on a war footing and five for a battery on a peace footing.

Cars 1, 2, 3, and 4 each carry a gun section complete and 1 extra caisson with its limber.

Cars 5 and 6 each carry two caissons and limbers, and either the store wagon or battery wagon with its limber.

If there are but eight caissons only five cars are required, the fifth car carrying only the store and battery wagons with their limbers.

If cars of from 38 to 42 feet in length are used an extra carriage with its limber may be loaded on each car carrying a gun section.

Field wagons and reel carts should be placed end to end, three to a car, wheels chocked, the poles of wagons being detached, if necessary, and reel carts unlimbered.

Loading Engineer and Signal Corps.

191. Engineer and Signal Corps organizations will also be loaded on cars by the organizations themselves, gondola or flat cars being used for the vehicles.

To transport the bridge equipage of engineer organizations by rail will require the following number of cars:

A division of heavy equipage—Ten 40 ft. cars; or thirteen 36-ft. cars; or five 40-ft. and five 36-ft. cars.

A division of light equipage—Seven 40-ft. cars; or ten 36-ft. cars.

Where mixed lengths of cars are furnished the number of cars required may be determined from the table showing what each car will accommodate:

Heavy Equipage

40-foot cars	*36-foot cars*
One ponton wagon and one chess wagon, or	One ponton wagon, or
One ponton wagon and one tool wagon, or	One trestle wagon, or
One trestle wagon and one chess wagon, or	Two chess wagons, or
One trestle wagon and one tool wagon, or	Two tool wagons, or
Two chess wagons, or	One chess wagon and one tool wagon.
Two tool wagons, or	
One chess wagon and one tool wagon.	

Light Equipage

One tool wagon and one trestle wagon, or	One tool wagon and one chess wagon, or
One ponton wagon and one chess wagon, or	One trestle wagon, or
Two ponton wagons, or	One ponton wagon, or
One trestle wagon.	One chess wagon.

Loading Ambulances.

192. Except for short journeys, ambulances should be knocked down before loading. Use a flat car 36 feet long. Take the beds off the running gears by unscrewing nuts from the bolts that hold the sills of the beds to the running gears. Also take off the rear steps. Six beds can now be placed on the car by taking the first bed and placing it in one corner of the car (its length parallel to the car), the side of the bed coming out to the stakes, or the places for stakes on side of car. Place the second bed alongside of the first, allowing it to slip back 2 inches on account of the sills. Arrange the other four beds behind the first pair, well closed up; then put in stout stakes and cover ambulance tops with paulins or old canvas, as a protection to the tops from sparks. It is very important that the nuts should be put back in their proper places. Secure the water tanks on ambulances, and place the running gears in a box car and number them corresponding to the ambulances, if the ambulances are of different makes. For short journeys take off wheels and rear steps and unyoke axles from springs. For the axles substitute a piece of hard wood, which should not be longer than the width of ambulance. Crate wheels and put inside of ambulance, bracing same, so there will be no liability of injury to sides.

Loading Wagons.

193. Remove the beds from the running gears and take off the rear gates. Get a 36-foot flat car, or even a longer one. Place the first bed in one corner of the car (its length parallel to the car), so that its side will come out to the stakes or places for stakes on side of car. Take the second bed, reverse it so that the front end shall be opposite rear end of first wagon, turn it bot-

tom up, and place it partly inside and partly outside of the first bed, the inner sides being close together. This arrangement forms a box, with closed ends, which can be filled with parts of the body and running gear. Place the third and fourth beds, similarly arranged, alongside of the first and second, and continue the same arrangement to the other end of the car. In this way, 12 beds can be put in first layer on car.

Arrange the second, third, and fourth layers similarly, and secure the beds by stout stakes and wire. Forty-eight beds, with parts, can thus be shipped on one flat car, the running gears being placed in a box car. Put back all nuts in proper place. Wagons that have been used should never have the bodies knocked down and loaded in box cars, because in endeavoring to take off the nuts, which are sure to be rusted, the outside braces and inside straps are twisted and the bolt ends broken off, rendering the wagons unserviceable. By loading as above described, no damage is done the bed or running gear and the wagons are easily set up when destination is reached. It is not necessary to number the beds, running gear, etc., except when wagons of different patterns are shipped. If tunnels are on the line of road or clearance is limited for any other reason, load only three layers, or 36 wagons on each car.

Loading Motor Vehicles.

194. Automobile cars should be provided if possible, but whenever impracticable to obtain them motor vehicles may be loaded on flat cars or coal cars from which one end has been removed. The best type of automobile car is similar to a furniture car with a large door at each end. Others are provided with an extra wide door at side. When not loaded in box cars they will be securely fastened to prevent shifting of position and be properly protected by paulins. All loose and detachable articles must be placed in strong boxes and securely attached to vehicles or floor of car. Water tanks on vehicles operated by gasoline or naptha will be emptied when shipments are made during freezing weather. Gasoline tanks will be emptied, and batteries of electrically propelled vehicles discharged, before shipment.

Loading Harness and Wagon Parts.

195. The harness is carried in a box car. When sacks are available, the harness of each pair is sacked, plainly marked, and stored in the box car. If sacks are not available, the wagon cover may be used to wrap the harness pertaining to a single wagon. Tongues, spare reaches and double-trees should be placed in wagon bed. The wagon whip, mule blankets, and small accessories that can not

be locked into the tool and jockey boxes, should be loaded into the harness car. For long journeys an extra car may be required for forage.

Loading Animals.

196. Except in hot weather, pack as many animals in the car as you can, as they will ride better than if loosely packed. If an animal happens to fall down in the car it will be almost impossible for it to get up and the probabilities are it will be trampled to death.

For this reason load sick or injured animals in car by themselves, and build separate stalls for each animal, if practicable, unless palace cars are furnished.

Before loading, examine car carefully to see that the floor boards are not rotten or broken, that the sides are secure, and that there are no projecting nails or splinters. The car should be clean and the floor covered with sand or sawdust. The man in charge should be provided with a standard lantern, bucket, and a hatchet. Where the boards on sides of car are not close together an animal is liable to get his hoof between the boards, and when other means fail to disengage it a hatchet is useful in cutting away a part of the board. Where cars contain hayracks and water troughs, see that they are in good condition.

"Animals can be conveniently loaded through chutes of stock yards, or from freight platforms level with the car floors. In other cases portable or improvised ramps will have to be used.

"* * * The loading should proceed without noise or confusion, the animals being led quietly to the car door and turned over to the four men, two for each end, who do the loading. * * * Gentle animals should be placed opposite the doors, and are therefore loaded last." (F.S.R. 393, 1914.)

The ordinary method in loading animals is to use the railroad platform, or the loading ramp found at railroad stations, or, if necessary, make a ramp, well supported and with strong sides. In the field much time and labor may be saved by carrying material for ramps ready prepared on the flat cars with the wagons. Lead the animals by halters and straps up the ramp in single file and into the car, and take off the halter straps. The first animal should be led into one end of the car and the second to the other end, leaving the center of the car for the last animals loaded. Arrange the animals so that the alternate ones shall face in the same direction.

Teams of mules should be loaded and should stand in the cars as they are driven together in the team. Mules should be tagged with numbers, so as to be quickly identified. Horses used to ser-

vice together should be loaded together into the cars. If necessary for identification, they should be tagged.

Do the loading quietly, and have the animals follow one another promptly, so as to avoid delay, and to keep the animals moving, otherwise they may be disposed to balk. In some cases it may be necessary to blindfold an animal before he can be led into the car. An obstinate animal can be made to enter by holding its head up, twisting its tail, and pushing it by main force into the car. A rope or strap passed in rear of the haunches and drawn forward by a man at each end is often effective in urging an animal along the ramp. Before loading see that door on farther side of car is closed and fastened, and after loading is complete fasten the second door.

In shipments of less than carload lots a barrel of water, with a block of wood to prevent splashing, should be supplied.

"On account of danger from fire, neither hay nor straw is carried in stock cars. A short ration of grain (about 6 pounds) is sufficient to supply animals while traveling by rail." (F.S.R. 399, 1914.)

"Smoking is prohibited in cars loaded with animals or forage." (F.S.R. 396, 1914.)

Animals carried in ordinary stock cars should be unloaded and exercised as a rule once in twenty-eight hours.

"When the stock cars provided are such that the animals can be fed and watered on the trains, it is unnecessary to unload them for exercise or recuperation unless the weather is very hot and the journey long." (F.S.R. 398, 1914.)

When unloading animals, the door should not be opened until the car is opposite the unloading point.

"Animals are unloaded quietly, each one being led to the opening so that his body will be athwart the car before leaving it." (F.S.R. 401.)

For further information relative to shipments of animals see Transportation of Animals, paragraphs 298 to 321.

Household Goods of Officers and Others.

197. All officers and noncommissioned officers shipping household goods must submit to the shipping quartermaster's office at the earliest practicable moment an accurate list or shipping invoice of such property. The household goods of officers and others that accompany troops on a change of station, will, if there is a sufficient quantity to make one or more carloads, be loaded in separate cars from other property and be described on bill of lading as "Household Goods."

All the instructions shown under "Transportation of Baggage, Household Goods and Personal Effects," paragraphs 322 to 351, are applicable to shipments made in connection with the movement of troops as well as those made individually.

Issue of Bills of Lading.

198. The quartermaster should begin the preparation of the bills of lading as soon as the necessary preliminary information is received and they should be completed as rapidly as possible. One bill of lading may include all the freight for one section, other than animals, but the better way is to issue one bill of lading for the vehicles, one for the household goods, one for guns and one for the impedimenta, of each section. Care should be taken that bills of lading do not include cars of two different sections; the bills of lading must show the car numbers and initials and the property loaded in, or on, each car in order that it may be checked at destination. Separate bills of lading for each car of livestock are advisable for the reasons shown in paragraph 303.

Disposition of Transportation Requests.

199. In order to prevent delay in delivering the bills of lading to the last carrier at destination, they should be handed to the train quartermaster who should not fail to properly accomplish and deliver them to the railroad agent at the point of destination, except that where there is an established quartermaster at destination, the bills of lading will be turned over to the latter for accomplishment, together with a statement by the train quartermaster that all property has been received in good condition, or, if there is any shortage or damage, with a statement of articles damaged, cause of damage, and the money value.

Entraining Troops.

200. The commanding officer of the troops should detail an officer as entraining officer, to proceed to the point of entraining in advance of the arrival of the command, to arrange, in conjunction with the quartermaster, for the proper assignment of cars to the command. The quartermaster should cause all cars to be marked with chalk, designating the organization to occupy each, and the number of men for each car. These marks should be placed on the side of the car near the steps. He will furnish each organization with a written memorandum, showing the number of the train, number and kind of cars, the direction headed, the point where located on the tracks, the point for entraining, and the hour for entraining and dispatch.

The commanding officer, unless he performs this duty in person, should cause the entraining officer to make a reconnaissance of the approaches, so that the entraining can take place without

confusion or delay and without interrupting other traffic.

The troops should be marched to the entraining point, not more than fifteen minutes before the time fixed for the departure of the train.

If necessary, a guard will be established in the vicinity of the point of entraining, the necessity of which will be determined, under direction of the commanding officer, by the staff officer sent to reconnoiter the route. If a guard is required about the approaches, it will precede the troops; and as soon as the latter are entrained, it will quickly follow.

The entraining officer will, as the command approaches, indicate to each company commander the car or cars he is to occupy, and the company commander will march his command directly aboard, using but one end of the car when he is to occupy the entire car or a part thereof. The men in the lead should be directed to proceed at once to their places in the car, so as not to block the aisles.

The men as soon as entrained will at once be cautioned in the economical use of water, as few cars are equipped to furnish more than a meagre supply. A supplementary supply should be provided by arranging with the railroad company to place a barrel filled with water on the platform on each coach. Such provision should be made a part of the agreement.

Commanding officers will be held responsible that no unauthorized person or baggage is permitted on board the train.

All movements of the troops in loading, entraining, and detraining, feeding and watering, and exercising men and horses are made, as a rule, in military formation pursuant to command, thus avoiding confusion and saving time. (F.S.R. 395, 1914.)

Issuing Transportation Request.

201. When the quartermaster receives the list of personnel referred to in paragraph 186, he will issue two transportation requests for each train section, one for the rail transportation and the other for the sleeping car transportation, care being taken that each request includes only the officers and men of that particular section and that it does not include the attendants for animals, who will be shown on bill of lading.

A quartermaster who provides the transportation for troops will notify, by mail or telegraph, the quartermasters at places where changes of route are to be made, or means of transportation are to be changed, of the day on which the troops will start, their route, destination, the number

of officers, enlisted men, and animals, and the quantity of public property and baggage for which transportation will be required. (A.R. 1113, 1913.)

Disposition of Transportation Requests.

202. The transportation request for each section will be turned over to the quartermaster of that section who should take a record of the serial number, number of persons, date and name of quartermaster issuing the transportation requests given to him for both the rail and sleeping car requests. The train quartermaster will, if possible, arrange with the conductor, or railroad representative on the train, to take up the request after the passengers have been counted and verified, which should be done by the train quartermaster and conductor, jointly, as early as practicable after the journey begins.

If Less Men on Train Than Called For by Transportation Request.

203. If it is found that the number of men for whom tickets should be furnished is less than that called for on the request, a proper notation to that effect should be made on the back of the request by the train quartermaster over his initials before delivery to the railroad representative.

If More Men on Train Than Called For by Transportation Request.

204. In case more men are found on the train than the transportation request called for or for whom tickets were obtained, the commanding officer of the train should make out a certificate in this form and deliver it to the conductor of the train for both the excess rail and sleeping car transportation:

"I certify that _____
(Rail or sleeper transportation—state class)

has been furnished by _____
(State initial carrier or sleeping car company)

for _____ in addition to the _____
(Enlisted men or officers)

_____ called for on Transportation Request No.
(State number)

_____, issued by _____

for _____ en route from _____
(State command)

to _____ per _____

_____ date _____, 191__.

_____

_____
Commanding.

Copy of certificate should be sent to disbursing quartermaster settling the accounts, or, if his ad-

dress is not known, to the shipping quartermaster to be forwarded by him.

If Tickets are Used.

205. If the train quartermaster is unable to arrange for the transportation requests being taken up after departure of the train, he will present transportation request to station agent and obtain tickets in such a manner that he can deliver to the conductor the exact number of tickets for the men on the train. For example: Supposing the command consisted of 300 and transportation request has been obtained for that number, the quartermaster of the section should get one railroad ticket calling for 290 men and 10 single tickets. The necessary number of single tickets can be withheld for any men who fail to get on the train. In case any single tickets are withheld they should be returned promptly to the shipping quartermaster in order that he may forward them to the disbursing quartermaster to be deducted from the amount to be paid on the transportation request.

Train Quartermaster Should Have Copy of Contract.

206. The train quartermaster should obtain from the shipping quartermaster a copy of the contract or agreement to enable him to know what is required of the railroad en route.

Should List Cars in His Train.

207. Before leaving the initial point he should make a careful list of all the freight cars in the train, showing the car number and the initials of the cars. This for use in case any cars should go astray. Cars should be verified frequently en route.

Coal and Ice Used in Kitchen Cars.

208. Where a kitchen car is used the quartermaster of the train must keep an account of the ice used for the preservation of stores and coal used for cooking in the car, in order that he may be in a position to furnish the certificates required by paragraph 152.

Commander of Troops Sole Intermediary.

209. The commander is the sole intermediary between the troops and the railroad personnel. In cases of deficiencies and other matters requiring correction, he addresses himself to the official in charge only. (F.S.R. 396.)

Action in Case of Delay en Route.

210. The commanding officer of each train section, if there is any unusual delay en route, should first take up the matter with the conductor, or special agent aboard; but if the delay still continues after a reasonable time has elapsed, he should communicate by wire with the division superintendent of the railroad company advising him of the delay and requesting prompt action, as to forwarding.

Should See That no Excess Accommodations are Used.

211. He should bear in mind that the contract, or agreement, with the railroad company is the basis for payment for the accommodations furn-

ished; and, insofar as the military passengers aboard are concerned, he should therefore see that no seats, berths, or other accommodations, in excess of those authorized by regulations or provided for in the contract or agreement are used when it can be avoided. He should keep data regarding such delays en route and other matters as compel his command to unavoidably use the railway equipment beyond the scheduled time for arrival, including a reasonable time for detraining and unloading.

Additional Occupancy of Sleeping Cars.

212. If the command arrives at its destination before midnight and the sleeping cars are not vacated on arrival, there will be an extra charge for such additional occupancy of $1.80 for each standard section and $0.90 for each tourist section. It is therefore important that the command vacate all sleepers promptly on arrival at destination if hour of arrival is earlier than midnight. Where the command reaches its destination after midnight the sleeping cars may be occupied until 7:00 A. M. without additional charge.

Report of Journey.

213. Upon completion of the journey, the quartermaster in charge of each train section should submit a brief report by letter to the Quartermaster General showing the character of the service rendered by the railroad companies.

Unloading in Emergencies.

214. On account of accidents, freight blockades, or action of the enemy, it may be necessary to unload in the open country. In such cases portable or improvised ramps will have to be used. Lacking these, the train may be stopped in a low cut, and crossties, baled hay, car doors, and turf utilized for the rapid construction of ramps of sufficient height to permit unloading of animals. (F.S.R. 402, 1914.)

Detraining and Unloading.

215. The train schedule is arranged, when practicable, for arrival at destination by daylight. The troops are notified in time to prepare for detraining. The officers and guard are the first to leave the cars. The commander meets the staff officers sent to the train to deliver the instructions of the local commander, gets his bearing, and orders the troops to detrain. As soon as the passenger coaches or sleeping cars are empty, the quartermaster, or a specially designated officer, accompanied by the conductor, if practicable, makes an inspection of the cars and notes their condition; the result is reported to the commander. The troops procure their field kits and march to camp without delay, leaving suitable details to unload and bring up the property. If the camp is distant, arms are stacked and a part or all of the command unloads the train.

Transportation of Troops by Commercial Vessels

Use of Water Lines.

216. Where steamship lines are in operation between points of origin and destination, arrangements can often be made for transportation of troops and their impedimenta at rates lower than those charged by rail lines and in cases of troop movements, where haste is not an essential, commercial water lines should be given consideration. The accommodations for troops, animals, impedimenta and other freight vary greatly on different vessels and no general rule can be laid down as to the use or non-use of such vessels. The local quartermaster must ascertain whether the facilities of any particular vessel are sufficient to accommodate the organization for which transportation is to be furnished.

Arrangements for Transportation.

217. In contracting, or arranging, for transportation by commercial vessel the quartermaster must ascertain whether the rates quoted by water lines include meals, or meals and sleeping accommodations, and if the latter whether the men will be accommodated in state rooms, bunks, or standees, and this data should be made of record by contract, unless covered by published tariff.

Transportation Requests and Bills of Lading.

218. Transportation requests and bills of lading will be issued for transportation by commercial vessels the same as for transportation by rail, but transportation requests must show whether meals, or meals and berth are included.

Transports and Chartered Vessels.

219. For transportation of troops on Army transportation, or chartered vessels, see Army Transport Regulations.

Transportation of Individuals

General Provisions

Travel Not With Troops.

220. The following instructions travel of individuals or small parties not traveling as troops. For transportation with troops see paragraph 109 and 219.

Paragraph 1281, A. R., defines "traveling with troops" so far as pertains to officers, but there is no corresponding definition in the Regulations as to what constitutes "traveling with troops" in the case of enlisted men, but it has been held by the Judge Advocate General that: "In order to constitute 'traveling with troops' in the case of enlisted men, the travel must be performed as an organization under proper command. Otherwise, the travel should be regarded as 'travel without troops' within the meaning of paragraph 128, A. R." (A.G.O. 2323441.)

Endorsing Transportation Order.

221. A person requiring transportation will exhibit an order from competent authority. The quartermaster will indorse on the original order, over his signature, the fact that transportation has been provided, its kind, the place from and to which it has been furnished, and the number of pounds of extra baggage transported, if any. The original order will be retained by the person who receives the transportation, and, in case of a soldier entitled to commutation of rations while traveling, will be disposed of as directed in paragraph 1232. (Par. 1111, A.R. 1913.)

Sleeping and Parlor Car Accommodations.

222. The following-named persons, when traveling under orders, are entitled at public expense to a lower berth in a standard sleeping car, seat in a parlor car, or to the customary stateroom accommodations on steamers where extra charge is made for the same: (1) Officers of the Army when traveling on duty with troops. (2) Noncommissioned officers above grade 17, paragraph 9, when traveling on duty without troops. (3) Army nurses. (4) Civilian employees in the military service, viz., architects, marine engineers, assistant engineers, chief packer, chief cutter, clerks, civil engineers, draftsmen, electricians, electrical engineers, examiners, inspectors, stationary engineers, stenographers, superintendents of construction, typewriters, veterinarians, and employees of similar character. (5) Licensed officers of the transport service and of the harbor boat service of the Quartermaster Corps, viz., master, mates, engineers, assistant engineers, and pilots. (6) Invalid soldiers when traveling under orders without troops, on the certificate of a medical officer showing the necessity therefor. (7) The enlisted attendants accompanying invalid soldiers are entitled to accommodations equal to those herein allowed to invalid soldiers.

Sleeping Car Accommodations for N.C. O's. Below Grade 16.

223. Noncommissioned officers below grade 16, paragraph 9, when traveling under orders without troops, when the journey exceeds 12 hours and is scheduled to terminate after midnight, are entitled to a berth in a tourist sleeping car, upper if available, or to the customary stateroom accommodations on steamers where extra charge is made for the same. When tourist sleeping car accommodations are not available and the journey exceeds 12 hours, and is scheduled to terminate after midnight, an upper berth in a standard sleeping car may be furnished for that portion of the journey for which tourist sleeping cars are not available.

Enlisted men, other than noncommissioned officers, and civilian employees in the military ser-

vice, not specified above, when traveling under orders without troops, when the journey exceeds 12 hours, and is scheduled to terminate after midnight, are entitled to a berth in a tourist sleeping car, upper if available, but, when the number is three or more, tourist car accommodations will be furnished on the basis of three men to a section. Standard sleeping car accommodations will not be furnished in any instance. (Paragraph 1123, A. R. 1913.)

Excess Space of Lower Class.

224. Persons entitled at public expense to a double berth in a sleeping car, seat in a parlor car, or to the customary stateroom accommodations on steamers where extra charge is made for the same, under the provisions of paragraph 1136, Army Regulations, as amended by General Orders, No. 194, War Department, December 3, 1908, are not authorized to secure from the transportation companies, in lieu thereof, excess space of a lower class, although no additional cost is involved. The allowances authorized by paragraph 1136, Army Regulations, are on a space basis, and persons holding Quartermaster's Department transportation request for a double berth in a standard sleeping car are not authorized to secure therefor two berths in a tourist sleeping car. (Cir. 35, W.D. 1909.)

Erroneous Accommodations Furnished.

If sleeping car accommodations, to which a soldier may not be entitled, are actually furnished to and used by him the cost thereof cannot be charged against the soldier (J.A.G. Op. Bulletin 20, W.D. 1912). The cost of sleeping car transportation erroneously furnished should be charged to the officer responsible for furnishing the same. (J.A.G. Op. Bulletin 8, W.D. 1913.)

OFFICERS

Transportation Requests for Officers on Mileage Basis.

225. Officers who so desire may, upon application to the Quartermaster Corps, be furnished under their orders transportation requests for the entire journey by land, exclusive of sleeping and parlor car accommodations, or by water, and the transportation so furnished shall, if the travel was performed under a mileage status, be a charge against the officer's mileage account, to be deducted at the rate of three cents per mile by the paymaster paying the account. G.O. 115, 1906.)

Officer Traveling by Sea.

226. A transportation request for sea travel on behalf of an officer traveling without troops on a vessel other than a Government transport can not be issued by the Quartermaster Corps in the operation of the laws governing transportation

and mileage. An officer traveling by sea and not on a Government transport must pay for his transportation, subject to subsequent reimbursement by the Quartermaster Corps, for the expenses actually incurred by him in the performance of the journey. (Cir. 93, W.D. 1908.)

227. An officer traveling on a mileage status is not entitled to transportation at public expense of any baggage which may accompany him on the journey. (A.R. 1122, 1913.) (See paragraph 338.)

NONCOMMISSIONED OFFICERS ABOVE GRADE 17

N.C.O's. Above Grade 17.

228. Noncommissioned officers above grade 17, paragraph 9, Army Regulations, are entitled to first-class transportation, lower berth in standard sleeper, seat in parlor car or stateroom accommodations on steamer, as may be necessary for their journey. When these accommodations cannot be procured at the time the journey is to be made, the best available accommodations should be procured.

NONCOMMISSIONED OFFICERS BELOW GRADE 16

N.C.O's. Below Grade 16.

229. Noncommissioned officers below grade 16, paragraph 9, Army Regulations, should be furnished second-class transportation, and if the journey exceeds 12 hours and is scheduled to terminate after midnight, be furnished a berth in a tourist sleeper, upper if available, or customary stateroom accommodations on steamers. When tourist sleepers are not available and the journey exceeds 12 hours, and is scheduled to terminate after midnight, an upper berth in a standard sleeper will be furnished for that portion of the journey for which tourist sleeping cars are not available. (See paragraph 52.)

N.C.O. As Attendant

230. Under the provisions of paragraph 1128, A.R. 1913, all noncommissioned officers when traveling under orders without troops are entitled to sleeping car accommodations.

The fact that a noncommissioned officer is traveling as an attendant with private horses does not deprive him of his right to sleeping car accommodations, for return travel. (373656-QMGO Aug. 26, 1912.)

Reserve and Discharged N.C.O's.

231. Particular attention is invited to the fact that in furnishing transportation to noncommissioned officers on discharge, or furlough to the reserve, they are entitled only to the travel allowances shown in paragraph 239, regardless of

the grade they may have held previous to discharge or furlough.

Enlisted Men on Change of Station

Enlisted Men.

232. Enlisted men, other than noncommissioned officers, will be furnished second-class transportation, and if the journey exceeds 12 hours and is scheduled to terminate after midnight, a berth in tourist sleeper will be furnished, upper if available, but when the number is three or more, tourist sleeper accommodations will be furnished on basis of three men to a section, the men in excess of this multiple being given an upper berth each. Standard sleeping car accommodations must not be furnished in any instance.

233. In travel by water where the journey involves spending an entire night on the boat, staterooms may be furnished to enlisted men on basis of the full capacity of the stateroom, that is, where same contains one double lower and one single upper berth, three men should be placed in the room; where the staterooms are not available, sufficient sleeping space, properly curtained off and with mattresses, should be supplied. (QMGO 466070.)

234. For enlisted men and applicants for enlistment traveling under orders without troops, each ticket furnished by the Quartermaster Corps will usually cover 150 pounds of baggage free. Where this is not the case, as on stage lines, the Quartermaster Corps will provide for the transportation of sufficient excess baggage to make a total of free and excess as follows:

	Pounds
Noncommissioned officers	100
Privates of the Hospital Corps	100
Other privates	50

Enlisted Men on Retirement

Retired Enlisted Men.

235. When an enlisted man of the Army shall have served as such for 30 years, either in the Army, Navy, or Marine Corps or in all he may apply to The Adjutant General of the Army for retirement, the application to be forwarded directly by the post commander. Upon the approval of the application an order will be issued from the War Department transferring him to the retired list and directing that transportation in kind to his home and commutation of subsistence during necessary travel be given to him. (Par. 134, A.R. 1913.)

A retired enlisted man will be furnished the

same class of transportation to his home on retirement as specified for his grade in the preceding paragraphs.

Residence Retired Enlisted Man.

236. An enlisted man upon retirement cannot select his residence in a foreign country and receive transportation and subsistence thereto. To reside abroad a retired enlisted man must obtain permission from the War Department, which permission under existing practice is granted for a period of not to exceed one year, but may be extended for an additional period upon application made before the year expires. (A.G.O. 2131750.)

Period During Which Transportation Can Be Granted.

237. A period of one year from date of retirement is fixed as the time during which transportation may be furnished to retired enlisted men, but this will not operate to prevent consideration by the War Department of meritorious cases. (Cir. 33, W.D. 1909.)

Enlisted Men on Discharge or Furlough to the Reserve

238. When an enlisted man is discharged from the service, except by way of punishment for an offense, or is furloughed to the reserve, he shall be entitled to transportation in kind and subsistence from the place of his discharge or furlough to the place of his enlistment, or to such other place within the continental limits of the United States as he may select, to which the distance is no greater than that from the place of discharge or furlough to place of enlistment; but if the distance be greater he may be furnished with transportation in kind and subsistence for a distance equal to that from place of discharge or furlough to place of enlistment, or in lieu of such transportation and subsistence, he shall, if he so elects, receive 2 cents a mile except for sea travel, from the place of his discharge to the place of his enlistment: Provided, That for sea travel on discharge or furlough transportation and subsistence only shall be furnished to enlisted men: And provided further, That for the purpose of determining allowances for all travel of enlisted men on discharge or furlough, travel in the Philippine Archipelago, the Hawaiian Archipelago, the home waters of the United States, and between the United States and Alaska shall not be regarded as sea travel and shall be paid for at the rates established by law for land travel within the boundaries of the United States.

Officers furnishing transportation in kind and subsistence to an enlisted man on discharge or furlough to the reserve will indorse such fact on

his final statement, showing points between which furnished and cost of subsistence. (Par. 1378 A.R.)

Sleeping Car Accommodations.

239. When discharged soldiers elect to take transportation in kind and subsistence to place of acceptance for enlistment they will be entitled to the following allowances to such place, viz:

(a) Transportation: Second-class if available; if second-class not available, first-class.

(b) Sleeping car accommodations: Tourist car berth if available, and upper berth if practicable; if not, a lower berth (see paragraph 52). If tourist car not available, an upper berth in standard sleeper may be furnished if practicable; if not, a lower berth. Sleeping car accommodations will only be furnished where the journey exceeds 12 hours and is scheduled to terminate after midnight.

Subsistence.

(c) Subsistence: When it is impracticable to furnish rations in kind, they may be commuted at the rate of 50 cents per meal ($1.50 per day) based upon the time via the official route.

How Distance is Determined.

240. When discharged soldiers elect to take transportation in kind and subsistence to a place other than the place of enlistment, they will be entitled to the allowances shown above, but care will be taken that the distance from place of discharge to the place to which transportation is desired, based on the official route, does not exceed the official distance from place of discharge to place of enlistment. When the distance between these points is shown in the official Table of Distances published by the War Department, such distance will govern. Where distance is not shown in the Official Table of Distances, the short line distance determined from the Official Railway Guide or railroad schedules will be used.

Route.

241. Transportation as authorized above may be furnished over any route, provided the cost does not exceed the cost over the shorter route in respect to which the official distance is figured, but subsistence can only be commuted on the basis of the time usually consumed in travel via the official route. Officers issuing transportation to discharged enlisted men will inform them that subsistence can only be commuted on the basis of the time of travel via the official route.

Inaccessible Places.

242. Transportation will not be furnished in kind to places that are inaccessible by means of common carriers, i. e., railroads, steamboats, and stage lines operating in connection with other common carriers and over which rates for passage are published.

243. In issuing transportation requests for

transportation and sleeping car accommodations, issuing officers will note on the back thereof the place of acceptance for enlistment of the discharged soldier to which he is entitled to transportation and subsistence under the act of Congress approved August 24, 1912.

Notation of Point on Request.

244. An enlisted man entitled to travel allowances on discharge who is stationed at a place where there is no available officer provided with funds to pay commutation of rations, or to provide transportation or 2 cents per mile, will be sent for discharge, sufficiently in advance of the expiration of his term of enlistment, to a place where there is stationed an officer provided with funds to adjust his travel allowance or furnish transportation. The cost of transportation and subsistence in such cases will be a proper charge against public funds, and the discharge of the enlisted man will be accomplished after he reaches the place where his travel allowance can be paid. (See paragraph 158 A.R.)

Isolated Case Where There is no Disbursing Officer.

245. Enlisted men discharged while serving in places outside of the States comprising the Union will be provided free transportation to the said States on Government transports upon direction of the commanding officers in the several localities, and will be subsisted by the Quartermaster Corps to the port of destination. They will not be entitled to travel pay from port of embarkation to the United States, nor to commutation of rations for the time so subsisted on the transports. The fact that such transportation and subsistence have been furnished must be noted on the final statements. In view of the provisions of paragraph 1378, the foregoing is not to be construed as precluding the furnishing of transportation at Government expense, via commercial vessels in cases where the Government maintains no regular transport service between the localities of discharge and the United States.

Travel by Water.

246. The law fixes no time within which the soldier must claim his travel allowance in kind, but the Secretary of War has ruled "(a) That a re-enlisted man can claim his right to transportation at any time during his enlistment that a furlough is authorized for him or at the termination of such enlistment." "(b) That in case a soldier remains out of the service, the time limit within which the soldier must claim his travel allowances in kind is fixed as one year."

Deferred Transportation.

247. Particular attention is called to the fact that the option given a discharged soldier of transportation and subsistence in kind to the place other than the place of his enlistment is one of

Distance, Not Cost Controls.

distance and not of *cost*, and transportation must not, therefore, be furnished from the place of discharge to a point to which the distance is greater, even though the cost may be less. The Comptroller of the Treasury in a decision of August 4, 1914, held:

Transportation From Point Other Than Place of Discharge Not Authorized.

"(a) That the issuance of transportation from a place other than the place of a soldier's discharge is not authorized. (b) That the issuance of transportation to a point to which the distance is greater than to the place of enlistment is not authorized."

Order Not Required.

248. The issuance of a post order directing the quartermaster to furnish transportation in the case of a discharged enlisted man, who elects to take transportation in kind and subsistence, is not necessary. Proper indorsement will be made on final statements.

Soldiers Beyond Limits of United States.

249. A soldier serving in Alaska or outside the continental limits of the United States who is to be discharged by way of punishment, or after confinement, and is a citizen of the United States, should be sent to the United States sufficiently in advance of the time of his discharge to enable the discharge to take effect immediately after arrival. Those from Alaska should be sent to Fort Lawton, Wash., from Hawaii and the Philippines to Fort McDowell, Cal., and from the Canal Zone to Fort Jay, N. Y., or Jackson Barracks, La. If the Government maintains no regular transport service between the United States and the locality where the man has been serving he should be sent by commercial line at public expense.

Invalid Soldiers and Attendants

Invalid Soldier and Attendant.

250. Invalid soldiers, and their attendants, may be furnished first-class transportation and lower berths, each, in standard sleeper, on the certificate of a medical officer showing the necessity therefor. If this certificate is not furnished second-class transportation and lower tourist berth, each, will be furnished. Invalid soldiers, and their attendants, should be forwarded by routes involving the least changes of cars.

Insane Soldiers

Insane Soldier and Escort.

251. An insane soldier ordered by the War Department to be sent to the Government Hospital for the Insane will be escorted by a noncommissioned officer. When a number are sent at one time or when the patient or patients require restraint, the department commander may order such addition to the escort as may be necessary.

The noncommissioned officer will report to The Adjutant General of the Army, by telegraph, at least 24 hours in advance, the probable time and place of arrival in Washington. After leaving the patient at the hospital the noncommissioned officer will report to The Adjutant General of the Army for further instructions. (Par. 467, A.R.)

Return Transportation.

On the departure of the patient from his station the commanding officer will give such orders to the person in charge as will provide for transportation of the necessary attendants to the institution and returning to their posts, also subsistence during their absence. When payment of commutation, in lieu of subsistence in kind, is permissible under paragraph 1223, the commanding officer may, in writing, order commutation for the patient to be paid in advance to and receipted for by, the noncommissioned officer to whose charge the patient is committed. (Par. 468, A.R.)

Insane soldiers and their attendants should be furnished second-class transportation and tourist sleeping car accommodations. If there are no tourist cars operated over all, or a part of the route used, first-class transportation and standard sleeping car accommodations should be furnished. (See par. 52.)

Discharged Military Prisoners

252. The authority for the transportation of military prisoners on discharge is carried in the Annual Army Appropriation Acts in a clause reading:

"For transportation * * * of persons on their discharge from the United States military prison or from any place in which they have been held under a sentence of dishonorable discharge and confinement for more than six months, or from the Government Hospital for the Insane after transfer thereto from such prison or place, to their homes (or elsewhere as they may elect), provided the cost in each case shall not be greater than to the place of last enlistment."

253. It will be noted that the option here given is one of *cost*, and not of *distance*. The judge Advocate General has also held:

Cost, Not Distance Governs.

"The legislative provision here under consideration should be construed as authorizing the transportation of a released general prisoner to the place of his last enlistment, or elsewhere within the same transportation cost limit, only when he shall have been confined for *more than six months* under a sentence of dishonorable discharge and confinement."

254. The quartermaster furnishing transportation for this class of travel, should ascertain, sufficiently in advance, the point to which the man

Determine Cost.

desires to go on discharge and the place of his last enlistment, and communicate with the officer settling transportation accounts from his territory (see par. 106) in order to determine whether transportation desired will be within the limitation of cost.

No Sleeping Accommodations.

255. Discharged prisoners will be furnished second-class rail, or steamer, transportation and will not be furnished sleeping car accommodations of any character.

Enlisted Men on Furlough or Absent Without Leave

256. When an enlisted man who is absent on furlough or absent without leave from his station and is without means to return thereto reports at a station that is under the control of a department commander, such department commander is authorized to furnish necessary transportation and subsistence for the return of the soldier to his proper station after satisfying himself that the soldier can be intrusted therewith, or in the case of absence without leave, to return him under guard if necessary. In the case of an enlisted man reporting under similar circumstances at a place excepted by regulations from the control of a department commander, a request for orders concerning the disposal of such enlisted man will be addressed by the commanding officer of such an excepted place directly to The Adjutant General of the Army, by whom the necessary orders will be issued.

Charge for Transportation and Subsistence.

257. The company commander will charge the cost of such transportation and subsistence against the soldier's pay on the next pay roll, in accordance with paragraphs 1111 and 1236. In case of a soldier absent on furlough, the date on which he reports at the station will be entered on the furlough. (Par. 110, A.R.)

Method of Reporting to Commanding Officer.

258. When transportation is issued to a soldier under conditions which require that the whole or any part of the cost of such transportation is to be charged against the soldier, the officer issuing the transportation, will report, by letter, in duplicate, to the soldier's immediate commander through the disbursing officers who are designated to pay the accounts for rail, sleeping car or steamer transportation, giving the name, rank and organization of the soldier, the serial number of transportation requests issued, together with any other expenditures that may have been incurred which should be charged against the soldier. The disbursing officers will forward these

letters to the soldier's immediate commander, indorsing thereon the actual amount that will be paid for rail, sleeping car, or steamer transportation. On receipt of this information, the commanding officer will enter the charge against the soldier and return one copy of the letter immediately to the disbursing officer from whom received stating thereon, by indorsement, the month and year of the pay rolls on which the charge has been or will be made. When transportation is issued under the provisions of paragraphs 110 or 127, the officer issuing the request will take the action outlined above and in the case of a soldier on furlough will enter on the furlough a statement showing the transportation that has been furnished.

Enlisted Men on Furlough.

259. Enlisted men on furlough, or absent without leave, will, under the conditions shown above, be furnished the transportation authorized for their grade, as shown in paragraphs 228 to 233. The quartermaster furnishing the transportation will, as directed above, notify the soldier's immediate commander, by letter. This lettter will be made in triplicate and will show all expenses that are to be paid by the soldier, together with the serial number of all transportation requests issued for the journey. One copy will be retained by the issuing officer and the other two forwarded to the soldier's commander, through the disbursing officer designated to settle the account for rail (or steamer) transportation (see par. 106), the latter officer will insert on each copy of letter the actual amount that will be paid for rail, (or steamer) transportation, and if there be sleeping car charges involved that are not settled by him, will forward the letter to the officer designated to settle such accounts, who will insert the actual amount that will be paid for sleeping car accommodations and forward to the soldier's commanding officer. The commanding officer should charge the total of amounts shown on letter against the soldier, retaining one copy of the letter as authority for the charge and returning the other copy, through the same channels as received, to the officers designated to settle the account for rail (or steamer) transportation, who will attach this copy to his voucher covering the transportation charges.

Change of Station While Soldier is on Furlough.

260. When the station of an enlisted man is changed while he is on furlough, he will, on joining his new station, be entitled to travel allowances for the excess of distance from the place of receipt of the order to the new station over the distance to his old station. A soldier who has re-

turned to the station from which furloughed, his company having changed station during his absence, is entitled to transportation at the expense of the Government from the old to the new station of his company. Charges for transportation furnished to enlisted men on furlough, in pursuance of paragraph 110, will be adjusted in accordance with the requirements of this regulation. (Par. 112, A.R.)

261. When a furloughed soldier reports at a post or other station for transportation (his station having been changed while he is on leave), and cost of transportation to his new station is not in excess of the amount that it would have cost him to return to his old station, the total cost of transportation to the new station should be charged against the soldier.

Deserters and Guard

262. Where proper orders are issued transportation for deserters and guards will be furnished in accordance with the provisions of paragraph 127, A.R. The same action will be taken as outlined in the case of furloughed soldiers in preceding paragraphs.

Recruits

263. Recruits forwarded to organizations are entitled to the same travel accommodations as those given enlisted men on change of station as shown in paragraphs 232 and 233.

Applicants for Enlistment and Rejected Applicants

264. The Quartermaster Corps will furnish transportation to accepted applicants for enlistment from general recruiting stations to designated recruiting depots (including recruit depot posts) and return transportation to such of the applicants as are rejected on final examination. (A.R. 1115, 1913.)

Applicants for enlistment and rejected applicants shown above should be furnished second-class rail (or steamer) transportation requests and will not be furnished sleeping car accommodations of any character.

Civilian Employees

265. Civilian employees shown under classes

4 and 5, paragraph 222, should be furnished first-class transportation, lower berth in standard sleeper, seat in parlor car or stateroom accommodations on steamer, as may be necessary for their journey. Mechanics, laborers, teamsters and employees of similar character, will be furnished the same class of transportation as provided for enlisted men, paragraphs 232 and 233.

The provisions of Army Regulations, paragraph 112, apply in the case of civilian employees whose stations are changed while on leave, or who take advantage of leave while under orders to change station. (A.G.O. 2365525.)

Army Nurses

266. Army nurses should be furnished first-class transportation, lower berth in standard sleeper, seat in parlor car or stateroom accommodations on steamer as may be necessary for their journey.

267. Transportation for 250 pounds of baggage, including 150 pounds usually carried free by railroads, is authorized for Army nurses when they join for duty under the first order, upon permanent change of station, and on return to their homes upon annulment of contract. Receipts covering an excess of baggage will contain certificates as to whether transportation for such excess has been furnished. (Par. 1123, A.R., 1913.)

Witnesses

268. Officers and enlisted men reporting as witnesses before a civil court should receive from the civil authorities the necessary expenses incurred in travel and attendance; neither mileage nor travel allowance will be paid in such cases by the War Department. If, however, it is absolutely necessary to furnish them transportation in kind to enable them to appear, as witnesses for the Government, before a civil court of the United States, an account of such expenditure, together with the evidence that they were properly subpoenaed and did attend court, will be forwarded to the War Department for presentation to the Department of Justice. Officers providing such transportation will notify the marshal of the court that it was furnished, specifying points between which furnished, whether one way or round trip, and that it was furnished to enable the witnesses to perform the requisite journeys in obedience to the summons. (A.R. 75, 1913.)

Transportation requests issued under above

authority will be indorsed: "Payable by Department of Justice."

Transportation to the Soldiers' Home

269. Transportation to the Soldiers' Home will not be furnished except by authority of the War Department, on the application of the board of commissioners. The account will be presented by the carrier to the disbursing officer of the Quartermaster Corps that pays such accounts, by whom it will be properly stated and certified. It will then be receipted by the carrier and forwarded by the disbursing officer to the Treasurer, United States Soldiers' Home, Washington, D. C., for payment from funds pertaining to the Soldiers' Home. (A.R. 180, 1913.)

A soldier furnished transportation to the Soldiers' Home under authority outlined above, will be given accommodations specified for his grade under paragraphs 228 to 233. Transportation requests will be indorsed: "Payable by Treasurer, U. S. Soldiers' Home" and will show reference to authority for the transportation.

Transportation for Purpose of Procuring Artificial Limbs

270. Necessary transportation, including sleeping car accommodations, required for travel to place where artificial limbs may be fitted, will be furnished by the Quartermaster Corps, the cost to be refunded from any money appropriated for the purchase of artificial limbs. (A.R. 1491, 1913.)

Transportation and sleeping car accommodations for above purpose will be furnished on request of the Surgeon General of the Army. Transportation requests will be indorsed: "Payable from appropriation for Artificial Limbs."

Transportation for Other Departments

271. Transportation requests for travel of officers or employees of any Department or Bureau of the Government other than the War Department, will only be issued upon specific authority of the Quartermaster General which will state the class of transportation to be furnished. (See par. 40.)

Transportation of Supplies and Property

TRANSPORTATION OF SUPPLIES FOR THE ARMY

Invoicing Q. M. Stores for Shipment.

272. Every shipment involving a transfer of quartermaster supplies must be covered by an invoice to correspond exactly to the supplies transferred, and will be forwarded the same date the property is shipped. In no case will invoices be held and consolidated with a view of making out one set of invoices to cover several shipments.

All box, crate and package numbers will be carefully and plainly noted on the invoices.

Every invoice must be given a number, which invoice number will be placed on every barrel, box, crate or bundle covered by the invoice.

The transfer of property to an officer usually involves its shipment to another station. In this case invoices and receipts should be forwarded with the property or by mail not later than the date of shipment. Date of shipment should be noted on invoices.

Invoicing Ordnance Stores for Shipment.

273. When ordnance stores are turned over to the Quartermaster Corps for transportation they will be accompanied by triplicate invoices, one of which will be receipted and returned by the shipping quartermaster to the invoicing officer. Duplicate invoices with duplicate receipts to be signed by the receiving officer, and a shipping list describing the contents of each box or package, will be sent direct to the receiving officer by mail, to reach him, if practicable, before the receipts of the stores. Materials procured for current use at ordnance establishments will be transported at the expense of the Ordnance Department. (A.R. 1548, 1913.)

Packing.

274. Quartermasters will, prior to shipment, securely pack, seal, and if practicable weigh all quartermaster's supplies.

Standard Packing Boxes.

275. The following instructions prescribing standard packing boxes for shipment of quartermaster supplies between depots, posts, and stations, and from depots, posts, or stations to troops in the field are published for the information and guidance of all concerned:

Packing boxes, 38 by 19 by 15 inches outside measurement, meet nearly all requirements for escort wagons, motor truck, pack animal, or water transport, and accordingly all quartermaster supplies intended for field service will, when practicable, be packed in boxes of such dimensions, constructed of suitable light but durable material (ordinarily not exceeding ½ inch sides and 1 inch

ends), and bound around ends and center when necessary with suitable hoop iron or wire, weight not to exceed 150 pounds gross.

Sacking and Baling.

278. Sacking or baling will be substituted for boxes whenever practicable, and when necessary to use smaller boxes same should be exact subdivisions of corresponding dimensions of the standard box.

By reducing the number or articles the standard size and gross weight limit of box adapts itself to most quartermaster supplies.

Exception to Standard Sizes.

277. (a) In exceptional cases where conformity to the standard weight limit would destroy the unity of equipment and separate component parts, the loss of any one of which would render the other useless, the gross weight of the standard size box may exceed 150 pounds.

(b) In exceptional cases, where supplies are now packed in boxes or bales of less than 150 pounds gross weight, and the dimensions of which, determined by the nature of the supplies and the number of units necessarily carried, are within the standard dimensions, same may be packed as heretofore.

(c) In other exceptional cases the height of the standard box may be slightly varied, the length and breadth being adhered to.

278. *Subsistence stores.*—Unless otherwise directed, subsistence stores will, when practicable, be shipped in containers in which received or containers of similar dimensions. The weight of any one box of subsistence stores prepared for shipment to posts should not exceed 100 pounds gross. The gross weight of barrels may, however, exceed 100 pounds.

279. These instructions are not to be construed as prohibiting the use by supply depots of crates of suitable dimensions in the shipment of tentage and other supplies which experience has shown can be more advantageously and economically transported in that form of container. (G.O. 10, W.D., 1914.)

Fiber Board Boxes.

280. Fibre board packing boxes will be 28x19x13 inches outside measurements; this size completely fills the space in escort wagon bodies when properly loaded. They will be of solid fibre board, not less than .100 inch in thickness, waterproof, each case bearing on one end the certificate of the maker showing that it conforms to the requirements of the rules of the Southern, Western and Official Classifications, the gross weight of any box being limited to 90 pounds.

281. With a view to economy in the cost of packing clothing and uniformity in material and

methods, all goods, whether for shipment to points in the United States, the Philippines, Cuba, Porto Rico, or elsewhere, shall be packed in boxes or cases, using "interlining" paper and one thickness of manila paper, the latter to be between the "interlining" paper and the goods. The manila paper prevents the possible discoloration of the goods by the "interlining" paper.

The "interlining" paper being more or less waterproof helps to exclude moisture from the contents, and in case of shipments to tropical countries may prevent the ravages of white ants.

Care should be taken that the paper wrappings be smooth and make a perfect covering for the contents of the box.

In addition to the above, when woolen goods are packed the bottom, sides, and top of the bulk of the contents should be sprinkled with napthaline. The sprinkling of napthaline through the layers of the bulk is unnecessary, as it has no deterrent effect upon the eggs of the moth. (Cir. 7, QMGO, 1908.)

Responsibility.

282. An officer who turns over supplies to another for transportation in the best condition in which it is possible to put them is relieved from any further responsibility therefor by the receipt of the officer to whom they are intrusted for transportation. Procedure in case of loss, damage, or deficiency found on arrival at destination will be as prescribed in paragraphs 395 to 399 hereof. (A.R. 1141, 1913.)

Marking.

283. Each package (box, crate, bundle, or loose piece) of property shipped on Government bill of lading must be plainly, legibly and durably marked as follows:

When consigned to a place of which there are two or more of the same name in the same state, the name of the place and of the county also must be shown. When consigned to a place not located on the line of a carrier, it must also be marked with the name of the station of the last carrier at which the consignee will accept delivery. If labels are used, they must be securely attached with glue or equally good adhesive. If tags are used, they must be sufficiently strong and durable to withstand the wear and tear incident to transportation; and, when tied to a package of any kind, must be securely attached through a reinforced eyelet. Tags used to mark wooden pieces or wooden containers must be fastened at all corners and center with large headed tacks or tag fasteners; or may be tied to wooden pieces when the freight would be injured by the use of tacks or tag fasteners. Tags tied to bags, bales, bundles

or pieces must be securely attached by strong cord or wire, except that when tied to bundles or pieces of metal, they must be securely attached by a strong wire or strong tarred cord. Old consignment marks must be removed or effaced. (From Standard Rules and Conditions of Freight Classification, adopted by U. S. Railroads.)

Stencil Plates.

284. For marking property for shipment, a complete set of stencil plates consists of two full alphabets, Roman capitals (including the usual mark for "and"), and two series of numbers from 1 to 0. One set of numbers and letters is 1 inch, the other ½ inch high. They are cut on plates of sheet brass, No. 28, the larger 2¼ by 2 inches; the smaller 1¾ by 1½ inches. The upper edge of each plate is turned up so as to form a rim about ½ inch high. These plates are issued in japanned tin boxes, 8½ inches long, 4 inches wide, and 1¾ inches high, with hinged lids. Each box contains, besides the full set of stencils, a cake of marking paste in a tin box, a sponge, and a stencil brush. Printed directions for the use of the latter materials are attached to the inside of the lid. The requirements herein as to the use of stencil plate sets do not apply to supply depots and other points equipped with stencil cutting machines.

Marking Household Goods.

285. In changing station, each package of authorized allowance of baggage (household effects or other articles entitled to transportation at Government expense) referred to in A.R. 1135 of 1913, should be marked, by the quartermaster, with its number, weight, owner's name, station to which shipped, and quartermaster in whose care shipped, if any.

The numbers on the packages belonging to an officer, enlisted man, employee, or organization, which are received by a quartermaster and immediately reshipped or are kept in storage by him and subsequently reshipped, should not be changed, as the old numbers may be necessary, or at least of great convenience, to the owners of the property in identifying certain packages.

Officers turning over public property to a quartermaster for shipment will mark each package with the name and address of consignee, a list of its contents, its weight and "U.S." (A.R. 1140, 1913.) The numbering of packages is ordinarily done by the officer turning over the property for shipment.

Marking Quartermaster Supplies.

286. Quartermaster supplies for shipment between depots, posts and station, and from depots to troops in the field, will have the U. S., number, weight, name of consignee and address, and number of the invoice covering shipment

marked on top surface of each package; and on one end, contents and name of seller or contractor, or, if packed or repacked by Quartermaster Corps, date packed and initials of packer; and, when practicable, the insignia of the Quartermaster Corps will be stamped on both ends of each package, and in addition, to readily distinguish subsistence stores, a crescent 3 inches in height and two inches in width will be stamped in red or other conspicuous color on both ends of all packages containing subsistence stores. If it is impracticable to mark the contents on the package with stencil or brush, they will be listed on heavy paper by use of typewriter, or pen, the list being attached by means of tacks or paste and then given a light coat of varnish to prevent obliteration by rain or moisture.

Packages of quartermaster supplies should, so far as practicable, bear consecutive numbers, to be preceded or followed by the numbers given to packages of other property shipped at the same time.

In cases of reshipment of property, packages will be remarked, if necessary, by the officer required to reship them.

For oversea shipments, except from New York City to Hawaii, each package should be marked to show its number of cubic feet, or decimals thereof.

In connection with the mark showing consignee and final destination, shipments to Alaska should be marked care depot quartermaster, Seattle; those to Porto Rico, or Panama Canal Zone, care depot quartermaster at the port through which shipments are to pass; and those to Hawaii or the Philippine Islands, care of depot quartermaster, New York City, San Francisco, or Seattle, as the case may be. See, also, Routing Circular, No. 16, O.Q.M.G., 1915.

The foregoing instructions do not apply to shipments of grain in sacks, or bales of hay or straw, in carload lots for delivery to one consignee at one station.

Marking Funds.

287. When funds for the payment of troops are to be sent by express, the package prepared for shipment as directed in A.R. 1322 of 1913 will be marked on the outside with the name and address of the post or other command and the names of the subordinate organizations for which pay is therein remitted, and the quartermaster will append thereto his signature. For specimen marking, see Pay Manual.

Marking Ordnance Property.

288. In preparing ordnance property for shipment, the name of the invoicing officer, or of the

arsenal or depot, the date of the invoice, the number, gross weight, and general contents of each box or package, and the name or designation of the receiving officer, will be distinctly marked thereon prior to delivery for shipment. Each quartermaster who ships or receives ordnance stores will satisfy himself that the seals on the packages are unbroken. If the seals should be broken and any stores lost, he will cause the value of the lost stores to be charged to the carrier. (A.R. 1547, 1913.)

Carding Carload Shipments.

289. A series of cards has been prepared covering the various classes of supplies usually shipped. These cards are 8 by 5 inches and are of distinctive colors indicating the bureau to whom the supplies belong, those for the Quartermaster Corps also having a band across the middle indicating the particular class of supplies.

The form numbers of these cards with the color and description are as follows:

Q.M.C. Form 475 (maroon), Medical Supplies.
Q.M.C. Form 476 (orange), Signal Supplies.
Q.M.C. Form 477 (scarlet), Engineer Supplies.
Q.M.C. Form 478 (buff with green band) Q.M.Supplies—subsistence.
Q.M.C. Form 479 (buff with blue band), Q.M. Supplies—forage.
Q.M.C. Form 480 (buff with red band), Q.M. Supplies—clothing and equipage.
Q.M.C. Form 481 (buff with white band), Q.M. Supplies—general.
Q.M.C. Form 482 (white), Ordnance and Ordnance Stores.

For use of railroad employees in tracing or expediting movements of cars, the next supply of these cards that are printed will also have a large numeral (1 to 8) placed in upper right hand corner, so that any particular class of supplies in carloads can be readily located en route and given preference if desired.

Supply of these cards will be furnished all depots and arsenals. One card should be placed on each side of every carload shipment, properly filled in and securely tacked to the car door. Future supplies needed will be secured by requisition in the usual manner. (Cir. 4, Q.M.G.O., 1916.)

Express Shipments.

290. Transportation by express, when in excess of cost by ordinary freight, must be limited to emergencies and shipments of delicate instruments, and vouchers in payment must show the emergency or the character of the instruments transported and authority for such transportation. Upon application approved by the department commander, a quartermaster may transport public funds by express. In such cases he will

receipt only for so many sealed packages said to contain so much public money. When an absent disbursing officer sends his check to the order of the quartermaster, requesting him to express the amount named therein, the latter will receipt for the actual amount to be transported. In case of loss of funds by unavoidable accident the shipping officer will not be held responsible, and the officer accountable for the funds must seek relief through application to the Court of Claims or to Congress. (A.R. 1142, 1913.)

Express Small Packages.

291. Under existing instructions, shipping quartermasters are authorized to forward small packages by express without obtaining authority therefor in advance when the express charges are less than the cost of shipment by ordinary freight. Shipping quartermasters are authorized, in figuring the comparative cost of shipment by express as compared with the cost by ordinary freight, to include in the estimated cost of shipment by freight a charge of 25 cents for hauling, and should the cost of expressage be less than the cost by ordinary freight so figured, shipment may be made by express, as the express companies make delivery at point where required without an additional charge for hauling. (218498—QM GO Sept. 28, 1906.)

Express Delicate Instruments; Officers' Papers.

292. Authority is hereby given to officers of the Quartermaster Corps to ship *by express*, when called upon to furnish such transportation, delicate instruments and such other public property of small weight or dimensions as is likely to be damaged or lost when shipped by ordinary freight; also an officer's official papers, accounts, and returns, to Chief of Bureau, Washington, District of Columbia, when too bulky to be forwarded by mail.

This authority will not be extended to shipments of property other than that herein specified or authorized by existing regulations without the sanction of the Quartermaster General, nor will it in any instance cover shipments to secure quick delivery which becomes necessary owing to delay in making timely requisitions.. (Cir. 28, Q.M.G.O., 1905.)

Voltmeters of all types, ammeters, electrical instrument cases, time interval clocks, mecurial barometers, and all other electrical apparatus of delicate construction which are susceptible to injury by rough handling in shipment will in every instance be shipped by express. (G.O. 86, W.D., 1912.)

Insurance.

293. The insurance of public money or property is prohibited by A.R. 596, 1913.

Express; Authority to be Shown.

294. In cases where special authority is obtained to make shipment by express, copy of authority will be attached to bill of lading. (187577—QMGO, May 5, 1903.)

Express; Letters or Packages that Can be Sent by Mail.

295. The use of freight or express lines for transmitting official letters or packages that can be sent by mail is forbidden. (A.R. 838, 1913.)

Parcel Post Shipments.

296. Packages of public property partaking of the characteristics of 4th class mail matter, weighing not more than 11 pounds and not greater in size than 72 inches, in length and girth combined, may be sent through the mails under cover of the penalty envelope. Within the first and second parcel post zones the weight may be 20 pounds or less. Penalty envelopes with return address may be furnished to any person from whom official information is desired, but will not be furnished to merchants or other dealers to cover the transmission of public property, or the return of official vouchers. (A.R. 837, 1913.)

Vehicles.

297. For instructions as to shipment of vehicles, see paragraphs 189 to 194.

Transportation of Animals

State Sanitary Requirements.

298. The following are the State sanitary requirements governing the admission of horses and mules:—

Alabama: Health certificate, and if exposed to glanders, mallein test chart must accompany same. Designate each animal as mare, gelding, stallion, horse mule or mare mule. No ticky horses or mules shall be brought into Alabama.

Arizona: Health certificate, preferably including mallein test.

Arkansas and California: Health certificate.

Colorado: Health certificate, including mallein test.

Connecticut, Delaware, District of Columbia Florida and Georgia: None.

Hawaii and Idaho: Health certificate, including mallein test chart.

Illinois: None.

Indiana: Certificate of soundness for stallions along with affidavit showing them to be free from contagious, infectious, or communicable diseases.

Iowa and Kansas: Health certificate, including mallein test.

Kentucky: Health certificate issued within four days prior to date of shipment showing animals to be free from con-

tagious and infectious diseases communicable to man.

Louisiana: Health certificate showing freedom from all contagious, infectious, and communicable diseases.

Maine: Any person or persons bringing horses or mules into the State must have a permit and shall notify the livestock sanitary commissioner, Waterville, Maine, within 48 hours, after their arrival, who shall at once cause the same to be examined either by a physical examination or to be tested with mallein, or the blood test used, at the expense of the owner, and if an animal is found to be glandered no compensation shall be allowed.

Maryland: Health certificate.

Massachusetts and Michigan: None.

Minnesota: All branded horses, or mules imported into the State must be accompanied by a health certificate, including mallein test, certifying that animals have been examined and mallein tested within 30 days prior to date of shipment and found free from glanders.

Mississippi: Health certificate.

Missouri: Health certificate showing freedom from all contagious, infectious or communicable diseases.

Montana: Health certificate, including mallein test.

Nebraska: Health certificate.

Nevada: Health certificate, including mallein test certificate. Physical examination of stallions for dourine. Certificate and record of mallein test mailed to State Quarantine Board, veterinary division, University of Nevada, Reno, Nevada, on date of shipment.

New Hampshire and New Jersey: None.

New Mexico: Health certificate.

New York: Must be free from contagious or infectious disease.

North Carolina: Health certificate when horses are for breeding purposes.

North Dakota: Health certificate, including mallein test made within 30 days prior to entry into State. Certificate for stallions should, in addition, show the animals free from infectious, contagious or transmissible diseases or unsoundness.

Ohio: None.

Oklahoma: Health certificate, stating particularly that stock is free from ticks.

Oregon: Health certificate including the mallein, complement-fixation, or other officially accepted test.

Pennsylvania: Must be free from transmissible diseases.

Rhode Island: None.

South Carolina: Health certificate. Mallein test of any exposed animals.

Tennessee: Must be free from equine scabies, Texas fever, ticks, glanders, or other contagious, infectious, or communicable diseases. Horses and mules originating in a quarantined area, quarantined on account of existence of Southern, splenic or Texas fever outside of the State of Tennessee, shall not at any time be transported, driven, or allowed to drift therefrom into any portion of Tennessee, unless they are dipped in a standard arsenical solution either at point of origin, in transit, or on arrival at destination.

Texas: Health certificate.

Utah: Health certificate, including mallein test chart. For stallions, certificate that they are not afflicted with dourine; and for mares, that they are free from contagious abortion. The tests to have been made not more than 20 days next prior to date of shipment from State of origin.

Vermont: Must be accompanied by (a) permit from Vermont live-stock commissioner, White River Junction, Vermont, specifying the number of head and the State or country from which shipment is made, and destination in Vermont, of (b), certificate of inspection by a competent and reliable veterinarian, or (c) certificate of inspection and mallein test signed by an inspector in the employ of the Bureau of Animal Industry.

Virginia: None.

Washington: Physical inspection.

West Virginia: None.

Wisconsin: Health certificate, giving description of each animal. Those animals known to have been exposed to glanders should be mallein tested.

Wyoming: Health certificate.

The above requirements of the various States are in the interests of the general public and should be observed on shipments of horses or mules for the army into said States under normal

conditions. In time of war, or other public emergency, authority of the War Department should be obtained for waiving these requirements. The inspection necessary should be made before shipment and copy of certificate furnished the attendant accompanying the animals. The original certificate should be mailed, with the original bill of lading, to the consignee.

Payment of Fees.

299. The payment of a fee to State authorities for inspection is unauthorized and reimbursement for any payments of this nature by railroad companies or the attendant accompanying the animals can not be made.

Disinfecting Stock Cars.

300. To disinfect a stock car, spray with cloride of lime 2 per cent solution; or creolin solution, 60 c.c. (4 tablespoons) in a bucket of water; or clean thoroughly and whitewash with freshly prepared whitewash.

Loading Animals.

301. For instructions as to loading animals, see paragraph 196.

28-Hour Law.

302. The Act of June 29, 1906 (34 Stat. 607), provides in brief that during shipment by common carriers animals shall not be confined in cars, boats, or vessels of any description for a longer period than twenty-eight consecutive hours without unloading the same into properly equipped pens for resting, watering and feeding for a period of at least five consecutive hours, unless prevented by storm or other accidental or unavoidable causes which cannot be anticipated or avoided by the exercise of due diligence and foresight; providing, that upon the written request of the owner or person in custody of that particular shipment the time of confinement may be extended to thirty-six hours.

There is nothing in this statute which expressly exempts shipment of Government animals but the Judge Advocate General of the Army has held: "The statute does not apply to the shipment of Government animals, particularly those belonging to the Army." (A.G.O. 2389310.) Where the necessity for expeditious movement is such as to warrant disregard of the provisions of the above statute relative to unloading for resting, the commanding officer of each train, or section thereof, should furnish the representative of the railroad a certificate stating that it is necessary in the military service for such animals to be forwarded through to destination in the shortest possible time without stopping to unload.

Attendants Accompanying Animals.

303. The following instructions relative to transportation of attendants accompanying shipments of live stock must be complied with literally by all shipping quartermasters:

(1) *Free transportation, carload shipments*:—An attendant is in most cases furnished free transportation to destination of live stock with one car of horses or mules, but no free return transportation is furnished except as provided in subparagraph (3) below.

(2) *Free transportation, less carload shipments*:—In Official Classification territory, i. e., territory east of Chicago or St. Louis, and north of the Ohio and Potomac Rivers (including Front Royal, Va., when destined to this territory), an attendant is furnished free transportation to destination, but in all other territory, western and southern, free transportation is not furnished to attendants with less than carload shipments.

(3) *Free return transportation for attendants traveling to place of hire after conducting live stock*:—In the territory west of Chicago and the Mississippi River (including the States of Illinois and Wisconsin), but not including the States of California, Oregon, or Washington, or local stations on the Southern Pacific Co. in Arizona, free return transportation will be furnished an attendant who has accompanied a carload of horses or mules.

NOTE:—On carload shipments of horses or mules from location station of the Chicago, Milwaukee and St. Paul, Great Northern, or Northern Pacific Railroads to a distination located on same railroad in Oregon or Washington, free return transportation will also be furnished an attendant.

(4) *Method of securing transportation for attendants accompanying live stock*:—In cases where an attendant, or attendants, accompany shipments of animals in carload or less carload lots, no separate transportation request will be drawn by shipping quartermasters for their transportation, but bill of lading which is issued for the shipment of live stock will be indorsed "Transportation required for_____or attendants," (giving names and addresses in each case, if practicable) and shipping officers will immediately arrange with agents of common carriers to issue transportation for attendants on this authority. The fare of attendants, when not carried free, will be paid by the disbursing quartermaster in connection with the freight charges on the live stock when settlement is made on bill of lading.

(5) *Method of securing return transportation for attendants*:—(a) Where, as shown in subparagraph (3), free return transportation is authorized under the regulations of the carriers concerned, no return transportation request will be issued by the Quartermaster Corps, but attendants will be instructed to present their stock

contracts to agents at destination and secure transportation without cost to the Government in accordance with the rules noted above.

(b) When it is necessary to furnish return transportation, to enable the attendants to return to their proper stations, and where no free transportation is authorized under railroad rules, transportation requests will be issued for the return journey of the class and under the conditions shown below. This transportation will preferably be issued by the shipping officer at originating point, but if not practicable to do so, may be issued by the quartermaster to whom consigned at destination. In cases of shipments to points in Oregon and Washington, from points east of St. Paul, Minn., transportation at one half first-class limited fare is furnished the returning attendant and transportation request issued for such travel will be indorsed "One half first-class limited, returning attendant, Trans-Continental Freight Bureau Regulations."

Class of transportation to be furnished for attendants returning:—Attendants returning from accompanying shipments of animals will be furnished the same class of transportation as is provided under their grade in paragraph 228 to 232. The transportation requests issued for this class of travel must be indorsed under "Nature of Journey," "Stock Attendant Returning—Private Animals," or "Stock Attendant Returning—Public Animals," as the case may be.

Expenses Incident to Shipment of Animals.

304. It is the intention of the Quartermaster Corps that shipments of public animals on Government bill of lading shall be fully foraged by the Quartermaster Corps from originating point to destination, but for other expenses, such as loading, unloading, resting, watering, and for occasional emergency feeding charges that may have to be incurred en route, attendants in charge of live stock will be furnished by the shipping quartermaster in all cases with a form of certificate indicating number and date of bill of lading, issuing officer, shipping point, destination, and routing, to be used by them in calling for services of the character referred to above when in transit. These certificates to be signed in duplicate by the attendant in charge. One copy to be given to the agent of the carrier at the point where the services are performed and one copy delivered by him to the consignee, to be forwarded by the latter to the disbursing officer, who will settle the charges on bill of lading, as shown by paragraph 106 hereof. (Cir. 30, Q.M.G.O., 1913.)

305. The Quartermaster Corps will transport

Transportation of Mounts. Regulations Governing.

for officers changing station, and for graduates of the United States Military Academy assigned to mounted organizations upon first assignment to station, the number of horses for which they are legally entitled to forage and an attendant to accompany the horses when necessary, subject to the following restrictions:

1. That the expense to the United States shall not exceed $100.00 for each horse transported. The entire cost of such shipment may be paid by the Quartermaster Corps, but if the entire cost exceed $100.00 for each horse, including transportation of attendant, if any, the excess must be refunded to the Quartermaster Corps by the owner. The expenses of the attendant other than his transportation will not be paid by the Quartermaster Corps, except that when an enlisted man is ordered to be such attendant there may be paid also commutation of rations when necessary.

2. That the shipment shall be made at a valuation of not to exceed $100.00 per animal, unless the owner pays, under the regulations of the Quartermaster Corps, the cost incident to increased valuation.

3. That the horses are owned by the officer and are intended to be used by him at his new station in the public service.

4. The horses of deceased or retired officers or officers ordered to their homes to await retirement, or of officers effecting a voluntary transfer, will not be transported at public expense.

5. When horses are purchased by officers at points other than their station the Quartermaster Corps will transport them from points of purchase to the station of the officer, provided the officer is entitled to have and has not had his authorized private mounts shipped from his old to his new station, and provided, when the cost of shipment from point of purchase to new station exceeds the cost from the old to the new station on last change of station, the officer will deposit the excess cost with the shipping officer when shipment is made by the Quartermaster Corps.

6. Officers ordered for extended service over the seas or to Alaska, if they so desire, may have their authorized mounts transported from their old station to any designated point in the United States for safe-keeping, and upon their return transported to their new stations in the United States.

7. Private mounts of officers in excess of the authorized number of mounts may be shipped on the same Government bill of lading with authorized mounts, upon deposit with the shipping

officers, prior to shipment, of a sum equal to the commercial freight charges on the excess mount or mounts, to be ascertained from or through the agent of the carrier at point of shipment, and cost of exchange for remittance to the officer who will settle the transportation charges. The excess mounts will not be shipped on Government bill of lading unless such deposit be first made.

8. Officers making application for shipment of mounts will in all cases specify the last change of station, referring to orders under which it was made, and also the number of private mounts previously transported, if any, on last change of station.

Officers detailed on service in a foreign country and required to be mounted should furnish their own mounts, such mounts to be transported to and from their foreign stations at the expense of the United States, the limitation in the cost of transportation, as prescribed in section 1 of this paragraph, being waived in such cases. However, if an officer below the rank of major so desired, a public mount may be assigned to him and transported as hereinbefore provided, or, if it be to the interest of the United States, a mount may be purchased for him in the vicinity of his foreign station. Such officers should advise the War Department by which method they desire to be furnished mounts. (Under present regulations of the Department of Agriculture, animals cannot be returned from the Philippine Islands to the United States.) (A.R. 1098, 1913.)

Transportation of Mounts to Remount Depots.

306. 1. An officer of the Army will be permitted to have his authorized private mounts (stallions excepted), for which forage is allowed, shipped to and cared for at a remount depot during his absence on foreign service or while on duty in Alaska.

2. The officer will make written application for permission to send his mount to a designated remount depot, upon receipt of which the post or regimental commander will cause the horse to be examined by a veterinarian as to soundness and will make a personal examination as to fitness as an officer's mount, and the post commander will indorse on the application the result of the examination and then forward the application directly to The Adjutant General of the Army for the decision of the Secretary of War. No horse will be shipped to a remount depot that does not pass both inspections, above provided for, and indicate prospective suitability for military service at probable termination of the officer's foreign service.

3. The horses will be shipped to and from the remount depot and kept there entirely at the risk of the owner. An officer in charge of a remount depot shall have the right to destroy a horse belonging to an officer when necessary to prevent contagion or to terminate suffering; and neither the Government nor the authorities at a remount depot will be held responsible in case of accident or disease. In case of death or destruction of an officer's horse at a remount depot the affidavit of the veterinarian and the certificate of the officer in charge or his asistant will be forwarded to the owner, and will operate to relieve the officer in charge of further responsibility.

4. An officer's mount, upon arrival at a remount depot, will be lip-branded and an accurate descriptive card, showing the owner's name, will be prepared. The same care and attention as regards handling, stabling, grooming and feeding will be given the mount as is accorded a horse purchased by the Government for military service and will include turning out to pasture during six or eight months in the year and feeding in open sheds in pasture during the remainder of the year.

5. On account of climatic conditions shipments of officers' horses to and from Fort Keogh Remount Depot should be avoided between November 1 and April 1. (A.R. 1099, 1913.)

Transportation of Mounts. Descriptive Card.

307. When private mounts of officers are shipped on change of station under the provisions of par. 1098, A.R., 1913, a descriptive card of each mount will accompany the invoice covering the shipment so as to enable the receiving officer readily to identify the animal upon arrival at destination. (Par. 11, G.O. 6, W.D., 1915.)

Transportation of Mounts. Certificates.

308. All private mounts turned over to the Quartermaster Corps for transportation must be accompanied by a certificate, in duplicate (Q.M.C. Form 470), signed by the owner of the mounts, stating that they are authorized mounts and intended for use in the public service at the new station, and giving reference to the order for the change of station. These certificates should be attached to the memorandum bill of lading. Officers desiring to ship their private mounts to the Philippine Islands should, before they leave the United States, execute certificates showing that it is proposed to use them in the discharge of their official duties, the certificate to accompany other papers pertaining to the animals transported to the Philippine Islands. (Bul. 2, W.D., 1915.) Q.M.C. Form 470 can be used for this purpose.

309. For instructions relative to disposition of the amount collected under section 7, par. 1098, A.R., see par. 340 hereof.

Excess Mounts over Authorized Number.

310. Where private mounts are to be shipped to any point over-sea, or in Alaska, instructions should be requested from the Quartermaster General before shipments are made.

Transportation of Mounts. Over-sea Shipments.

311. The duly authorized private mounts will be transported at public expense to and from their proper stations for student officers detailed for the courses at the following schools:

Transportation of Mounts to Service Schools.

a. The Army War College, Washington, D. C.
b. The Army School of the Line, Fort Leavenworth, Kans.
c. The Army Staff College, Fort Leavenworth, Kans.
d. The Army Signal School, Fort Leavenworth, Kans.
e. The Army Field Engineer School, Fort Leavenworth, Kans.
f. The Mounted Service School, Fort Riley, Kans. (Second year course.)
g. The Coast Artillery School, Fort Monroe, Va.
h. The Engineer School, Washington Barracks, D. C.

. Private mounts will *not* be transported at public expense for student officers detailed for the following courses:

a. The Mounted Service School, Fort Riley, Kans. (Field Officers' course.)
b. The Mounted Service School, Fort Riley, Kans. (First Year course.)
c. The Army Medical School, Washington, D. C.
d. The School of Fire for Field Artillery, Fort Sill, Okla.
e. The School of Musketry, Fort Sill, Okla.

312. An officer stationed at point where he is on mounted status and who is transferred to another station as an unmounted officer will be furnished transportation at public expense for his authorized mounts. (A.G.O. No. 1716007.)

Transportation of Mounts. Change of Status.

An officer on change of station from a point where he is on a dismounted status to a station where his duties require him to be mounted will be furnished transportation for his authorized private mounts at public expense. (A.G.O. No. 1789773. A.G.O. No. 2297849.)

An officer who is on a dismounted status and changes station as an unmounted officer but after arrival at his new station is assigned to duty which requires him to be mounted is not entitled to transportation at public expense of his private mounts from his old station. (A.G.O 1706935.)

313. Circular 81, W. D., 1908, provides that "Officers of the Army on the Retired List who may be detailed to active duty in the recruiting service * * * are not officers required to be mounted." Shipment of mounts of retired officers ordered on recruiting service should, therefore, not be made at public expense.

Transportation of Mounts. Retired Officers on Recruiting Duty.

Transportation of Mounts. Horse Shows and Horse Races.

314. The transportation at public expense of officers, enlisted men or horses for the purpose of participating in horse-shows or horse-races is unauthorized, unless the troop, battery, or company to which the officers, enlisted men or horses belong is ordered by the Secretary of War to attend. (Act of April 27, 1914.)

Transportation of Mounts. Resigned Officers.

315. An officer who resigns from the service is not entitled to transportation, at public expense, to his last station, of his private mounts, unless such transportation was begun before the tender of his resignation. (A.G.O. No. 2338263.)

Transportation of Mounts. Medical Reserve Corps.

316. Medical Reserve Corps officers ordered to active duty are entitled to transportation of their mounts at public expense. (Cir. 13, W. D. 1909.)

Transportation of Mounts. Transport Surgeon.

317. An officer of the Medical Corps assigned to duty as transport surgeon can not have his mounts transported at public expense to the home port of the transport. (A.G.O. 1771734.)

Transportation of Mounts. Officers Taking Test Rides.

318. The horses of officers taking riding tests will not be sent to the place where the test is held except when it can be done without cost to the United States. (Cir. 59, W.D., 1909.)

Transportation of Mounts. Officers on Militia Duty.

319. Duty with the organized militia of officers of the active list and of retired officers does not require them to be mounted in the sense contemplated in paragraph 1272, A.R. 1913. (G.O. 121, 1911.)

The above order is not to be construed as prohibiting transportation of horses of mounted officers. The Secretary of War has held that the following classes of officers on the *active* list detailed upon duty in connection with the Organized Militia are required to be mounted, and are entitled to transportation at public expense for their authorized private mounts when joining, or being relieved, from such duty:

(a) Officers of cavalry and field artillery.

(b) Officers above the grade of captain. (A.G.O 1818396.)

Transportation of Mounts. Stalling Cars.

320. There is no authority under which the cost of building stalls in box cars for transportation of private mounts can be paid from public funds. If stalls are desired by the officers concerned, the expenses of installation must be paid by the officers from personal funds. Q.M.G.O. 431245.)

Private Mounts—Returned from Abroad—Customs Regulations.

321. The following information will be found of value to officers ordered abroad who take with them their private mounts, and who desire their mounts returned upon their change of station back to the United States. In order to facilitate prompt admittance of private mounts at port of

entry, the following instructions should be complied with:

1st. Certificates in duplicate are required from the owner of the horse to the effect that he had had the horse in his possession for at least 6 months, and to the best of his knowledge and belief it has not been exposed to contagious disease.

2d. From the agent in charge of the district of the foreign country in which the horse had been, to the effect that to the best of his knowledge and belief there is no contagious disease existing in the said district to which said horse had been exposed.

3d. A certificate of a local veterinarian that he had made an examination of the horse, and found it to be free from disease.

All of these certificates should, of course, show details as to ownership of the horse, age, sex, and full description.

In accordance with tariff laws and regulations of the Secretary of the Treasury, in order to secure entry without payment of import duties, a formal entry must be made of the horse at the port of entry, by the owner, or his agent, in writing. With the entry must be filed a declaration by the foreign exporter of the horse made before a U. S. consul stating that the horse was exported from the United States. The entry should be accompanied by evidence of exportation, which in the event the horse was returned to the original port of exportation, will be on the records of the Custom House at that port. The person making entry must verify same by oath. In the event that the horse does not come in at the port of original exportation, a certificate of exportation must be furnished or a bond for its production may be given in the sum equal to the duties which may be assessed if the horse were of foreign origin. The collector may waive the production of evidence of outward shipment when satisfied from an examination of the horse that it is of American origin, and an affidavit of the owner shows that it is impracticable to obtain such evidence. Where horses are purchased by officers in foreign countries, free entry can not be secured, and the officer owning the horse must pay from personal fund the amount of import duties imposed.

Transportation of Baggage, Household Goods, Personal Effects and Professional Books

Regulations Governing Transportation of Baggage.

322. In changing station authorized allowances of baggage will be turned over to the quartermaster to be packed, crated, weighed and marked for transportation as freight by ordinary freight lines. When necessary packing, crating, weighing and marking may be done by the Ordnance Department at arsenals, armories, or ordnance depots, or it may be done by the Engineer Department at places where labor and supplies are available, in which cases settlement will be made as provided in paragraph 619, A.R.

Allowance for Each Grade.

323. The baggage to be transported at public expense, including mess chests and personal baggage, upon change of station, will not exceed when packed and crated the following gross weights:

Rank	In the field or temporary change of station.	Permanent change of station.
	Pounds	Pounds
Lieutenant General	1,500	15,000
Major General	1,000	10,500
Brigadier General	700	8,400
Field Officer	400	7,200
Captain	200	6,000
First Lieutenant, Contract Surgeon and Acting Dental Surgeon	150	5,100
Second Lieutenant and Veterinarian	150	4,500
Noncommissioned officers above grade 17, paragraph 9		3,000
Noncommissioned officers, grade 17, paragraph 9, upon change of station without troops		1,500
Pay Clerk, Quartermaster Corps		3,000
Civilian employees of the Classified service transferred for the good of the service		3,000

These allowances are in excess of the weights transported free of charge under the regular fare by public carriers. They may be reduced pro rata by the commanding officer, if necessary, and may in special cases be increased by the War Department on transports by water.

Invoices.

324. Invoices of household goods or personal effects turned over to the shipping officer will be accompanied by a certificate showing that the goods are property of the officer, noncommissioned officer, or civilian employee requesting the shipment.

325. Baggage in excess of the foregoing allowances will be shipped upon the same bill of lading with the regulation allowance upon deposit with the shipping officer, prior to issue of the bill of lading, of a sum equal to the commercial freight charges on the same, to be ascertained from or through the agent of the carrier at point of shipment, and cost of exchange for remittance to the officer who will settle the transportation charges. The excess will not be shipped on Government bill of lading unless such deposit be first made. Execss Over Allowances.

326. Bills of lading covering shipments of baggage will in all cases carry notation "Released valuation $10 per 100 pounds," unless the owner files written authority with the shipping quartermaster to ship his entire baggage unreleased. In the latter case bills of lading must carry the notation "unlimited valuation," provided the owner deposits with the shipping quartermaster a sum equal to the additional commercial cost of shipment at "unlimited valuation." Released Shipments.

327. An officer detailed for duty in a foreign country as a military attache is entitled to packing, crating, and transportation of professional books and papers and the number of pounds of personal baggage specified in the table above. Military Attaches.

328. The Quartermaster Corps will pack, crate and transport the authorized change of station allowance of baggage and professional books and papers for officers or enlisted men upon retirement; or who die in the service, from their last duty stations to such places within the limits of the United States as may be the homes of their families, or as may be designated by their legal representatives or executors; also 150 pounds of baggage, inclusive of the quantity carried free by transportation companies, for enlisted men below grade 17, paragraph 9, Army Regulations, who die in the service, from their last duty stations to such places within the limits of the United States as may be the homes of their families, or as may be designated by their legal representatives or executors. Retirement or Death.

329. An honorably discharged officer is not entitled to the transportation allowance mentioned in this paragraph, but he will receive 4 cents a mile for travel allowance from the place of his discharge to the place of his residence at the time of his appointment, or to the place of his original muster in to the service. (A.R. 1137, 1913.) Honorably Discharged Officers.

330. Packing, crating and transportation of the authorized allowance of baggage for permanent change of station is authorized for officers of the Medical Reserve Corps when joining for duty Medical Reserve Corps.

under the order placing them upon active duty in the service of the United States, for officers of the Medical Corps appointed from officers of the Medical Reserve Corps on active duty in the service of the United States, from the place of their appointment to their first station on joining for duty, and for such contract surgeons and acting dental surgeons as may be employed when they join for duty under the first order, and also on return to their homes on the termination of their contracts, if provided for in the contracts. (A.R. 1138.)

Graduates of Military Academy.

331. Packing, crating and transportation for 1,500 pounds of baggage will be furnished to graduates of the United States Military Academy and officers promoted from the ranks on their first assignment to duty as commissioned officers (from their homes or former stations). With these exceptions, transportation of baggage at public expense is not authorized when joining for duty on first appointment to the military or civil service, nor upon reinstatement or reappointment, nor to effect transfers from one station to another, at the request of those transferred. Officers on temporary duty are entitled only to the allowance for temporary change of station as authorized in paragraph 353. (A.R 1138.)

Officers Promoted from the Ranks.

Over-sea Service.

332. In lieu of the allowance authorized for permanent change of station, and officer detailed as an attache of an officer, noncommissioned officer, or civilian employee entitled to an allowance of baggage under the provisions of paragraph 353 under orders for extended service over the sea or for duty in Alaska is entitled to have his full allowance transported from the station he leaves to his home or to the nearest convenient place of storage, and, upon resuming duty in the United States, from such places to his post of duty, or, if he so desires, a portion of his allowance may be shipped abroad and the balance to such point as he may designate in the United States for storage. Officers, noncommissioned officers, and civilian employees desiring to make shipment of baggage under the preceding clause will furnish shipping officers with a certificate showing whether other shipments have been made or are contemplated at public expense to or from other points, and if so the weight of such property. (A.R 1138.)

Enlisted Men.

333. In case of either permanent or temporary change of station of enlisted men under conditions that render it impracticable or inadvisable to take their personal effects with them at the time, subsequent transportation of the personal effects

of such enlisted men, not to exceed 150 pounds for a man, is authorized, upon approval by Department Commanders, or by commanding officers of posts, stations, or commands that are exempted from the control of Department Commanders. (A.R 1138, 1913.)

Unauthorized Shipments.

334. Except as shown in paragraphs 328 to 362 hereof, transportation of baggage from a point other than former station or to a point other than new station is not authorized.

Professional Books and Papers.

Officers.

335. The Quartermaster Corps will pack, crate, and furnish transportation for the prescribed regimental and company desks, for the books, papers, and instruments of staff officers necessary to the performance of their duties, and for the medical chests of medical officers; also for the professional books, including standard works of fiction, of officers changing station, officers ordered home for retirement, graduates of the United States Military Academy, and officers joining on first appointment, which they certify belong to them and pertain to their official duties. Invoices of packages turned over to the shipping officer will be accompanied by the certificate of the officer as to character of books, and a certified copy will be attached to the bill of lading issued at the initial point of shipment.

Shipment of professional books will be made at released valuation except as provided for the baggage allowance in paragraph 326 hereof. (A.R. 1139, 1913.)

Professional Books, Noncommissioned Officers.

336. In addition to the baggage allowance shown in paragraph 323, not to exceed 500 pounds of professional books will be transported at public expense for noncommissioned officers above grade 17, paragraph 9, A.R., upon the certificate of the noncommissioned officer as provided in paragraph 337.

Certificates.

337. All officers, noncommissioned officers, and civilian employees, shipping household goods must submit to the shipping quartermaster at the earliest practicable moment an accurate list or shipping invoice on Q.M.C. Form 201 of all property turned over by them for shipment. The same system for numbering containers should be followed as outlined in paragraph 184 for property of organizations. Shipping invoices should then be prepared. These invoices must be accompanied by a certificate, in duplicate (Q.M.C Form 468), showing that the goods are the personal property of the person for whom they are to be shipped, and also any other shipments made, or contemplated, on the same change of station. Shipments of professional books or papers must be accom-

panied by a certificate, in duplicate (Q.M.C. Form 454), that the packages contain professional books or papers necessary in the performance of official duties.

When an officer goes on foreign service, he should carefully preserve and take with him all data concerning property he has stored. This data will be needed on transport returning to the United States, in order that he can furnish proper certificates to the quartermaster at the port of entry as to weight of property he will ship from point of storage to his new station. This will enable the shipping quartermaster to determine whether there is any excess to be paid.

Baggage Accompanying Officers.

338. When an officer under orders for temporary duty or permanent change of station certifies that it is necessary for his field allowance of baggage to be transported to his temporary or permanent station, the Quartermaster Corps will furnish transportation for the same by freight, unless in cases of emergency transportation by express is authorized by the Secretary of War. The total amount of baggage transported at public expense will in no instance exceed the allowance provided by paragraph 323 hereof. (A.R. 1123, 1913.)

Dental Outfits Accompanying Dental Surgeons.

339. Dental chairs and dental outfits that accompany dental surgeons or acting dental surgeons on their temporary changes of station, will be forwarded by express at public expense. (A. G.O. 2136284.)

Excess Over Authorized Allowance of Baggage or Mounts.

340. The following instructions governing shipments on Government bills of lading of excess baggage under the provisions of paragraph 1136, A.R., 1913, and of private mounts of officers in excess of the authorized mounts under the provisions of paragraph 1098, A.R., 1913, are published for the information and guidance of all officers of the Army on duty in the Quartermaster Corps:

(1) Officers, enlisted men, or civilian employees desiring to ship excess baggage on Government bill of lading under the provisions of paragraph 1136, A.R., will confine such excess shipments to articles of personal or household application, owned by themselves or members of their own families, similar to those heretofore considered as properly part of the regulation change of station baggage allowance, and in no case to include animals of any kind, other than private mounts of officers actually owned by them, which are provided for in paragraph 1098, Army Regulations.

(2) The deposit to guarantee freight charges on the excess shipment will be in an amount suffi-

cient to cover the commercial charges, and may be in cash, in which case it will include the cost of exchange to be purchased, or registered mail charges, and will be receipted for by the officer with whom deposited, or negotiable bank draft or similar instrument of exchange, payable to "order," except uncertified personal bank checks. Should the deposit be in cash, the officer with whom deposited will, without delay, convert it into the most convenient and safe form of exchange, for remittance to the settling officer, and transmit same with the copy of the memorandum bill of lading, noting thereon the amount and nature of the remittance, with name and new station of the depositor, and data as to service and employment. Remittances will be made payable to the order of the officer to whom sent by his official designation and not to him by name, in order to avoid delays and complications in case the settling officer should be changed while the remittance is en route. Postal or express money orders which can be cashed only at a certain designated post office or express office should not be used for these remittances, except where the office transmitting them is absolutely certain that the officer at the place where made payable is the settling officer.

(3) Upon receipt of a copy of a memorandum bill of lading pertaining to a shipment of excess baggage or private mounts of officers, with accompanying remittances to pay charges on excess shipment the settling officer will deposit the amount to his official credit as a special deposit, taking up the gross amount as shown by the memorandum bill of lading accompanying it. The amount of the charges on a shipment of baggage, including charges on the excess, will be paid by the Government.

The remittance received by a settling officer will not be taken up in his regular account, but will be made the basis of a special account, for which purpose a special account-current has been prepared, known as War Department Form No. 30.

Similarly, this fund should be kept in a separate account in the cash book.

All remittances received will be scheduled on War Department Form No. 31, and the amount of the schedule will be carried to the special deposit account-current.

When payment is made on a bill of lading on which a deposit was made, the amount of the deposit, if any, over the excess baggage charges will be refunded to the owner of the baggage, an official check with a special symbol number

assigned by the Treasury Department for the purpose being used.

The refundments made during a month will be scheduled on War Department Form No. 33 and carried to the special deposit account-current as "Refunds as per schedule."

At the end of the month the various amounts deposited to cover excess shipments that pertain to bills of lading paid during that month will, after deducting the amounts of the refundments, be dropped from the special account-current on the line "Transfer to General Account" and taken up in the regular account under "Transportation of the Army" and be deposited to the credit of the Treasurer of the United States for credit of that appropriation.

(4) If copy of memorandum bill of lading is received by the wrong officer for settlement, it will be at once transmitted, with the remittance properly indorsed, to the proper settling officer in accordance with existing rules of the Quartermaster Corps for the disposition of copies of memorandum bills of lading wrongly sent. (Cir. 15, Q.M.G.O., 1914.)

Reimbursement Cannot be Made for Charges Paid for Transportation of Baggage.

341. The regulations provide that baggage must be turned over to the Quartermaster Corps for shipment, and the Comptroller of the Treasury has consistently held that there is no authority for the reimbursement of officers or others who make shipments of baggage at their own expense. Officers stationed at points where there is no quartermaster, should call upon the department quartermaster for authority for such transportation.

If conditions are such that there is not sufficient time to await Government bills of lading, the shipment may be made on a commercial bill of lading collect, and the charges guaranteed by the shipper, and action will be taken as outlined in paragraph 90.

Baggage—What is Included.

342. The term "personal baggage" referred to in paragraph 1136, Army Regulations, 1913, is interpreted to include the horse equipment issued under the provisions of paragraph 1520, Army Regulations, 1913. (Cir. 47, W.D., 1909.)

Groceries and provisions are in no proper sense to be classed as baggage or household goods. (J. A.G., June 22, 1912; 361-QMGO, June 26, 1912.)

Automobiles, or other vehicles, may be included as part of an officer's change of station allowance of baggage, but in case there is an excess over authorized allowance the Comptroller of the Treasury has held that the automobile must be considered as the excess and the officer pay the

amount charged for its transportation or the proportionate cost thereof, if the excess weight is less than the total weight of the automobiles.

Shipments to Service Schools.

343. Personal effects within the change of station allowance will be transported at Government expense to and from their proper stations for student officers detailed for the courses at:

(a) The Army War College, Washington, D. C.
(b) The Army School of the Line, Fort Leavenworth, Kansas.
(c) The Army Staff College, Fort Leavenworth, Kansas.
(d) The Army Signal School, Fort Leavenworth, Kansas.
(e) The Army Field Engineer School, Fort Leavenworth, Kansas.
(f) The Mounted Service School, Fort Riley, Kansas. (Either first or second year course.)
(g) The Coast Artillery School, Fort Monroe, Va.
(h) The Engineer School, Washington Barracks, D. C.
(i) The Army Medical School, Washington, D. C.

Personal effects will not be transported at Government expense to and from their proper stations for student officers detailed for the courses at:

(a) The Mounted Service School, Fort Leavenworth, Kansas. (Field Officers' course).
(b) The School of Fire for Field Artillery, Fort Sill, Oklahoma.
(c) The School of Musketry, Fort Sill, Oklahoma. (Bulletin No. 4, W. D., 1916.)

Change of Status.

344. An officer detailed in the Ordnance Department with higher rank than that held by him in the line of the army on relief from such detail assumes his former rank and is only entitled to transportation at public expense of the amount of baggage authorized for the lower grade. (Bulletin No. 29, W.D., 1913.)

Assignment to Transports.

345. The assignment of officers and noncommissioned officers to the transport service on the Pacific Coast has been construed as entitling them to shipment of personal effects, within their allowance if they so desire, to a point of storage in the United States, under the provisions of paragraph 1138, A.R., 1913. (376982-QMGO, July 24, 1912.)

Transfer of Property with Hospital Corps.

346. In cases where the Army Regulations, General Orders, and other authorized manuals are silent on the subject and it is considered necessary to transfer with a member of the Hospital Corps changing station any articles of public property, the order directing the travel of the soldier should in each instance specify the articles of this character which the soldier should carry. (Circular No. 56, W.D., 1905.)

347. Upon the transfer of an officer of the Medical Reserve Corps from the active to the inac-

Medical Reserve Corps Officers.

tive list, shipment of authorized allowance of baggage to point other than his former home may be made, provided that the officer presents his application for the shipment approved by the Quartermaster General, and deposits the difference in cost with the shipping quartermaster. (385606-QMGO, Oct. 3, 1912.)

Shipment on Retirement or Decease.

348. A limit of one year from date of retirement or decease is fixed during which the change of station allowance of the personal effects, professional books and papers may be transported at public expense to the homes of retired officers or to such points within the limits of the United States as the relatives or friends of deceased officers may designate.

All property shipped after the time limit herein fixed will not be at public expense. (Cir. No. 63, W.D., 1905.)

Wholly Retired Officers.

349. The shipment to their homes of property of wholly retired officers can not be made at public expense. (See Secs. 1252 and 1275 R.S.)

Honorably Discharged Officers and Officers who Resign.

350. The property of honorably discharged officers, or of officers who resign from the service, can not be transported to their homes at public expense on such discharge or resignation.

Hauling Baggage.

351. For information relative to hauling household goods and other baggage, see paragraphs 389 to 392.

Packing and Crating Baggage

Regulations Governing Packing and Crating.

352. The maximum money allowance for packing and crating for each grade, exclusive of professional books and papers, will be as follows, and will not be exceeded. When less than the maximum allowance for each grade is transported a proportionate decrease in the cost of packing and crating will be made:

Rank	Permanent change of station
Lieutenant General	$90.00
Major General	63.00
Brigadier General	50.40
Field Officer	43.20
Captain	36.00
First Lieutenant, Contract Surgeon, and Acting Dental Surgeon	30.60
Second Lieutenant and Veterinarian	27.00
Noncommissioned Officers above grade 17, paragraph 9	18.00
Noncommissioned Officers, grade 17, paragraph 9, upon change of station without troops	9.00
Pay Clerk, Quartermaster Corps	18.00
Civilian employees of the classified service transferred for the good of the service	18.00

353. The maximum tare weight of any of the foregoing allowances will not exceed one fifth of the gross weight. Any saving in tare weight effects an increase in net weight. With this end in view, burlap and excelsior should be used as much as possible as a substitute for crating, and the use of lumber should be limited as much as possible. Should the owner desire lighter packing or crating than the quartermaster deems sufficient, the lighter crating or packing will be used only upon written request of the owner. (A.R. 1136, 1913.)

Maximum Tare Weight.

Burlap and Excelsior.

354. The cost of packing professional books and papers, including standard works of fiction, for officers changing station, is not included in the allowance for packing household goods, but it is thought that the material required for packing books and papers should be of such a character as not to require any expense, boxes and packing cases being usually available for such purposes. (318924-QMGO, June 13, 1911; 450923-OCQMG, April 2, 1913.)

Packing Professional Books.

355. Authority for packing and crating does not include a temporary absence or detached service from the post, but there must be an order for an actual change of station.

Packing only Authorized on Change of Station.

356. It will not be the policy of the Quartermaster Corps to hire expert packers, except when necessary on account of lack of labor at the post or station. Civilian packers will, therefore, not be paid, nor will they be permitted to furnish any materials at Government expense, except on written authority from the shipping quartermaster. The necessary barrels, burlap, excelsior, lumber, and other packing materials, should ordinarily be furnished by the shipping quartermaster. When the quartermaster gives permission for the employment of an expert packer, the officer whose property is being shipped, or his agent, should submit a signed statement showing the exact number of hours said packer worked.

Hire of Expert Packers.

357. The maximum cost of packing and crating of change of station allowance of baggage is fixed in paragraph 1136, Army Regulations, 1913, and the actual cost for the respective grades should be well within and will in no case exceed the amounts so established. The allowance for packing and crating household goods covers both material and labor and cannot be exceeded.

Maximum Cost.

358. There will be, as a rule, five methods, under one of which the supplies and services incident to the packing and crating of baggage may be provided, viz:

Methods of Providing for Packing and Crating.

First: By the use of Class A supplies on hand and Class I services available.

Second: By the use of Class A supplies on hand and employment of Class II services where no Class I services are available.

Third: By the purchase of Class A supplies where none are on hand and Class I services available.

Fourth: By purchase of Class A supplies and employment of Class II services, where there are no Class A supplies on hand and no Class I services available.

Fifth: By securing both supplies and services as a Class II non-personal service.

The first three methods shown above will be used at garrisoned posts or stations at which both Class A supplies and Class I services, or either, are available. The fourth and fifth methods apply when neither Class A supplies nor Class I services are available.

Apportionment of Funds for Packing and Crating.

359. Supplies and services incident to the packing and crating of baggage should be provided under item 205, "Supplies, Service and Transportation," the supplies as Class A, and the service as a personal service of Class I or Class II, or both supplies and services as a non-personal service of Class II.

Class I services are provided for by regular annual apportionment. The procuring of additional Class A supplies and Class II services will be provided for by additional apportionments under item 205, "Supplies, Services and Transportation," to department and depot quartermasters and quartermasters of independent station to be held as a reserve from which to make additional allotments to cover the purchase or supply on requisitions of Class A supplies for packing and crating baggage exclusively, or to replace such supplies as were used for this purpose but supplied and required for some other purpose.

Requisition for Supplies.

360. Where there are no Class A supplies for packing and crating baggage on hand and Class I services are available, requisitions for the supplies required will be forwarded to the department or depot quartermaster concerned. Where neither Class A supplies nor Class I services are available, the procurement of the material and labor necessary for the packing and crating of baggage will be considered as Class II services, non-personal, and the request for funds for services will include the cost of both supplies and services to complete the job.

Upon receipt of such requisitions or requests, department and depot quartermasters will, on

requisitions for Class A supplies take such action as may be necessary, increasing the allotment to the post, if necessary, to cover the cost of the supplies, and on requests for services, making the necessary allotment for Class II services.

Officers Stationed at Points Where no Quartermaster is Available.

361. Officers stationed at points where no quartermaster is available should when requiring packing and crating of their allowance of baggage, make application in writing to the nearest department or depot quartermaster, stating the approximate cost of the service at their station. Department or depot quartermasters receiving such applications will authorize the work done as a Class II service, non-personal, cost not to exceed the maximum cost for the grade of the officer making the application as authorized in Army Regulations.

Packing and Crating by Ordnance or Engineer Departments.

362. When necessary the packing, crating, and weighing, and marking of the authorized allowance of baggage of officers in changing station may be done by the Ordnance Department at arsenals, armories, or ordnance depots, or it may be done by the Engineer Department at places where labor and supplies are available, as authorized by paragraph 1135, Army Regulations, 1913.

Packing and Crating Should be Anticipated.

363. The packing and crating of baggage should be anticipated as much as practicable, and to this end the local quartermaster should, as soon as orders are issued or received, directing changes of stations of officers, enlisted men, or civilian employees entitled to an allowance of baggage, make requisition for such Class A supplies as are required, but not on hand, or if on hand, must be replaced, noting on the requisition the number and date of the orders directing the change and forward same as provided for other requisitions. If there are no Class I services available the usual request for Class II services will be made, indicating thereon the number and rank of the officers or enlisted men and the designation of employees, quoting number of order or orders directing the change of station.

Estimate of Funds for Packing and Crating.

364. Department quartermasters, depot quartermasters and quartermasters of independent stations will submit to the Quartermaster General, not later than the first day of the month preceding the quarter for which services or supplies are required, estimates of the amounts required for the procurement of Class A supplies and Class II services in connection with packing and crating of baggage.

Packing Material is Public Property.

365. All crates, boxes, barrels, and packing materials supplied by the Quartermaster Corps for

packing and crating baggage are public property, will be cared for as such, and so long as serviceable will be continued in use for packing and crating. (G.O. 52, W.D., 1909.)

Transportation of Funds

366. The transportation of money should always be by express. See paragraph 290.

Transportation of Athletic and Gymnastic Appliances

367. The Quartermaster Corps is authorized to transport gymnastic and athletic appliances, purchased with regimental or company funds, for the use of troops, from the nearest market to the post or station of the troops. In all cases of necessary removal the articles supplied for use in bakeries, libraries, reading rooms, schools, and gymnasiums will also be transported by the Quartermaster Corps. (A.R. 240, 1913.)

Transportation of Moving Picture Outfits and Supplies

368. Moving picture machines, films and supplies, purchased from public funds will be transported on Government bill of lading.

Lantern slides, for stereopticons, belonging to Army officers on college detail, used for the purpose of illustrating their lectures, constitute a part of their professional library and will be transported at public expense. (A.G.O. 2136299.)

Transportation of Reading Matter and Musical Instruments

Books, Reading Matter, and Musical Instruments.

369. A quartermaster is authorized to transport books and musical instruments purchased for, or donated to, post chapels or to post or company libraries, and gymnastic and athletic appliances purchased with regimental, exchange or company funds, for the use of troops, from the nearest market to the post or station of the troops. Also to furnish transportation at public expense for reading matter donated for use of the enlisted men of the Army, or the United States Military Prison at Fort Leavenworth, Kansas, such transportation to be furnished from place of donation to the post, hospital, or prison where intended for use. All such packages will be impersonally addressed and consigned to the

proper commanding officer of troops or hospitals, or the commandant of the prison. (A.R. 1144, 1913.)

Articles Donated to U. S. Military Academy, and Other Institutions.

370. The Quartermaster Corps is authorized to ship (under the regulations governing the transportation of military property, and on the same forms of bills of lading) articles donated to the Medical Museum at Washington, the library and museum of the Military Service Institution at Governor's Island, N. Y., or the United States Military Academy at West Point, N. Y. Packages will be marked with the name of the institution, and sent in care of the depot quartermaster at Washington or New York, or the quartermaster at West Point. (A.R. 1145, 1913.)

Medical Publications.

371. Medical and official publications furnished from the Surgeon General's Office to surgeons in charge of hospitals will be properly filed and preserved in the hospital library. The expense of binding these publications and those issued to department or division surgeons will be defrayed by the Medical Department, and they will be transported to and from the medical supply depots by the Quartermaster Corps. (A.R. 1463, 1912.)

Exchanged Books.

372. When the exchange of duplicate volumes in the libraries of the several military posts and service schools for other volumes for use in such libraries is to the advantage of the public service, transportation to the place where the contemplated exchange is to be made and the return transportation of the exchanged volumes are a proper charge against public funds, and shipment may be made on Government bill of lading. (Bulletin 16, W. D., 1914.)

Transportation of Supplies for Post Exchanges

373. The transportation of supplies for post exchanges will not be procured by use of a Government bill of lading, but the charges for such transportation must be met from post exchange funds.

Transportation of Supplies Purchased from Hospital Funds

374. The cost of transportation of any article purchased out of the hospital funds for the Army General Hospital at Fort Bayard, N. M., or of any military hospital, should be paid for out of such hospital fund. (20th Comp., Dec. 72)

Transportation of Supplies for the Militia

Supplies for Arming and Equipping.

375. Supplies issued to the several states and territories under the laws for arming and equipping the militia will be turned over to the Quartermaster Corps for transportation and delivery at the railroad depot or steamboat dock nearest to the point within the State or Territory designated by the Governor thereof. Separate bills of lading will be used in shipping this property. (A.R. 1143, 1913.)

Unserviceable and Unsuitable Property.

376. The cost of transportation of unserviceable and unsuitable property turned into a United States arsenal or depot is a proper charge against the appropriation "Transportation of the Army and its Supplies." (109 Militia Regulations.)

Condemmed Army Horses.

377. Government bill of lading will be issued to cover transportation of condemned Army horses issued to the militia, but the bill of lading will be indorsed: "Payable from Militia funds, State of ----------."

Transportation of Supplies for other Government Departments and Bureaus

Law Governing.

378. Hereafter the Quartermaster General and his officers, under his instructions, wherever stationed, shall receive, transport, and be responsible for all property turned over to them, or any one of them, by the officers or agents of any Government survey, for the National Museum, or for the civil or naval departments of the Government, in Washington or elsewhere, under the regulations governing the transportation of Army supplies, the amount paid for such transportation to be refunded or paid by the Bureau to which such property or stores pertain.—Act of July 5, 1885. (23 Stat. 111.)

Packing and Marking.

379. Under authority shown in paragraph 378 the Quartermaster Corps will ship all property that may be delivered to it by any Department or Bureau of the Government, but the property must be securely packed and marked with consignee and destination *before* delivery to the Quartermaster Corps. Government bills of lading will be issued as provided in paragraph 88.

Personal Effects Coast Guard.

380. The personal effects of officers of the United States Coast Guard, where shipment is to be made through the Quartermaster Corps of the Army, are to be properly packed and crated prior to delivery to that Corps. (Cir. Letter Treasury Dept., Feb. 20, 1912.)

Demurrage and Storage

381. The tariffs of all railroads provide that carload shipments must be unloaded promptly and that cars placed for loading must be loaded within a reasonable time. The time usually allowed is 48 hours after cars are placed for unloading or loading, and if not released within this time an additional charge (demurrage) is assessed. The "free time" given is ordinarily ample for loading or unloading and demurrage should not be incurred except under extraordinary conditions. In such case the quartermaster will furnish a statement to the agent of the carrier showing the actual time each car was held and an explanation as to the cause of delay. The explanation should be full and complete, as it will be attached by the agent to his bill as authority for payment. Carloads.

382. Where less than carload shipments are not removed from the freight house within a reasonable time (usually 48 hours) a storage charge is assessed by the carriers for each day the property is left in the freight house. Quartermasters will see that shipments are removed from freight houses promptly in order that additional expense may not be incurred for storage. Less than Carloads.

383. The relations between the local quartermaster's office and the local office of the carriers should be such as to insure prompt notification of the arrival of any freight. Prompt Notification of Arrival.

Transportation of Remains

384. For regulations governing the shipment of the remains of a deceased officer or enlisted man, see paragraphs 87 and 167, A.R.

Corpses must be placed in such coffins or cases as will prevent the escape of offensive odors. A certificate of a physician or health officer, stating cause of death, and that it was not from infectious or contagious disease, must be attached to waybill and duplicate pasted on top of case.

The outside case or box should be provided with at least four handles. (Official Express Rules.)

Street Car and Ferry Tickets

385. For the transportation of officers, enlisted men, applicants or rejected applicants for enlistment, and employees of the United States in the transaction of public business, street car, electric railway or ferry tickets will be supplied by the Quartermaster Corps, when this form of transportation is preferable in convenience and cost to

other forms of transportation. This will not apply to an officer traveling under orders covering mileage. Travel between place of residence and office or place of employment is not travel in the transaction of public business within the meaning of this paragraph. The tickets when purchased will be taken up on the property account and expended solely in the performance of public duty. (A. R. 1127, 1913.) See also paragraph 238 hereof, for transportation furnished discharged soldiers. Street car and ferry tickets will be purchased from the allotment made for Class A supplies.

Toll Bridges, Ferries and Turnpikes

386. Whenever it shall be necessary for troops, teams, or employees in the military service to pass on public duty over a legally constituted toll bridge, ferry, or turnpike, the officer or person in charge of the party will apply to the nearest quartermaster for a request for such passage. If he can not obtain it, he will give to the keeper of the bridge, ferry, or turnpike a certificate stating the number of persons and whether mounted or on foot, number of loose animals, teams and animals to each team for which toll or ferriage is due, and showing that the travel is on public duty. Accounts for such service, accompanied by the request, or certificates duly receipted, will be presented to the nearest disbursing quartermaster for settlement, who, before payment, will satisfy himself that the rates charged do not exceed those authorized, or paid by private individuals, and that the indebtedness was necessarily incurred for the public service. Payment will be made at the authorized or usual rates, unless more favorable terms can be obtained. (A.R. 1126, 1913.)

Drayage and Hauling

Class I Estimates.

387. Hauling by other than owned transportation, is a Class I non-personal service and estimates for such hauling should be submitted annually.

Economy.

388. Drayage and hauling by commercial means should be restricted as much as possible, and every effort made to perform the hauling with owned means of transportation.

Hauling Baggage.

389. The hauling of baggage, household goods and personal effects as an incident to its transportation is authorized at public expense, and such

hauling as may be necessary will be furnished by the Quartermaster Corps.

Reimbursement Unauthorized when Cost of Hauling is Paid by Owner.

390. There is no authority for reimbursement where the cost of hauling is paid from personal funds, the Comptroller of the Treasury having held:

"There is no law, or regulation having the force of law, which makes provision for the reimbursement of a person who hauls his baggage upon his own responsibility at his own expense. This hauling was voluntary on the part of the person concerned, and under the circumstances appearing, reimbursement of the cost of the hauling is not authorized." (Comp. Dec. Feb. 26, 1916.)

Action to be Taken When no Quartermaster Available.

391. An officer under orders to change station to, or from, a point where no quartermaster is available will communicate with the department quartermaster, requesting instructions as to hauling. If there is not sufficient time available to communicate with the department quartermaster, the officer will arrange for the hauling in the most economical manner and will forward the bill to the department quartermaster for payment, certifying thereon that the service was actually performed and secured after competition, and that the amount charged is fair and reasonable.

Excess Hauling.

392. If an officer, for his own convenience, elects to fix his residence at a point not in the city in which he is stationed under orders, and such action results in increased charges for hauling his personal effects on his change of station to or from the point at which he is stationed, the excess cost of hauling over what it would have cost to have hauled the property in the city in which he is stationed, by Government team or commercial service, will be charged against and collected from the officer concerned. (296332-QMGO, Feb. 27, 1911.)

An Army officer ordered on duty without troops at a post or station where there are no public quarters, whose baggage upon arrival is hauled to a storage house at public expense, is not entitled to reimbursement of cost of hauling baggage from storage to quarters. (20 Comp. 702.)

TRANSPORTATION CLAIMS

Claims for Reimbursement Account Transportation

Persons.

393. Travel at public expense should be on tickets procured on transportation requests. In such instances as may occur where it has been necessary to pay the transportation from personal

funds, through being unable to secure transportation request, conductor declining to honor ticket, or other reasons, the traveler will file claim, through channels, with the Quartermaster General.

Baggage.

394. As shown in paragraph 341 hereof, the Comptroller of the Treasury has refused to sanction the reimbursement of persons who have had their baggage transported at personal expense. If through *unusual* circumstances instances of this kind should occur, claim for reimbursement may be made, through channels, to the Auditor for the War Department.

CLAIMS AGAINST CARRIERS

Notification of Loss or Damage.

395. The attention of all concerned is invited to the following provisions of the Government bill of lading:

Unless otherwise specifically provided hereon, this bill of lading is subject to the same rules and conditions as govern commercial shipments made on the usual forms provided therefor by the carrier.

In case of loss or damage to property while in the possession of the carrier, such loss or damage shall, when practicable, be noted on the bill of lading before its accomplishment. All practicable steps shall be taken at that time to determine the loss or damage and the liability therefor, and to collect and transmit to the proper officer, without delay, all evidence as to the same. Should the loss or damage not be discovered until after the bill of lading has been accomplished, the proper officer shall be notified as soon as the loss or damage is discovered, and the agent of the carrier advised immediately of such loss or damage, extending privilege of examination of shipment. (Note: The "proper officer" is the officer designated to settle the account for transportation.)

Time Within Which Claim May be Filed.

396. Attention is also invited to the following extract from section 6 of the uniform commercial bill of lading:

Claims for loss, damage, or delay must be made in writing to the carrier at point of delivery or at the point of origin within four months after delivery of the property, or in case of failure to make delivery, then within four months after a reasonable time for delivery has elapsed. Unless claims are so made the carrier shall not be liable.

Quartermasters must comply fully with these rules in the case of loss or damage to public property, and so far as practicable in cases of loss

or damage to personal property or baggage transported on Government bills of lading; in the latter cases notifying the agent of the carrier in writing that claim will probably be filed by the owner, and also advising the owner of the property that it is incumbent upon him to file claim with the carrier within four months after delivery, and that if such action is not taken within the time specified the carrier will, under the provisions of the uniform bill of lading and rulings of the Interstate Commerce Commission, decline to entertain any claim. (Circular No. 24, O.Q.M.G. 1915.)

Public Property.

397. * * * Public property that has been in transit will be carefully checked upon arrival at its destination by the receiving quartermaster with the bill of lading or manifest in order to ascertain whether the carrier has fully carried out all obligations imposed upon him. Should any discrepancy, loss or damage be found, the receiving quartermaster will at once make application for a surveying officer by whom the facts will be fully investigated (unless the carrier voluntarily assumes liability for the loss) and the money value of the damage or deficiency will be charged to the party responsible therefor, whether it be the invoicing officer or the carrier. The property will be delivered by the receiving quartermaster to the officer to whom it is invoiced or to other proper consignee with a statement of the deficiency or damage and that action by a surveying officer has been requested. * * * * * In case the responsibility is fixed upon the carrier the receiving quartermaster will note on the bill of lading the deductions which shall be made for such loss or damage by the quartermaster who pays the account, and will attach to the bill of lading 2 copies of the approved report of the surveying officer. The quartermaster who pays the account will make the deduction and refund the amount stopped to the proper department in the following manner, for example: If from an account of $100.00 for transportation services there is a deduction of $25.00 for ordnance stores lost, the quartermaster will take credit under the head "Transportation of the Army" for $75.00 paid to the carrier, and also for $25.00 deposited to the credit of the Treasurer of the United States on account of "Replacing ordnance and ordnance stores;" but if the deduction is on account of forage lost by the carrier, he will take credit on his account current, under transportation, for $25.00 as carried to "Regular Supplies," under which head he will charge himself with that

amount. If, in any instance, collection can not be made, that fact, together with reasons therefor, will be reported to the proper chief of bureau.

Surveying Officer.

398. Should the officer to whom the property is invoiced on receipt of the same discover loss, damage, or discrepancy not noted by the receiving quartermaster, he will at once make application for a surveying officer, notifying the receiving quartermaster of the action.

In the case of shipments to the Philippine Islands via commercial lines, the receiving quartermaster is authorized to accomplish bills of lading on the receipt of stores, noting thereon the value of the stores lost or damaged, as shown by the invoices, plus the cost of transportation, settlement to be made with the carriers with proper deduction to cover the value of the stores and the cost of transportation, final settlement to await the action of a surveying officer, to be called for immediately by the receiving officer. (721 A.R., 1913.)

Personal Property.

399. In case of loss or damage to private property of officers, or other persons connected with the military service, that has been shipped on Government bill of lading, the Comptroller of the Treasury has decided that any claim for loss or damage to the property by the carrier is a matter between the owner of the property and the carrier, and that there is no authority of law for the withholding of money due by the Government to the carrier to reimburse the owner for the loss of his property.

The proper officer of the Quartermaster Corps will, however, exhaust every proper means to have a satisfactory adjustment made. (Cir. 14, W.D., 1910.)

The owner of the property must file claim with the carrier for any loss or damage, but the claim may be filed through the quartermaster designated to settle the account, and that officer will, in such cases, endeavor to effect a prompt and equitable settlement.

Claims Against the Government for Loss or Damage to Personal Property in Transit

When Allowed.

400. Under the provisions of paragraph 726, A.R., compensation may be made:

* * * * For the loss of or damage to the regulation allowance of baggage of officers and enlisted men sustained in shipment under orders, to the extent of such loss or damage over and above the amount recoverable from the carrier

furnishing the transporation, provided such loss or damage ocurred on or after March 4, 1915.

401. * * * * Each claim for compensation will be forwarded, through military channels, to the Auditor for the War Department and will, if possible, be accompanied by the proceedings of a board of officers showing fully the circumstances of the loss. All personal property for the loss or destruction of which payment is claimed must be enumerated and described in the proceedings of the board of officers, but the board will recommend payment for only such articles as in the opinion of the board were reasonable, useful, necessary, and proper for the claimant to have in the public service in the line of duty.

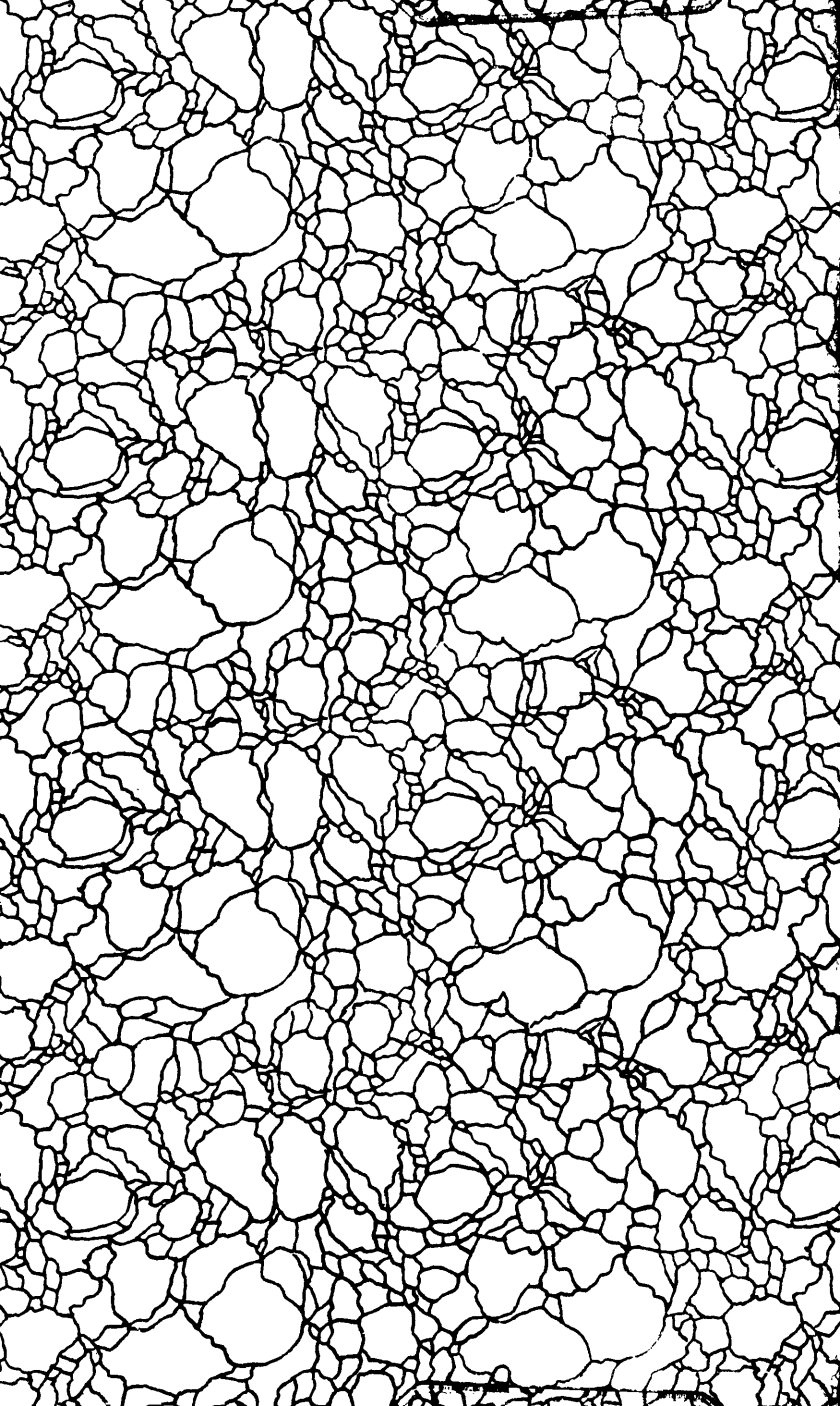
Board of Officers to Investigate Loss or Damage.

As in most cases the property for which compensation is claimed has been more or less worn, the board will determine the value of each particular article and recommend the amount to which claimants may be entitled.

402. The board should show in their proceedings the amount collected from the carrier, and this amount should be deducted from the total amount allowed.

Amount Collected from Carrier Must be Deducted from Claims.

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