

**INSTRUCTIONS FOR MAKING  
MUSTER-ROLLS, MUSTERING INTO  
SERVICE, PERIODICAL PAYMENTS,  
AND DISCHARGING FROM SERVICE  
VOLUNTEERS OF MILITIA**

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Instructions for Making Muster-rolls, Mustering Into Service, Periodical Payments, and  
Discharging from Service Volunteers of Militia by Various

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**VARIOUS**

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# INSTRUCTIONS

FOR MAKING

MUSTER-ROLLS, MUSTERING INTO SERVICE  
PERIODICAL PAYMENTS.

AND

DISCHARGING FROM SERVICE VOLUNTEERS OR MILITIA.

REVISED.

WASHINGTON:  
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1868.



WAR DEPARTMENT,

*November 20, 1863.*

The following "Instructions for making muster-rolls, for mustering into service, for periodical payments, and for discharge from service, of volunteers or militia," having been duly examined, are approved, and will be carried into effect.

EDWIN M. STANTON,

*Secretary of War.*

# INSTRUCTIONS

## FOR MAKING

MUSTER-ROLLS, MUSTERING INTO SERVICE, PERIODICAL PAYMENTS, AND DISCHARGE FROM SERVICE OF VOLUNTEERS OR MILITIA.

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### CAPTIONS OF MUSTER-ROLLS.

1. The caption of rolls will embrace the name of the captain or permanent commander and letter of the company; the number of the regiment, the State to which it belongs, whether mounted or foot, volunteers or militia; the name of the colonel or permanent commanding officer; by whom, and under what act of Congress, it was called into service; where and when enrolled, and the term to be served; by whom, where, and when, or in what month, the company was organized; and (with the exceptions shown in the forms below) when it arrived at the general rendezvous, and the distance between that and the place of organization; and when discharged. The muster-rolls for payment will show the time for which the muster is made, as the first one from date of enrolment, and subsequent ones from the time the company was last paid (without regard to any intermediate muster) to the time the new muster is to be made—generally for two months—but more or less according to circumstances.

2. The following is the purport of the captions for the several kinds of musters which may occur:

3. The words and figures between brackets [ ] throughout are inserted to make the meaning of the caption and remarks clear; the appropriate ones will be used on the rolls.



NO. 1.—FOR MUSTER INTO SERVICE.

4. Muster-roll of Captain [John Smith's] company [A] in the [1st] regiment of [Maryland] mounted (or foot) volunteers, commanded by Colonel [Thomas Tod,] called into the service of the United States by [the President,] under the act of Congress approved [July 22, 1861,] at [Baltimore, Maryland,] (the place of general rendezvous,) on the [25th] day of [July, 1861,] to serve for the term of [three years or during the war] (or for twelve months) from the date of enrolment, unless sooner discharged. The company was organized by Captain [John Smith,] at [Cumberland,] in the month of [July, 1861,] and marched thence to [Baltimore,] where it arrived the [25th] day of [July,] a distance of [one hundred and twenty-five] miles.

NO. 2.—FOR FIRST PERIODICAL PAYMENT.

5. The same as No. 1 to the words sooner discharged—from the [25th] day of [July, 1861,] when enrolled, to the [31st] day of [October, 1861,] The company was organized by Captain [John Smith,] at [Cumberland,] in the month of [July, 1861,] and marched thence to [Baltimore,] where it arrived the [25th] day of [July,] a distance of [one hundred and twenty-five] miles.

NO. 3.—FOR ALL SUBSEQUENT PERIODICAL PAYMENTS.

6. The same as No. 1 to the words sooner discharged—from the [31st] day of [December, 1861,] when last paid, to the [29th] day of [February, 1862,] The company was organized by Captain [John Smith,] at [Cumberland,] in the month of [July, 1861,]

7. The distance from Cumberland (the home of the com-

pany) to Baltimore, 125 miles, will, or should be, paid for on the first periodical muster, and need not, therefore, be continued on any subsequent rolls. It will be inserted in the caption and — column till paid for. The place of company organization must be shown on all rolls during the term of service.

**No. 4.—FOR DISCHARGE AFTER ONE OR MORE PAYMENTS  
HAVE BEEN MADE.**

8. The same as No. 1 to the words sooner discharged—from the [29th] day of [February, 1862,] when last paid, to the [4th] day of [July, 1862,] when discharged. The company was organized by Captain [John Smith,] at [Cumberland,] in the month of [July, 1861.]

**No. 5.—FOR DISCHARGE WHERE NO PAYMENT HAS BEEN MADE.**

9. The same as No. 1 to the words sooner discharged—from the [25th] day of [July, 1861,] when enrolled, to the [4th] day of [July, 1862,] when discharged. The company was organized by Captain [John Smith,] at [Cumberland,] in the month of [July, 1861,] and marched thence to [Baltimore,] where it arrived the [25th] day of [July,] a distance of [one hundred and twenty-five] miles.

10. If the blank muster-rolls, furnished for use, do not contain all that is directed above, in each case, they will be altered by the required additions in writing. The words when discharged must be written, if not there already, next after the last date of the term, to which the muster is to be made, on all rolls for that purpose.

11. It is expected that muster-rolls for discharge, of large size, and with the addition which will be found in paragraph 49, will be prepared and furnished seasonably for that pur-

pose; if not, the blanks now in use (for payment) will be altered by the additional two columns. The blank rolls for discharge should contain a large excess of lines, beyond the prescribed organization, for the names of all who have died, been discharged, &c., &c., and the column of remarks should be near a foot wide for necessary remarks.

12. Where a change of captain or colonel has taken place, by promotion or otherwise, the name of the new captain or colonel will be embraced, and the name of the first commander will be interlined after company, as [late Smith's,] or after regiment, as [late Tod's,] so that the original commanders may be shown during the whole term.

13. If any other person than the President called the force into service, the name of such person, with his official rank or station, will be inserted in the caption, and under what law, authority, or circumstances the call was made: vide paragraph 1640, Army Regulations, and an act to amend an act calling forth the militia, promulgated in G. O. 91, adjutant general's office, 1862.

14. The date of enrolment in the caption and one of the columns will be that of the day of arrival of the company, with organization complete or full, at the place of general rendezvous, in compliance with orders from the proper authority, but not prior to the day specified in the order; which date of enrolment will be the commencement of the term of service and of public supplies, unless otherwise specially directed, without regard to the date of muster or that of previous company organization.

#### NUMBERS OF ROLLS TO BE MADE.

15. For muster into service there will be four copies of muster-roll, viz: one for the captain, one for the adjutant gen-