

383. All officers, in affixing their names to official documents, should specify under their signatures, which must be legibly written, their rank, with the Corps or Department to which they belong.

384. Official letters are to contain full information of all particulars upon the subject to which they relate; each letter is to refer to one subject only, and is to be written on foolscap paper, with a convenient (i. e., from half to quarter) margin; the margin always to be left on the inner side of each page. The paragraphs are to be numbered, and the enclosures (if any) described in the margin, or in a separate schedule. As a general rule, when the letter extends beyond one page, or is accompanied by enclosures, it should be written on a whole sheet.—The transmission of unnecessary enclosures is to be avoided; and when additional papers are to be forwarded, all blank fly leaves are to be removed from them.

385. Superior officers and other intermediate authorities are responsible for the correctness of what is set forth in documents submitted by them. It is their duty to endeavour to adjust all matters that come within the scope of their authority; and, in transmitting applications or correspondence to headquarters, they are invariably to state their concurrence, or otherwise, adding such additional observa-