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Circular Number 2: Inspector General's Office, Headquarters, U.S. Troops, Department of the Gulf, September 1, 1864

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INSPECTOR GENERAL'S OFFICE,

CIRCULAR }
No. 2. }

HEADQUARTERS, U. S. COLORED TROOPS,

Port Hudson, La., September 1, 1864.

HEADQUARTERS, DEPARTMENT OF THE GULF,

New Orleans, May 31, 1864.

CIRCULAR No. 10.

[Extract.]

* * * * *

Col. Samuel M. Quincy, 73d U. S. Infantry, (Colored) is assigned to duty as Acting Assistant Inspector General of all United States colored troops in this Department. * * * * * Commanding officers of United States colored troops will, in all matters of drill, discipline and the performance of military duties, conform to instructions from Headquarters, U. S. colored troops, through the Acting Assistant Inspector General.

BY COMMAND OF MAJOR GENERAL BANKS :

[Signed] GEO. B. DRAKE,

Assistant Adjutant General.

In view of the foregoing Circular, the following rules, instructions and explanations issued for the guidance of the Corps d'Afrique are republished, and will be strictly followed by all U. S. Colored Troops within the Department :

FORMATION OF TROOPS.

1. 1st sergeants will form their companies on their respective parades by the command "Fall in," when the men will take their places as prescribed in

Casey, Vol. I, 15; S. C. 4. The 1st sergeant will then command, "*Company, Support Arms,*" and proceed to call the roll, each man bringing his piece to a shoulder, and an order as he answers to his name. The sergeant will then command "*In each rank, count twos,*" which being properly obeyed, he will then take his place on the right, salute the officer, and report, "*Sir, the company is formed.*" The officer will acknowledge the salute of the sergeant, draw his sword, and take command.

2. To form battalion line, the color, or right centre company will be first established on the markers, and dressed to the left, after which its commander steps into the rear rank to give place to the next captain, the 1st sergeant of the next company stepping into the rank of file closers. Captains will not wait for each other in aligning their companies, but each captain placing himself correctly on the alignment will dress his company as soon as its guide is placed, after which the men will not move to close slight openings. On halting and facing to the front, file closers will at once cause openings to be closed toward the side of direction if they have failed to cause distances to be kept so as to avoid them. If captains give the order "*halt*" at the proper time, the opposite fault of closing up and afterwards crowding off will be also avoided. In forming battalion line, the guides on the alignment do not invert pieces, but remain at the shoulder. The colors will not be first established, but will march out with the color company unless escorted out by a company according to "*Tactics.*"

3. After the companies are aligned and arms supported, the adjutant will step two paces to the front, face to the left and command, "*Guides Posts,*" march down the line to the centre, turn to the right and when half-way between the line and the colonel, will halt, face about and command "*Battalion, Shoulder Arms.*" "*Present Arms,*" face about, salute and report "*Sir, the line is formed.*" The colonel will acknowledge the salute of the line, draw his sword and take command; the adjutant on an intimation to that effect returning to his post. This applies to all formations of battalion line, except for parade.

4. In the formation of brigades and divisions, the first numbered regiments and brigades take the right without regard to the rank of officers. Revised Army Reg. 475. This order will be changed only by the corps commander. Revised Army Reg. 475, 481, 482; Casey's Infantry Tactics, Vol. I, Par. 1 and 2.

DRESS PARADE.

1. The companies are formed in their streets, so that the right and left wings face from each other, the companies of the right wing are then faced to the left, and those of the left wing to the right, arms are supported and each captain puts his company in march instantly after that which precedes him on the line.

2. The markers having been established facing inward, the adjutant places himself in the rear of the right, and the sergeant major in the rear of the left marker, in order to assure in succession the guides of the right and left wings on the alignment.

3. Each captain will cause his company to support arms, the instant that the captain who follows him shall have commanded "*Front*," (Casey S. B. 527) and each captain will give the orders "*Shoulder Arms*," "*Order Arms*," "*Parade Rest*."

4. At the order "*First sergeants, to the front and centre*," the first sergeant of the left centre company steps out and faces to the right. At the word "*March*" he stands fast.

5. The first sergeants do not march at the double-quick either in assembling or returning. After giving the order "*To your posts, March*," the adjutant at once faces about and reports without waiting for the sergeants.

6. Orders are published on parade beginning with those from the highest headquarters. After orders the adjutant will publish the guard detail as follows:

"*Detail for to-morrow.*"

Officer of the Day _____,

Officer of the Guard _____."

7. After dismissing the parade the adjutant sheathes his sword, at which the officers sheathe theirs and face inward. After seeing this done the adjutant marches upon the line, the officers stepping off with the adjutant in closing on the centre.

8. The colonel will not detain the officers for instructions or orders after they have saluted, but will assemble them at his tent for this purpose whenever he sees fit. The sergeants will close the ranks and march off the companies im-

mediately upon the officers dispersing. The companies will march in by commands similar but inverse to those by which they marched out, *i. e.* the wings face from each other, arms are supported, and the companies file right and left into their streets.

9. At evening parade the camp guard is turned out under arms, comes to the "*parade rest*," with the battalion and remains in ranks until the parade is dismissed.

UNDRESS PARADE.

The following is the proper form for "*undress parade*," and will be strictly adhered to in this command.

The roll will be called in the company streets in presence of the company officers who will see that the men present a neat and soldierly appearance.

The adjutant commands the parade.

The markers and field music are posted as if for dress parade.

The companies in proper uniform according to the season and the weather, without arms or equipments, are marched out by the 1st sergeants and formed as at dress parade. The 1st sergeant of the color company, after dressing it to the left, steps back into the rear rank.

The adjutant will take post in front of the battalion and, the line being formed, will draw his sword and command "*Guides Posts*." This being executed, the adjutant will command "*Parade Rest*"—"Troop Beat Off." The music will then sound or beat the "*retreat*," remaining on the right without passing down the line.

The music having ceased, the adjutant will recover his sword and command "*Attention Battalion*." "*First Sergeants to the front and centre, March. Front, Report*." The 1st sergeants will salute in succession and report. Where none are absent or unaccounted for the report is "*Such company (by letter) present or accounted for*."

The adjutant will then command "*First Sergeants, Outward, Face. To your Posts, March. Attention to Orders,*" and will publish the Orders, ending with the "*Detail for to-morrow.*" He will then command "*Parade is dismissed,*" at which the 1st sergeants march in their companies and dismiss them.

GUARD MOUNTING.

The following explanations and instructions for the form of guard mounting will be strictly adhered to in this command.

1. At retreat roll call, 1st sergeants will warn those who are for guard or grand guard according to the roster the next day. Any subsequent changes, omissions or additions to the detail will be announced at tattoo or reveillé.
2. At the 1st call each detail will assemble in the company street and, having been inspected by the 1st sergeant under the superintendence of an officer, the 1st sergeant will face the detail to the right in two ranks, the sergeants and corporals in the rank of file closers and command "*Support Arms.*" When the music commences the 1st sergeant will march out the detail.
3. The first detail which arrives will march upon the sergeant major, who will first place himself at the point where the right of the guard is to rest. He will, as soon as the first detail halts, place himself two paces in advance of that point, faced to the left.
4. The first detail having arrived at the point indicated, the sergeant will command: "*Detail, Halt. Front. To the rear, open order—March, Supernumeraries fall out (if any) Right Dress. Front,*" face to the sergeant major, salute and report—" *Such Company detail all present* " or as the case may be. The sergeant major will return the salute and the 1st sergeant take his post two paces in the rear of the supernumeraries, passing by the left of the details. At the order "*Supernumeraries fall out*" the supernumeraries will take their post five paces in rear of the file closers.
5. When all the details are thus formed, the sergeant major will draw his sword and command: "*Guard, Right Dress.*" Seeing the ranks aligned, he will

take post two paces on the right of the front rank, salute, and report, "*Sir, the guard is formed.*" The adjutant will return the salute and reply: "*To your post*" The sergeant major passing between the ranks will equalize them if necessary, indicate the division of platoons, and take his post two paces on the left. The adjutant will draw his sword and command: "*Front.*" At this the officer of the guard who will be standing at ease near the right will draw his sword, and all officers will take post as prescribed in regulations. After the command "*Close order, March,*" the adjutant will add "*In each rank, count twos.*"

6. When the guard passes in review the 1st sergeants and supernumeraries will stand fast at ordered arms, until the column has passed the officer of the day. When the guard marches off by a flank, they will so stand until the guard has cleared their whole front.

7. Where the ground will permit, the new guard will be marched past the old guard in column by platoon, with guides right, as at review. Having so passed, the officer will command: "*By the right flank, by file left, March,*" and, the last files having wheeled, will add "*Guard, Halt, Front.*" He will then place himself on a line with, and four paces from the front rank of the old guard and command "*Left backward, Dress. Front. Present Arms,*" and other orders and dispositions will follow as prescribed.

8. The relief on post having come in, the officer of the old guard will, where the ground permits, march his guard four paces to the front, wheel into column by platoon, and the subdivisions being aligned, will command "*Column forward, Guide right, March,*" and pass the new guard as at review. Having so passed he will command "*Guide left,*" and march to the parade where the guard is to be dismissed. He will then call out the details in succession, who will be marched by their non-commissioned officers, or a private if necessary, by a flank at the support to their company streets and dismissed.

9. Where the pieces are to be discharged, it will be done before dismissing the guard, who will afterwards be marched back to the parade and dismissed as above, after which, except in case of emergency, officers and men will be excused from further duty until after 1 P. M.

10. Immediately after guard mounting the two officers of the day proceed to the guard tent, the prisoners are paraded on the left of the old guard and the roll is called from the guard report—the new officer of the day releases those

against whom no charges are to be preferred, and both officers then report to the commander of the regiment, the old officer with the guard report.

11. The corporal marches his relief at a support, carrying his own piece at a shoulder *and his bayonet fixed*. If he cannot march his relief well closed, in step and in silence, he should be reduced to the ranks.

12. Sentinels on post shall not stop, sit down or unnecessarily speak to any person. The piece is carried at a support or on either shoulder, but is never brought to the ground, excepting in sentry boxes or authorized shelter during rain. While an officer speaks to a sentinel the latter holds his piece at "*Arms-Port*."

13. Compliments are paid as follows: The sentinel 1st halts, 2d faces to his proper front, 3d brings his piece smartly to the shoulder, and 4th, if saluting general or field officers, or officers of the day, to the "*present*." If the officer passes in rear of the sentinel, the latter will halt, face to the front and stand at the shoulder, *but will not present arms*. A sentinel's proper front is *outward* from that which he guards. *No sentinel will present arms after retreat*. No sentinel will salute by striking the musket near the right shoulder. See Army Reg. par. 255.

14. Guards are turned out between reveillé and retreat to general officers, officers of the day, the commander of the post or regiment, to bodies of troops, and to the colors of a regiment, but to none others. The officer's position is on the right of the front rank, *covered by the sergeant in the rear rank*.

15. The proper call for the corporal is "*Corporal of the guard—Number 3*." The word "*post*" is not used.

16. The following explanation of paragraph 427, Revised Army Regulations, is published for the guidance of the officer of the guard: The sentinel on post No. 1 is not furnished with the countersign. He will challenge all who approach, and causing them to halt, will call "*Corporal of the guard*," and announce who approaches—for instance: Sentinel—"Who comes there?" Answer—"Officer of the day," or "*Friend with the countersign*." Sentinel—"Halt:—*Corporal of the guard—Officer of the day*," or "*Friend with the countersign*." If the officer of the day or other officer entitled to inspect the guard be announced, the corporal without going out will call "*Turn out the guard*," when the guard will be paraded at shouldered arms, and the officer of the guard will, if he choose, send the corporal to receive the countersign. The

corporal will halt at a distance of six paces from the officer of the day and call "*Advance officer of the day with the countersign,*" which being given he will call to his officer "*The countersign is right,*" and the officer of the guard will call "*Advance officer of the day.*" If an officer entitled to inspect the guard does not wish it turned out, he will merely announce himself as "*Friend with the countersign.*" These directions do not apply to Grand Rounds, for which full instructions are given in Regulations.

17. Grand Rounds usually march as follows: the sergeant between the two men followed by the officer. When the sergeant advances to give the countersign the two men will face inward, and, if the officer desires to question or instruct the sentinel, he will pass between them at the order "*Advance Rounds.*"

It will be comparatively easy for troops of this command greatly to excel the average of volunteer troops in the performance of guard duty while there is nothing which is so quickly observed and will sooner be regarded as an evidence of superiority by those whose good opinion is of value

POLICE.

The regular regimental police detail consists of the old guard whose tour expired the previous day. At police call they assemble in fatigue dress without arms, in their company streets and are marched to the parade, where the officer or sergeant of police will take command and proceed to execute whatever orders have been received from the officer of the day. If no particular instructions have been given, the general police of camp will be attended to, sinks filled in, &c., and the men dismissed. Whenever police call is sounded the same detail will assemble. Prisoners will always be employed on police duty, and the regimental detail dismissed whenever the prisoners are sufficient for the work.

UNIFORM.

1. In the organization of this corps the matter of uniform is more important than generally imagined. The proper uniform coat and sash to be worn on

parade *must* be obtained and officers set an example of soldierly appearance. Masonic pins, or any unauthorized decorations on the uniform are unmilitary and prohibited. Company officers will not wear horseman's boots over the pantaloons on parade.

2. The only recognized badge of rank is the shoulder strap prescribed by Army Regulations, and wearing any other badges or marks of rank not allowed by regulations is prohibited in this command.

3. At all drills or other military exercises under arms, officers are required to wear their swords.

4. All officers of this command are required to present, at all times when out of quarters a neat and soldierly appearance.

5. All officers of this command visiting officially a superior officer or his headquarters, will present themselves in their proper uniform.

6. The practice by officers of wearing upon parade either hat or cap indifferently and according to individual taste, gives the line a very motley and unsoldierlike appearance. The hat, as usually worn, is not uniform. The cap only will be worn upon parades and dress occasions.

MISCELLANEOUS.

1. Company commanders will be held responsible that their men offer the salute without arms in a soldierly manner as follows; The hand is raised smartly to the cap, with *head erect* and eyes turned to the officer. The hand is not dropped until the officer acknowledges the salute, which he will never fail to do.

2. On all parades, reviews, inspections, escorts of honor, except funerals, and on all occasions of ceremony, bayonets will be fixed. On all other occasions they will be carried in the scabbard, as prescribed in "Tactics."

3. When the battalion in line is exercised in the manual, the color guard, file closers and guides, will remain at the shoulder. They will however present arms with the line in salute, and order arms with it. On the march they will change arms with their subdivisions, and in successive formations come to the

"support" with them, except those thrown out on the alignment, who will conform to their subdivisions on returning to their posts. The same in regard to guides faced to the rear in column. No guides will invert pieces except as prescribed in Casey S. B. 30, 32, 475, but they will remain at the shoulder whenever thrown out on the alignment.

4. Troops marching by a flank will generally carry their pieces at the shoulder or support, but not at the right-shoulder-shift, except on the double quick or route-step. Troops marching in line will carry arms at the shoulder or right-shoulder-shift, but not at the support. Casey S. C. 175.

5. The command "*Forward by file right*" is contradictory and not to be found in Tactics. The command is "*By file right, March.*"

6. When the escort for the colors is in line opposite the colonel's tent, the captain's position is on the right, and not in front of the centre of the company. When the escort with the colors halts, the color bearer will leave the column by the right flank.

7. Officers will only drop their swords at the command "*Rest*" or "*Parade Rest,*" and will recover them at the command "*Attention.*"

8. At the command, "*Fire by company, Commence firing,*" all captains of odd companies will at once and all together add "*Such company, Ready. Aim.*" The captain of the 1st company will add "*Fire.*" Hearing this discharge the captain of the 3d will add "*Fire,*" and so on. The captains of the even companies will not regard each others commands but each will fire when the right company of the division shall have one or two pieces at the ready.

9. Preparatory to a review the battalion, including its commander, will be in order of battle. After passing in review and wheeling again into line, the commander will remain in front, sending his horse to the rear by an orderly on dismounting.

10. On all reviews, the subdivisions, having wheeled to the right, will be halted by their chiefs and dressed to the left, before the order: "*Pass in review,*" &c., from the commanding officer. Troops will march in review in common and quick time according to "*Regulations,*" but not at the double quick.

11. On battalion drills officers will step out with life and avoid the sleepy and unmilitary style of movement which is so common. Take for an

example the ordinary battalion order "*By the right of companies to the rear into column.*" At the last word the ten captains should simultaneously spring out of the line, face their companies and give the preparatory order. Instead of which it is generally executed as follows: Two or three at most will step out at the word—three or four more then straggle out one by one, and the remainder unless the colonel makes a long pause, will not leave the ranks at all, until the next command. And the motions of the men will be correspondingly brisk or lazy, according to the example set by their officers.

12. Officers will establish or assure guides or markers without pulling or pushing them. The officer will indicate with his sword the point where the guide should stand, and slight changes will be made by verbal order.

13. To indicate the termination of a battalion drill, the commander will face the centre of the line and return his sword, at which all officers will also sheathe theirs. The commander will then touch his hat to the line, at which all officers will return the salute and fall out of ranks, and the 1st sergeants will march in and dismiss the companies.

14. To break ranks under arms the command will be "*Without doubling, Right Face. Arms Port. Break ranks, March.*" When without arms the command will be "*Break ranks, March,*" without facing to the right. Ranks are broken without clapping of hands or striking of pieces.

The foregoing instructions were issued from time to time to decide or explain various points on which Tactics and Regulations are either silent or generally misconstrued. Troops will receive timely notice of any changes or additions which may be made by proper authority.

There are those, ignorant of the first principles of their profession who affect to believe that attention to these *minutiae* of military life is superfluous, and useless in training soldiers for the field. Men of experience however know well that it is from constant attention to, and uniform enforcement of rule in these very *minutiae* and apparent trivialities, that there results that instinctive obedience and

habit of discipline, both among officers and men which is unshaken even in retreat and disaster, and which if it cannot save the day, will yet deprive the enemy of the most important fruits of victory,

It is hoped and believed that most commanding officers of colored troops have had sufficient experience to enable them to realize this truth and to act accordingly.

BY COMMAND OF BRIG. GEN. GEO. L. ANDREWS,

Commanding U. S. Colored Troops, Dept. of the Gulf:

S. M. QUINCY,

Colonel and Act'g Ass't Inspector General.

Official:

Louis Y. Cajarc
Lieut. and A. D. C.