

CHAPTER 10

RECORDS AND REPORTS

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Section 1.—MUSTER ROLLS

10-1

(1) **Defined.**—Muster rolls are permanent records of military facts pertaining to organizations and personnel of the Marine Corps, the Marine Corps Reserve, and other armed services attached to the Marine Corps.

(2) **Purpose.**—The purpose of muster rolls is to periodically account for facts and military data of all organizations and personnel of the Marine Corps, both regular and reserve, and personnel attached from other armed services.

(3) **Importance.**—The importance of correct muster rolls cannot be overemphasized. From the information contained therein military histories of organizations, officers, and enlisted men are compiled and facts of service determined. Muster rolls are used as authentic sources of information for the adjudicating of claims, pensions, etc. Their data are acceptable to the various departments of the Government and before courts long after their makers and the men whose names appear therein have been separated from the service. Muster rolls on file at Headquarters Marine Corps are continuous from 1798 and are constantly being referred to for data, both individual and collective. Little correspondence, if any at all, is available to support the entries of the older rolls, therefore the value of these records cannot be overestimated. Since it is possible that the muster rolls being written today will in a comparatively few years be, at least in part, unsupported, accuracy and completeness are mandatory.

10-2

(1) **By whom rendered.**—Muster rolls will be rendered by all organizations of the Marine Corps, and by officers and men on separate duties, as follows:

(a) **ORGANIZATIONS OF THE REGULAR MARINE CORPS—**

1. Marine barracks or marine detachments ashore when there is but one organization for the entire command.

2. Companies, headquarters detachments, rifle-range detachments, service detachments, sea school detachments, etc., when any or all of such organizations are serving under a common command at a barracks, embassy, legation, or post.

3. Companies of organized brigades, regiments, or battalions.

4. Aviation squadrons.

5. Recruiting divisions.

6. Marine detachments of ships.

7. Inspector-instructors of reserve organizations, for themselves and their assistants.

(b) **OFFICERS AND ENLISTED MEN ON SEPARATE DUTIES.**—Personnel who have been detached or transferred from their organizations and are serving on separate duties away from a Marine Corps organization. Such details include Fleet Marine Officers, officers on separate General Court-Martial duty, Naval Attachés, etc., and personnel serving at various schools, universities, embassies, legations, etc. The senior officer or enlisted man present is charged with the rendition of such roll.

(c) **OTHER ORGANIZATIONS** will submit rolls as may be directed by the Major General Commandant.

(d) **OTHER BRANCHES OF THE SERVICE.**—When members of the Army, Navy, Coast Guard, or other armed services are attached to and serving with the Marine Corps, they will be carried on the muster roll of the organization with which serving.

(e) **ORGANIZATIONS OF THE MARINE CORPS RESERVE.**—

1. Aviation units.

2. Aviation squadrons.

3. Companies of battalion organizations.

4. Units of reserve districts.

5. Reserve organizations in rendering muster rolls use the same form, and, insofar as is applicable, the same type of remarks as is used in the preparation of regular Marine Corps unit muster rolls.

(2) **Composition of command.**—The senior officer of every post and of every organization at a post, where the command consists of more than one unit, shall have entered on the last sheet of every muster roll of the headquarters unit, immediately following the last entry on the roll, a list of the units composing his command (by companies, battalions, regiments, etc.) as of the last day of the period for which the roll is rendered, and a statement of changes of composition of the command, by organizations, which have been effected during the period.

10-3

(1) **When rendered**—Organizations of the Marine Corps and officers and enlisted men of the Marine Corps serving on separate duties will render muster rolls monthly, for calendar months. A separate roll will be rendered for that portion of a calendar month involved when a unit is organized or disbanded during the month, or in the cases of personnel serving on separate duties being detailed to or relieved from such duties during the month. No one muster roll will cover periods involving fractional parts of consecutive calendar months although a muster roll may contain single remarks covering such periods. When an organization ceases to exist a final roll will be rendered.

(2) **Organizations of the Marine Corps Reserve** will render muster rolls as follows, using the same form and, insofar as is applicable, the same type of remarks as in the preparation of rolls of regular Marine Corps Units:

(a) Aviation units of the Marine Corps Reserve: monthly.

(b) Aviation squadrons and companies of battalion organizations: quarterly, to include the last day of March, June, September, and December.

(c) Units of reserve districts: semi-annually, to include the last day of June and December.

(d) For fractional parts of periods stated in (a), (b), and (c), when unit is organized or disbanded during such periods.

(3) **Dates**.—All dates entered on muster rolls will be inclusive.

10-4

Signature.—The roll will be signed immediately after the last entry therein by the officer in command or by the noncommissioned officer in charge of the organization rendering the roll, or by the officer authorized by the Major General Commandant, or by the senior of officers or men serving separately, stating the name, rank, and office, as appropriate in each case. Personnel signing muster rolls will be held responsible for the correctness of entries appearing therein.

10-5

(1) **Forwarding**.—All muster rolls shall be forwarded to the Adjutant and Inspector.

(2) In addition, the following organizations and personnel will furnish the Commanding General, Department of the Pacific, a carbon copy of each muster roll submitted:

(a) Units, and personnel serving on separate duties, located on the Pacific coast, on island possessions in the Pacific, and in the Far East.

(b) Detachments and Fleet Marine Officers serving on board vessels in the Pacific.

(3) In the lower left-hand corner of the last page, on the last line, will be entered the notation "Forwarded" followed by the date on which forwarded, and in cases of organizations afloat, the place from which forwarded.

(4) Muster rolls shall not be folded.

10-6

How written.—Muster rolls will be prepared on forms NMC 107 and NMC 107a. They will be typed with black record ribbon. Entries must be clear with no erasures or interlineations. No blank lines will be left between entries nor between the last entry in the column of remarks and the signature to the roll. Original rolls only are acceptable for use in Headquarters Marine Corps.

10-7

Each sheet will be headed by the full designation of the unit (company, battery, squadron, battalion, regiment, brigade, etc.), location on the last day of the period for which the roll is rendered, and the dates covered by the roll. All sheets will be numbered consecutively.

10-8

First sheet (NMC 107).—On the face of the first sheet will be recorded the following:

(1) **Heading.**—Designation of unit, location on last day of period, and inclusive dates for which roll is rendered.

(2) **Recapitulation.**—Strength of command at beginning of period, joinings and separations, and strength on last day of period. In order to reconcile differences in totals of each grade and rank in line "Attached at end of period" notation will be made below recapitulation under "NOTES" showing promotions and reductions during period, e. g., "Promotions: 3 sgts fr corp; 1 corp fr pfc. Reductions: 1 corp fr sgt."

(3) **Notes.**—The following data will also be entered under "NOTES":

(a) When a unit is organized or disbanded during the period, the authority for such action, with effective dates.

(b) When a unit changes location during the period, the inclusive dates of all locations and the means of travel between stations. In the cases of cruising ships entry will be made to cover all ports of call and time at sea.

(c) When a unit is serving on temporary duty away from its permanent station, the inclusive dates of such duty, temporary location, and authority therefor.

(d) The following dates of temporary duty will govern: date of beginning of temporary duty will be the date of departure from per-

manent station. Date of termination of temporary duty will be the date of return to old station or date of permanent assignment to new station.

10-9

Reverse of first sheet (NMC 107) and both sides of subsequent sheets (NMC 107a) are divided into four columns:

(1) "No." column.—In this column the names in each grade or rank will be numbered consecutively in the body of the roll and under each separate heading. Names in each grade or rank will begin with the number "1."

(2) "Rank and name" column.—(a) Rank headings will be indented three spaces from the left, in the order of seniority, on a line immediately above the first name in each grade or rank. They will be written in capital letters and underscored in ink, preferably red, but not by typewriter. In cases of reservists, classes will be entered in Reserve numerical order, the lowest first.

(b) Names will be placed at the extreme left of this column in alphabetical order, immediately under appropriate grade or rank headings. The surname, written in capital letters, will be placed first, followed by the Christian name in full and initials of middle names, if any, on the same line.

(c) Same person's name appearing twice.—A person's name will not appear twice on a roll except in the case of a man who is discharged from the rejoins the organization by reenlistment, retransfer, or acceptance of commission or warrant during the period covered by the roll, in either of which cases his name will appear under the separate heading "Discharged" and also in the body of the roll. For example:

(Under "Discharged")—"1-14, clk CO office; 15, exp enl, char Exc; awd GCMed."

(In Body of roll)—"16, jdreenl; 16-31, clk CO office."

(3) "Enlisted" column.—(a) In cases of joinings, discharges, and similarity of names, the dates of enlistment will be shown in the "enlisted" column as follows:

Regular Marine Corps: date of enlistment.

Marine Corps Reserve, Class I (b), (c), and (d): date of last enlistment in regular Marine Corps.

Marine Corps Reserve, Class I (e), Class II (b), and Class III (b), III (c), and III (d): date of enlistment.

(b) The figures of the day of the month will be entered first, followed by the first three letters of the month, and the last two figures of the year, omitting punctuation marks, e. g.,

"30Sep37" "6Jul38."

(4) **“Remarks” column.**—In this column must be stated opposite the names concerned, facts of service which are of vital importance to individuals and to the Marine Corps. Such entries will be made in chronological order and in compact form, using abbreviations authorized in Article 1-64.

10-10

(1) **Body of the roll and headings.**—The “body of the roll” (reverse of NMC 107 and subsequent sheets (NMC 107a)) will contain the names of all personnel who are members of the organization on the last day of the period for which the roll is rendered, and facts pertaining thereto.

(2) **Headings.**—Following the body of the roll, headings, under which names and remarks are to be entered, will be placed in the center of the page on the line following the last line used in the preceding entry and should be written in capital letters, underscored in ink, preferably red, but not by typewriter, and in the following sequence:

DETACHED
 TRANSFERRED
 RETIRED
 DETACHED AND AWAITING RETIREMENT
 RESIGNED
 DISMISSED
 DISCHARGED
 DIED
 DESERTED
 ENLISTMENT CANCELLED
 TEMPORARILY ATTACHED
 STRAGGLERS AND DESERTERS
 GENERAL COURT-MARTIAL PRISONERS
 MARINE CORPS RESERVE (CLASS)
 U. S. NAVY
 U. S. ARMY
 U. S. COAST GUARD
 BOARD OF INSPECTION
 FOOTNOTES

Only those headings under which entries are to appear will be used. Remarks pertaining to names listed under any of the above headings will show all facts of service for the period covered. For example, a man who joined the command on the 2d, served as post plumber until the 10th, was on furlough from 11th to 20th, and was transferred on the 21st would be shown as follows:

(Under “Transferred”) “2, jdfr SerCo, MB, Parris Island, S. C. 2-10, post plumber; 11-20, fur; 21, to MB, Quantico, Va.”

10-11

What “Remarks” should show.—The following facts of service will be shown in the “Remarks” column, in chronological order opposite names concerned. Examples are given below as guides but should

not be construed as covering every case that may arise. Refer to Article 1-64 for authorized abbreviations.

(1) **Absence without or over leave.**—(a) In excess of 24 hours: dates and hours of absence (the number of days or hours comprising such absence should not be shown), e. g.,

“AWOL fr 7:30 a. m., 10, to 4:00 p. m., 14.”

If a man is acquitted by court martial of the offense of absence without or over leave, or excuse for such an offense is accepted by his commanding officer, no entry will be made as to unauthorized absence, the acquittal or acceptance of excuse being an official determination that there was no unauthorized absence.

(b) In hands of civil authorities: the period of absence is the period from the unauthorized departure, or from the expiration of leave, as the case may be, until return to naval authority. Show dates and hours of absence, where confined, whether convicted (sentence, if any), acquitted, or released without trial, nature of offense, e. g.,

“AOL IHCA fr 7:30 a. m., 5, to 11:30 a. m., 8, at Fredericksburg, Va. 7, conv of “disorderly conduct”; sent \$50 fine.”

(2) **Bandsmen.**—(a) Members of the Marine Band will be shown under their proper rank headings, as: Principal Musician, Second Class Musician, etc. Members of post or regimental bands will be shown under their Marine Corps ranks.

(b) When men perform duties as bandsmen, such facts will be shown in “Remarks” by the designation “Bandsman.” Men under instruction with bands will be shown as “Band student.”

(3) **Battle, expedition, affair, or skirmish** participated in by an officer or enlisted man: show date and nature of and location if permissible.

(4) **Confinement.**—All confinement, with inclusive dates and status, e. g.,

(May roll) “24 only, conf AOH; 25-26, conf AT1 SCM; 27, SCM conv; 27-31 conf ART1 SCM.”

(Jun roll) “1-30, conf ser sent SCM; 27 May 37, conv SCM for AOL fr 7:30 a. m., 18 May 37 to 4:00 p. m., 24 May 37, sent 2 mos conf; app 1 Jun 37.”

Confinement awarded as punishment by the commanding officer should be shown as well as confinement as a result of court-martial proceedings. Other forms of punishment awarded by the commanding officer need not be shown except in the cases of officers confined to quarters, limits of station, etc.

(5) **Deserted.**—Under the heading “Deserted”: date and hour of desertion, date of desertion being the first day of unauthorized absence, e. g.,

(Under “Deserted”) “5, at 7:30 a. m.”

See subparagraph (20) (d), "Joined," for cases in which desertion and return therefrom occur during the same month.

(6) **Detached and awaiting retirement.**—Officers detached and ordered home to await retirement will be dropped from the strength of the organization and shown under the heading "Detached and Awaiting Retirement." They should be so carried on the rolls of the organizations with which serving when ordered home until the effective date of retirement, which will be shown, e. g.,

(May roll) "1, det and ordered home to awt retirement."

(Jun roll) "1-30, at home awtg retirement."

(Jul roll) "1, retd."

(7) **Detached or transferred.**—(a) Upon detachment of an officer or transfer of enlisted man, show: post, ship, or station to which detached or transferred, and date, e. g.,

(Under "Detached" or "Transferred") "5, to MB, Quantico, Va."

(b) **TRANSFERS VIA NAVAL VESSELS.**—Men transferred from one organization to another via a vessel of the United States Fleet (other than a transport) carrying a marine detachment will be shown on the muster rolls under the heading "Temporarily attached." The remarks opposite their names should show all pertinent facts. Where applicable a footnote may be used.

(c) If sea travel is involved: show name of vessel, port and dates of embarkation and sailing, e. g.,

(Under "Detached" or "Transferred") "6 to MBNS, Guantanamo Bay, Cuba; emb and sailed fr Norfolk, Va. via USS *Henderson*."

(d) When transferred to a post for further transfer to another post, station, or ship, such facts will be shown, e. g.,

(Under "Transferred") "7, to MB, NOB, Norfolk, Va., FFT MBSB, Coco Solo, C. Z."

(e) Men granted furlough upon transfer will be shown in the following manner:

(Under "Transferred") "8, by S/RS to MBNY, New York, N. Y., auth fur to 7Jul37."

(f) Leave or delay granted officers will be shown in the following manner:

(Under "Detached") "9, to MBNY, Boston, Mass., auth 15 das delay."

(g) Transfer to Fleet Marine Corps Reserve upon completion of over 16 or 20 years' service: show date, class, and Reserve District to which assigned, e. g.,

(Under "Transferred") "10, to C1 I (c), USMCR (F), 3d Res Dist."

(h) General court-martial prisoners transferred will be shown as such under the separate heading "General Court-Martial Prisoners," (subdivision) "Transferred," e. g.,

"11, to Portsmouth, N. H., a GCMP."

(i) When a man is sent to a naval hospital for treatment he will be transferred by staff returns to the nearest marine barracks. Remarks will show date, marine barracks to which transferred, and hospital to which sent, e. g.,

(Under "Transferred") "12, by S/RS to MBNY, New York, N. Y., and to USNH, New York, N. Y., for treatment."

(8) Died.—Under the heading "Died" show date and hour, place, cause, whether or not Navy Department General Order No. 20 applies, and in the cases of enlisted men, character that would have been awarded if discharged. If death occurs while man is absent on authorized liberty or furlough, show date and hour of actual departure on such absence and authorized duration thereof. When interment is near unit to which man is attached, show date and place of burial, with grave location; when remains are forwarded to next of kin or to military or civil authorities, show date, place, and to whom forwarded, and final disposition if known. Example:

(Under "Died") "2-3, sk USNH, Post; 3, died at 10:03 a. m., of 'pulmonary tuberculosis'; GO 20 does not apply; char Exc; 5, remains interred in Lot #478, Section "B," Forest Lawn Cemetery, Norfolk, Va."

(9) Discharged.—The following remarks will be shown under the heading "Discharged":

(a) Upon expiration of enlistment; date and cause, character awarded, good conduct medal or bar, e. g.,

"6 exp enl; char Exc; awd GCMed."

(b) Upon special order: date, cause, authority, and character awarded, e. g.,

"7, SOMGC, own convn to accept warrant as MGun, auth MGC ltr 123456 ACA-ebb, 4Jun37; char Exc."

(c) Upon report of medical survey for disability: date, cause, misconduct or not own misconduct, and character awarded, e. g.,

"8, upon report MS for disability, not result of own misconduct; char VG."

(d) As undesirable or inapt: date, cause, authority, and character awarded, e. g.,

"9, as undesirable by reason of conv in a civil court, auth MGC ltr 789000 ACA-ec, 2Jun37; no char awarded."

(e) Upon sentence of court-martial: date, cause, kind of discharge, and character awarded, e. g.,

"1, with BCD, pur sent SCM app 26May37; char "BAD."

General court-martial prisoners when discharged will be shown under heading (subdivision) "Discharged," following the heading "General Court-Martial Prisoners."

(f) In all cases show number of days lost and cause, and number of days retained in the service, with cause, e. g.,

"* * * ret 7 das, GO 20."

"* * * lost 9 das, Art 10-99(1), MCM."

(10) **Dismissed.**—Under the heading "Dismissed" show effective date and cause.

(11) **Duties performed by enlisted men.**—(a) When men are detailed to special duties such as clerk, truck driver, messman, etc., which removes their names from the ordinary duty roster, show inclusive dates of such special duty, e. g.,

"2-20, clk CO office; 21-31, act Post SgtMaj."

"6-9, temp d to NP, Portsmouth, N. H., as guard."

"8-13, temp d to Lancaster, Pa., as escort remains late Pvt. John Doe, USMC."

When duties which are shown on a roll are performed during the entire month, dates may be eliminated but the duties performed should be stated.

(b) Fleet Marine Corps Reservists assigned to active duty will be shown on the roll under the heading Marine Corps Reserve (Class). The remarks will show the date and hour of leaving home and of joining station. Upon completion of active duty they will be shown under MCR (class) and "Transferred." The remarks will show date and hour of relief from active duty. (See art. 13-154 (3).)

(12) **Duties performed by officers.**—(a) Show all duties with inclusive dates, including membership on general courts martial, boards (except local boards of survey), post councils and post exchange councils. Membership on such bodies should be shown during the life of the court, board, or council itself, not merely for the days on which the body met, e. g.,

"1-14 and 20-31, PAdj; 15-19, lv; Member GCM and PE Council."

(b) Detail to duty in staff departments, detail as naval aviator, aide-de-camp, etc., and relief therefrom: show date designation received and effective, and authority, e. g.,

"29, recd desig AQM eff 25May37."

"14, recd desig NAP eff 1May37."

Subsequent rolls will show, at beginning of remarks, nature of such detail (while in force), e. g.,

“AQM; Post Commissary Officer.”

(c) **RETIRED OFFICERS ON ACTIVE DUTY.**—Retired officers assigned to active duty will be shown in the body of the roll with the regular officers alphabetically under proper headings with the abbreviation “retd” after their names. The remarks will show the date assigned to active duty; date of leaving home; date of joining post, and duties performed. Upon completion of active duty the officers will be shown under heading “Detached” and the remarks will show date relieved and date of detachment. (See art. 24-149.) These officers will be carried with the Regular officers in the recapitulation and a notation of the number by rank shown under “Notes.”

(d) When retired or Reserve personnel perform active duty without pay and allowances, remarks will show pertinent facts.

(13) **Enlistment cancelled.**—Under heading “Enlistment Cancelled” show date and authority. The cancellation of an enlistment dates from the date of enlistment, e. g.,

“3, enl cancelled as of 16May37, auth MGC ltr 101010 ACA-198-fm, 3Jun37.”

(14) **Extension of enlistment.**—(a) When an enlistment is extended show date extension executed, number of years for which executed, and special considerations, if any, which resulted in the extension, such as, transfer to foreign station, detail to school, etc., e. g.,

“3, ext enl executed for 2 yrs to attend Clerical School, Philadelphia, Pa.”

(b) When extension of enlistment becomes effective, show date, e. g.,

“29, ext enl eff.”

NOTE.—Date of execution and date effective rarely occur during the same month, except in the case of reserves.

(c) When an extension of enlistment is cancelled show date cancelled and authority, e. g.,

“17, ext enl cancelled, auth MGC ltr 010101 ACD-abs, 17May37.”

(15) **Flights.**—Performed by aviation personnel:

(a) Flights not of a routine nature and made for a specified purpose on order of authority higher than the commander of the post to which aviator is attached.

(b) Flights involving absence of 24 hours or more from regular station.

(c) Flights involving travel expenses of the aviator concerned.

(d) Forced landings with brief summary of any injuries to personnel.

(16) **Fraudulent enlistment or facts warrant presumption of fraudulent enlistment.**—Upon receipt of information leading to the presumption that an enlisted man has procured his enlistment through fraud and while an investigation of such facts is being conducted, muster rolls rendered subsequent to the time that fraudulent enlistment is discovered or suspected will show the following:

“3-21, AAHA, facts warrant presumption frd enl.”

Where, after investigation by Headquarters Marine Corps, it is determined that an enlistment was not procured by fraud, the following entry will appear:

“3-21, AAHA, facts warrant presumption frd enl; 22, investigation reveals enl not procured by fraud, auth MGC ltr * * *”

Where fraudulency has been established and it is directed by Headquarters Marine Corps that he be held to his enlistment:

“3-21, AAHA facts warrant presumption frd enl; 22, frd enl waived, auth MGC ltr * * *”

(17) **General court-martial prisoners.**—(a) When a sentence of general court-martial is approved, the name of the man concerned will be dropped from the strength of the organization and the body of the roll and carried under the heading “General Court-Martial Prisoners” with appropriate remarks as to trial, sentence, status, etc., e. g.,

(Body of Jun roll): “11-26, conf ATl GCM; 27 GCM conv; 27-30, conf ARTl GCM.”

(Under “General Court-Martial Prisoners,” Jul roll): “1-14, conf ARTl GCM; 14-31, conf ser sent GCM and awtg tr NP, Portsmouth, N. H., 27Jun37, conv by GCM of ‘Desertion,’ sent 18 mos conf at NP, Portsmouth, N. H., then DD, app by ND 14Jul37.”

(b) **Transferred:** See subparagraph (7) (g), Detached or Transferred.

(c) **Discharged:** See subparagraph (9) (e), Discharged.

(d) When sentence of general court-martial expires and the man is restored to duty, or when a general court-martial prisoner is restored to duty (with or without probation), the name of the man will be shown in the body of the roll as a member of the organization. (See subparagraph (35), Restoration to Duty.)

(18) **In hands of civil authorities.**—Delivery to civil authorities having been made by the commanding officer, show date of and authority for such delivery; dates and place of confinement; whether convicted (sentence, if any), acquitted or released without trial; nature of offense, e. g.,

May roll: “8-31, IHCA Bronx County, N. Y. 8, del to CA auth SecNav despatch 0321-1322, April 1937.”

Jun roll: "1-7, IHCA Bronx County, N. Y. 9, conv of Grand Larceny, sent 5 yrs conf."

For absence without or over leave and in hands of civil authorities see subparagraph (1) (b), Absence without or over leave.

(19) **Injuries.**—Date and nature of all injuries received. State circumstances briefly and whether or not in line of duty. If injury occurs while man is absent on authorized liberty or furlough, show date and hour of actual departure on such authorized absence and duration thereof. If injury occurs while man is absent without or over leave, remarks should so show.

(20) **Joined.**—(a) By acceptance of commission or warrant: Date of acceptance and rank, e. g.,

"14, acc comm as 2dLt to rank fr 10Jun37."

(b) By transfer from another organization: unit from which joined and date, e. g.,

"16, jdfr BksDet, MBNY, New York, N. Y."

1. If sea travel is involved: Name of conveyance, date and port of embarkation, date of sailing, date and port of arrival, date of disembarkation, e. g.,

(Jul roll): "2, jdfr Co "B", MBNY, Pearl Harbor, T. H., via USS *Chaumont*. 25Jun37, emb and sailed fr Pearl Harbor, T. H., 2 arr and disemb at San Diego, Calif."

Men who join via a transport from another station join their new organization from their old organization, and will not be taken up on the roll as having joined from the transport detachment.

2. In cases of men first joining by staff returns: date of receipt of staff returns and subsequent date of joining in person, e. g.,

"15, jdby S/RS fr MB NAD Dover, N. J. 15-23, fur; 24, jd in person."

(c) By enlistment or reenlistment: date, e. g.,

"5, jdreenl; reapp sgt."

(d) From desertion: Before authority is received from the Major General Commandant to take the man up on the rolls he will be carried under the heading "Stragglers and Deserters." Upon receipt of authority from the Major General Commandant to take man up on rolls he will be carried in the body of the roll. Remarks should show place, date and hour of surrender or delivery; organization, date and hour from which absent, when verified, date staff returns are received, date taken up on rolls; removal of mark of desertion if such occurs, and authority therefor, e. g.,

(Under "Stragglers and Deserters"): June roll—

"26, sur 11:30 a. m., as des fr MD USS *New York* since 7:30 a. m., 29May37."

(Same man in body of July roll) :

"2. taken up on rolls. Mark of des removed, auth MGC ltr
* * *"

Where surrender or delivery, and authority to take up on rolls occur during same month, remarks appear in body of roll, e. g.,

"6. del by CA, 12:30 p. m., as des fr BksDet., MBNY, New York, N. Y., since 7:30 a. m., 3Jan37. 12, taken up on rolls."

Where desertion from and return to the same organization occur during the same month, the name of the man concerned will not be shown under the heading "deserted," but will be shown once on the roll, either in the body of the roll or under the heading "Stragglers and deserters," as the case may warrant, e. g.,

(Body of roll) : "3 des at 7:30 a. m. 20, sur 10:00 a. m. 26, taken up on rolls; mark of des removed, auth MGC ltr
* * *"

(e) Stragglers: See paragraph (39), Stragglers and Deserters.

(21) Men joining for further transfer.—When men are transferred to a post for further transfer to another post, station or ship, they will be joined by the intermediate station and taken up on the rolls thereof.

(22) Leave or furlough—Inclusive dates of officers' absence on leave and inclusive dates of furlough of enlisted men.—The day of departure counts as a day of duty for an officer and the day of return as a day of absence unless the return is before morning office hours, morning quarters, or the usual hour of beginning the day's work. Leave or furlough granted by the commanding officer of a hospital to a patient should be shown on muster rolls in the same manner as other leave or furlough.

(23) Leave or furlough to visit United States, granted on foreign station begins on the day of disembarking at a port in the United States and terminates on the day of sailing of ship from the United States. Show names of conveyances, dates of embarkations, disembarkations, arrival and sailing, and ports, e. g.,

(Jun roll) : "29, emb and sailed fr San Juan, P. R., via SS *Borincuen*, en route fur to U. S."

(Jul roll) : "3-19, fur U. S.; 3, arr and disemb at New York, N. Y., via SS *Borincuen*; 20, emb and sailed fr New York, N. Y., via SS *San Juan*; 25, arr and disemb at San Juan, P. R."

(24) Leave or delay en route, officers.—An officer detached from one station to another and granted leave en route or delay in reporting at his new station, will, upon reporting for duty, inform his commanding officer of the inclusive dates of leave or delay which he may have taken. This leave or delay will be shown on the first muster roll

submitted after the officer joins his new station, and will appear immediately after the entry of facts pertinent to his joining. See Article 1-20 for method of computing delay taken. Example:

“3, jdfr MBNY, Washington, D. C., 31Jan-2Feb, delay enroute.”

(25) **Marksmanship qualifications.**—Show date and class, e. g.,
“4, qual ER.”

(26) **Medals, decorations, and commendations.**—Date of receipt, nature of award, and briefly circumstances for which award is made. Award of marksmanship insignia will not be shown. For good conduct medals and bars, see subparagraph (9) (a), Discharged.

(27) **Navy gunnery qualifications.**—When men qualify under Navy Gunnery Instructions as defined in Articles D-5312 to D-5316, Bureau of Navigation Manual, show dates and ratings, e. g.,

“5 qual GP 2cl.”

Subsequent rolls will show such qualifications while in force, e. g.,

“GP 2cl.”

The amounts of prize money awarded will be shown as such awards occur.

(28) **Navy and assistant Navy mail clerk.**—When appointed show effective date of designation, and class. Subsequent rolls will show inclusive dates and class; if in force during entire month dates may be eliminated. Show relief with effective date, class, and cause. Examples:

(Jun roll) : “5, desig NMClk, Cl I.”

(Jul roll) : “NMClk, CL I.”

(Aug roll) : “1-15 and 26-31, NMClk, Cl I.”

(Sep roll) : “1-16, NMClk, Cl I; 17, desig as NMClk, Cl I, revoked, tr to other duty.”

(29) **Officers ordered to hospital.**—See Article 10-12.

(30) **Promoted.**—(a) **Officers:** Show dates of acceptance and rank, e. g.,

“2, acc comm as Capt to rank fr 24May37.”

(b) **Enlisted:** Show effective date, e. g.,

“6, pro.”

Indicate if recruiting, ship, or special warrant.

(c) **Reappointment upon reenlistment:** See subparagraph (20)

(c), **Joined.**

(31) **Punishments.**—See subparagraph (4), **Confinement.**

(32) **Reduced.**—Show effective date.

(33) **Removal of mark of desertion.**—See subparagraph (20) (d), **Joined.**

(34) **Resigned.**—Under heading “Resigned” show effective date.

(35) **Restoration to duty** (in body of roll), with date, when restored before expiration of term of confinement in a naval prison (or at a receiving ship or station designated as a naval prison), and if placed on probation, the length thereof, e. g.,

“1-2, conf serv sent CCM.; 3, restored to duty and placed on 6 mos prob. * * *”

See paragraph (17), General Court-Martial Prisoners.

(36) **Retired**.—Under heading “Retired” show effective date. See paragraph (6), Detached and Awaiting Retirement, for officers ordered home to await retirement.

(37) **Sick in hospital, in sick quarters, and in quarters**.—Show inclusive dates of sickness and place. The date of admission is shown as a day of sickness, the date of discharge to duty as a day of duty. In case Navy Department General Order No. 20 applies, the remark “GO 20” will be entered following recording of dates of sickness to which it applies. If Navy Department General Order No. 20 does not apply, no entry to that effect is necessary. Examples:

“3-17, sk USNH, New York, N. Y., GO 20.”

“6-29, sk Sk Qtrs, Post.”

“5-27, sk USNH, Post, GO 20 (time only).”

“1-14, sk qtrs.”

Commanding officers of posts receiving staff returns of men joining hospitals under Navy Department General Order No. 20 from points involving sea travel will ascertain whether or not Navy Department General Order No. 20 applied during the voyage, and if it did, the remarks will so show.

(38) **Specialist ratings**.—When rated, show effective date, class, and duty for which rated. Subsequent rolls will show inclusive dates, class, and duty; if in force during entire month dates may be eliminated. When disrated, show effective date, class, duty, and cause. Examples:

(Jun roll): “4, rated spl 3cl, plumber.”

(Jul roll): “Spl 3cl, plumber.”

(Aug roll): “1-14, spl 3cl, plumber; 15, spl 3cl revoked, tr other duty.”

Furlough does not affect pay as specialist. A man who is a specialist and who was on furlough part of the month should be shown as follows:

“Spl 3cl, plumber; 2-15, fur.”

(39) **Stragglers and deserters**.—This heading will be used for stragglers from other organizations, authority not having been received from the Major General Commandant to take them up on the rolls, and who are returned to their regular stations; and for deserters who

have surrendered or have been delivered and authority has not been received from the Major General Commandant to take them up on the rolls.

(a) **Stragglers:** Show date and hour of surrender or delivery; organization, hour and date from which absent, when and if verified; status (confinement, etc.); date on which returned to regular station, if sea travel involved show name of conveyance, dates and port of embarkation and sailing, e. g.,

(Jun roll) : "26, sur 11:30 a. m., as strag fr MB, NAD, Dover, N. J., since 6:00 a. m., 19; 26-30, conf AAHA."

July roll) : "1-3, conf AAHA; 4, to MB, NAD, Dover, N. J."

Regular station of straggler would show in body of roll:

(Jun roll) : "AOL fr 6:00 a. m., 19, to 11:30 a. m., 26, when sur at MBNY, New York, N. Y.; 26-30, conf AAHA at MBNY, New York, N. Y."

(Jul roll) : "1-3, conf AAHA at MBNY, New York, N. Y.; 4, reported under orders."

(b) **Deserters:** see subparagraph (20) (d), Joined.

(40) **Temporarily attached.**—On roll of organization with which temporarily serving, under the heading "Temporarily attached," show inclusive dates so attached; name of organization from which attached; duties performed; and if sea travel involved, name of conveyance, dates and ports of embarkation, sailing, arrival and disembarkation. The word "joined" shall not be used. Example:

"7-14, fr VMS-3, Charlotte Amalie, St. Thomas, V. I., as GCM witness. 3, emb and sailed fr San Juan, P. R., via SS *Borincuen*; 7, arr and disemb at New York, N. Y. 15, emb and sailed fr New York, N. Y., via SS *San Juan* for San Juan, P. R."

See paragraph (41), Temporary detached duty, for remarks appearing on roll of organization to which regularly attached.

(41) **Temporary detached duty.**—Show unit with which temporarily serving, inclusive dates, and sea travel if any involved, e. g.,

"3-16, temp d MB, Parris Island, S. C."

See paragraph (40), Temporarily Attached, for remarks appearing on roll of organization with which temporarily serving.

(42) **Trial by deck courts and courts martial.**—Show nature and date of offense; date of trial; whether convicted or acquitted; sentence; date of approval. See paragraph (4), Confinement, and paragraph (17), General court-martial prisoners, for sample remarks.

(43) **Marine Corps Reserve.**—Under the heading Marine Corps Reserve (class) show members of the Marine Corps Reserve attached to the organization during the period for active duty, with appropriate

remarks as to reportings, duties, detachment, and relief from active duty, etc., e. g.,

“(Date) assgd to act d (date) reported fr (Unit, Res Dist); (inclusive dates) (duties).”

Upon relief from this active duty the dates of detachment and relief will be shown in the remarks. (See art. 13-154 (3).) Example:

“(Dates) (duties) (date) to (Unit, Res Dist); (date) relieved from act d.”

(44) **U. S. Navy, U. S. Army, U. S. Coast Guard, and other armed services.**—Under proper headings, show personnel from the foregoing services attached to the organization, with appropriate remarks as to joinings, duties, detachment, transfer, etc.

(45) **Board of Inspection.**—Under this heading show inclusive dates inspecting parties were present from Headquarters Marine Corps, etc., e. g.,

“4-7, fr HQMC as member Board of Insp.”

(46) **Footnotes.**—Where identical remarks would apply to a large number of men, for example, when a large detail joins from the same post, via same conveyance, same dates involved, or where a number of men are performing similar duties, it is permissible to record this information by means of a “Footnote,” lettered for identification. In such cases a notation may be made in the “Remarks” column after the name of the man concerned as follows: “See Footnote ‘A’.” At the foot of the roll, under the heading “Footnotes,” immediately following the last entry, and before the signature, enter the remarks applicable, e. g.,

“‘A’—8, jdfr MBNS, Coco Solo, C. Z.; 1, emb and sailed fr Cristobal, C. Z., via USS *Henderson*; 8, arr and disemb at Norfolk, Va.”

“‘B’—1-25, temp d, MB, Quantico, Va.”

(47) **Ditto marks, symbols, the remarks “Same as above,” and other remarks signifying repetition of remarks in another entry, other than “Footnotes,” shall not be used.**

10-12

(1) **Officers ordered to hospital.**—When an officer is detached from duty aboard ship, or from points beyond the limits of the United States, and is ordered to a naval hospital in the United States, he will, immediately after admission thereto, report by letter to the Major General Commandant, via the commanding officer of the nearest marine barracks (if on the west coast the letter should be addressed via such commanding officer and the Commanding General, Department of the Pacific), giving the station from which detached and date of

detachment; authority; dates and ports of embarkation, sailing, arrival, and disembarkation; name of conveyance; and date of admission to hospital.

(2) Upon receipt of this letter the commanding officer of the marine barracks will take up on his muster roll the said officer, with remarks showing that he reported by letter; organization from which he was detached; inclusive dates of sickness in hospital beginning with date of admission; and sea travel if any involved. He will continue to carry the said officer on the roll, whether in the hospital or on sick leave, until detached by the Major General Commandant or the Commanding General, Department of the Pacific.

(3) Officers who are patients at any United States Veterans Hospital will be carried on the rolls of the organization to which they were attached when admitted to such hospital, unless orders for their detachment are received.

10-13

Reserve units.—In rendering muster rolls, Marine Corps Reserve units will use, insofar as is applicable, the same type of remarks as is used in the preparation of rolls of Regular Marine Corps units. Proper class headings will be shown on the rolls.

(1) Drills attended will be shown as follows:

“Drills: Jul 12, 19, 25, 29; Aug 2, 13, 31; Sep 3, 10, 17, 24.”

(2) Periods of active-duty training performed will be shown in the following manner:

(a) Notation in the following form will be entered under “Notes” on the face of the first sheet (NMC 107):

“Except as noted in ‘Remarks,’ all officers and enlisted men shown on this roll performed active-duty training at Marine Barracks, Quantico, Va., during the period 11-25, July 1937, inclusive.”

(b) This is further qualified by entry under “Remarks” opposite names of men who did not train, as follows:

“Did not train.”

(c) Those training on dates other than those shown under “Notes” (11-25 July), will be shown under “Remarks,” as follows:

“6-30 Jul, trained.”

(d) Footnotes may be used in recording remarks illustrated in (b) and (c) above. (See article 10-11(46), Footnotes.)

(3) Administrative and/or appropriate duties will be shown as follows:

“Adm and appro duties BnComdr fr (inclusive dates).”

“Adm duties CoComdr fr (inclusive dates).”

“Appro duties BnSgtMaj fr (inclusive dates).”

(4) In cases of joinings, reservists will be taken up on the rolls of their new organizations on the date of receipt of their staff returns.

(5) **Active duty.**—(a) Reservists ordered to associate with a reserve battalion or with reserve aviation for drills and instructions will continue to be shown in the body of the roll of the unit of the Reserve district. The remarks will show the inclusive dates of association and the organization with which associated. The rolls of the reserve battalion and of reserve aviation will show these reservists under the heading of "Temporarily attached." Inclusive dates of the association; with the unit of Reserve district from which associated; all dates of drills, and inclusive dates of instructions or other duties performed. (See art. 13-154 (3).)

(b) Reserve personnel assigned to active duty with the Regular Marine Corps for a specified period will be shown in the body of the roll and the remarks will show the date that they are assigned to active duty with the inclusive dates of active duty; the organization where the duty was performed; date of relief from active duty (date that they arrived home) (see art. 13-154 (3)). For example:

"Aug. 5 assigned to act d; Aug. 8-22 act d at MB, Quantico, Va. (Duties; 24 reld from act d.)"

(c) Reserve officers assigned to continuous duty with the Regular Marine Corps will be shown under the heading "Detached." The remarks will show the dates of assignment to active duty and of detachment and the organization to which detached. For example:

"Sep 12 assgd to act d and det to MB, Quantico, Va."

Upon completion of active duty they will be shown in the body of the roll with the date of joining and organization from which joined.

(d) Fleet Marine Corps Reservists will be shown under the heading "Transferred" with the date and hour that they are transferred to active duty and the station to which transferred.

Section 2.—ROSTERS

10-15

(1) When a command or detachment of the Marine Corps en route from one station to another embarks on a naval or other vessel, the senior line commissioned, warrant, or noncommissioned officer of the detachment will prepare a roster of the names of the members of the detachment. The roster will show the name of the vessel, the dates and ports of embarkation and sailing, and opposite each name the organization from which joined. The roster will be forwarded to the Adjutant and Inspector, Headquarters Marine Corps, on the eve of sailing, by a conveyance other than the vessel on which the detachment is being transported.

(2) Upon debarkation a roster will be submitted showing the name of the vessel, date, and port of debarkation, and opposite each name