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Circular Number 5: Headquarters, Military Division of West Mississippi, February 26, 1865

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CIRCULAR, } HEADQUARTERS,
MILITARY DIVISION OF WEST MISSISSIPPI,
New Orleans, La., February 26th, 1865.
No. 5. }

Such horses, or other animals, as have already arrived, or may hereafter arrive, for the artillery service, or which may in future be purchased for the same purpose, will be turned over to 1st Lieutenant *Isaac N. Mitchell*, 16th Ohio Battery, Acting Assistant Quartermaster, Artillery Corps, Department of the Gulf, for proper care and stabling until issued.

On the receipt of each distinct batch of artillery horses, or other animals, Lieutenant *Mitchell*, Acting Assistant Quartermaster, will call for a Board of Survey of competent officers to inspect the animals received, and report upon their numbers, ages, qualities and conditions, and generally upon their availability for the purposes for which designed. These Boards of Survey will be careful to examine critically, and report upon the animals separately; giving the color, height, weight, age, and other qualities and conditions for the artillery service. At the end of the report of the Board of Survey, (which report will be made in triplicate,) a recapitulation will be made:

1st. Of the total number of animals fit for immediate issue to the artillery.

2d. Of the number which, from accidental causes of transportation, and other temporary diseases, &c., may be recuperated and rendered fit for service.

3d. Of the number totally unfit for artillery purposes, and which can not be recuperated in a reasonable length of time.

In issuing artillery animals on requisitions properly approved, Lieutenant *Mitchell* will not allow officers drawing them to make selections. The whole number of horses on hand, available for issue, will be numbered, each particular horse having a distinct number, and all these numbers being placed in a box, and well mixed up, the officer, whose requisition is to be filled, will draw from the box, one number at a time, until his requisition is filled.

No artillery animals will hereafter be issued, save upon requisitions, approved by the Chief of Artillery and Ordnance, Military Division of West Mississippi, and this officer will always first supply those batteries already engaged in active field service; next those preparing for such service; and lastly, such batteries as are occupying inactive positions, and not likely soon to be called into active service. Artillery animals will only be furnished inactive batteries, when the number of horses on hand, for issue, is more than sufficient for active service.

Lieutenant *Mitchell*, Acting Assistant Quartermaster, will make a weekly report, (every Saturday morning,) to the Chief of Artillery and Ordnance, Military Division of West Mississippi, showing the number of artillery animals received, issued, and remaining on hand during the week, and likewise specifying the condition of those animals remaining on hand; from whom artillery animals were received during the week, and to whom such animals were issued for the same time.

BY ORDER OF MAJOR GENERAL E. R. S. CANBY :

C. T. CHRISTENSEN,

Lt. Colonel, Ass't Adjutant General.

OFFICIAL :