

\* National Guard, State of Colorado

## SERVICE RECORD

TROOP C 125 OF COL 9 INF.SmithJohann

(Christian name.)

(Company and regiment \* Strike out words not applicable.)

(Company and regiment \* Strike out words not applicable.)

## INSTRUCTIONS.

1. *Opening of record.*—When a soldier is enlisted or reenlisted a service record on this form will be opened for him by the recruiting officer, who will fill out the Descriptive List, page 2, the Prior Service, and the first part of Current Enlistment, page 3. Other data called for by the printed headings or by these instructions will be supplied from time to time as occasion arises by the soldier's company or detachment commander, care being taken to make the record complete and to keep it up to date at all times.

2. *Forwarding to first station.*—When a soldier is sent from the recruit depot to a post, camp, or regiment, for assignment, the adjutant, or other designated officer, at the depot will fill out the first indorsement and turn the service record over to the officer or noncommissioned officer in command of detachment of departing period; or, if no such officer is present, the adjutant or other officer be placed in command. The service record will be forwarded by mail to the proper station to company.

3. *Forwarding to company.*—Upon assignment of a soldier to a company, the post camp, or regimental commander will transmit the service record to the commanding officer of the company to which he is assigned, detaching the report of assignment and forwarding same to The Adjutant General of the Army.

4. *Soldiers transferred or detached.*—When a soldier is transferred or detached from his company, the company commander will fill out the second indorsement and transmit the service record to the soldier's new commanding officer in the manner prescribed in paragraph 2, above, in the case of soldiers being recruited depots. Subsequent indorsements will be filled out by the soldier's change of station or status requires, the original indorsement being shown by the soldier whenever the record is taken up by the commanding officer forwarding the service record to the official copy of his indorsement, to which will be added a receipt in the name of the soldier for purpose of identification.

5. *Record to be included in indorsements.*—Each indorsement will give the reason for the soldier's change of station or status, and his character, and will contain a full statement of his accounts at the time. Under the heading "Due United States" will be noted all authorized stoppages for loss of or damage to Government property or supplies; amounts due on account of allotment; post exchange; post laundry; fallow; company fund, or transportation; and stoppages, including detained pay, under sentence of a court-martial; and on account of absence from duty because of disease resulting from the soldier's own intemperate use of drinks or alcoholic liquor, or misconduct. In short, all important items which appear on the soldier roll and pay roll of the department in the indorsement on the service record, and which are of value to the War Department.

6. *Soldiers furloughed to reserve.*—When a soldier is furloughed to the reserve, his service record will be forwarded by indorsement to the officer charged with keeping his records as a reservist. If the soldier is detached from his company at the time he is furloughed to the reserve, a copy of the indorsement forwarding the service record will be furnished his former company commander without delay.

7. *Soldiers discharged, etc.*—When a soldier is discharged or otherwise separated from the service without being furloughed to the reserve, his service record will be closed and filed with the records of the company to which he is sent, and the officer under whom he is serving will transmit by indorsement the service record to the company commander from the service while in the reserve, will be closed and filed by the officer charged with keeping the reservist's record.

8. *Record of court-martial.*—When the service record of a soldier shows a sentence by court-martial, it will be accompanied by an authenticated copy of the record of summary court-martial, or by an official copy of the order promulgating sentence in case of conviction by a general or special court-martial.

9. *Procedure in case of lost record.*—In the event that a service record is lost a report of the fact will be made to The Adjutant General of the Army, who will start a new service record, transmitting same to the recruit depot or station at which the soldier was enlisted. The new record will be filled out and sent in turn to the commanding officer of the company in which the soldier has served, and the commanding officers of each commanding officer repeating his service record to the next in command, until it reaches the company in the body of the record. Pending receipt of the new service record the soldier's pay and duty status will be determined from the data shown on the last pay roll on which his name appears, and from other records of the company or detachment with which he last served.

Form No. 29, A. G. O.

Ed. Mar. 22, 1917.

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(Instructions continue on page 2.)











191

To \_\_\_\_\_  
This soldier\* \_\_\_\_\_

He was last paid to include \_\_\_\_\_, 191

By \_\_\_\_\_  
Due United States (See Instruction 5); if nothing, so state:

This soldier† \_\_\_\_\_ an allotment running.

His character is† \_\_\_\_\_  
I have personally verified all entries under "Due United States."

Commanding.

4th IND.

191

To \_\_\_\_\_  
This soldier\* \_\_\_\_\_

He was last paid to include \_\_\_\_\_, 191

By \_\_\_\_\_  
Due United States (See Instruction 5); if nothing, so state:

This soldier† \_\_\_\_\_ an allotment running.

His character is† \_\_\_\_\_  
I have personally verified all entries under "Due United States."

Commanding.

\* Give change of station, or status of soldier, with number, date, and source of order.

† To be filled out in handwriting of officer signing indorsement.

5th IND.

191

To \_\_\_\_\_  
This soldier\* \_\_\_\_\_

He was last paid to include \_\_\_\_\_, 191

By \_\_\_\_\_  
Due United States (See Instruction 5); if nothing, so state:

This soldier† \_\_\_\_\_ an allotment running.

His character is† \_\_\_\_\_  
I have personally verified all entries under "Due United States."

Commanding.

6th IND.

191

To \_\_\_\_\_  
This soldier\* \_\_\_\_\_

He was last paid to include \_\_\_\_\_, 191

By \_\_\_\_\_  
Due United States (See Instruction 5); if nothing, so state:

This soldier† \_\_\_\_\_ an allotment running.

His character is† \_\_\_\_\_  
I have personally verified all entries under "Due United States."

Commanding.

\* Give change of station, or status of soldier, with number, date, and source of order.

† To be filled out in handwriting of officer signing indorsement.

191

To.....

This soldier\*.....

He was last paid to include..... 191

By.....  
(Rank and name of quartermaster.)  
Due United States (See Instruction 5); if nothing, so state:

This soldier†..... an allotment running.  
(Has or has not.)

His character is†.....  
I have personally verified all entries under "Due United States."

Commanding.

8th IND.

To..... 191

This soldier\*.....

He was last paid to include..... 191

By.....  
(Rank and name of quartermaster.)  
Due United States (See Instruction 5); if nothing, so state:

This soldier†..... an allotment running.  
(Has or has not.)

His character is†.....  
I have personally verified all entries under "Due United States."

Commanding.

\* Give change of station, or status of soldier, with number, date, and source of order.

† To be filled out in handwriting of officer signing indorsement. 63-375

191

To.....

This soldier\*.....

He was last paid to include..... 191

By.....  
(Rank and name of quartermaster.)  
Due United States (See Instruction 5); if nothing, so state:

This soldier†..... an allotment running.  
(Has or has not.)

His character is†.....  
I have personally verified all entries under "Due United States."

Commanding.

10th IND.

191

To.....

This soldier\*.....

He was last paid to include..... 191

By.....  
(Rank and name of quartermaster.)  
Due United States (See Instruction 5); if nothing, so state:

This soldier†..... an allotment running.  
(Has or has not.)

His character is†.....  
I have personally verified all entries under "Due United States."

Commanding.



