

## STATE OF NEW YORK

New York, N.Y. March 16, 19 24

(Place)

(Date)

## ANNUAL MUSTER ROLL

OF

C O M P A N Y H

3 6 9 t h I N F A N T R Y

NEW YORK NATIONAL GUARD

INSPECTED AND MUSTERED BY

Lieut. Col. J. H. Mundy A. G. O.  
Apr. 27 1924

## INSTRUCTIONS

This roll will be prepared on typewriter, with black record ribbon. Carbon paper may be employed for extra copies.

Muster rolls in duplicate will be prepared for all organizations, in advance, based upon the roll of the last muster, and handed with a list of the absentees to the mustering officer when the muster is to begin.

Separate muster rolls are made for each unit of a regiment, battalion, squadron, coast defense command, or corps, and also for detachments serving with said organizations, by the immediate commanding officer thereof.

The officer who signs the certificate is responsible for the preparation and correctness of the muster rolls.

The mustering officer is not responsible for the correctness of a muster roll; his responsibility covers only the matter placed by him on the roll; one of the originals he will return to the officer who signs the certificate for his retained copy, the original he will forward to the Adjutant General.

Muster rolls must account for every man who was a member of the organization at the time of the last muster, and all changes in the status of the members since the last muster must be recorded thereon.

In preparing data for the muster roll, take the last muster roll and from it make a memorandum copy of the names and grades of those who were at that time members of the organization, leaving space between names to insert others which may belong therein.

Take the service records and copy from them on this list the names of the men who have joined the company since the last muster by commission, assignment, enlistment, re-enlistment, transfer or by having been restored to duty.

Read over the list and mark off the name of every man who has ceased to be a member of the command.

Read over the list again and place in the proper grade the names of those promoted or reduced.

Now compare the list with the roll call book and make certain that the name of every man still a member of the command appears in it.

Take the muster roll and copy the names of actual members of the command on it in the column headed "Names," under caption to indicate grade in the proper order of rank, as: Captain, first lieutenant, second lieutenant, master sergeant, first sergeant, technical sergeant, staff sergeant, sergeants, corporals, first-class privates, and privates, and numbering each name below the caption consecutively in the column left for that purpose. Sergeants and corporals are entered according to rank in the grade; and privates, first-class, and privates, alphabetically. Specialist ratings should be shown.

On the muster roll in the column headed "No" should be placed the number in each grade, the third column is for names, surnames preceded by given names, except in the case of privates, first-class, and privates, where the given name follows the surname.

In the column "Date of Enlistment or Entry into Service," is entered for the officers the date on which they took the oath of office and thereby qualified for the office they hold, or the date of assignment if from the reserve list; for the enlisted men, the date of the enlistment in which they are serving at the time.

Then follow columns for the term of enlistment—officers, of course, have no term—and for age at entry into service—entry into present service, not original entry, if men have been discharged before.

The columns "Date of Rank" and "Date of Commission or Warrant" explain themselves; in the case of a reserve list officer, the date of the order assigning him to duty is placed under the former heading, provided the order does not fix another date, in which case it would be the date given in the order; and under the latter heading the date of order.

On the right hand side of the page under the heading "Remarks," place the letter "J" on the line of the names of officers and enlisted men who were not members of the command at the last muster but who have joined the command since, and are at the date of this muster still members; that is, men who since the last muster have enlisted, re-enlisted, been restored to duty, or joined by transfer, also those who have been promoted from enlisted men to commissioned officers, from second lieutenant to first lieutenant, from first lieutenant to captain, or have joined the company from outside by commission. The letter "J" should not be used in the case of an enlisted man whose name appears on the last muster roll who has been separated from the company since that date and later rejoined, but necessary remarks to show the facts in the case should be entered. An enlisted man promoted from private to corporal, from corporal to sergeant, or whose status has in any manner been changed from one enlisted grade to another since last muster, is not shown as having "joined." Under heading "Remarks" full information as to such change must, however, be entered. Rating or classification of enlisted men of the Coast Artillery Corps and Field Artillery with number, source and date of the order in which the rating or classification is announced. Classification of expert riflemen and sharpshooters, enlisted men, where authorized with number, source and date of the order in which the qualification is announced, should be entered in this column.

In the same column shall be placed on the proper lines such remarks as are necessary to explain the position of the man for instance:

Assigned to company 1/1/10; S. O. 1, A. G. O., 1917;

Reserve list officer assigned to duty with company, 1/1/10; S. O. 1, A. G. O., 1917;

Promoted from first sergeant; assigned to company, 1/1/10; S. O. 1, A. G. O., 1917;

Promoted from first lieutenant; assigned to command company, 1/1/10; S. O. 1, A. G. O., 1917;

all of the foregoing are reported as "Joined" in the column of remarks.

Promoted from sergeant, 1/1/10; S. O. 1, 1 Inf., 1917;

Promoted from corporal 1/1/10; S. O. 1, 1 Inf., 1917;

Promoted from private 1/1/10; S. O. 1, 1 Inf., 1917;

none of these last three examples are reported as "Joined"

by enlistment;

By re-enlistment; honorable discharge, 1/1/17; S. O. 1, 1 Inf. Restored to duty,

give authority order and date. Dropped (give date).

By transfer from (state company and organization), 1/1/17; S. O. 1, 1 B., 1917;

By enl.; hon. dis. fr. (state co. &amp; regt. &amp; give date); pre. ser. of....yrs....mos.

...das;

all of these are preceded by the letter "J" in the column of remarks; the letter "J"

should not be used, however, in the case of an enlisted man whose name appears on the

last muster roll, who has been separated from the company since that date and later

rejoined same.

Ret. to ranks from sgt., 1/1/17, S. O. 1, 1 Inf.;

Ret. to Pvt. from corp., 1/1/17; S. O. 1;

Drpd. 1/1/17; S. O. 1, 1 Inf.; restored to duty 3/1/17; S. O. 10, A. G. O. (since

last muster); honorable discharge 1/1/17, S. O. 1, 1 Inf., 1917; re-enlisted 1/2/17

(since previous muster);

Trans. to Co. A, 1 Inf., 1/1/17; S. O. 1, A. G. O., re-trans. 3/1/17; S. O. 10, A. G. O.

(since last muster).

The letter "J" is not to be used in the last five examples.

The foregoing examples cover practically all of the different forms of remarks that

will be required; of course all remarks must set forth the facts in the case.

After the pages devoted to the present members of the company, come pages on

which are accounted for those who were members at the last muster, or who became

members since that date, and are at the date of this muster no longer members of the

command, namely, all those who, since the last muster, have been promoted out;

have received honorable discharges; discharged; dishonorably discharged; dismissed;

transferred; dropped for desertion, or died; also lieutenants of, promoted in, the

company; and enlisted men discharged to accept commissions; and they are recorded

under the above special headings and arranged according to grades as in the list of

present members in the first part of the roll. The last two cases mentioned are the

only ones where a member may appear in more than one place on the same muster roll.

A man who at the last muster was a member of the command, and has been dropped

and restored to duty or transferred and re-transferred or discharged and re-enlisted since

that date, and is at the date of this roll a member of the company is neither reported

as a loss nor as a gain, nor is his name borne on that part of the roll devoted to losses.

The remarks, except the letter "J," are, however, placed opposite his name in the

part of the roll devoted to those still members.

In the first column of sheet 3 of the roll, which is devoted to losses, is placed the

number (using running numbers in each class or kind of loss), so that the totals in

each class or kind of loss will agree with table of losses on last page of roll; in the next

grade held by the man at the date he ceased to be a member, followed by his name,

located in each class according to date of loss; then comes the date of loss and finally

the necessary explanatory remarks (bearing in mind that the headings themselves are

sometimes explanatory and that unmeaning repetition should be avoided), the number

source and year of the order discharging, dropping or transferring the man or the

cause of his death. It sometimes happens that a man enlists or re-enlists, joins by

transfer, is restored to duty, and leaves the command since the last and before this

muster, in which case the remarks commence with the letter "J" (in red ink) by

enlistment, re-enlistment, transfer from (such) organization, or by restoration to duty

in each case giving the date and other required information, and then follow the remarks,

if any, accounting for his loss.

The recapitulation of Gains and Losses must be filled out carefully and totals must

agree; for instance, the aggregate strength of the command at the last muster was 76;

the total gain since that date is 20, and the total loss 30, the strength of the command

at this muster must therefore be 66; count the actual members of the command and

if their total agrees with this number, the result proves the recapitulation. Never

permit a balance to be forced; a discrepancy at once shows an error which a careful

checking of the roll will reveal.

Finally, over the certificate of the commanding officer is placed the record of the

command since the last muster; camp duty, marches, duty in aid of the civil authorities,

field small arms practice, etc. This record is confined to a brief statement of the facts.

The rolls having been completed, the entries will be verified by the commanding

officer, with the assistance of subordinates, using for such purpose the roll of the last

muster, the descriptive book, roll call book and attendance book. It is the duty of

superior officers to see that this is done without fail and preceding the muster.

Absent	No.	NAMES (To be written in full, Christian name first)	Date of enlistment or entry into service	Date of Rank	Date of commission or warrant	Age at entry	Term, years	Page 1 REMARKS
	1	LST Lieutenant: Winslow Little	4/7/23	4/4/23	4/4/23	23		J. By assignment to command Co.F per S.O.#83, A.G.O.1923. Re-assigned to Co.H per R.S.O.81, 12/8/1923.
	1	1st Sergeant: Daniel N.G.Bailey	1/5/24	2/7/24	2/7/24	31	3	J. By enl. Apptd Sergeant 2/7/24 per R.S.O.#25, 1924. Promoted to 1st Sergeant 3/13/24 per C.O.#1, 3/13/24.

Absent

No.

NAMES  
(To be written in full, christian name last)

Date of  
Enlistment

Age at entry

Term, years

Page.....

REMARKS

## Privates:

1	Boston,	William C.	9/25/23	19	3	J. By trans from Co.F per R.S.O.#81,12/8/23.
2	Dockett,	George E.	5/8/23	34	3	J. By trans from Co.F per R.S.O.#81,12/8/23.
3	Hall,	Alexander	2/23/23	28	3	J. By trans from Co.F per R.S.O.#81,12/8/23.
4	Haney,	Michael H.	7/23/23	26	3	J. By trans from Co.F per R.S.O.#81,12/8/23.
5	Jackson,	Daniel W.	11/28/23	33	3	J. By trans from Co.F per R.S.O.#81,12/8/23.
6	Long,	Samuel	2/7/24	32	3	J. By enl.
7	Potter,	Daniel N.	6/5/23	41	3	J. By trans from Co.F per R.S.O.#81,12/8/23.
8	Richardson,	Amos	11/13/23	29	3	J. By enl.
9	Riley,	Edwin	12/11/22	19	3	J. By trans from Co.F per R.S.O.#81,12/8/23.
10	Ross,	Harrison	1/31/24		3	J. By enl.
11	Stokes,	Donald	3/6/24	18	3	J. By enl.
12	Taylor,	Alfred E.	11/28/23	18	3	J. By trans from Co.F per R.S.O.#81,12/8/23.

BINDING EDGE

NAMES  
(To be written in full, christian name last)

Date of loss

REMARKS

Page \_\_\_\_\_

## By Honorable Discharge:

## Sergeants:

Bailey, Daniel N.G.

1/5/24

By trans from Co.F per R.S.O.81,  
12/8/23. Disch per R.S.O.#90,1/8/24.

## Privates:

Clark, John A.

1/21/24

By trans from Co.F per R.S.O.81,  
12/8/23. Disch per R.S.O.16, A.G.O.,  
1924.

## By Dropped for Desertion:

## Privates:

Byam, Frederick

1/28/24

By trans from Co.F per R.S.O.81,  
12/8/23. Dropped per S.O.22, A.G.O.,  
1924.

Fisher, Sif

1/28/24

By trans from Co.F per R.S.O.81,  
12/8/23. Dropped per S.O.22, A.G.O.,  
1924.

Potter, William

1/28/24

By trans from Co.F per R.S.O.81,  
12/8/23. Dropped per S.O.22, A.G.O.,  
1924.

Slaughter, Arthur G.

1/28/24

By trans from Co.F per R.S.O.81,  
12/8/23. Dropped per S.O.22, A.G.O.,  
1924.

BINDING EDGE

# QUESTIONNAIRE

TO ACCOMPANY REPORT OF ARMORY INSPECTION OF

Company "H" - 369<sup>th</sup> Infantry, N.Y.N.G.  
(Unit and Organization)

One copy to be completed by the unit commander, signed and handed to State Inspector at time of inspection.

1. Have the Articles of War been read to the Company in the last six months? If so, what date? ~~No~~ yes, 02/23
2. Were the prescribed Articles of War read to men on enlistment? (Par. 331 NGR) No
3. Have all the men been vaccinated against typhoid and smallpox? (Par. 339 NGR) No  
If not all, how many? None
4. Are any men held beyond term of enlistment? No If so, why? \_\_\_\_\_
5. Is your company organized as prescribed in regulations? No
6. Have you all the clothing and equipment authorized to be issued for each officer and enlisted man? No  
Exceptions: no shoes, underwear, socks, white for enlisted men.
7. Have you all the organizational equipment authorized? No Exceptions \_\_\_\_\_
8. What surplus and obsolete property is on hand? None
9. What unserviceable property is on hand? None
10. Have you on file for each soldier and properly made out:
  - (a) Waiver for dependent relatives? (Form 1-D, NY) No
  - (b) Enlistment paper? (Form 22-1, AGO) yes
  - (c) Service Record? (Form 29, AGO) yes
  - (d) Extract of Service Record, for each man transferred, discharged, deserted or died (Form 29a, AGO) No
  - (e) Report of Physical Examination? (Form 135-1, AGO) yes
  - (f) Waiver, case of Deviation from Physical Standard. (Form 1-B, NY) No
  - (g) Identification Record Card? (Form 260, AGO) yes
  - (h) Individual Equipment Record? (Form 637, AGO) yes
  - (i) Vaccination Record? (Form 81, MD) No
  - (k) Record of sizes of clothing No
  - (l) Record of address of each officer or soldier? yes

11. Have you on file the following reports properly made out:

- (a) Morning Report? (Report at each drill) (Form 332, AGO)..... *yes (Kept at Regimental Hdqrs.)*
- (b) Daily Sick Report? (For each drill if any carried sick) (Form 339, AGO)..... *no*
- (c) Duty Roster? (Form 342, AGO)..... *no*
- (d) Correspondence Book and Document File? (Form 662, AGO)..... *yes*
- (e) Report of Company Small Arms Firing? (Form 307, AGO)..... *no*
- (f) Company Strength Return? ~~(Form 111, AGO)~~ **(Form 33, AGO)**.....
- (g) Report of Change of Status of Officers? (Form 105, MB)..... *no*
- (h) Record of Trials by Courts-Martial?..... *no*
- (i) Copies of Annual Inspection Report? (Federal and State)..... *no*
- (j) Requisitions for Property, copy of letter, or QMC Form 160?..... *no*
- (k) Board of Survey? (Form 196, AGO)..... *no*
- (l) Property Loan Record? (Form 263 C, QMC)..... *no*
- (m) Receiving Report? (Form 257, QMC)..... *no*
- (n) Shipping Ticket? (Form 260, QMC)..... *no*
- (o) Over, Short and Damaged Report? (Form 261, QMC)..... *no*

12. Have the men been instructed:

- (a) In the care and repair of clothing, arms, equipment, and the importance of same?..... *yes*
- (b) That it is a crime to sell government clothing, arms and equipment, or to knowingly buy same from unauthorized sources?..... *yes*
- (c) That clothing, arms and equipment must not be removed from the Armory without proper authority?..... *yes*
- (d) In (1) The use of first aid packet..... *no* (4) Camp Sanitation..... *no*
- (2) First Aid..... *no* (5) Care of the feet..... *no*
- (3) Personal Hygiene..... *no* (6) Danger of venereal diseases?..... *no*

13. Do the corporals understand their duties, and are they allowed to drill their squads and the platoon? *Have no corporals*

14. Do the sergeants understand their duties and are they allowed to drill the platoon and the company?..... *yes*

15. Do the lieutenants understand their duties and are they allowed to drill the company?..... *yes*

16. Are the following on hand and properly annotated?.....

- (a) State Regulations?..... *yes* (f) Training Regulations?.....
- (b) National Guard Regulations?..... *yes* (g) Council Book?.....
- (c) Army Regulations?..... *no* (h) Special Regulations 57?.....
- (d) Military Law?..... *yes* (i) Order Files?.....
- (e) Manual for Courts Martial?..... *no*

(Signature) *Daniel Little*

*1st Lt. 9th N.Y. N.G. Company Co. H.*

Date *March 16, 1924*

93243 RECEIVED A. G. O. MAR 17 1925

**GAINS AND LOSSES SINCE LAST MUSTER**

**LIST AND DURATION OF EVENTS SINCE LAST MUSTER**

BINDING EDGE

GAINS	Colonel	Lieut.-Col.	Major	Captains	1st Lieut.	2d Lieut.	Master Sergts.	Staff Sergeants	Tech. or 1st Sergts.	Sergeants	Corporals	Privates, 1st Class	Privates	Aggregate
By enlistment.....													5	5
By being restored to duty.....														
By transfer.....					1				1			13		15
By assignment to.....														
Total gains.....					1				1			18		20
LOSSES														
By honorable discharge.....									1				1	2
By discharge.....														
By dropped.....													4	4
By transfer.....														
By death.....														
By promotion.....														
.....														
.....														
Total losses.....									1				5	6

As Co.F, participated with regiment in corner stone laying ceremonies of new armory pursuant to R.G.O.6, May 6, 1923.

As Co.F, participated with regiment in Memorial Day parade pursuant to R.G.O.#7, May 7/23

As Co.F, participated in Memorial ceremonies in honor of deceased President Harding pursuant to R.G.O.#9, Aug. 6, 1923.

As Co.F, participated with regiment in reception to Gen. Gouraud at 107th Regt armory on Aug. 13, 1923 pursuant to R.G.O.10, Aug. 7, 1923.

Participated with regiment in Field training at Camp at Peekskill, N.Y. from Aug. 31st to Sept. 3, 1923, pursuant to R.G.O.11, Aug. 14, 1923.

Formerly as Co.F and later as Co.H had 36 drills of at least 1 1/2 hours duration since last inspection and muster.

**Certificate of Commanding Officer**

I Certify That this muster roll exhibits the true state of my command on this day of muster.

(C. O.) *[Signature]*

(Grade) 1st Lieut. 369th Inf. N.Y.N.G.

Date March 16, 1924.  
(Of muster)

Net gain since last muster ..... 14

Net loss since last muster ..... 0

Aggregate strength at last muster (Enl. & Com.) ..... 14

Present strength..... 14

Commissioned officers.....Present, 1 Absent, 0 Total, 1  
 Enlisted men.....Present, 13 Absent, 0 Total, 13  
 Total.....Present, 14 Absent, 0 Total, 14

Present and absent at last muster.....

Percentage present..... 100

**REPORT AND REMARKS OF INSPECTING AND MUSTERING OFFICER**

DRILL, DISCIPLINE AND EFFICIENCY (USE RATINGS EXCELLENT, VERY GOOD, GOOD, FAIR OR POOR.)

1	Efficiency of Officers.....	<u>G.</u>	15	Special Drills.....	<u>1</u>
2	Efficiency of Non Commissioned Officers.....	<u>7</u>	16	Equitation and Hippology.....	<u>1</u>
3	Efficiency of Specialists (Trumpeters, Cooks, &c.).....	<u>7</u>	17	Knowledge of Arms.....	<u>7</u>
4	Morale.....	<u>7</u>	18	Books, Records and Reports.....	<u>7</u>
5	General Estimate of Discipline.....	<u>7</u>	19	Property Records.....	<u>7</u>
6	General Appearance as to Physique.....	<u>7</u>	20	Financial Records.....	<u>1</u>
7	Military Bearing.....	<u>7</u>	21	Condition of Quarters or Armory.....	<u>9</u>
8	Neatness.....	<u>7</u>	22	Condition of Storerooms and Stores.....	<u>1</u>
9	Adjustment of Equipment.....	<u>1</u>	23	Condition of Arms.....	<u>7</u>
10	Steadiness in Ranks.....	<u>7</u>	24	Condition of Animals.....	<u>1</u>
11	Military Courtesy.....	<u>7</u>	25	Condition of Transport.....	<u>1</u>
12	Manuals (of arms, of inspection).....	<u>7</u>	26	Condition of Tentage and Field Equipment.....	<u>1</u>
13	Drill, Close Order.....	<u>7</u>	27	Preliminary Instruction with Rifle and Pistol.....	<u>?</u>
14	Drill, Extended Order.....	<u>1</u>	28	Interior Guard Duty.....	<u>1</u>

ESTIMATE OF GENERAL EFFICIENCY..... Fair

PRINCIPAL DEFECTS AND DEFICIENCIES. a. In Organization

Below minimum

b. In Books, Records, and Blank Forms 339a40 342a40 307a40 33a40 160 DMC 196a40

763-757-760-761 DMC

c. In Property Only individual clothing on hand

d. Surplus and Unserviceable Property ---

INSTRUCTION. Are Schools held for Officers? Yes For Non Com. Off.? --- For Specialists (Trumpeters, Cooks, &c.) ---

Estimate of Value of Schools no opportunity to estimate

ACTIVE SERVICE. In case of a call are Officers fully equipped? Yes

Date Mar 16/24

[Signature]  
 Inspecting and Mustering Officer