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Circular Number 1: Headquarters, U.S. Troops, Department of the Gulf, Office Acting Assistant Inspector General, January 7, 1865

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Headquarters, U. S. Colored Troops,
Department of the Gulf,
OFFICE ACTING ASSISTANT INSPECTOR GENERAL,
Baton Rouge, La., January 7th, 1865.

C I R U L A R, }

No. I, }

The attention of all officers of this command making or filling out Inspection reports is hereby called to the importance of brief statements of the *cause*, if known, of defects or deficiencies reported. It should be borne in mind that a great object in having Inspections and reports thereof—is that such defects and deficiencies being made known may be remedied. Also that carelessness or neglect on the part of officers may be properly noticed; that a Commanding Officer in reviewing Inspection reports, should know what remedy to apply and avoid injustice to subordinate officers; it is clearly necessary that he should know the cause of defects or deficiencies, whether any officer is to blame for them, and what steps if any, have been taken to remedy them. Where proper steps to remedy have been taken, the fact should be mentioned. If requisitions have been made and not filled in a reasonable time the fact should be stated. Generally such brief statements or remarks as are necessary to put Commanding Officers in possession of all the facts necessary to enable them to act understandingly in correcting whatever is amiss, ought always to be made; if no explanation is given the inference is natural in most cases that officers are to blame, and they must expect censure or some severe action as the case may require.

BY COMMAND OF

BRIG. GEN'L. GEO. L. ANDREWS:

L. B. MOREY.

Capt. 37th Ill. Inf'ty. Vols.

& A. A. I. G.

Official: