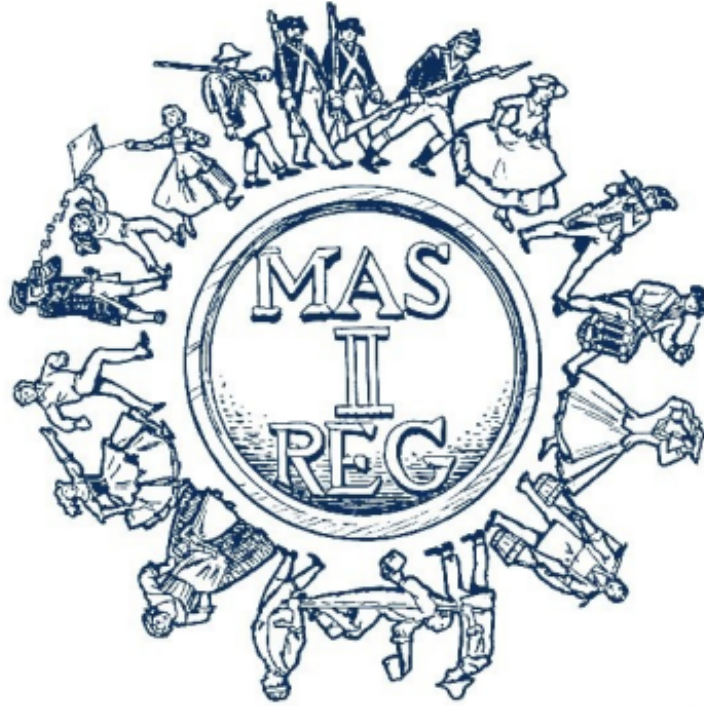


C^{ol.} Bailey's 2nd Masfachuffett's Regiment

Instructions to Officers



*A Collection of Helpful Instructions to those
Officers serving in the Line both on the Campaign
and in the Camp*

| | |
|--|----|
| Introduction | 4 |
| <i>Structure of this Document</i> | 4 |
| <i>Overview</i> | 5 |
| Instructions to the Quarter Master | 7 |
| Instructions to the Quarter Master Serjeant | 7 |
| Instructions to the Adjutant | 8 |
| <i>Orders of the Day, assigning Guard and Fatigue Duties</i> | 8 |
| <i>Morning Reports, Rolls, Regimental Returns</i> | 8 |
| <i>On the Parade</i> | 8 |
| <i>On the March</i> | 9 |
| <i>Other Items</i> | 9 |
| <i>Addendum A –Company Roll</i> | 10 |
| <i>Addendum B – Morning Report</i> | 11 |
| <i>Addendum C – Field Return</i> | 12 |
| Instructions to the Sergeant Major | 13 |
| <i>Addendum A – Morning Report</i> | 14 |
| <i>Addendum B – Field Return</i> | 15 |
| Instructions to the Camp Police | 16 |
| Instructions for Battalion Commanders | 17 |
| Instructions to the Colour Guard | 18 |
| <i>Of Marching with Colours</i> | 18 |
| Instructions for Grand Division Commanders | 20 |
| Instructions to Division Commanders | 21 |
| Instructions to Platoon Commanders | 22 |
| Instructions to the First Serjeant | 23 |
| <i>Orders of the Day, assigning Guard and Fatigue Duties</i> | 23 |
| <i>Morning Reports, Rolls</i> | 23 |
| <i>On the Parade</i> | 23 |
| <i>On the March</i> | 24 |
| <i>Other Items</i> | 24 |
| <i>Addendum A – Company Roll</i> | 25 |
| <i>Addendum B – Morning Report</i> | 26 |
| Instructions to the Serjeants and Corporals | 27 |
| <i>Company Order</i> | 27 |
| <i>Guard, Fatigue, and other Duties</i> | 28 |
| <i>On the March and Parade</i> | 28 |
| <i>Of Drilling and the Manual of Arms (A Primer)</i> | 29 |
| <i>Definitions</i> | 29 |
| <i>Tips for the NCO</i> | 29 |
| Instructions to the Guards | 32 |
| <i>Of Forming and Posting Guards</i> | 34 |
| <i>Of Challenging</i> | 35 |
| <i>Of the Rounds</i> | 36 |
| <i>Other Items of Concern to a Guard</i> | 37 |
| <i>Addendum A - Report for “Hours they go on”</i> | 38 |
| <i>Addendum B - Report of a Guard</i> | 38 |

| | |
|--|----|
| <i>Addendum B - Report of a Guard</i> | 39 |
| <i>Addendum C - Camp and Quarter Guard Sentinels</i> | 39 |
| <i>Addendum C - Camp and Quarter Guard Sentinels</i> | 40 |
| <i>Addendum D – 18th C. Games</i> | 40 |
| <i>Addendum D – 18th C. Games</i> | 41 |
| How to Size a Company | 43 |
| Bibliography | 44 |

Introduction

When Baron von Steuben assumed responsibility for the drill and exercise of the Continental Army in 1778, he faced a momentous challenge. The Continental Army was in fact, composed of regiments and companies from the various colonies (states). These units ranged in both size and organizational structure with some companies consisting of 30 soldiers while others had upwards of 100. This structure made it very difficult for the Army to serve together tactically in the field.

Baron von Steuben undertook this challenge by implementing two structures on the army. The first was a purely administrative structure which consisted of the companies and regiments into which the men were already formed. This structure was used solely for the purposes of pay, supply, and recruitment and was based upon where men had been recruited from.

The second structure was a standardized organization designed to provide the tactical capabilities necessary for the Army. This structure was composed of platoons, divisions, and battalions and was based upon the actual number of men available. In his 1779 Regulations, von Steuben stated that a platoon was to consist of a minimum of 20 men and a battalion 160, or 8 platoons to a battalion. Administratively, he stated a Regiment should consist of a minimum of 320 rank and file divided into 8 companies. This would mean that at full strength the regiment would have 8 companies of 2 platoons, and 2 battalions of 4 companies (8 platoons). He further stated that if a regiment consists of less than 320 rank and file it will form 1 battalion of 8 platoons and if a regiment should be further reduced and consist of less than 160 rank and file, then that regiment cannot form a battalion and must be either consolidated with another regiment so together they form a battalion or be put on detached service¹. After Von Steuben organized his troops into a set structure, tactically controlling and directing the army became less confused for both officers and men and ultimately made it possible for the Continental Army to more than just hold it's own.

When the Continental Line began in 1987, it faced a similar challenge in that most Regiments consisted of unties of different sizes with different organizational structures. Since that time, the Continental Line has experimented and refined the implementation of von Steuben's plan at living history events. This document is the outcome of that experimentation and is humbly submitted to serve as an operational plan for those organizing forces for their own events both on the field and in the camp.

Structure of this Document

The first part of this document is structured as an overview of two similar, but slightly different tactical organizations employed by the Continental Line. These include the standard Battalion structure employed later in the war as well as the Grand Division structure used during the early part of the war and is derived from General Lee's organizational plan.

The second part of this document is a series of articles intended to serve as instructions to those individuals serving in the various roles necessary to use these organizational structures at an actual event. Each article may be printed out and handed to the individual serving that particular role at an event.

Overview

For most large events (400-500 soldiers), the Continental Line forms as a Corps of Battalions with special attachments. For smaller events, a single Battalion may serve as the organizational structure. The Corps may be structured thusly:

CORPS STAFF

- 1 Lieutenant Colonel – Commandant
- 1 Brigade Major (*rank of Capt. or Lt.*)¹
- 1 Quartermaster (*rank of Capt. or Lt.*)²
- 1 Drum Major
- 1 Fife Major

OPERATIONAL UNITS

PLATOONS

The platoon will form the smallest tactical unit (firing body). The platoon will consist of a minimum of 16 men and a maximum of 31 men. The platoon will be officered by 1 Lieutenant posted on the right of the front rank, 1 Serjeant posted on the right of the second rank covering the lieutenant and 1 Corporal posted on the left of the front rank. These men are to be included as part of the 16 man minimum. Platoon officers will stay in these positions at all times during a battle, never quitting their posts and only take commands from their division Captain. The minimum platoon formed will look like this:

Legend:

MAJ = Major
DM = Drum Major
FM = Fife Major
C^{pt} = Captain
L = Lieutenant

E = Ensign
S = Serjeant
C = Corporal
P = Private
ADJ = Adjutant

C P P P P P P L
P P P P P P S

DIVISIONS

The division consists of 2 platoons commanded by a Captain. The Captain also commands the first platoon, while a Lieutenant commands the second platoon. In addition to the non-commissioned officers assigned to each platoon, a division shall also have a First Serjeant assigned. This gives each division a strength of between 33 and 63 men. The division thus formed shall look like this:

¹ Note that the title of Brigade Major is not in fact a rank, but rather a duty to be fulfilled by a commissioned officer. For many events, the rank of Captain or Lieutenant is most appropriate to the individual assigned this duty.

² Note that the title of Quartermaster is not in fact a rank, but rather a duty to be fulfilled by a commissioned officer. For many events, the rank of Captain or Lieutenant is most appropriate to the individual assigned this duty.

C P P P P P P L C P P P P P P C^{pt}
P P P P P P P S P P P P P P P S

1st Sgt

BATTALIONS

A Battalion will consist of 4 divisions and be commanded by a Major. Each Battalion has a staff which mirrors that of the Corps. A color Ensign shall be posted between the fourth and fifth platoons of the battalion. Along with the color Ensign, a color guard of 4 to 6 files shall be posted with the Ensign as well. The Major will be posted 6 paces before the color guard and only receive orders from the Lt. Colonel and then give appropriate orders to the division captains who will then carry them out. (I.e. firing by platoons/divisions or advancing by platoons/divisions). This will eliminate platoon or division commanders receiving conflicting orders from everyone passing by. The battalion drawn up in battle will look like this:

MAJ

| | | | | | | | | |
|------------------------------------|--|------------------------------------|--|--|------------------------------------|--|------------------------------------|--|
| C P P P P P P L P P P P P P P S | C P P P P P P C ^{pt} P P P P P P P S | C P P P P P P L P P P P P P P S | C P P P P P P C ^{pt} P P P P P P P S | P P P E P P P P P P S P P P DM FM | C P P P P P P L P P P P P P P S | C P P P P P P C ^{pt} P P P P P P P S | C P P P P P P L P P P P P P P S | C P P P P P P C ^{pt} P P P P P P P S |
| 1 ST Sgt. | | 1 ST Sgt. | | | 1 ST Sgt. | | 1 ST Sgt. | |

ADJ

OPERATIONAL UNIT STAFFS

Each operational unit has a staff which mirrors that of the Corps. These staffs include a commandant, administrative officer, musicians, and quartermaster (except at the Division level). The staffs are presented below and are detailed in the instructions to the officers commanding those operational units.

| | <u>CORPS</u> | <u>BATTALION</u> | <u>DIVISION</u> |
|------------------------|---------------|-------------------------------------|----------------------|
| Commandant | Lt. Colonel | Major | Captain |
| Administrative Officer | Brigade Major | Adjutant | 1 st Sgt. |
| Quartermaster | Quartermaster | Quartermaster/Quartermaster Sgt. | N/A |
| Drummer | Drum Major | Drum Major | Drummer |
| Fifer | Fife Major | Fife Major | Fifer |

Instructions to the Quarter Master

Instructions to the Quarter Master Serjeant

Instructions to the Adjutant

“The adjutant is to be chosen from among the subalterns, the field officers taking care to nominate the most intelligent and best acquainted with the service” - Steuben

“The Lieutenant-colonel, or Officer commanding the regiment, is to make choice of a Subaltern, who has gained the character of a good Officer, by attendance, obedience, and a diligent discharge of his duty, that when the Adjutancy ... may fall vacant, he may recommend him to his Colonel, as an Officer intitled to preferment, and who ought to be rewarded” - Simes

As you can see from the above quotes, the roll of the Adjutant is considered essential to the success of any Regiment. In the following document I will attempt to outline the duties and responsibilities which will be asked of you as Adjutant of Battalion.

As Adjutant you are the senior administrative officer in your battalion. You will be assigned the rank of Lieutenant. As such you will need to affix a cockade of green material to your hat, and, if your finances will allow, you may wear a silver epaulet on your left shoulder.

Orders of the Day, assigning Guard and Fatigue Duties

You will meet with the Brigade Major to receive the Orders of the Day. These will include the number of men expected from your battalion for guard mounts, fatigue duties, and the like. They will also include a schedule of the activities for the weekend.

Once you have met with the Brigade Major and received the Orders of the Day, you should meet with the Commandant of your battalion and inform him of the Orders of the Day. This will allow him the opportunity to add any orders he may think for the day to the orders.

Once you have received any additional orders from your battalion's Commandant, you should meet with the First Sergeants of each company in your battalion. At this meeting the First Sergeants will be expected to take down the Orders of the Day. The Adjutant should break down the battalions assigned duties among the various companies.

(Note: It important that the Adjutant not overburden any one company with many assignments. Let's remember that we need to allow people time to enjoy the weekend.)

Morning Reports, Rolls, Regimental Returns ...

The rolls will be called by the First Sergeants up to 4 times a day. During the morning when the roll is called, a Morning Report should be generated by the First Sergeants. One copy of this report should be given to the company commander, the other should be returned to the Adjutant at the First Sergeants Call.

Once the Adjutant has all the Morning Reports, he should compile all the information and record it on the Regimental Return (*see Addendum C*). This should then be passed onto the Brigade Major.

(Note: Every Adjutant should have a book to take down the Orders of the Day and an 18th writing implement. The Brigade Major will hand out all other Forms necessary.)

On the Parade

You should inspect all guard details from your battalion. You should check their arms, dress, accouterments, and the like. You should also size them and form them. Once you have completed this, you should march them to the Brigade Parade.

When your battalion forms, you should size the companies and form them into platoons (see *How to Size a Company for further reference*).

On the March

When the battalion is on the march or in a battle, you should post to the rear of the battalion. It is your job to manage the rear of the battalion while the Commandant manages the front. In this way you can eliminate stragglers on the march and watch for issues both on the field and on the march which the Commandant may not be able to see.

Other Items

You should be familiar with everything you can know about the battalion. Particular attention should be paid to the responsibilities of the First Sergeants and the Sergeant Major.

It is your responsibility to keep all the battalion staff officers informed (in particular the Battalion Commandant).

Note: The role of Adjutant is a duty, not a rank. Most Adjutants should portray the rank of Lieutenant.

Addendum A –Company Roll

ROLL OF CAPTAIN *Maxwell's* COMPANY
 COMMANDED BY COLONEL *Bailey*

COMMISSIONED OFFICERS: *Lieut. Robert Muzzey, Enf. Marlby Turner*

| No | Sergeants | Remarks | No | Corporals | Remarks | No | Drum and Fife | Remarks | |
|---------------------------|------------------------|------------------------------|----|------------------------|-------------------|----|------------------------|------------------|--|
| 1 | <i>Wesley Harden</i> | | 3 | <i>Hezekiah Torick</i> | | 5 | <i>William Allen</i> | <i>Dory Deer</i> | |
| 2 | <i>Jonathan Torick</i> | | 4 | <i>John Mills</i> | | | | | |
| Present during Roll Calls | | | | | | | | | |
| No | Privates | Remarks | No | Privates | Remarks | No | Privates | Remarks | |
| 6 | <i>William Davis</i> | | 22 | <i>Miles Ford</i> | | 27 | <i>Wm Butler</i> | | |
| 7 | <i>William Borer</i> | <i>Gr Duty</i> | 23 | <i>Colin Frost</i> | | 28 | <i>John Bradley</i> | | |
| 8 | <i>Walter Robinson</i> | | 24 | <i>Timothy Baker</i> | | 29 | <i>Joseph Black</i> | | |
| 9 | <i>Daniel Miller</i> | <i>Assigned duties, etc.</i> | | | <i>Forge Dty.</i> | 30 | <i>Dudman Black</i> | | |
| 10 | <i>Bligh Parrer</i> | | | | | 31 | <i>John Cook</i> | | |
| 11 | <i>John Young</i> | | | | | 32 | <i>Timothy Carr</i> | | |
| | | | | | | 33 | <i>Charles Cornish</i> | | |

Addendum B – Morning Report

| | |
|----------------------------------|--------------------|
| MORNING REPORT of Captain | |
| <i>Maxwell's</i> | Company, in |
| <i>Bailey's</i> | Regiment. |
| Taken this <i>27th</i> | day of <i>1776</i> |

| First Platoon | | | Second Platoon | | | | |
|---|--------------|---------------------|----------------|---|--------------|---------------------|---------------|
| Commissioned Officers <i>Capt. Hugh Maxwell, Sxf. Marby Turner</i> | Sergeants | Drummers and Fifers | Rank and File | Commissioned Officers <i>Lieut. Robert Munny</i> | Sergeants | Drummers and Fifers | Rank and File |
| Detached from ... | | | | Detached from ... | | | |
| <i>2nd Rl</i> | | | <i>8</i> | <i>4th Middlesex</i> | | | <i>12</i> |
| <i>2nd Masf</i> | <i>1</i> | | <i>12</i> | <i>5th Conn.</i> | | | <i>7</i> |
| Totals | <i>1</i> | <i>1</i> | <i>20</i> | Totals | <i>1</i> | <i>2</i> | <i>19</i> |
| Present { | Fit for Duty | On duty | <i>14</i> | Present { | Fit for Duty | On duty | <i>15</i> |
| | | | <i>4</i> | | | | <i>2</i> |
| Absent { | With Leave | Without Leave | <i>1</i> | Absent { | With Leave | Without Leave | <i>1</i> |
| | | | <i>1</i> | | | | <i>1</i> |
| Sick { | Present | Absent | <i>1</i> | Sick { | Present | Absent | <i>1</i> |
| | | | <i>1</i> | | | | <i>1</i> |
| Totals | <i>1</i> | <i>1</i> | <i>20</i> | Totals | <i>1</i> | <i>2</i> | <i>19</i> |

List names of Commissioned Officers assigned to particular platoon

List names of units assigned to each platoon and their counts.

Total counts by unit.

List counts by status. For a description of each status see definitions below.

| Status | Definition |
|-----------------------------|---|
| Present - Fit for Duty | List individuals who are in the camp and are not assigned a duty for the day. |
| Present - On Duty | List individuals who are in the camp but are assigned a duty for the day. These include guard mounts, fatigue duties, commissary, and other special duties which take the individual away from the company. |
| Absent - With Leave | List individuals who would normally be present with the company, but who have had to leave or something of the like for reasons which are known. |
| Absent - Without Leave | List individuals who would normally be present with the company, but who are unaccounted for. |
| Sick – Present | List individuals who are in camp, but who are actually ill. This includes individuals who “simply don’t feel well” today or individuals who suffer from an injury or other ailment during the event. |
| Sick – Absent | List individuals whom you know to be ill, but who are not in the company camp. This could include individuals who have been assigned to the hospital or individuals who have had to leave for the weekend due to ailment. |

Addendum C – Field Return

| FIELD RETURN | | | | | | | | | | | | | | | | | | | | | | | |
|---------------------------------------|-----------------------------|----------------|-------|---------|-------------|----------------|----------|----------|---------------|---|------|-----------|-----------|-------------------------------------|----------------|--------------|----------|------------|-----------|-----------|--------------------|-------------|----|
| For <i>Major Schaapok's</i> Regiment. | | | | | | | | | | | | | | | | | | | | | | | |
| | Commission-officers present | | | | | Staff-Officers | | | | Non-commissioned Officers and private men | | | | Detail of Officers and Men on Duty. | | | | | | | | | |
| | Colonel | Lieut. Colonel | Major | Captain | Lieutenants | Ensigns | Chaplain | Adjutant | Quartermaster | Surgeon | Mace | Sergeants | Corporals | Drummers and Fifes | Private Men. | Places Where | Captains | Subalterns | Sergeants | Corporals | Drummers and Fifes | Private Men | |
| Under arms | | | 2 | 3 | 3 | 2 | | 2 | | | 22 | 8 | 3 | 28 | Camp Guard | | | 2 | | | | 2 | 28 |
| On duty | | | | | 2 | | | | | | 3 | | | 32 | Fatigue Duty | | | | | | | | 20 |
| Sick in quarters | | | | | | | | | | | | | | 2 | Outside Reg. 2 | | | | | | | | 2 |
| Sick in } barracks | | | | | | | | | | | | | | | | | | | | | | | |
| Sick in } infirmary | | | | | | | | | | | | | | 1 | | | | | | | | | |
| Sick in } hospital | | | | | | | | | | | | | | 9 | | | | | | | | | |
| Prisoners | | | | | | | | | | | | | | | | | | | | | | | |
| Absent by leave | | | | | | | | | | | | | | 9 | | | | | | | | | |
| Total Effectives | | | 2 | 3 | 4 | 2 | | 2 | | | 24 | 8 | 4 | 36 | | | | 2 | 3 | | | 2 | 32 |

See chart below for where to obtain counts on various statuses.

All counts listed as On Duty should be spelled out in detail in this section.

| Status | Source |
|--------------------------------------|--|
| Under Arms | <i>Morning Reports: Present – Fit for Duty</i> |
| On duty | <i>Morning Reports: Present – On Duty</i> |
| Sick in Quarters | <i>Morning Reports: Sick – Present</i> |
| Sick / barracks, infirmary, hospital | <i>Hospital Return</i> |
| Prisoners | <i>Prisoner Return</i> |
| Absent by Leave | <i>Morning Reports: Absent by Leave</i> |

Instructions to the Sergeant Major

“The choice of a Serjeant-major must never be influenced by any other consideration, than that of real merit; besides his being a compleat Serjeant in every respect, he ought to be sensible, sedate, and have a good address: in particular, he must be above conniving at the least irregularities committed by the Non-commission officers or Soldiers whom, he is to observe a becoming distance: he should be a perfect master of every branch in the interior management and discipline of a Regiment; be expert at Calculations, keeping Rosters, and forming Details: in his temper, he must have a certain degree of coolness, to give instructions in the Exercise, and to bear with patience the stupidity of Recruits, and often of the older Soldiers; at the same time that he possesses a necessary smartness, to enforce, when requisite, a strict attention to his directions: and as he has frequent opportunities, of closely attending to the morals and behavior of the Serjeants and Corporals, he should be quick in discovering their faults; and as ready in communicating them to the Adjutant, whose authority, he must, on every occasion endeavor to promote.” - Cuthbertson

“He must always attend the parade, be very expert in counting off the battalion, and in every other business of the adjutant, to whom he is an assistant.” - Steuben

The Sergeant Major is the senior NCO of the battalion and the assistant of the Adjutant. Outlined below are some of the responsibilities which may be asked of you.

- A. When your battalion forms, you should size the companies and form them into platoons (*see How to Size a Company*). While the Adjutant has this responsibility, it is usually his Sgt. Major who actually implements this procedure.
- B. Once the Adjutant has all the Morning Reports (*see Addendum A*), he should compile all the information and record it on the Regimental Return (*see Addendum B*). This should then be passed onto the Brigade Major. While the Adjutant has this responsibility, it is usually his Sgt. Major who actually implements this procedure.
- C. You should be familiar with everything you can know about the battalion. Particular attention should be paid to the responsibilities of the First Sergeants and the Adjutant.
- D. Support the functions of the Adjutant.

Note: The Sergeant Major is the senior NCO and has authority over the other NCOs in his battalion.

Addendum A – Morning Report

MORNING REPORT of Captain
Maxwell's Company, in
Bailey's Regiment.
 Taken this *27th* day of *1776*

| First Platoon | | | Second Platoon | | | | |
|--|-----------|----------------------|----------------------|----------------------------|-----------|----------------------|----------------|
| Commissioned Officers | Sergeants | Drummers and Fifers. | Rank and File. | Commissioned Officers | Sergeants | Drummers and Fifers. | Rank and File. |
| <i>Capt. Hugh Maxwell, Sgt. Marby Turner</i> | | | | <i>Lieut. Robert Mumby</i> | | | |
| Detached from ... | | | | Detached from ... | | | |
| <i>2nd Rgt</i> | | <i>8</i> | <i>4th Middlesex</i> | <i>1</i> | <i>2</i> | <i>12</i> | |
| <i>2nd Mass</i> | <i>1</i> | <i>12</i> | <i>5th Conn.</i> | | | <i>7</i> | |
| Totals | <i>1</i> | <i>1</i> | <i>20</i> | Totals | <i>1</i> | <i>2</i> | <i>19</i> |
| Present { Fit for Duty ... | | | <i>14</i> | Present { Fit for Duty ... | | | <i>15</i> |
| { On duty | | | <i>4</i> | { On duty | | | <i>2</i> |
| Absent { With Leave ... | | | <i>1</i> | Absent { With Leave ... | | | <i>1</i> |
| { Without Leave | | | <i>1</i> | { Without Leave | | | <i>1</i> |
| Sick { Present | | | <i>1</i> | Sick { Present | | | <i>1</i> |
| { Absent | | | <i>1</i> | { Absent | | | <i>1</i> |
| Total | <i>1</i> | <i>1</i> | <i>20</i> | Total | <i>1</i> | <i>2</i> | <i>19</i> |

List names of Commissioned Officers assigned to particular platoon.

List names of units assigned to each platoon and their counts.

Total counts by unit.

List counts by status. For a description of each status see definitions below.

| Status | Definition |
|-----------------------------|---|
| Present - Fit for Duty | List individuals who are in the camp and are not assigned a duty for the day. |
| Present - On Duty | List individuals who are in the camp but are assigned a duty for the day. These include guard mounts, fatigue duties, commissary, and other special duties which take the individual away from the company. |
| Absent - With Leave | List individuals who would normally be present with the company, but who have had to leave or something of the like for reasons which are known. |
| Absent - Without Leave | List individuals who would normally be present with the company, but who are unaccounted for. |
| Sick – Present | List individuals who are in camp, but who are actually ill. This includes individuals who “simply don’t feel well” today or individuals who suffer from an injury or other ailment during the event. |
| Sick – Absent | List individuals whom you know to be ill, but who are not in the company camp. This could include individuals who have been assigned to the hospital or individuals who have had to leave for the weekend due to ailment. |

Addendum B – Field Return

| FIELD RETURN | | | | | | | | | | | | | | | | | | | | | | | | |
|---------------------------------------|-----------------------------|----------------|-------|---------|-------------|----------------|----------|----------|-----------------|---------|---|-----------|-----------|--------------------|-------------------------------------|---|---|------------|-----------|-----------|--------------------|-------------|----|--|
| For <i>Major Schaapek's</i> Regiment. | | | | | | | | | | | | | | | | | | | | | | | | |
| | Commission-officers present | | | | | Staff-Officers | | | | | Non-commissioned Officers and private men | | | | Detail of Officers and Men on Duty. | | | | | | | | | |
| | Colonel | Lieut. Colonel | Major | Captain | Lieutenants | Ensigns | Chaplain | Adjutant | Quarterm. Mstr. | Surgeon | Mace | Sergeants | Corporals | Drummers and Fifes | Private Mstr. | Places Where | Captains | Subalterns | Sergeants | Corporals | Drummers and Fifes | Private Men | | |
| Under arms | | | 2 | 3 | 3 | 2 | | 2 | 2 | | | 22 | 8 | 3 | 24 | Camp Guard | | 2 | 2 | | | 2 | 28 | |
| On duty | | | | | | | | | | | | 3 | | 2 | 32 | Forage Duty | | | | | | | 32 | |
| Sick in quarters | | | | | | | | | | | | | | | 2 | Outside Reg. 2 | | | 2 | | | | 2 | |
| Sick in } barracks | | | | | | | | | | | | | | | | See chart below for where to obtain counts on various statuses. | | | | | | | | |
| Sick in } infirmary | | | | | | | | | | | | | | | | | All counts listed as On Duty should be spelled out in detail in this section. | | | | | | | |
| Sick in } hospital | | | | | | | | | | | | | | | | | | | | | | | | |
| Prisoners | | | | | | | | | | | | | | | | | | | | | | | | |
| Absent by leave | | | | | | | | | | | | | | | | | | | | | | | | |
| Total Effectives | | | 2 | 3 | 3 | 2 | | 2 | 2 | | | 25 | 8 | 5 | 38 | | | | 3 | | | 2 | 32 | |

| Status | Source |
|--------------------------------------|--|
| Under Arms | <i>Morning Reports: Present – Fit for Duty</i> |
| On duty | <i>Morning Reports: Present – On Duty</i> |
| Sick in Quarters | <i>Morning Reports: Sick – Present</i> |
| Sick / barracks, infirmary, hospital | Hospital Return |
| Prisoners | <i>Prisoner Return</i> |
| Absent by Leave | <i>Morning Reports: Absent by Leave</i> |

Instructions to the Camp Police

1. The Camp Police shall consist of one officer, four non-commissioned officers, and one drummer.
2. The Camp Police shall inspect the camp periodically for camp authenticity and safety. This includes inappropriate materials visible from tents, kitchens, and the like. The Police shall have the authority to ask those present to correct the unauthentic situation. Likewise, the Police shall check for any safety concerns and shall have the authority to suggest immediate corrections.
3. The policing role served in the section above is in addition to the already implied role of every re-enactor to be self-policing for authenticity and/or safety.
4. If the Brigade Major is obliged to be absent, the officer of the police is to do his duty till his return. The officer of police is therefore posted to Corps Headquarters.
5. The drummer of the police must be posted at Headquarters and must not quite his post without another drummer to cover his duty.
6. The non-commissioned officers of the police shall aid both the Officer of Police and the Brigade Major with the administration. One non-commissioned officer of the police must always be posted to Headquarters for this purpose.
7. The non-commissioned officers of the police, the Officer of Police, and the Brigade Major shall be responsible for the following administrative duties.
 - Receiving/distributing orders to the Corps.
 - Receiving, completing, filing, appropriate paperwork
 - Managing requests/updates for inadequate supplies (wood, water, hay, loos)
 - Acting as a clearing-house for other issues that may occur during the weekend.
8. The staff should be fully acquainted with the layout of the camp and all the proper contacts for various situations.

Instructions for Battalion Commanders

1. As a Battalion Commander you will be assigned the rank of Major. As such you will need to affix a cockade of red material to your hat, and, if your finances will allow, you may wear two silver epaulets.
2. As an officer of the line, you shall carry a spontoon or half-pike in addition to a sword for your protection and as a sign of your rank.
3. You have been assigned a portion of the continental line troop attached to this Corps. These troops have been organized into divisions. You will select commissioned officers for each of these divisions to include a Captain and a Lieutenant. You will insure that a 1st Sergeant, 2 Sergeants and 2 Corporals are selected for each platoon in your command.
4. From your command you will select a responsible, respected man to perform the duties of your Battalion Adjutant. The man you choose must be literate and good with numbers for his administrative duties will require it. Your adjutant, with the rank of lieutenant will need to affix a cockade of green material to his hat and may wear an epaulet of silver upon his left shoulder.
5. From your command you will form a colour guard to consist of 1 Ensign and 11 Privates and 1 NCO.
6. You will insure that the appropriate instructions are communicated to each of the officers in your command appropriate to his office.
7. You will insure that your battalion roster is completed and forwarded to the Brigade Major no later than <DATE>. You may forward via email to: <EMAIL> or US Mail at <ADDRESS>.
8. While assigned to this Corps, you will insure that your all guards, detachments, and other duties your battalion is to provide will be complete and on time.
9. *As discipline is paramount to the success of our task, you will insure that the men of your battalion are well drilled and take particular note of the honors due their fellow soldiers as well as their officers.*

Instructions to the Colour Guard

Von Steuben describes this important task to Ensigns thusly:

“When on that duty, they should consider the importance of the trust reposed in them; and when in action, resolve not to part with colours but with their lives. As it is by them the battalion dresses when marching in line, they should be very careful to keep a regular step, and by frequent practice accustom themselves to march straight forward to any given objective.” – von Steuben

1. The Colour Guard shall consist of 1 Ensign, 11 Privates, and 1 NCO.
2. The Colour Guard shall be formed thusly at the center of the Battalion line.

PPPEPPP
PPPSPPP

3. Those soldiers assigned to the Colour Guard shall be chosen from those veteran soldiers who display the honour of the Battalion as this duty is of the utmost importance to the security and safety of the Battalion.
4. Those soldiers assigned to the colour guard shall hold their fire in battle, waiting until such time as the colours might be in danger from the enemy. At this point, the colour guard must expend every effort to insure the safety of the Battalion colours.
5. When the Battalion is encamped and not in use with the Battalion on the Parade, the Battalion Colours shall be posted to the front of the Adjutant’s tent at the center of the Battalion front.

Of Marching with Colours

The following are instructions to the Ensign when the Battalion is Marching in Line.

Battalion! Forward !

At this caution the ensign with the colours advances six paces; the serjeant who covered him, taking his place. The whole are to dress by the colours (*Note: this does not mean the whole is standing shoulder-to-shoulder with the colour guard*). The commandant of the battalion will be posted two paces in front of the colours, and will give the ensign an object to serve as a direction for him to march straight forward. Note that the Ensign will also serve to set the pace of the Battalion (along with the drums). It is therefore critical that the Ensign maintain an even, steady pace.

March!

The Ensign who carries the colours will be careful to march straight to the object given him by the colonel; to do which, he must fix on some intermediate object (*e.g. The Commandant instructs the Ensign to march toward a tree at the far end of the field. The Ensign should try to find some other object in direct line to the tree such as a fencepost, tree, hillock, etc. In this way the Ensign can line up on both objects and insure that he is marching in a straight line*).

If many Battalions are in the line, the Ensigns must dress by the Ensign in the center of the line. If there are only two, they will dress by each other. They must be very careful not to advance beyond the battalion they are to dress by, it being much easier to advance than to fall back.

Should a Battalion by any cause be hindered from advancing in line with the rest, the Ensign of that Battalion must drop his colours, as a signal to the other Battalions (who might otherwise stop to dress by them) not to conform to their movements; the colours to be raised again when the Battalion has advanced to its post in the line.

The officers commanding platoons will continually have an eye over them (the colours), immediately remedying any defect, carefully dressing with the center, and keeping step with the colours.

Battalion! Halt!

The whole stop short on the feet then advanced.

Dress to the Right!

The men dress to the right, and the colours fall back into the ranks.

As in the instructions for all of the above movements, the entire Battalion will take their direction and dress in all Battalion formations. This includes the passage of defiles, displaying from column into line, retiring , and etc...

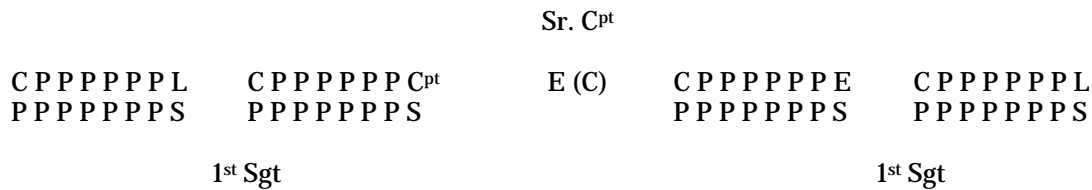
Instructions for Grand Division Commanders

1. As a Grand Division Commander, you will assume all the rights and privileges of a Division Commander plus the following additions:
2. A second Division will be assigned to your command (making the Grand Division). While you are not administratively responsible for this Division, you will server as the senior officer commanding both Divisions while they are in the field.
3. An Ensign will be selected by you, from the available officers of your command. Your Ensign will need to affix a cockade of green material to his hat and may wear an epaulet of silver upon his left shoulder. He will command the Platoon you would normally command while the Grand Division is in the field.
4. A second Ensign will be selected by you, from the available officers of your command. Your Ensign will need to affix a cockade of green material to his hat and may wear an epaulet of silver upon his left shoulder. This Ensign will carry the Grand Division colors. You will need to select one stand of colors from those available in your command.

Your Grand Division should be thus formed:

Legend:

- C^{pt} = Captain P = Private
- L = Lieutenant E (C) = Colour Ensign
- E = Ensign
- S = Serjeant
- C = Corporal



Instructions to Division Commanders

"A Captain cannot be too careful of the company the state has committed to his charge. He must pay the greatest attention to the health of his men, their discipline, arms, accoutrements, ammunition, clothes, and necessaries." - Steuben

1. As a Division Commander, you will be assigned the rank of Captain with all its privileges. As such you will need to affix a cockade of yellow material to your hat, and, if your finances will allow, you may wear a silver epaulet on your right shoulder.
2. As an officer of the line, you shall carry a spontoon or half-pike in addition to a sword for your protection and as a sign of your rank.
3. You will be assigned a portion of the troops of this command. If the numbers assigned to you permit, you will arrange your command into two platoons of 16 men. A Lieutenant will be selected by you, from the available officers of your command. Your Lieutenant will need to affix a cockade of green material to his hat and may wear an epaulet of silver upon his left shoulder.
4. From your command you will select a responsible, respected man to perform the duties of you First Sergeant. The man you choose must be literate and good with numbers for this administrative duties will require it. Your First Sergeant will report to the Adjutant and will receive his orders and necessary paperwork from him.
5. In addition to the posts previously mentioned, you and your Subaltern shall select at least two soldiers, of good moral character and who have an understanding of the management of a platoon, from each platoon to serve as Sergeant and Corporal of that platoon.

Each Platoon should be thus formed:

SA Subaltern (Lieutenant/Ensign)
S Sergeant
C Corporal
P Private

C P P P P P P S A
P P P P P P P S

6. You should further divide your Division into four squads, placing each one under the care of one of the Non-Commissioned officers selected. This Non-Commissioned officer will then become responsible for the dress and behavior of the men of his squad.
7. As it will be necessary from time to time to maneuver the battalion to which you company has been assigned, you must have perfect knowledge of Baron Steuben's instructions on maneuvering troops. You should be particularly acquainted with the various method and command involved with forming line form column and forming column from line.
8. In order to better understand the administration of your division; you should review the Instructions to First Sergeants document as it gives insight into this process.
9. As much of the success of your command will depend upon the measure of the strength of the officers you select, you should take every opportunity to instruct the Subalterns and Non-Commissioned Officers in the fulfillment of their duties. Also, you must encourage a military rapport between the Officers and the Soldiers. For this reason, you should never rudely reprimand the Subalterns or Non-Commissioned Officers in the presence of the men.
10. As the drill and training of the men is of great import to your Divisions ability to carry out it's duties, opportunities should be found for the Non-Commissioned Officers to drill the men who need the most assistance. Each Division

should therefore form an “awkward squad” of those individuals who need extra assistance. An experienced Non-Commissioned Officer should then drill this squad when the opportunity arises throughout the course of the event.

Instructions to Platoon Commanders

1. As a Platoon Commander, you will be assigned the rank of Lieutenant or Ensign (as appropriate) with all its privileges. As such you will need to affix a cockade of green material to your hat, and, if your finances will allow, you may wear a silver epaulet on your left shoulder.
2. As an officer of the line, you shall carry a spontoon or half-pike in addition to a sword for your protection and as a sign of your rank.
3. You will be assigned a portion of the troops of my command. If the numbers assigned to you permit, you will arrange your command into two platoons of 16 men. You will be assigned one sergeant and one corporal to your platoon.
4. While the operation of Guards is necessary knowledge for all officers, it is particularly so for Lieutenants and Ensigns. You will familiarize yourself with the Instructions to the Guards.
5. As a Platoon Commander, you should acquaint yourself with the responsibilities of the Division Commander.
6. You shall assist the Division Commander in his duties to maintain discipline and order within the Division. You should particularly take note that proper military honors are paid and that the arms, equipment, and clothing of the soldiers are well inspected.

Instructions to the First Serjeant

“The soldier having acquired that degree of confidence of his officers as to be appointed first serjeant of the company, should consider the importance of his office; that the discipline of the company, the conduct of the men, their exactness in obeying order, and the regularity of their manners, will in measure depend on his vigilance.” - Steuben

As you can see from the above quote, the roll of the First Serjeant is crucial to the success of any company (much in the same manner as the Adjutant is crucial to success of any regiment). Outlined below are the responsibilities of your post.

Orders of the Day, assigning Guard and Fatigue Duties

- A. You will meet with the Adjutant to receive the Orders of the Day. These will include the number of men expected from your company for guard mounts, fatigue duties, and the like. You will also be given any additional paperwork you made need for the management of your company.

(Note: Every First Serjeant should have a book to take down the Orders of the Day and an 18th writing implement)

- B. Once you have met with the Adjutant and received the Orders of the Day, you should meet with the commander of your company and inform him of the Orders of the Day. This will allow him the opportunity to add any orders he may think for the day to the orders.
- C. Once you have received any additional orders from your company's commander, you should warn the NCOs and Men of your company who will be assigned any fatigue or guard duty.
- D. At the Retreat, and possibly the Troop, you will be expected to read the Orders of the Day to your company.

(Note: It important that the First Serjeant not overburden any one member of his company with many assignments. Let's remember that we need to allow people time to enjoy the weekend and everyone needs some time off.)

Morning Reports, Rolls

- A. At the first roll of the weekend you should record the names of the men of your company by platoons. A Company Roll form (*see Addendum A*) will be provided for that purpose.
- B. The roll shall be called up to 4 times daily. These will be at the Reveille, the Troop, the Retreat, and Nooning. The results of the roll should be recorded on the Company Roll (*see Addendum A*)
- C. After the Roll called each morning following Reveille, you should fill out two Morning Reports (*see Addendum B*). One should be handed to your company commander while the other is to be turned into the Adjutant at the next First Serjeant's call.

On the Parade

- A. You should inspect all guard details from your company. You should check their arms, dress, accouterments, and the like. Once you have completed this, you should march them to the Battalion Adjutant.

On the March

- A. When the battalion is on the march or in a battle, you should post to the rear of the company. It is your job to manage the rear of the company (as a file closer) while the company commander manages the front. In this way you can eliminate stragglers on the march and watch for issues both on the field and on the march which the commander may not be able to see.

Other Items

- A. You should be familiar with everything you can know about the company. Particular attention should be paid to the responsibilities of the Sergeants and Corporals. You should also become as familiar as possible with the character of each member of the company.
- B. It is your responsibility to keep the officers informed. (In particular the commander).

Addendum B – Morning Report

| | |
|----------------------------------|--------------------|
| MORNING REPORT of Captain | |
| <i>Maxwell's</i> | Company, in |
| <i>Bailey's</i> | Regiment. |
| Taken this <i>27th</i> | day of <i>1776</i> |

| First Platoon | | | Second Platoon | | | | |
|--|-----------|---------------------|----------------|----------------------------|-----------|---------------------|----------------|
| Commissioned Officers | Sergeants | Drummers and Fifes. | Rank and File. | Commissioned Officers | Sergeants | Drummers and Fifes. | Rank and File. |
| <i>Capt. Hugh Maxwell,</i> <i>Sgt. Maribby Turner</i> | | | | <i>Lieut. Robert Munn</i> | | | |
| Detached from ... | | | | Detached from ... | | | |
| <i>2nd RI</i> | | | <i>8</i> | <i>4th Middlesex</i> | | | <i>12</i> |
| <i>2nd Mass</i> | | | <i>12</i> | <i>5th Conn.</i> | | | <i>7</i> |
| Totals | <i>1</i> | <i>1</i> | <i>20</i> | Totals | <i>1</i> | <i>2</i> | <i>19</i> |
| Present { Fit for Duty ... | | | <i>19</i> | Present { Fit for Duty ... | | | <i>15</i> |
| { On duty | | | <i>0</i> | { On duty | | | <i>2</i> |
| Absent { With Leave ... | | | <i>1</i> | Absent { With Leave ... | | | <i>1</i> |
| { With hour Leave | | | <i>0</i> | { With hour Leave | | | <i>0</i> |
| Sick { Present | | | <i>0</i> | Sick { Present | | | <i>0</i> |
| { Absent | | | <i>0</i> | { Absent | | | <i>0</i> |
| Total | <i>1</i> | <i>1</i> | <i>20</i> | Total | <i>1</i> | <i>2</i> | <i>19</i> |

List names of Commissioned Officers assigned to particular platoon.

List names of units assigned to each platoon and their counts.

Total counts by unit.

List counts by status. For a description of each status see definitions below.

| Status | Definition |
|-----------------------------|---|
| Present - Fit for Duty | List individuals who are in the camp and are not assigned a duty for the day. |
| Present - On Duty | List individuals who are in the camp but are assigned a duty for the day. These include guard mounts, fatigue duties, commissary, and other special duties which take the individual away from the company. |
| Absent - With Leave | List individuals who would normally be present with the company, but who have had to leave or something of the like for reasons which are known. |
| Absent - Without Leave | List individuals who would normally be present with the company, but who are unaccounted for. |
| Sick – Present | List individuals who are in camp, but who are actually ill. This includes individuals who “simply don’t feel well” today or individuals who suffer from an injury or other ailment during the event. |
| Sick – Absent | List individuals whom you know to be ill, but who are not in the company camp. This could include individuals who have been assigned to the hospital or individuals who have had to leave for the weekend due to ailment. |

Instructions to the Serjeants and Corporals

“Good Serjeants and Corporals being so very essential, for the support of discipline and order in a Regiment, their merit must be well considered, and their qualifications impartially examined, before they are preferred to such a trust: honesty, sobriety, and a remarkable attention to every point of duty, with a neatness in their dress, and a quickness of understanding, above the common run of Soldiers, should only recommend them: and expertness in performing every part of the Exercise, and an ability to teach it, are absolutely necessary; nor can that Serjeant or Corporal be called thoroughly qualified, who does not read and write in a tolerable manner.” - Cuthbertson

“It being on the non-commissioned officers that the discipline and order of a company in a great measure depend, they cannot be too circumspect in the behavior towards the men, by treating them with mildness, and at the same time obliging every one to do his duty. By avoiding too great familiarity with the men, they will not only gain their love and confidence, but be treated with a proper respect; whereas by a contrary conduct they forfeit all regard and their authority becomes despised.” – Von Steuben

Company Order

An Example to Others

As Von Steuben states, the good order and discipline of any companies rests on the abilities of the non-commissioned officers. As such, it is essential that first and foremost, each non-commissioned officer be very experienced with the duties of the private soldier.

The most prominent of these is the manual of arms. Each non-commissioned officer should be an expert in this to the point of being able to instruct any soldier in the complete manual of arms. In addition, the non-commissioned officer must consider himself a flugelman at all times while the company is assembled.

Each non-commissioned officer must take particular care with his dress and appearance. He should be also expert in the cleaning and care of his musket.

The Squad

Each company consists of several squads. A non-commissioned officer is put in charge of each squad for the better discipline and organization of the company. Each squad officer is particularly charged with the betterment of those privates assigned to his squad.

Manual of Arms

In addition to company drills, the NCO in charge of each squad is to insure that the privates assigned to his squad are properly trained in the manual of arms. When teaching the new recruits he must show leniency in the first few lessons, but not advance the recruit too quickly without him having mastered each step.

Appearance and Accoutrements

The NCO in charge of each squad shall take particular care that the individuals in his squad dresses appropriately, wears his accoutrements in the correct manner, and is taught to properly care for and clean his musket. The NCO should insure that he always has a turnscrew, and other appropriate musket cleaning tools.

Camp Policing

The NCO must pay particular care to the policing of the individuals in his charge. He should inspect his squad's personal appearance as well as the appearance of their camp each day. He should insure authenticity in the camp and on good days order that those items that can authentically be displayed are aired out.

Guard, Fatigue, and other Duties

Whenever a squad NCO is warned that individuals from his squad will be needed for a duty, he is to inspect each individual warned for such duty before that individual reports to the parade.

Camp Duties

Throughout a weekend there will be a number of duties necessary to the successful running of the camp. Some of these duties will be outside the company with the company providing individuals for those assignments. There will also be a number of duties to perform within the company (such as commissary cleanup, wood & water for the commissary, camp setup, etc). The NCO shall play a particularly prominent role in these duties, working with the First Serjeant/Captain to insure the duties are scheduled throughout a weekend.

Roll Calls

The NCO is to insure that all the individuals in his squad attend each Roll Call (unless excused by the Company Officer).

Guard Duty

The NCO should be particularly familiar with the Guard Duty as this is one the assignments he find himself on most often. He should teach the Sentinels in his charge to challenge briskly, and everything else they are to do in their different situations; and when he relieves them, must make them deliver the orders distinctly. When an NCO relieves a Guard, he should take orders from the Guard that he is relieving.

Patrols

When on patrol, the NCO must make his patrol with the greatest silence and attention, and where necessary, send a faithful soldier a-head to look out. If they meet a detachment of the enemy stringer their own, they must retreat in order to their own post. In the night they must stop all strangers that approach. They must not suffer their men to make the least noise with their arms or accoutrements, and every now and then stop and listen. ON Their return from patrolling, they must report to the officer what they have seen of heard.

On the March and Parade

On a march the non-commissioned officers must preserve order and regularity, and suffer no man to leave the ranks without permission of the officer commanding the platoon.

When acting as a file-closer, he must take care to keep the ranks and files properly closed, and when too much crowded, make them incline from the center. When the files of his platoon are disordered by the loss of men, he must exert himself to dress and complete them afresh, with the utmost expedition. He must keep the greatest silence in the ranks, see that men load well and quick, and take good aim. He will do all in his power to encourage the soldiers, and use the most vigorous means to prevent any from leaving the ranks, unless wounded. When remedying and defect in the ranks (dressing and the like), the NCO in charge of that rank must remedy the defect in a low voice, and with as little noise as possible.

The Signals

Adjutant's Call – *first part of the troop*
First Serjeant's call – *one roll and three flams*

All non-commissioned officers call – *two rolls and five flams*

To go for wood – *poing stroke and ten-stroke roll.*

Water – *two strokes and a flam*

Provisions – *roast beef*

Front to halt – *two flams from right to left, and a full drag with the right, a left hand flam and a right hand full drag*

For the front to advance quicker – *the long march*

To march slower – *the taps*

For the drummers call – *the drummers call*

For a fatigue duty – *the pioneers march*

For the church call – *the parley*

Of Drilling and the Manual of Arms (A Primer)

Because the Manual of Arms and Drilling is such a large part of an NCO's responsibility, I have included an entire section dedicated to it below. Much of this information follows the flow of Steuben's Manual (which is intended for the building of new companies) and takes one step by step from the training of raw recruits to the experienced company. The Manual of Arms is the basis of all other military capabilities of the company and therefore must be given focus by the NCOs in order to insure the company's success.

As stated in other parts of this document, the NCO is the example to the soldiers and as such must be expert in the drill. This essentially means that the NCO should be able to performing the manual of arms with the musket should be second nature without having to think about it. Secondly, it is important to remember that the key here is not which drill we use (Steuben), but rather how well we do it that counts.

Definitions

| | |
|------------------------------|--|
| <u>Arm</u> | A musket with a bayonet fixed. |
| <u>Awkward Squad</u> | A squad of soldiers not experienced in the drill. |
| <u>Execution (command)</u> | This part of the command indicates to the soldiers when to commence the command given. |
| <u>Manual of Arms</u> | This is the part of the drill that describes the different positions and steps for handling the musket (e.g. <i>Shoulder – Firelocks!</i>) (also known as the Manual Exercise). |
| <u>Maneuvers</u> | This is the part of drill that describes the different maneuvers of the company (e.g. <i>To the Front – March!</i>). |
| <u>Preparatory (command)</u> | This part of the command informs the soldiers what you wish them to perform and gives them time to prepare for the execution. |
| <u>Firelock</u> | A musket without a bayonet fixed. |
| <u>Flugelman</u> | This soldier is intended to act as a visual aid when performing the Manual of Arms. He should be placed to the front of the exercising company so that all soldiers can observe him. It is important that this soldier be very proficient in the Manual of Arms. |
| <u>Common Step</u> | About 75 beats/steps per minute. |
| <u>Quick Step</u> | About 120 beats/steps per minute. |

Tips for the NCO

1. The drill is broken into sections. Be sure that the company is proficient at each of the sections before proceeding to the next section.

2. If someone is not performing the step correctly – inform him by name. Attention to detail is important when learning these steps. It is much harder to unlearn an incorrect step than to spend the time up front.
3. Take everyone through the start of the drill once as a company. At that point it will be obvious which soldiers need extra assistance. Those soldiers should be broken out into the awkward squad and drilled separately.
4. All steps should be performed with a timing instrument. Preferably this would be a drummer, but if one is unavailable a metronome may serve a similar purpose. The steps should be performed at the pace of the common step. One should focus on the entire company counting (using a 1 and, 2 and count can help)

About the commands

Commands typically consist of a preparatory and an execution (see descriptions above). These commands should be given on the downbeat or step of the company timing (common step). The flow of a command should be as follows:

1. Step Preparatory Advance
2. Step Execution Firelocks!
3. Step Soldiers Soldiers perform first step of command.

The step in the above listing indicates the soldier stepping on his left foot when on the march.

Drill Order

(Note: commands are listed as *preparatory – execution!*)

Section 1 (*How to stand like a soldier*)

Have the soldiers fall into an open order formation without muskets. The flugelman should post to the front of the company. The NCO should place himself in a position to observe each soldier.

The Position of a Soldier without Arms (Note: make sure the head is cocked to the right).

Attention!

Rest!

Attention!

To the Left - Dress!

To the Right – Dress!

To the Right – Face!

To the Left – Face!

To the Right About – Face!

Section 2 (*How to march like a soldier*)

The following should be practiced at both the common step and the quick step.

To the Front – March!

Halt!

The March by Files

The Oblique Step

To the Right Oblique – March!

To the Left Oblique – March!

Section 3 – Manual Exercise (*How to be a soldier under arms*)

Have the soldiers fall in with their muskets. The flugelman should post to the front of the company. The NCO should place himself in a position to observe each soldier.

Position of a Soldier under Arms (Note: make sure the head is cocked to the right).

Poise – Firelocks!

Cock – Firelocks!

Take Aim!
Fire!
Half-Cock – Firelock!
Prime!
Shut – Pan!
Charge with Cartridge!
Draw – Rammer!
Ram down – cartridge!
Return – Rammer!
Should – Firelock!
Order – Firelock!
Ground – Firelock!
Take up – Firelock!
Shoulder – Firelock!
Fix – Bayonet!
Shoulder – Firelock!
Present – Arms!
Shoulder – Firelocks!
Charge – Bayonet!
Shoulder – Firelock!
Advance – Arms!
Shoulder – Firelock!
Prime and Load!
Front Rank!
Make Ready!
Take Aim!
Fire!
Rear Rank!
Make Ready!
Take Aim!
Fire!

Tips for the Soldiers

- Always keep your head cocked to the right
- Dress body to the soldier two men down to your right.
- Dress your firelock with the man to your right.
- When standing still, never move your left foot.
- When performing the manual of arms, count in your head (one and two and) for each step.
- When marching in line, do not advance your shoulder opposite the side you dress on.
- When marching in line, do not crowd your left or right hand man, but give way to the pressure of the center and resist the pressure of the wings.
- When marching in line, keep your eyes on the colours.

Instructions to the Guards

Overview

Active 18th century armies employed many different types of guards in order to maintain discipline, orderliness, and health within the camp ([camp guards](#), [quarter guards](#), [police](#)), protect the army from surprise attacks by the enemy ([out-guards](#), [piquet guards](#), [vedettes](#), [grand guards](#)), protect the army's supply lines (forage-guards), and protect the army on the march (advance guard, rear guard, flank guards).

This document attempts to address how best to employ some of these guards on a typical reenactment weekend. While the specifics of the guards will differ as each event has different numbers of participants and activity goals, these guard details can serve as a resource to add a more military air to any camp or military activity.

Definitions

Camp Guard is the main guard for the interior management of the encampment and is therefore the largest. Their chief purpose is to “form a chain of sentinels around the camp. In order to prevent improper persons entering, or the soldiers going out of camp...”

For this purpose, the Sentinels of each battalion form a chain around the camp at approximately 300 yards (just beyond the battalion sinks).

Countersign is a password given to the various guards and parties from the army who have the right to pass through those guards. This would include patrols, reliefs, fatigues, and the like. Typically, countersign is only utilized at night when a guard is unable to fully inspect a party. *See also* [Parole](#).

Grand Guard is composed of two, three, or four squadrons of cavalry, commanded by a Field-officer, and posted before the camp, on the right and left wing, towards the enemy for its security.

Grand Rounds are those rounds conducted by the Field Officer of the Day. *See also* [Visiting Rounds](#).

Guard is a body of soldiers assigned to one of the various guards within an army

Out-Guard is a guard posted outside the lines of the camp typically along the lines of approach from the enemy in order to prevent surprise by the enemy.

Parole is a password given only to officers of the guard and those officers who have the right to modify the guards' orders (Field Officer of the Day, Field Officers, etc.) *See also* [Countersign](#).

Piquet Guard is a certain number of horse and foot, which are to keep themselves in readiness, in case of an alarm.

Police is a body of soldiers assigned to maintaining the cleanliness and health of the camp. At reenactments, this body is typically used to “police” authenticity and sometimes augments the staff of the Brigade Major.

Quarter Guard is smaller in size than the camp guard and is intended as an internal guard to maintain order within the camps. It is posted to the rear of the battalion.

Sentinel is an individual soldier assigned to “guard” a post. This document uses this term to refer to those sentinels assigned to the [Camp](#) and [Quarter Guards](#). *See also* [Sentry](#).

Sentry is an individual soldier assigned to “guard” a post. This document uses this term to refer to those sentinels assigned to the [Out-Guards](#). *See also* [Sentinel](#).

Vedette is a trooper posted on horseback with his horse's head towards the place whence any danger is to be feared, and his carbine advanced, with the butt-end against his right thigh. When the army lies at encamped, there are vedettes posted at all the avenues, and on all the rising ground, to watch for its security

Visiting Rounds are those rounds conducted by Field Officers (*who are at their liberty to do so*) other than the Field Officer of the Day. See also Grand Rounds.

Of the Size of the Different Guards for a Battalion

| | <i>Subalt.</i> | <i>Serj.</i> | <i>Corp.</i> | <i>Drumm</i> | <i>Priv.</i> |
|----------------------|----------------|--------------|--------------|--------------|--------------|
| <u>Camp Guard</u> | 1 | 1 | 1 | 1 | 27 |
| <u>Quarter Guard</u> | | | 1 | | 9 |
| <u>Out-Guard</u> | 1 | 1 | | 1 | 12 |
| <u>Police</u> | 1 | 4 | | 1 | |

Of Forming and Posting Guards

Forming Guards on the Parade

Each First Serjeant is responsible for seeing that an NCO from his company takes charge of the soldiers assigned from his company. He should inspect those soldiers prior to their marching to the parade and see that they are in the greatest order. This NCO is to see that the soldiers so assigned arrive fully accoutered before the Adjutant's Tent at the appointed hour.

Once on the Parade, the whole shall be sized and broken into their respective Guards. Officers and NCO's shall then take their place with the Guards and march them to their respective posts.

Establishing a New Guard Post ([Camp Guard](#), [Quarter Guard](#))

Once each guard has marched to it's post, it's officer to divide the guard into 3 reliefs. These reliefs should be recorded in Hours they go on report (see *Addendum A*). Those immediately on are posted. Once the first sentinels are posted, the remainder may be dismissed with the understanding that should an alarm occur they are immediately to report to the guard post.

Establishing a New Guard Post ([Out-Guard](#))

If the new outpost is near the enemy and the ground has not been previously examined, temporary sentries should be placed at a small distance from the guard, to prevent surprise, while the commanding officers reconnoiter the situation of the post, to know where his sentries should be placed. The guard should remain under arms while this is being done.

While the officers reconnoiter, one officer should divide the guard into 3 reliefs. These reliefs should be recorded in Hours they go on report (see *Addendum A*).

Once the officers have reconnoitered, the first relief of sentries is posted. The remainder must stand on their arms at the Guard Post.

Relieving an Established Guard Post ([Out-Guard](#))

The officer of the relief guard is to immediately send a party under a trusty officer, conducted by an officer of the old guard, to relieve the Sentries, who are to return to the guard they belong to.

The Sentries of the old guard having joined it, the officer is to march it back to the parade, from which it went, with the greatest order, and decorum.

The officer of the guard is to then send off the detachments composing it, under an officer to each, to join their corps, preserving regularity on their way.

The Manner of Posting and Relieving [Sentinels](#) and [Sentries](#)

Once the officer has divided and recorded the reliefs, he is to see that the Guard remains facing the enemy under arms until the first Sentinels have been posted.

The Sentinels are to be posted by the Corporal of the Guard in the following manner:

The Corporal shall form enough Sentinels as are necessary (attempting to keep files together whenever possible) and march them to the first Sentinel Post at Support Arms. The Corporal shall halt the Relief 6 Paces from the Sentinel (both facing enemy) and command

Present Arms!

The whole shall Present, whereupon the Corporal shall command ...

Sentinels! Shoulder Firelocks!

The relieving Sentinel and the one currently posted Shoulder. The Corp and Relieving Sentinel then march up to the Posted Sentinel. The Relieving Sentinel receives orders from the Posted Sentinel. He then takes the Posted Sentinels place and the Relieved Sentinel now marches to the Relief and forms on the left of the Rear Rank.

The Corporal then brings the Relief to Support Arms and marches the whole to the next Post.

Once the first chain of Sentinels is posted, the Guard may stack arms and stand down. They should, however, be ready to form at a moment's notice. (Particularly an Out-Guard)

Where to Post the sentinels of the Camp Guard (9 Sentinels)

*1 before the Guard
2 to right and left of the Guard
1 on each flank of the Camp
1 before the Colors
1 before Commandant's marquis*

Where to Post the sentinels of the Quarter Guard (3 Sentinels)

*1 before the Guard
1 to the right and left of the Guard*

(Note: see Addendum C for further description of these postings)

Honors due officers by Sentinels and Sentries

All sentries present their arms to general officers, and to the field officers of their own regiments; to all other commissioned officers they stand with shouldered arms.

Of Challenging

Camp Guard In a "closed" camp

All those attempting to pass through the lines must do so at a sentinel post.

No American soldier under arms may pass through the lines during public hours unless ...

1. He is accompanied by a Commissioned Officer (patrols, details, etc.)
2. He is going to an area declared "neutral" for the event (sutlers, parking lot, etc.)

In all other cases, the soldier must be stopped and the Officer of the Guard called to inspect him. Should the soldier have a pass or other extenuating circumstances.

No Crown soldier shall be permitted to enter the camp under arms or "in kit" (Regimentals). Should a soldier insist upon entry, the Officer of the Guard must be called to inspect him.

When challenging an individual, the sentinel charges his bayonet, calls **Halt! Who comes there?**, and demands the soldier state his business. The sentinel must be sure that the soldier or party is out of reach of his arms. If the a group of three or more should attempt to pass the lines, the sentinel must immediately order the party to stand and then pass the word for the Serjeant of the Guard. Upon his arrival, the Serjeant of the Guard must examine the party and it's officer's passport. Should all be in order, the Serjeant is to let the party pass.

Should a soldier or party refuse to stand after three challenges, the sentinel is to fire on them.

(Note: [Countersigns](#) were designed for use at night when the visibility of a sentinel would be greatly reduced. As we do not typically post during the night, this becomes an unnecessary activity for the Line in the field)

Out-Guards

As Out-Guards by their nature are in more danger than those of the interior guards, their orders to challenge are more involved.

Any parties of whatsoever kind, coming towards an out-guard, are to be stopped by the out sentries, and notice given to the guard, which is in most cases to be turned out; and the officer to send a proper person to examine such party and give his orders accordingly.

When challenging an individual or party, the sentinel charges his bayonet, calls **Halt! Who comes there?**, and sends word for the officer of the guard. The sentinel must be sure that the soldier or party is out of reach of his arms. The sentinel must then pass word to the officer of the guard who will turn out the guard and send a proper person to examine such a party.

If the answer is *relief, patrol, or rounds*, the sentinel must call out "Stand Relief, Patrol, or Rounds", order the serjeant or corporal to advance with the countersign; and if he is then assured of their being the relief, &c. he may suffer them to advance. For the rounds ([Grand Rounds](#) or [Visiting Rounds](#)), see *Receiving the Rounds*.

Of the Rounds

Receiving the Rounds

When the guard is turned out, the officer of the guard sends a commissioned officer (if the guards consists of more than one) if not, a Serjeant and six to meet the Rounds, who, when arrived within twelve paces of them, challenges and on being answered "Grand round" cries "Advance officer with the parole" at the same time making his party open a passage by wheeling backwards from the Center, for the officer of the rounds to pass through them, and resting their firelocks, as he passes.

Giving the [Parole](#)

The officer, or Serjeant conducts the officer of the party to the officer of the guard, who receives him at the right of his guard with his Bayonet towards his breast, at which time the officer of the rounds whispers the parole in his ear. The officer of the guard finding the parole true, orders his guard to rest their firelocks, upon which the officer of the rounds goes along the front of the guard, and after counting them, asking such questions, and giving such instructions, as he thinks proper, orders the officer to return his guard, and rejoins his escort, with which he is to proceed where he thinks proper.

Honors due Rounds

All Guards to turn out to the Brigadier and Field Officers of the day, and except the out-guards, to all Generals officers; paying them the honors dues them according to their rank, and the usage of war. The out-guards to turn out to the Brigadier and Field officers only. The honors of the drum never to be paid by them.

Visiting Remote Sentries

The Field officer of the grand rounds, before he begins his visit, to procure such an escort as he chooses, not exceeding a Serjeant and six. Accompanied by these, he is to pass all the sentries, remote from the guard, by his Serjeant, who is to advance for the purpose answering "Grand Rounds" when hailed, and giving the Countersign

Other Items of Concern to a Guard

Should an enemy detachment approach

As soon as the officer of a guard discovers the approach of the enemy, he must immediately send notice to the nearest general officer, call in the sentries, and put the guard in the best posture of defense. If attacked on his post, he will defend it to the utmost of his power, nor retreat, unless compelled by a superior force; and even then he must retire in the greatest order, keeping a fire on the enemy, whose superiority, however great, can never justify a guard's retiring in disorder. Should the enemy pursue a guard into camp, the officer must take care to retire through the intervals of the battalions, and forming in the rear of the line wait for further orders.

Of the Administration of a Guard

While the junior NCO (Corporal) shall be responsible for the relieving and managing of the Guard, The senior NCO (Serj.) shall see that the proper paperwork is filled out. A Report of the Guard (*see Addendum B*) shall be compiled by each Serjeant and turned into the Adjutant upon the completion of the Mount.

Forbidden Activities while on Guard

While on Guard Duty, the soldiers should never be slack in their vigilance. This means that soldiers are not permitted to sleep while on guard. Soldiers should not be permitted to cook while on guard, and all meals must be carried ready dressed.

Lastly, Guards are strictly forbidden from gaming and gambling. Appendix D covers some games which soldiers are particularly forbidden to play while on duty.

Addendum A - Report for "Hours they go on"

Hours they go on,

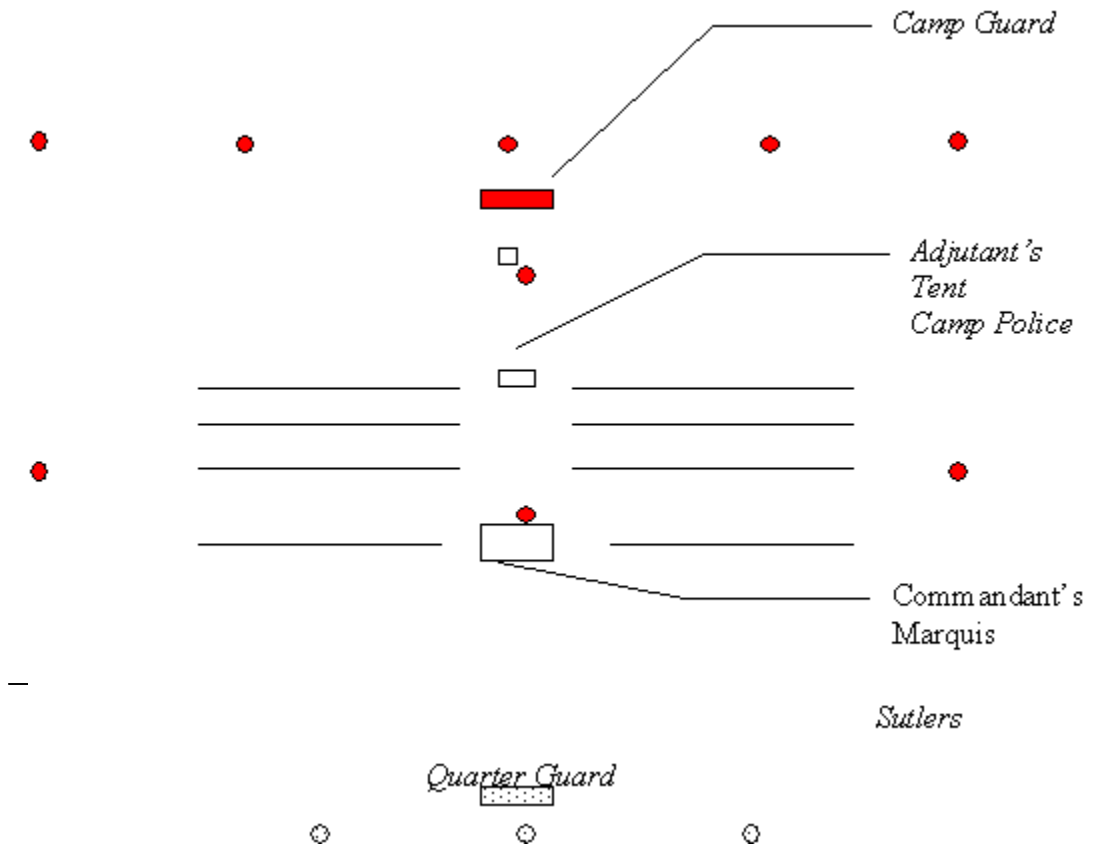
| | | Men's Names | Men's Names | Men's Names |
|----------|----|-------------|-------------|-------------|
| Post No. | 1. | | | |
| | 2. | | | |
| | 3. | | | |
| | 4. | | | |
| | 5. | | | |
| | 6. | | | |
| | 7. | | | |
| | 8. | | | |
| | 9. | | | |

Addendum B - Report of a Guard

A Report of the several Guards at *White Plains* Oct. 27, 1776

| Guards | Captains | Subalterns | Sergeants | Corporals | Videttes | Rank & File | Centinels | | Occurrences |
|-------------------|----------|------------|-----------|-----------|----------|-------------|-----------|----------|--|
| | | | | | | | by Day | by Night | |
| <i>Camp Guard</i> | | 7 | 7 | 7 | | 27 | 9 | 9 | <i>British officer attempted to enter camp under arms American soldier attempted to leave post post 4 under arms</i> |

Addendum C - Camp and Quarter Guard Sentinels



Addendum D – 18th C. Games

Put, a card game for two players

1. Bets are made.
2. Shuffle then draw to determine the deal.
3. Deal three cards to each person.
4. The Player who did not deal (Eldest Hand) has two options:
 - A. Play out hand.
 - B. Declare "I Put" to end hand and award 1 point to opponent.
5. Dealer then has same options.
6. If play is to continue, each player lays down one card – simultaneously.
7. The high card wins. They are ranked: 3, 2, A, K, Q, J, 10, 9, 8, 7, 6, 5, 4
8. A tie is declared "spoiled," as no one wins.
9. The next tow cards are dealt as described above.
10. He who wins the most tricks is awarded three points. The following conditions prevail:
 - If the tricks are all ties, then the whole hand is spoiled for NO points.
 - If only two tricks are spoiled, then the remaining winder is awarded THREE points.
11. Whoever gets FIVE points first is the winner and collects the pot.

Loo, a card game for many players

1. Bets are made.
2. Three cards are dealt to each player, including one "Miss" hand. *
3. One card is turned over to determine the Trump.
4. The remaining cards are placed face down on the table for the next hand.
5. A LOO – if a player receives all of one suit, he wins the trick.
6. If multiple players LOO, the one to the left of the dealer (Eldest Hand] wins the trick.
7. Eldest Hand plays first and has two options:
 - A. Play a card into the trick. Rankings are Trumps high, then: A, K, Q, J, 10, 9, 8, 7, 6, 5, 4, 3, 2
 - B. Substitute the "Miss" hand for his own.
8. The next player has same options IF the Miss was not taken.
9. NOTE. There is one supreme card which out event the highest trump – the Jack of Clubs a.k.a. PAM. Pam can be played anytime except when the Ace of Trumps is lead with. He who leads with the Ace of Trump is encouraged to declare, "Pam be civil," as a reminder to the holder of the Jack of Clubs.
10. The winner of the trick leads the next trick.
11. One trick is worth one share of the pot.
12. Stakes are taken, new bets made and next hand dealt from existing shuffle.

* If there are a large number of players, extra Miss hands may be agreed upon.

* Another variation is to deal five cards instead of three and omit the Miss hand.

Hazard, a dice game for two or more players

1. Bets are made.
2. Each player throws one die and the highest casts first.
3. The first player casts the dice until he loses, the object being to retain possession of the dice for as long as possible.
4. If the roll is a *seven* or *eleven*, caster wins instantly. If the throw is a *two*, *three*, or *twelve*, the caster loses. If the roll is a *four*, *five*, *six*, *eight*, *nine*, or *ten*, then the cast continues to throw until he either throws the *same number again*, or he throws a *seven*. If he throws the same number again, he wins. If he throws a *seven*, he loses and passes the dice to the next player. Any throws besides a seven of the same number do not count and the caster continues to throw.

Going to Boston, a dice game for two or more players

This game uses three dice

1. Bets are made.
2. Each player throws one die and the highest casts first.
3. The first player casts the dice and set the highest number aside.

4. He then rolls the remaining two dice. Again, he sets the highest number aside.
5. He then rolls the remaining die. The last throw is added to the total of the other two dice, and the player passes the dice to the left.
6. Play continues until a player reaches 100 points at which point he wins.

* "Bonus" scores

A. If a player casts *three-of-a-kind*, he scores 30 points regardless of the combination.

B. If a player casts *two-of-a-kind*, he scores 15 points.

In both cases, the player sets aside one die and casts the remainder of his turn.

How to Size a Company

The following text is taken from Timothy Pickering's Manual.

- I. The men being assembled, the Sergeants are to draw them up in a single rank, and size them according to the following directions; bidding them order their firelocks as they take their places.
- II. To size a company in a single rank, begin by placing the tallest man on the right, the next tallest next to him on his left, and so on, in a regular descent from the right, till the shortest man is on the left of all. Then count the men, from the right, into odd and event numbers, telling the first man on the right he is an *odd* number, the second he is an *even* number ...
- III. Then give the words (once you have had the men shoulder), *Odd Numbers, advance one pace! March!* On which the odd numbers step forward on pace with the left feet and halt, bringing up the right feet even with the left.
- IV. Then give the words, to the *right* and *left, Face!* Upon which the odd numbers face to the right and the event numbers face to the left.
- V. Then give the word *March!* At which they all step off with the left feet and march, the odd numbers going directly to the right, towards the right-hand man, who is only to keep stepping on his post without advancing: the even numbers march first to the left; but their left-hand man, after stepping one pace to the left, turns to the right, advances one pace, (which brings him in line with the odd numbers) then turns to the right, and follows the odd numbers. The rest of the event numbers, when they respectively come to the ground where their left-hand man stood, proceed exactly as he did, turning to the right, advancing one pace, turning again to the right, and following him.
- VI. As soon as the whole are again in a rank entire, and properly closed, you bid them *Halt!* and then *Front!*, at which word they face to the left to their proper front, and dress. They will now be exactly sized, the tallest men being on the flanks, and the shortest in the center, by a gradual lessening in height from the flanks to the center.

Forming the Company ...

The company being sized, the Sergeants (or one of them) will count the number of men, and tell them off into four divisions, as equal may be. Divisions 1 and 4 shall become the rear rank, and divisions 2 and 3 shall become the front rank. If there is one man out, he should form with either division 2 or 3. An empty file should be left in the back in this case so that there is always a man on each flank of the rear rank.

Note: If forming 3 ranks, the men should be told off into 6 sections.

Bibliography

Cecere, Mike. "Notes from a Period Orderly Book: 1777 Regulations for Guards in the American Army." The Brigade Dispatch Vo. XXXII, No. 2

Continental Congress. "Establishment of the American Army." May 27, 1778. Series 4: General Correspondence. 1697-1799 of George Washington Papers at the Library of Congress, 1741-1799.

Cuthbertson, Bennett. A System for the Complete Interior Management and Oeconomy of a Battalion of Infantry. London: n.p., 1779

Pickering, Timothy. An Easy Plan of Discipline for a Militia. Salem, MA: n.p., 1775

Simes, Thomas. The Military Medley. London: n.p., 1768

Stuben, Baron de. Regulations for the Order and Discipline of the Troops of the United States. Boston: n.p., 1794

Tully, M. Richard. A Brief Discourse on 18th-Century Games. Baraboo, WI: Ballindalloch Press, 2002

Washington, George. "General Orders." July 23, 1775. Letterbook 1 of The Writings of George Washington from the Original Manuscript Sources, 1745-1799. Ed. John C. Fitzpatrick

Washington, George. "General Orders." December 22, 1777. Letterbook 2 of The Writings of George Washington from the Original Manuscript Sources, 1745-1799. Ed. John C. Fitzpatrick