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11-10-1864

## Circular Number 5: Inspector General's Office, Headquarters, U.S. Troops, November 10th, 1864

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INSPECTOR GENERAL'S OFFICE.  
Head-Quarters U. S. Colored Troops,  
PORT HUBSON, La, November 10th, 1864.

CIRCULAR, }

No. 5. }

The attention of officers of this command is called to the proper manner of officially writing or signing their names. In a signature rank and command will follow the name—elsewhere the rank will precede it: e. g.—“property for which *Captain John Smith, Company A, 1st U. S. Col. Inf'y.* is responsible.”

(Signed.)

“*John Smith,*

*Captain Commanding Co. A, 1st U. S. Col. Inf'y*”

In the signature of an officer holding a staff commission, rank will always be given:—e. g.

*James Brown,*

*Major and Ass't. Adj't. Gen.*

There is no such rank in the army as “Lieutenant.” In the signature of a subaltern the proper grade (1st or 2d lieutenant) will always be given.

In the signature of an officer on detached duty *rank and regiment will always be given*, followed by the capacity in which the officer is acting. See Rev. Army Reg. par. 450, and signature to this order. Officers on such duty (excepting aids) are reminded that their proper uniform is that of their respective arms, and not that of the staff.

By Command of Brig. Gen. GEO. L. ANDREWS:

S. M. QUINCY,

Colonel 73rd U. S. Col. Inf'y.

A. A. I. G., U. S. C. T.,

Dep't. of the Gulf.