

VOLUNTEER DESCRIPTIVE LIST and Account of Pay and Clothing of Members 4th Maine Vol's.

No.	NAMES.	RANK.	DESCRIPTION.						WHERE BORN.		OCCUPATION.	ENROLLED. (For Drafted Men, see note 10.)			MUSTERED IN. (For Drafted Men, see note 10.)				LAST 1
			Years of age.	Eyes.	Hair.	Complexion.	Feet.	Inches.	State or Kingdom.	Town or county.		When.	Where. (Town and State.)	By whom.	When.	Where. (Town and State.)	By whom. (In the case of drafted men, from what enrollment district.)	Period.	By paymaster.
1	William Cunningham	Private																	
2	Thos. F. Pinkham	Private																	

PAID.	BOUNTY.		REMARKS.
	Paid \$ (See note 2.)	Due \$ (See note 2.)	
To what time.			

NOTES.

- The amount of any extra pay for which the soldier may be mustered, ex. gr. as Acting Hospital Steward, as Saddler, &c., and which may be still due him, must be carefully noted.
- In the column headed "BOUNTY PAID," must be entered the whole amount hitherto paid him; in that of "BOUNTY DUE," the whole amount yet due him. Bounty paid by State authorities, and not by the United States, will not be entered on this statement.
- Stoppages for loss or damage done to arms, or other public property, must be noted, and the articles, and particular damage to each, specified. When stoppages are due, under sentence of a Court Martial, a transcript of the same must be entered here; and the amount already stopped, must be carefully stated.
- In every case of desertion, the date, and that of delivery, or apprehension, must be given, together with a correct transcript of the order of sentence or pardon.
- A careful settlement of the man's CLOTHING ACCOUNT must be made, to date, and the amount DUE TO, or FROM him must be precisely stated.
- Should the man have been engaged in any action, or skirmish, it must be mentioned, together with date and place. A full and particular mention will be made of any wounds he may have received in action, or other injury, whilst in the line of his duty.
- If the soldier is entitled to pay for the use of his horse, the company commander will certify to that fact on this list, and also to the time he has pay due for him been so mounted on his own horse.
- When a soldier furnished with final statements, his descriptive list, if he has one, should be taken up by the officer who gives the soldier these statements, and endorsed with a statement to this effect by the officer. This endorsement should exhibit a full statement of the time for which the soldier allowed pay on his final statements, the clothing account, and all other charges against him or in his favor, so as to comprise a complete exhibit of his account. It will then be transmitted to the company command of the soldier, who will enter all the data necessary to a full understanding of the soldier's account on the muster roll upon which the soldier's discharge is reported. The descriptive list will then be destroyed. The object of this is, that the remaining portion of the soldier's account may be settled upon the receipt of these muster rolls, and the soldier receive any pay or allowances that may be due him at the time of his discharge, and which may not appear on his final statements from that that his descriptive list is incomplete. These accounts for back pay, are settled by the 2d Auditor of the Treasury Department.
- Where a soldier dies in Hospital or on detached service, his descriptive list, if he has one, should be sent with his final statements, in duplicate, to the Second Auditor, Washington, D. C.
- Men drafted will be considered as mustered in from the date of their draft, and will be mustered for pay on the usual rolls for Volunteers. On the same line as the soldier's name, under the heading "Joined for Duty and Enrolled.—Commencement of First Payment by Time," will be written the word *drafted*; and under the heading "When Mustered in" will be given the date when the soldier was drafted; under "Where Mustered in," will be given the place from which drafted; under the heading "By whom Mustered in," will be given the No. of the Enrollment District from which he was drafted, and the State to which it belongs, thus: 4th D. Mass.; (meaning 4th Enrollment District, State of Massachusetts.)
- A separate descriptive list should, as a general rule, be given for each man.
- Descriptive lists must, in all cases, be signed by COMMISSIONED officers; not by enlisted men acting as such.

I CERTIFY that the above is a correct transcript from the Records of This Office.

STATION: Augusta Me.
DATE: Oct 5th 1863.

J. W. Gordin
Regt. & Co. Post
Commanding the Company

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