

## HOW TO FIND SOMEONE WHO SERVED AT FORT CONCHO:

1. Know as much as possible to begin with
  - full name
  - dates served
  - branch, regiment, company
  - date enlisted

2. Look in the vertical file; if by chance the person was someone or did something someone else might have been interested in, the research might be there.

3. If the person is an officer, look in the register of officers located in the library. If he was a West Pointer, the academy will have a file of information.

4. Start with what you know

- \* if all you have is a name, begin in the enlistment records. They are alphabetical by year and for the years 1864-90 are available on microfilm in the library. Some special categories i.e. hospital stewards are available for other periods.

This will give you basic information about the subject: name, age at enlistment, height, hair color, eye color, skin tone, previous occupation, location of enlistment, location of home. Often date of separation from the army is also available or subsequent reenlistments.

- \* if all you have are dates served at the fort. Take a guess and begin going through the monthly returns for each regiment. There is a chance the subject was sent on a special detail and listed by name. The fort library has most of the regimental returns for the years each regiment served here available on microfilm.

- \* if all you have is branch, regiment, or company. Regimental returns are again a starting point. There is a master list of when and which regiments/companies served at Fort Concho.

- \* if all you have is date enlisted and at least part of the name. Enlistment records would be the starting point. Or you could possibly begin in the regimental returns for the month of the enlistment. New recruits were listed by name.

5. To find as much as possible. Be prepared to spend a lot of time at the microfilm reader. After finding the basics, follow the company through the regimental returns. Who knows, sometime the subject of the search is listed for various reasons.

This can also offer further leads, i.e. if the subject is wounded or hospitalized, the hospital records might be searched or if the subject is assigned a special duty such as with the quartermaster, look through those records.

6. Write the National Archives Military Division. Give as much information as possible and they will be able to send you the person's military records. There is a standard form.



### **Fort Concho National Historic Landmark**

630 South Oakes, San Angelo, Texas 76903

(325) 657-4442 [www.fortconcho.com](http://www.fortconcho.com)