

**MANUAL FOR THE
SUBSISTENCE
DEPARTMENT, PP. 3-57**

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Manual for the Subsistence Department, pp. 3-57 by Various

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VARIOUS

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SUBSISTENCE
DEPARTMENT, PP. 3-57**

WAR DEPARTMENT, April 27, 1906.

This Manual for the Subalterns Department is published for the information and guidance of all concerned; it will not be modified except by specific authority given in each case.

DANIEL S. LAMONT,
Secretary of War.

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MANUAL FOR THE SUBSISTENCE DEPARTMENT.

GENERAL DUTIES.

(See A. R. 1228 and 1228, 1885.)

1. Chief Commissaries are informed of the quantities and conditions of supplies at the posts in their Departments, and of the amounts of subsistence funds thereat, by means of the monthly reports of subsistence stores and funds (Form No. 60) rendered to them. They should not require copies of accounts current, nor of returns, from the posts, as the information needed from such papers is given in the monthly reports (Form No. 60). This paragraph applies also to the independent posts situated within the geographical limits of their respective Departments.

2. The Chief Commissary of a Department causes to be transcribed into the commissary books the information concerning subsistence supplies at the posts contained in the monthly reports of subsistence stores (Form No. 60). With the aid of these commissary books the requisitions from the various posts are revised by him, care being taken to keep the posts supplied, in proper proportions for issues, travel rations and sales, with enough provisions for use, but with as little for deterioration as possible. The important duty of revising requisitions with reference to the information shown by the commissary books should be performed in person by Chief Commissaries and not be delegated to other persons.

3. When the commissary book of a post shows that an article, or variety or size of an article, has been carried from month to month without material reduction by sales, no further supply of the article in any variety or size should be called for by the Chief Commissary to be sent to the post until there is a reasonable prospect that the quantity on hand, or the neglected variety or size, will be consumed.

4. Chief Commissaries will from time to time communicate to the Commissary General such information as they may deem important regarding the resources of the country in which they serve, and make recommendations concerning the purchasing stations from which supplies should be procured for posts giving the routes of shipment and cost of transportation. They, will also report what articles should be erased from list of staples and furnished as exceptional articles or the reverse, giving their reasons therefor.

5. Chief Commissaries should obtain from the purchasing officers who supply the posts in their Departments, and furnish for the guidance of the Commissaries at posts, lists showing the contents, in weight, number, etc., of the packages of stores usually purchased or prepared by those purchasing officers. A Chief Commissary will ordinarily call for full packages, but may call for less than the usual commercial or trade package when, in his opinion, the sending of a full package is liable to overstock a post, or when, in his opinion, the full package will not be consumed in the current requisition period and the contents are of a kind that will not keep in good condition for more than one requisition period. When the usual commercial or trade packages are unsuited for wagon transportation or the field service which they may be required to undergo, special packages suited to the purpose may be called for, in which case they will be fully described for the guidance of the purchasing officer.

6. Chief Commissaries should not call upon Purchasing Commissaries for articles except such as they are informed that the latter have authority to purchase, but where the furnishing of other articles by them is considered to be necessary, they will make application to the Commissary General, giving reasons, and recommend the purchasing stations from which the articles should be sent, except when required to make up weight, as directed in paragraph 43.

7. Chief Commissaries are authorized to pay the vouchers of recruiting officers, and vouchers for commutation of rations to soldiers on detached service, or to designate the nearest Purchasing Commissary to whom they should be sent for payment.

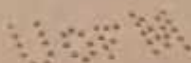
They will, themselves, make payments of commutation due under the appropriation of a fiscal year last past, when available funds are not on hand at posts.

8. Chief Commissaries are authorized to direct the providing at posts, at the expense of the Subsistence Department, of proper receptacles (and the means for locking them), for the preservation of small articles such as brushes, combs, towels, needles, etc., when the same can not be provided by the Quartermaster's Department. They keep informed as to the character and capacity of storehouses at posts and report all cases of insufficient or unsatisfactory storage.

9. When a Chief Commissary deems it unadvisable in any month to send fresh vegetables to a post, or to purchase them there, he will recommend to the Commissary General what he considers a proper commutation price therefor, for that month, stating at the same time the data on which his recommendation is based. No post will be informed of the price at which they will be commuted until application, with reasons therefor, has been received from the post.

10. Chief Commissaries will forward to the Commissary General and to each Chief Commissary of other Departments, as soon as practicable after issue, copies of all orders and circulars affecting subsistence duties issued from the headquarters of the Departments in which they are serving.

11. Chief Commissaries of Departments will keep themselves informed concerning the condition of the subsistence property at the posts in their Departments, and will require, on the semi-annual requisitions for such property, information which will enable them to determine whether articles out of repair can be economically repaired, and will cause all such repairs to be made when, in their opinion, deemed judicious. New articles will not be sent to posts to replace any on hand that can be repaired. They may direct, from time to time, such articles of stationery as may be on hand at a post in excess of the quantities needed for sales, to be transferred to the return of subsistence property and used as stationery by the Commissary at the post.



PURCHASING COMMISSARIES.

(See A. R. 1227, 1865.)

12. A Purchasing Commissary will purchase only such articles as are authorized by the Commissary General and only for such posts as are designated by him. If called upon to send articles not so authorized he will inform the Chief Commissary. Purchasing Commissaries pay all proper vouchers referred to them by Chief Commissaries for payment.

13. Each Purchasing Commissary will, on or before the third day of each month, transmit to all other Purchasing and Chief Commissaries and to the Commissary General a price list of the subsistence stores (excluding exceptional articles) purchased by him during the preceding month.

14. In order to secure the best quality of articles at the most reasonable prices, purchases will be made, as far as practicable, directly from first hands. Articles will be invoiced at their cost prices.

15. Before acceptance, subsistence supplies will be inspected by the purchasing officer, or an officer acting under his instructions, if practicable, and may be so inspected by a competent regular employe of the Subsistence Department when inspection by an officer is impracticable. Special experts are employed as inspectors upon the authority of the Commissary General only.

PERSONAL REPORTS.

16. On the first day of each month the officers of the Subsistence Department will report to the Commissary General, upon the prescribed form, their stations and duties during the preceding month. This report is required from Commissaries of Subsistence only, and not from officers acting as such. On the last day of each month Commissary Sergeants will report, through the officers under whom they are serving, upon the prescribed form, to the Commissary General.

COMMISSARIES AT POSTS.

17. An officer detailed for or relieved from duty as Commissary at a post will forward at once to the Commissary General a copy of the order detailing or relieving him. His official designation will be "The Commissary, Fort ——."