VOLUNTEER DESCRIPTIVE LIST and Account of Pay and Clothing of A Recruit for the 4th U.S.C.T.

No.	NAMES.	RANK.	DESCRIPTION. Years of age.	Eyes.	Hair.	Complexion.	HEIGHT. Feet.	In.	WHERE BORN. State or Kingdom.	Town or county.	OCCUPATION.	ENROLLED OR ENLISTED. (For Drafted Men, see note 10.) When.	Where. (Town and State.)	By whom.	MUSTERED IN. (For Drafted Men, see note 10.) When.	Where. (Town and State.)	By whom. (In the case of drafted men, from what enrollment district.)	Period.	LAST PAID. By paymaster.	To what time.	BOUNTY. Paid $ (See note 2.)	Due $ (See note 2.)	CLOTHING ACCOUNT. Date of last settlement.	Total money value of clothing drawn since last settlement.
	Johnson Josiah	Pvt	22	Black	Black	Dark	5	4½	Maryland	Talbot Co	Farmer	Feb 23 1864	Talbot County Md	Capt Rinney	Feb 24 1864	Benedict Md	Capt Rinney	3 years	Maj. Lt. 1st U.S.C.T.					
																			David Lloyd					

REMARKS.

NOTES.

1.. The amount of any *extra* pay for which the soldier may be mustered, *e.g.*, as *Acting Hospital Steward*, as *Saddler*, &c., and which may be *still due* him, must be carefully noted.

2.. In the column headed "BOUNTY PAID," must be entered the *whole* amount *hitherto paid* him; in that of "BOUNTY DUE," the *whole* amount *yet due* him. Bounty paid by State authorities, and not by the United States, will not be entered on this statement.

3.. Stoppages for *loss* or *damage* done to *arms*, or other *public property*, must be noted, and the *articles*, and *particular damage* to each, specified. When stoppages are due, under sentence of a Court Martial, *a transcript of the same* must be entered here; and the amount *already stopped* must be *carefully* stated.

4.. In *every* case of *desertion*, the *date*, and that of *delivery*, or *apprehension*, must be given, together with a correct transcript of the order of *sentence* or *pardon*.

5.. *A careful settlement of the man's* CLOTHING ACCOUNT *must be made, to date, and the amount* DUE TO, *or* FROM *him must be precisely stated.*

6.. Should the man have been engaged in any *action* or *skirmish*, it must be mentioned, together with *date* and *place*. *A full and particular mention* will be made of any *wounds* he may have received in *action*, or *other injury*, whilst in the *line of his duty*.

7.. If the soldier is entitled to pay for the use of his horse, the company commander will certify to that fact on this list, and also to the time he has pay due for having been so mounted on his own horse.

8.. When a soldier is furnished with final statements, his descriptive list, if he has one, should be taken up by the officer who gives the soldier these statements, and endorsed with a statement to this effect by the officer. This endorsement should exhibit a full statement of the time for which the soldier was allowed pay on his final statements, the clothing account, and all other charges against him or in his favor, so as to comprise a complete exhibit of his account. It will then be transmitted to the company commander of the soldier, who will enter all the data necessary to a full understanding of the soldier's account on the muster roll upon which the soldier's discharge is reported. The descriptive list will then be destroyed. The object of this is, that the remaining portion of the soldier's account may be settled upon the receipt of these muster rolls, and the soldier receive any pay or allowances that may be due him at the time of his discharge, and which may not appear on his final statements from the fact that his descriptive list is incomplete. These accounts for back pay, &c., are settled by the 3d Auditor of the Treasury Dep't.

9.. Where a soldier dies in Hospital or on detached service, his descriptive list, if he has one, should be sent with his final statements, in duplicate, to the Adjutant General, Washington, D. C.

10.. Men drafted will be considered as mustered in from the date of their draft, and will be mustered for pay on the usual rolls for Volunteers. Their pay commences on the day they report for duty under their summons from the Provost Marshal, which date should be noted on the first Muster Roll, under the heading of "Remarks." On the same line as the soldier's name, under the heading "Joined for Duty and Enrolled.—Commencement of First Payment by Time," will be written the word *drafted*, or *substitute*, as the case may be; and under the heading "When Mustered in," will be given the date when the soldier was drafted, or, if a *substitute*, when enlisted, (substitutes, under the Enrollment Act, are mustered in by enlistment;) under "Where Mustered in," will be given the place from which drafted, (or if a substitute, where enlisted;) under the heading "By whom Mustered in," will be given the No. of the Enrollment District from which he was drafted, and the State to which it belongs, thus: *4th D. Mass.*; (meaning 4th Enrollment District, State of Massachusetts.) Or if a substitute, the name of the officer enlisting him. (When enlisted by Board of Enrollment, the name of the Provost Marshal of the Enrollment District.)

11.. A separate descriptive list should, as a general rule, be given for each man.

12.. Descriptive lists must, in all cases, be signed by COMMISSIONED officers; not by enlisted men *acting* as such.

[A. G. O. No. 93.]

I CERTIFY *that the above is a correct transcript from the Records of* Bureau Genl Regulations &c
Transport Recruits for U.S.C.T.

STATION: Baltimore Md

DATE: July 13 1865

Vivian L. Shear
1st Lt 28th Regt V.R.C. Inspector
Commanding the Company.