

**MANUAL FOR THE PAY
DEPARTMENT, REVISED TO
INCLUDE AUGUST 15, 1910**

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Manual for the Pay Department, Revised to Include August 15, 1910 by War Department

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WAR DEPARTMENT

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Office of the Paymaster-General.

WAR DEPARTMENT,
OFFICE OF THE CHIEF OF STAFF,
Washington, August 20, 1910.

The following Manual for the Pay Department, revised to include August 15, 1910, compiled under the direction of the Paymaster-General of the Army, is approved and published for the information and guidance of the Regular Army and Organized Militia of the United States.

By order of the Secretary of War:

LEONARD WOOD,
Major-General, Chief of Staff.

1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that proper record-keeping is essential for transparency and accountability, particularly in the context of public administration and financial management.

2. The second part of the document outlines the various methods and tools used to collect, store, and analyze data. It highlights the need for robust information systems that can handle large volumes of data and provide timely insights into organizational performance and trends.

3. The third part of the document focuses on the role of data in decision-making and strategic planning. It argues that data-driven insights are crucial for identifying opportunities, assessing risks, and making informed choices that align with the organization's mission and goals.

4. The fourth part of the document addresses the challenges associated with data management, such as data quality, security, and privacy. It provides recommendations for mitigating these risks and ensuring that data is used responsibly and ethically.

5. The fifth part of the document discusses the importance of data literacy and training for all employees. It stresses that a data-driven culture can only be achieved if everyone in the organization is equipped with the skills and knowledge to work effectively with data.

6. The sixth part of the document concludes by summarizing the key findings and recommendations. It reiterates the importance of a data-driven approach and encourages the organization to continue investing in its data capabilities to stay competitive and achieve long-term success.

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ARMY PAYMASTERS' MANUAL.

PAY DEPARTMENT.

The Pay Department was established as such by the act of April 24, 1816.—*5 Stat., 297.*

The Pay Department shall consist of—

1 brigadier-general, Paymaster-General.

3 colonels, Assistant Paymasters-General.

4 lieutenant-colonels, Deputy Paymasters-General.

20 majors, paymasters.

25 captains, paymasters.—*Act Feb. 2, 1901, 31 Stat., 754; G. O., 9, 1901.*

Vacancies occurring in the office of Paymaster-General shall be filled by selection from officers holding permanent appointments in the Pay Department. Other vacancies which can not be filled by promotion by seniority shall be filled by detail from the line of the Army from the grade in which the vacancies exist for periods of four years.—*Act Feb. 2, 1901, 31 Stat., 755; G. O., 9, 1901.*

When volunteers are called into the service of the United States the President may appoint, by and with the advice and consent of the Senate, additional paymasters with the rank of major, not to exceed one for every two regiments of volunteers.—*R. S., 1184.*

"Officers of the Pay Department shall not be entitled in virtue of their rank, to command in the line or in other staff corps."—*R. S., 1183.*

"An officer of the Pay or Medical Department can not exercise command, except in his own department; but any staff officer, by virtue of his commission, may command all enlisted men like other commissioned officers."—*A. R., 19, 1908.*

"The Pay Department 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 specially assigned to it."—*A. R., 1272, 1908.*

"Manuals issued by the staff departments and approved by the Secretary of War, when not in conflict with any of the provisions of Army Regulations, will have equal force therewith."—*A. R., 1588, 1908.*

ADVANCE OF PUBLIC MONEY.

1. "No advance of public moneys shall be made in any case whatever. It shall, however, be lawful, under the special direction of the President, to make such advances to the 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. The President may also direct such advances as he may deem necessary