

[A. G. O. No. 4 and 114.—First.]

MUSTER ROLL—Continued.

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MUSTER ^{Roll} ROLL

Capt. John Henry Mank's Ind. Co
 of New Mexican Mounted Volunteers
 From the 20th day of July 1861
 To the 29th day of October 1861
 Rec'd (A. G. O.) 1861

I certify, on honor, that this Muster Roll is made out ^{to order for} ~~in accordance with~~ ^{as required} by the ~~proper~~ ^{proper} ~~authorities~~ ^{authorities} to exhibit the true state of Captain J. H. ~~McKee's~~ ^{McKee's} Independent Company for the period herein mentioned; that the "Remarks" set opposite the name of each officer and soldier are accurate and just; and that the "Recapitulation" exhibits in every particular the true state of the company as required by Regulations and the Rules and Articles of War.

STATION: Fort Marcy, NM.
DATE: October 29th 1861

1st Lieut. Mm. Mf. Vols.
Commanding the Company

I certify, on honor, that I have carefully examined this Muster Roll, and that I have mustered and minutely inspected the company; the condition of which is found to be as expressed in my remarks hereunto annexed.*

DISCIPLINE: *Good*

INSTRUCTION : *Tolerable*

MILITARY APPEARANCE :

ARMS :

ACCOUTREMENTS :	<i>Nurse</i>
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CLOTHING: *Very bad*

*It is made the special duty of the Inspector and Mustering Officer to add the appropriate remarks touching "Discipline," "Instruction," &c., according to the facts exhibited in the course of his inspection, with such other remarks as may be necessary or useful for the information of the War Department.

We certify, on honor, that we actually employed the servants, and owned and kept in service the horses, for which we have received payment, for the whole of the time charged, and did not during any part of the time, employ a soldier as servant—the names of our servants are below; that we are not indebted to the United States on any account whatever. We also certify that the company officers, non-commissioned officers, and privates of the company to which we belong, have not been paid up for pay, &c., as having horses and horse equipments, actually owned, and kept in service for the time paid for. We also certify that we witnessed the payment of the whole company.

... *Captain*, servant named

.... 1st *Lieut.*, servant named

2d Lieut., servant named

LIST OF ROLLS, RETURNS, AND REPORTS REQUIRED FROM COMPANY COMMANDERS

DESIGNATION.	WHEN TO BE MADE.	WHEN TO BE SENT.	BY WHOM.	PAY. OF REGULATION. (Ed. of 1861).
<i>To Adjutant General.</i>				
Master Roll of Company ^a	Every two months.....	Within three days thereafter.....	Mustering Officer.....	213 and 234.
Inventory of Effects of Deceased Soldiers.....			Company Commander.....	152.
Final Statements of Deceased Soldiers.....				152.
<i>To Quartermaster General.</i>				
Duplicate Returns of Clothing, Camp and Garrison Equipage, and Quartermaster's Property—one with and one without vouchers.....	End of every quarter.....	Within twenty days thereafter.....		1158 & 1171.
<i>To his Chief of Ordnance.</i>				
Returns of Ordnance and Ordnance Stores.....	End of every quarter.....	Within twenty days thereafter.....		1421.
Certificates of Inventory on Return of Ordnance and Ordnance Stores.....	Yearly—in June.....			1423.
Report of Damaged Arms.....	End of every two months.....	First day of subsequent month.....		158.
<i>To Regimental Adjutant.</i>				
Descriptive List of Men Joining.....				88, 44 clause 1.
Returns of Deceased Soldiers.....	End of every quarter.....	First day of subsequent month.....		458.
Returns of the Company.....	End of every month.....			458.
Returns of orders making temporary appointments of Non-commissioned Officers, or relieving Non-commissioned Officers at posts not Regimental Headquarters.....				74 and 79.
Inventory of Effects of Deceased Soldiers.....	Immediately.....	Immediately.....		152.
Final Statements of Deceased Soldiers.....				152.
<i>To Post Adjutant.</i>				
Morning Report of Company.....	Each morning.....	Before eight o'clock a. m.....		256.
Monthly Returns of Company (to be returned to Company Commander for Bill).....	End of every month.....	First day of subsequent month.....		256.
Returns of Company Fund, with Company Council Book.....	End of every four months.....			256.

The SENE REPORTS as above are to be made by Officers commanding Bands or small detachments of troops, Company Officers, when on Regimental Re-entraining Service, to the ADJUTANT GENERAL, QUARTERMASTER GENERAL, CHIEF OF ORDNANCE, and SUPERINTENDENT, (*Regimental Commander*) the same Reports and Returns as rendered by Officers on the General Re-entraining Service. (Par. 58, Regulations of 1891.)

When soldiers are processed on an effect, the left wrist is to be staked both upon the Inventory and the Final Statement.

When a Soldier is sent to the Hospital, the SENE REPORT is to be made out for him, in the same cases. Blank forms will be forwarded, properly headed and signed, with a black or red ink line drawn obliquely across the body of the Return from left to right.

When a Soldier is made out of the service, the SENE REPORT is to be made out for him, in the same time taken for the PAYMASTER, and one to be retained with the company. One Master Roll is at the same time forwarded to the Adjutant General.

RECAPITULATION.		PRESENT.		ABSENT.		STRENGTH—PRESENT & ABSENT.		DISCHARGES SINCE LAST REGIMENT.		DIED.														
For duty	On extra, or daily duty ..	Sick	In arrest, or confinement ..	On detached service	With leave	Without leave	Sick	In arrest, or confinement ..	Recruits from depots	Enlisted in company	By re-enlistment	By transfer, or appointment ..	From desertion	Resigned	Expiration of service	For disability	By sent, of G. O. Martial ..	By civil authority	By order	Transferred	Killed in action	Of wounds	From disease, &c.	Deserted
Captain	1st Lieutenant	2d Lieutenant	Sergeant	Corporals	Privates	Musician	Drum Major	Private	Blank Muster Rolls	Blank Muster and Pay Rolls ..	Blank Company Monthly Returns ..	Blank Certificates of Disability ..	Blank Enlistments	Blank Re-enlistments	Blank Recruitings Accounts Current ..	Blank Monthly Recruitings Returns ..	Blank Discharges	Dispersive Lists	Blank Muster	Blank Muster	Blank Muster	Blank Muster	Blank Muster	Blank Muster
Total enlisted	Total absent	Total	Total	Total	Total	Total	Total	Total	Blank Muster	Blank Muster	Blank Muster	Blank Muster	Blank Muster	Blank Muster	Blank Muster	Blank Muster	Blank Muster	Blank Muster	Blank Muster	Blank Muster	Blank Muster	Blank Muster	Blank Muster	Blank Muster

6. The remark, "discharge and final statements given," will be made opposite to the name of every discharged soldier, to whom such papers have actually been given. But the blank spaces under the head of LEAVE PAID, are to be filled as usual.

7. In all cases of re-enlistment prior to the expiration of the term of service, the discharge on the old enlistment will be given at the time the soldier "re-enlists"—from and on which day, his pay on the new enlistment will commence.

8. Within three days after each regular muster, the mustering officer, or commandant of the post, will transmit to the Adjutant General a copy of the muster roll of each company. Blanks will be supplied from the Adjutant General's Office, and will be acknowledged on the first muster roll forwarded after their receipt.

RECORD OF EVENTS WHICH MAY BE NECESSARY OR USEFUL FOR FUTURE REFERENCE AT THE WAR DEPARTMENT, OR FOR PRESENT INFORMATION.

9. Actions in which the company, or any portion of it, has been engaged, sieges, marches, changes of station, every thing of interest, relating to the discipline, efficiency, or service of the company, will be minutely and carefully noted. With DATE, PLACE, DISTANCE, MARCHES, &c., &c.

The Company was numbered into the service of the United States and the horses, horse equipment and duty appraised & accepted, at Santa Fe, N. M., July 2d 1861 by Capt. W. H. Mitchell, 5th Inf.

The Company was engaged in a skirmish with the Texans, at Alamosa, N. M., Sept. 25, 1861, in which the Captain, Second Lieutenant and one Sergeant were captured & taken to Mesquite. The other men taken prisoner (7 or 8 in all) were immediately paroled & released.

The Company was mustered out of discharged, the term of service having expired, at Santa Fe, N. M., Oct. 24th 1861, by Capt. W. H. Lewis, 5th Inf.