

MANUAL FOR THE PAY DEPARTMENT

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Manual for the pay department by Anonymous

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ANONYMOUS

MANUAL FOR THE PAY DEPARTMENT

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MANUAL

FOR THE

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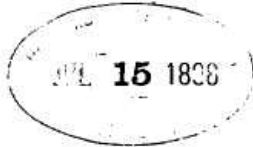
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ARMY PAYMASTER'S MANUAL.

PAYMASTER-GENERAL AND GENERAL ADMINISTRATION OF THE DEPARTMENT.

1. The Paymaster-General shall perform the duties of his office under the direction of the President.—*R. S., 1186.*
2. The Pay Department, under the direction of the Secretary of War, has charge of the supply and distribution of and accounting for funds for the payment of the Army and such other financial duties as are especially assigned to it.—*A. R., 1395.*
3. If the Paymaster-General shall learn that an officer has drawn pay more than once for the same period, he will immediately report the fact to the Adjutant-General for the consideration of the Secretary of War, and will call upon the officer to make refundment of the amount overdrawn.—*See A. R., 655.*
4. The Paymaster-General will keep in his office such records as may be necessary to show the deposits made by enlisted men of the Army.—*G. O., 51; A. G. O., 1872.*
5. The Paymaster-General will compile lists of distances.—*A. R., 1326.*
6. Chiefs of bureaus will see that funds in the hands of a disbursing officer are limited to his requirements for a brief period, and that as much as practicable of public moneys placed to his credit is kept with the Treasurer or an Assistant Treasurer of the United States. Estimates of funds should state the most convenient places of deposit.—*A. R., 580.*
7. Chiefs of bureaus may grant leaves for one month to officers of their respective corps serving under their immediate direction, or extend to that period those already granted to such officers.—*A. R., 48.*

CHIEF PAYMASTERS OF DEPARTMENTS.

8. The Department staff will include a Chief Paymaster, who will make a proportion of the payments in the command.—*A. R., 196.*
9. He will, under the direction of its commander, have control of all paymasters stationed therein, and be responsible for the payment of the troops of the command.—*A. R., 1395.*
10. Chief, and such other paymasters as may be required to do so, will transmit their periodical estimates for funds direct to the Paymaster General, stating the amounts required under each appropriation for pay of the Army. They will be held responsible for any unnecessary accumulation of funds supplied on their estimates, either in depositories or in the hands of paymasters under their control.—*Regs. Pay Dept.*
11. The amount of funds to be placed in each depository will be indicated by indorsement upon the face of the estimate.—*Cir. No. 58, Paymaster-General.*
12. Estimates for funds should be prepared and promptly mailed to reach the Paymaster-General's office not later than the 15th day of each month. The amount disbursed during the preceding month under the then current appropriation must be shown, and in case a greater or less sum than said amount is required for the succeeding month, the data for the estimated increase or decrease will be reported in the column of remarks.—*Regs. Pay Dept.*
13. The chief paymasters of departments will take timely measures to procure their funds and have them conveyed to their own stations. They will distribute as needed for payments to their subordinate paymasters, and give the latter all needed instructions. They are made responsible for the regular payment of the troops within their departments, subject to the orders of their respective military commanders.—*Circ. No. 68 and 76, P. M. G. O.*
14. Chief paymasters will see that their paymasters are supplied from time to time with the proper proportion of the several classes of funds as designated in the appropriations to make the payments assigned them.—*Circ. No. 76, P. M. G. O.*

15. Chief paymasters who forward communications from their subordinates to the Paymaster-General should indorse on them their remarks or opinion, without letters of transmittal; but they are enjoined to forward no communication inquiring for information, or for an expression of opinion upon matters of official business where their own opinion or action is competent to govern in the case.—*Paymaster-General, Nov. 7, 1863.*

16. Chief paymasters will, upon their monthly reports, which should be forwarded to the Paymaster-General as promptly as practicable after the first of every month, show the following data with reference to each officer borne thereon: The station of the officer at date of report; his duties during the month just past; date of commencement of absence from his proper station; whether on duty or on leave; the nature of such absence, with the authority therefor; date of rejoining station, and date of entry upon or relief from any duty. In case of payments to troops, the reports should specify the posts paid, with dates of payment and upon what muster (*Circ. 141, P. M. G. O.*). In addition to the above data, the following will be included in the report: (1) Payments at station to general-service detachments, etc.; (2) in cases of payments by check or by currency sent by express, the fact to be so noted in column of remarks; (3) special service (whether involving absence from station or not) on boards of survey, courts-martial, retiring or examining boards, etc., noting dates employed and authority therefor.—*P. M. G. to C. P. M., March 25, 1898.*

BONDS.

17. All officers of the Quartermaster's, Subsistence, and Pay departments, the chief medical purveyor and assistant medical purveyors, and all storekeepers shall, before entering upon the duties of their respective offices, give good and sufficient bonds to the United States in such sums as the Secretary of War may direct, faithfully to account for all public moneys and property which they may receive. The President may at any time increase the sums so prescribed.—*R. S., 1191.*

18. Chiefs of bureaus will see that such bonds are examined as to sufficiency of sureties at least once in two years.—*A. R., 571.*

Where a corporation is surety the above requirement is sufficiently complied with by the corporation filing semiannually in the War Department (office of the Judge-Advocate-General) the financial statement required by paragraph 574, *A. R.*—*Decision J. A. Gen.*

19. Sureties to bonds given by disbursing officers will be bound jointly and severally for the whole amount expressed therein, and must satisfy the Secretary of War that they are worth jointly double such amount, and each surety making affidavit that he is worth that sum over and above his debts and liabilities, and stating in the affidavit his place of residence.—*A. R., 573.*

20. For full instructions as to preparation of bonds see *A. R., 573 to 578.*

21. The official bonds of disbursing officers or agents which are filed in obedience to law in the office of the Second Comptroller (now Comptroller of the Treasury) are not surrendered on the final settlement of their accounts.—*2d Comp., May 29, 1843; June 1, 1843; July 13, 1844.*

MONEY ACCOUNTABILITY—PUBLIC MONEYS.

22. No advance of public moneys shall be made in any case whatever, except such advances to disbursing officers of the Government as may be necessary to the faithful and prompt discharge of their respective duties, and to the fulfillment of the public engagements.—*R. S., 3643.*

23. The President may also direct such advances as he may deem necessary and proper to persons in the military service employed on distant stations, where the discharge of the pay and emoluments to which they may be entitled cannot be regularly effected.—*R. S., 3643.*

24. The use of moneys for purposes other than those for which appropriated, liquidation of liabilities of one fiscal year by use of moneys appropriated for another, and expenditures in a fiscal year of any sum in excess of appropriations for that year, or involving the Government in any contract for future payment of money in excess of appropriations, except as authorized by paragraph 515, are prohibited.—*A. R., 579.*

25. Lists of national-bank depositories, designated for the use of disbursing officers, with the amounts of securities filed by each with the United States Treasurer, will be published from time to time in orders from the Adjutant-General's Office.—*A. R., 581.*

26. Where there are two or more designated depositories in the same place, credits should be so regulated by each disbursing officer there stationed as to maintain, as far as possible (by deposits, disbursements, and transfers), a proportion between

the amount of his credit at each depository and the amount of securities filed by it with the United States Treasurer. Transfers from one depository to another are not authorized, except through the Treasury Department.—*A. R., 582.*

27. When an officer disburses money in different capacities, his deposits and accounts will be kept distinct, according to the bureaus to which they pertain.—*A. R., 583.*

28. Public moneys subject to disbursement coming into the hands of an officer from any source must be promptly placed by him to his credit with the Treasurer or an assistant treasurer of the United States or a duly designated depository, or transferred to a disbursing officer of that branch of the public service to which the money pertains, in either of which cases a receipt will be obtained. Exceptions to this rule are allowed where a disbursing officer has been specially authorized by the Secretary of War to keep in his personal possession, at his own risk, the public moneys which have been intrusted to him for disbursement, and money in hand may be disbursed at once without being placed in depositories if payments are due.—*A. R., 584.*

29. A disbursing officer ceasing to act as such, and having public funds to his credit in any office or bank, will at once inform the Secretary of the Treasury, stating what checks drawn against the same are still outstanding and unpaid.—*A. R., 585.*

30. All amounts of money held at the end of each fiscal year by the Treasurer, an assistant treasurer, or a designated depository, credited to a disbursing officer whose account has remained unchanged, either by deposit or payment, for the space of three years, shall be covered into the Treasury, to be placed to the credit of such officer, if it be found that he is entitled to the credit.—*A. R., 586.*

31. Public funds will, in general, be transferred as follows: The officer making the transfer will draw his check, directing the depository to place a stated amount to the official credit of the officer named therein. The check will be sent to the depository and not to the officer in whose favor it is drawn. If it is necessary that the officer to whom the funds are transferred shall receive them without delay, the transferring officer may draw his check and transmit the same direct to the officer requiring them. In either case invoices of the funds transferred are sent to the receiving officer.—*A. R., 594.*

32. Funds will not be transferred from one appropriation for the use of another, by borrowing or otherwise.—*A. R., 595.*

DISBURSING OFFICERS.

33. The following returns will be rendered: A monthly account current, accompanied by abstracts of disbursements (with vouchers pertaining thereto), collections, deposits, and mileage; all of which must be mailed or otherwise sent to the Paymaster-General within ten days after the end of the month to which they relate.—*A. R., 626 and 627.*

34. Estimates of funds by chief paymasters will be forwarded monthly direct to the Paymaster-General.

35. Monthly report of pay operations to be made by chief paymasters and forwarded on the first day of each month direct to the Paymaster-General.

36. Annual report of checks issued three years or more prior to the close of each fiscal year will be made to the Secretary of the Treasury through the Paymaster-General.—*A. R., 602.*

37. All public officers of whatsoever character are required to keep safely, without loaning, using, depositing in banks or exchanging for other funds than as specially allowed by law, all the public money collected by them or otherwise at any time placed in their possession and custody, till the same is ordered by the proper department or officer of the Government to be transferred or paid out; and when such orders for transfer or payment are received, faithfully and promptly to make the same as directed, and to do and perform all other duties as fiscal agents of the Government which may be imposed by any law or by any regulation of the Treasury Department made in conformity to law.—*R. S., 3639.*

38. Military commanders, in directing payments, will not require the paymaster to be absent from his station on the last day of the month except for special reasons, which will be reported to the Adjutant-General of the Army.—*A. R., 1297.*

39. No officer disbursing money for the military service or directing the disbursement thereof shall be concerned individually, directly or indirectly, in the purchase or sale of any article intended for, used by, or pertaining to the department of the public service in which he is engaged.—*A. R., 587.*

40. No officer or clerk of a disbursing officer shall be interested in the purchase of any soldier's certificate of pay due or any other claim against the United States.—*A. R., 588.*

NOTE.—But when an officer purchases final statements simply as an accommodation to the soldier, and not himself profiting thereby, or when transfer is made to post exchange through the officer in charge thereof, payment will be admitted on the certificate of the officer, on the voucher, to the facts.

41. If any disbursing officer shall bet at cards or any game of hazard, his commanding officer will suspend his functions, require him to turn over all public funds in his keeping, and will immediately report the case to the proper bureau of the War Department. He will also report the case to the department commander, who will at once convene a court-martial for the trial of the officer.—*A. R., 590.*

42. Every disbursing officer, in opening his first account and before issuing any checks, will furnish the depository on whom the checks are to be drawn with his official signature, duly verified by some officer whose signature is known to the depository.—*A. R., 591.*

43. For every Treasury draft received by a depository to be placed to the official credit of a disbursing officer, and for every deposit of funds made by the officer to his official credit, subject to payment of his checks, a receipt, numbered in serial order and giving the place and date of issue, will be furnished him by the depository, setting forth the character of the funds, i. e., whether coin or currency. If the credit is made by a disbursing officer's check transferring funds, the essential items of the check will be enumerated, and if by a Treasury draft the warrant number. The title of the officer will be expressed and the title of the account will also show for what branch of the public service it is kept. The receipt, called "a disbursing officer's receipt," will be retained by the officer in whose favor it is made.—*A. R., 592.*

44. An officer is not authorized to insure public money or property and he will not be allowed credit for any expense paid for the collection of money on checks, except as provided for military attachés serving abroad.—*A. R., 593.*

45. No exchange of funds shall be made by any disbursing officer or agent of the Government of any grade or denomination whatever or connected with any branch of the public service, other than exchange for gold, silver, United States notes, and national-bank notes; and every such disbursing officer, when the means for his disbursements are furnished to him in gold, silver, or United States notes, shall make his payments in the moneys so furnished, or, when they are furnished to him in drafts, shall cause those drafts to be presented at their place of payment and properly paid according to law, and shall make his payments in the money so received for the drafts furnished, unless in either case he can exchange the means in his hands for gold and silver at par. And it shall be the duty of the head of the proper department immediately to suspend from duty any disbursing officer or agent who violates the provisions of this section, and forthwith to report the name of the officer or agent to the President, with the fact of the violation and all the circumstances accompanying the same and within the knowledge of the Secretary, to the end that such officer or agent may be promptly removed from office or restored to his trust and the performance of his duties, as the President may deem just and proper.—*R. S., 3651.*

46. No officer of the United States shall, either directly or indirectly, sell or dispose of to any person, for a premium, any Treasury note, draft, warrant, or other public security not his private property, or sell or dispose of the avails or proceeds of such note, draft, warrant, or security in his hands for disbursement, without making return of such premium and accounting therefor by charging the same in his accounts to the credit of the United States, and any officer violating this section shall be forthwith dismissed from office.—*R. S., 3652.*

47. Every officer of the United States concerned in the disbursement of the revenues thereof, who carries on any trade or business in the funds or debts of the United States or of any State, or in any public property of either, shall be deemed guilty of a misdemeanor and punished by a fine of three thousand dollars, and shall, upon conviction, be removed from office and forever thereafter be incapable of holding office under the United States.—*R. S., 1788.*

48. No person in the military service, whose salary, pay, or emoluments are fixed by law or regulations, shall receive any additional pay, extra allowance, or compensation in any form whatever for the disbursement of public money or any other service or duty whatsoever, unless the same shall be authorized by law and explicitly set out in the appropriation.—*R. S., 1764 and 1765.*

49. Every officer charged with the payment of any of the appropriations made by act of Congress who pays to any clerk or other employee of the United States a sum less than that provided by law, and requires such employee to receipt or give a voucher for an amount greater than that actually paid to and received by him, is guilty of embezzlement, and shall be fined in double the amount so withheld from any employee of the Government, and shall be imprisoned at hard labor for the term of two years.—*R. S., 5453.*

50. If any officer charged with the disbursement of the public money accepts, receives, or transmits to the Treasury Department, to be allowed in his favor, any receipt or voucher from a creditor of the United States without having paid to such creditor in such funds as the officer received for disbursement, or in such funds as he may be authorized by law to take in exchange, the full amount specified in such receipt or voucher, every such act is an act of conversion, by such officer, to his own use of the amount specified in such receipt or voucher.—*R. S., 5456.*