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Form Number 13: Inventory and Inspection Report of Unserviceable Ordnance Stores

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SUGGESTIONS TO OFFICERS HAVING UNSERVICEABLE ORDNANCE STORES ON HAND.

Arms to be effective must at all times be kept in a perfectly serviceable condition.

A few timely repairs may often save the expense of a new outfit, and avoid delays which may endanger an entire command.

Hence, whenever Arms or other Ordnance Stores become unserviceable from any cause whatever, it becomes the duty of the officer responsible for them to put in order all such as he can with the means at his disposal, and such as need much labor to make them serviceable should at once be sent to the nearest Arsenal or Ordnance Depot, as prescribed in Paragraph 64, "Instructions for making Ordnance Returns."

No Commanding Officer should ever permit himself to be encumbered with material which he cannot use, but which the Regulations continue to hold him responsible for. He should dispose of it at the earliest moment, as prescribed by the Regulations, and thus prevent any loss to the Government, gain to the enemy, or an ultimate stoppage of his own pay when his property returns are examined and adjusted.

But as no unserviceable property, no matter how worthless, can be dropped from the return without due authority, (Paragraph 1033, Revised Regulations of the Army,) it becomes necessary to obtain that authority as prescribed by usages of service. In all cases where a Company Commander has unserviceable Stores to account for, he should make a request, through the Commanding Officer of the Regiment, and so through the proper military channels to the Corps or Department Commander, for an inspection of the Stores in his possession by a duly authorized inspector. Pending the result of this application, he should have Stores collected, the repairable separated from those worn out or worthless, an inventory, in triplicate, taken of the whole of the *accompanying form*, which he duly signs.

On the completion of the inspection, the triplicate inventory and inspection reports will be signed by the Inspecting Officer, and transmitted by him to the Headquarters of the Corps or Geographical Department in which the officer in charge of the Stores is serving, for final approval by the General Commanding or the Chief Ordnance Officer at Headquarters.

Upon being so approved, *the three copies will be returned to the officer accountable for the Stores*, to be used by him as vouchers in making out his next quarterly return. One copy of the inspection report to be filed with each copy of the return.

The attention of all officers having unserviceable stores in their possession, and which they may desire to exchange for serviceable ones, is particularly called to Circular No. 52, Series of 1863, given below.

FORM No. 13.									
VOUCHER No.									
INVENTORY AND INSPECTION REPORT									
OF									
UNSERVICEABLE ORDNANCE STORES,									
PERTAINING TO									
Company.....	Reg't.....								
	FOR WHICH								
	is responsible,							
	INSPECTED								
								
	day of.....	186							
								
	186							
	Approved: The Stores within condemned will be								
	disposed of as recommended by the Inspector.								
								
								

CIRCULAR No. 52—Series of 1863.

DISPOSITION OF UNSERVICEABLE AND SURPLUS ORDNANCE STORES.

ORDNANCE OFFICE,

WAR DEPARTMENT,

WASHINGTON, November 12, 1863.

I. The practice of turning over to Ordnance Officers, by Commanding Officers of Regiments, Field Batteries, and Companies, Ordnance property which may have become unserviceable, without first submitting such property to the action of a duly authorized inspecting officer, has become so prevalent as to demand special attention from this Department.

The General Regulations of the Army, (paragraphs 1022, 1023, edition of 1861,) and the Instructions for making Ordnance Returns, (paragraphs 41 and 42,) point out very clearly the course to be pursued in such cases.

An officer having unserviceable property on hand must make a request, in writing, to the Commander of the Army or Department in which he is serving, through the proper military channels, to have an inspection made of such property. He will submit to the inspector a list of the stores on which his action is required, made out on Form (10 and 11) (b) as furnished by this office. On this form, in the proper columns, the inspecting officer makes his recommendations.

If stores are entirely worn out, and no part is fit for further use, and cannot be repaired, they will be *dropped*.

If parts are still serviceable, and can be used in making up or repairing other articles of the same kind, they will be *broken up*, and for this purpose should be turned into the nearest Ordnance Depot.

If repairable, and the repairs cannot be made by the Regimental Armorer, they should also be sent to the Depot.

In both cases, receipts will be given by the Ordnance officer, and a certified copy of the inspection report, to accompany the invoices, will be the authority for turning them into Depot.

No officer has any authority to turn in any unserviceable Ordnance Stores without complying with these regulations; neither has any Ordnance Officer authority to receive them. With regard to surplus Ordnance Stores, the same rule holds good, and here the instructions given in paragraph 67, "Instructions for making Ordnance Returns," must be strictly observed.

Hereafter, therefore, all Ordnance Officers, and officers acting as such, are prohibited from receiving any unserviceable Ordnance property, unless it has been properly inspected and ordered to be turned over by competent authority; nor will they receive serviceable stores, unless the officer turning them in can produce the requisite orders from his immediate Commanding Officer, or other superior officer authorized to give them.

II. Hereafter no requisitions for Ordnance Stores, to replace those said to be "worn out" or "condemned," will be honored at this office, or at any Arsenal or Depot, "unless accompanied by a certified copy of the inspection report by which such property was so "condemned."

AUTHORITY FOR MAKING TRANSFERS OF PROPERTY MUST BE FURNISHED.

III. Hereafter, in the examination of all property returns in this office, the order, or other authority by which an issue or transfer of Ordnance property was made by one officer to another, will invariably be required. This authority may be either an ORDER FOR SUPPLIES direct from this office, a REQUISITION made in due form, approved by proper authority as per paragraph 1384, General Regulations of the Army, or an ORDER which from its nature, requires a transfer of property, as when the command of a company or post is transferred from one officer to another.

The original order for supplies, requisitions, or order, must be filed with the receipt for the property, or when the receipt cannot be obtained in time, then with a certified invoice of the issue. This rule will be enforced in the examination of all returns for the 4th quarter 1863.

At all Armories, Arsenaes, and Depots, whether permanent or in the field, copies of orders for supplies from this office, or other orders relating to such transfers, must be preserved in appropriate books.

REQUISITIONS.

IV. The attention of all Ordnance or Acting Ordnance Officer is especially called to the requirements of paragraph 6 of Circular No. 12 March 17, 1863, from this office. Every requisition on which any issue whatever of Ordnance property has been made will be promptly transmitted to this office, to be covered by a proper order for supplies, and in case this order for supplies does not reach the post in time to be used in making up the Quarterly Returns, a certified copy of the retained copy of the requisition on which the issue was made will be filed with the receipt.

GEO. D. RAMSAY,
Brig. General
Chief of Ordnance.

