INSTRUCTIONS:—This form shall be known as a "REGIMENTAL PERSONNEL CARD." One of these cards shall be prepared with typewriter at Regimental Headquarters for every man enlisting or re-enlisting in the regiment. Necessary data will be obtained from copies of enlistment papers immediately after completion of an enlistment or re-enlistment. Only the data called for will be shown. In filling in name put LAST NAME FIRST, and Print full name. On line (3) if an enlistment strike out "Re" before the word "En-listment" and (3) or (1) as the case may be. Show all "Prior Service" in the space provided viz "Co. K. 23d Inf. N.Y.N.G. (106th Inf.) Oct. 19-14 to Apr. 5-19" "Co. M. 23d Inf. N.Y.N.G., Feb. 27-20 to Feb. 26-21," etc. On line (6) show all N.C.O. grades attained in prior service only. On line (7) strike out words not applicable. Tabs across top mean month in which enlistment expires, 1 for Jan. etc. Trim off all other tabs. File cards alphabetically. Color and tabbing of card will show when enlistment expires. When expiration takes effect, pull card out of active file and put in casual group alphabetically.

Small Arms Qualifications	Miscellaneous Data	Record of 100% Attendance
Discharge Issued	Date Enlistment Papers forwarded to A.G.O.	Warrants Issued
Returned by Unit for Sig	Duplicate Copy:	_ Returned by Unit for Sig
Returned to Unit Completed	Completed Copy:	Returned to Unit Completed