

# **Chesapeake Volunteer Guard**

## ***Leadership Duties & Responsibilities***

*\*The following document will be the General Operating Procedures for the Chesapeake Volunteer Guard, which covers the duties and responsibilities of the commissioned & non-commissioned officers of the Battalion, for the well being and the experiences of the men.*

### ***Field and Staff:***

***Commanding Officer:*** *Battalion Commander; shall be responsible for the well being of the battalion, good order, discipline, moral tone, military bearing and general efficiency of drill. Shall over see; all aspect of battalion business on and off of the field. Shall have a though knowledge and understanding of tactics of combined arms, duties and responsibilities of the battalion in garrison and on the campaign.*

*Shall be proficient in the following disciplines:*

- *Army Organization: To prepare the Battalion prior to any Event in terms of organization, the Order of Battle and any and all special duties and or drills to be performed.*
- *Roll of the Infantry and its function with other Arms:*
- *Duties and Responsibilities of Officers in Garrison and on the Campaign:*
- *Battalion Drill: Gilham's, Hardee's Revised and Casey's Manuals*
- *Out-Post and Grand Guard including Patrol Drill:*
- *Guard Mounting:*
- *To be familiar with Grand Tactics and the Art of War*
- *To be well versed in Bugle and other Music Calls*
- *To be informed of the duties of all other officers*
- *To be well versed in Evolutions of the Line according to Scott and Casey*

***Field Officers:*** *Second or third in command of battalion; shall be responsible for the well being of the battalion, good order, discipline, moral tone, military bearing and general efficiency of drill. Shall be prepared to assume command of the Battalion. Shall have a though knowledge and understanding of tactics of combined arms, duties and responsibilities of the*

*battalion in garrison and on the campaign. Shall be ready to oversee the right or left wings of the Battalion during evolutions of the line.*

*Shall be proficient in the following disciplines:*

- *Army Organization: To assist in preparing the Battalion prior to any Event in terms of organization, the Order of Battle and any and all special duties and or drills to be performed.*
- *Roll of the Infantry and its function with other Arms:*
- *Duties and Responsibilities of Officers in Garrison and on the Campaign:*
- *Battalion Drill: Gilham's, Hardee's Revised and Casey's Manuals*
- *Out-Post and Grand Guard including Patrol Drill:*
- *Guard Mounting:*
- *To be familiar with Grand Tactics and the Art of War*
- *To be well versed in Bugle and other Music Calls*
- *To be informed of the duties of all other officers*
- *To be well versed in Evolutions of the Line according to Scott and Casey*

***Adjutant:*** *Defacto Chief of Staff; shall organize and keep all battalion records and oversee all battalion staff work. Must be prepared to form and command the battalion in proxy for the Commanding Officer. Must be prepared to organize and run all daily routine of the battalion.. Shall assist the Commanding Officer in carrying out all battalion tasks and assignments. Shall be responsible for the Battalion's right flank during evolutions of the line.*

*Shall be proficient in the following disciplines:*

- *Army Organization: To monitor Company Level Registration and work with the Company Commander to insure event and Battalion regulation compliance.*
- *Roll of The Infantry:*
- *Duties and Responsibilities of Officers in Garrison and on the Campaign:*
- *Company and Battalion Administrative Duties:*
- *Company Drill: Gilham's, Hardee's Revised and Casey's Manuals*
- *Grand Guard & Out-Post including Patrol Drill:*

- *Guard Mounting:*
- *Officer of the Day Duties:*
- *Battalion Drill: Gilham's, Hardee's Revised and Casey's Manuals*
- *Army Regulations*
- *Kautz's Army Clerk*
- *To keep the Battalion Order Books, both General and Special Orders*
- *To keep the Battalion Letter Books, both Sent and Received*
- *To keep the Battalion Descriptive Lists*
- *To keep the list of officer seniority and Descriptive List of the Field and Staff*
- *Fluid and clear writing using pen and ink*
- *A keen grasp of the English language*
- *To be familiar with Grand Tactics and the Art of War*
- *To be well versed in Bugle and other Music Calls*
- *To be familiar with Basic Engineering and Map Making as it applies to the martial art.*
- *To know and be able to assume or oversee all other staff duties*
- *To be well versed in Evolutions of the Line according to Scott and Casey*

***Quartermaster/Commisary:*** shall organize and keep all battalion records as relates to food and shelter and oversee all issuances and preparation of such. Must be prepared to issue and record the distribution of all foodstuffs. Must be prepared to organize and lay out camps and bivouacs.

*Shall be proficient in the following disciplines:*

- *Army Regulations*
- *Kautz's Army Clerk*
- *Duties and Responsibilities of Officers in Garrison and on the Campaign:*
- *Company and Battalion Administrative Duties:*
- *Fluid and clear writing using pen and ink*
- *A keen grasp of the English language*
- *To be well versed in Bugle and other Music Calls*
- *To know all other staff duties*

**Sergeant Major:** Assistant to the Adjutant; shall assist in organizing and keeping all battalion records and oversee all Non-Commissioned Officers. Must be prepared to assist the Adjutant in forming the battalion. Must be prepared to handle any problems in the Battalion that do not require the attention of an officer. Shall be responsible for the Battalion's left flank during evolutions of the line.

Shall be proficient in the following disciplines:

- *Duties and Responsibilities of the NCOs' in Garrison and on the Campaign:*
  - *Manual of Arms:*
  - *Skirmish Drill:*
  - *Grand Guard & Out-Post including Patrol Drill:*
  - *Guard Mounting:*
  - *Ordnance/Quartermaster Duties:*
  - *Basic Battalion Drill:*
  - *Ordnance Sergeant Duties*
  - *Be to able to conduct and instruct Bayonet Drill*
  - *Roll of The Infantry:*
  - *Company and Battalion Administrative Duties:*
  - *Company Drill: Gilham's, Hardee's Revised and Casey's Manuals*
  - *Battalion Drill: Gilham's, Hardee's Revised and Casey's Manuals*
  - *Army Regulations*
  - *Kautz's Army Clerk*
  - *To keep the Battalion Order Books, both General and Special Orders*
  - *To keep the Battalion Letter Books, both Sent and Received*
  - *To keep the Battalion Descriptive Lists*
  - *Fluid and clear writing using pen and ink*
  - *To be familiar with Grand Tactics and the Art of War*
  - *To be well versed in Bugle and other Music Calls*
  - *To know and be able to assist in all other staff duties*
- To be well versed in Evolutions of the Line according to Scott and Casey*

### **Line Officers:**

**Captain:** Company Commander; shall be responsible for the well being of the company, good order, discipline, moral tone, military bearing and

*general efficiency of drill. Shall oversee; all aspects of company business on and off of the field. Shall have a thorough knowledge and understanding of tactics of combined arms, duties and responsibilities of the company in garrison and on the campaign. Must be prepared to Assume Field Command as required. In General the Company Commander is responsible for all aspects of the company, both on and off the field.*

*Shall be proficient in the following disciplines:*

- *Army Organization: To prepare the Company prior to any Event in terms of organization, the Order of Battle and any and all special duties and or drills to be performed. To relay to Battalion the expected Roll at least 2 weeks prior to any event.*
- *Roll of the Infantry and its function with other Arms:*
- *Duties and Responsibilities of Officers in Garrison and on the Campaign:*
- *Battalion Drill: Gilham's, Hardee's Revised and Casey's Manuals*
- *Company Drill: Gilham's, Hardee's Revised and Casey's Manuals*
- *Skirmish Drill*
- *Out-Post and Grand Guard including Patrol Drill:*
- *Guard Mounting:*
- *Officer of the Day Duties:*
- *Company Administrative Duties: To oversee the actions of the 1<sup>st</sup> Sergeant and to sign off on any paperwork as required.*
- *To be familiar with Grand Tactics and the Art of War*
- *To be well versed in Bugle and other Music Calls*
- *To be familiar with Basic Engineering and Map Making as it applies to the martial art.*

***1<sup>st</sup>. Lieutenant:*** *Second in command of company; shall be in charge of company in absence of the Captain and should be thoroughly versed in his duties. Shall assist the Captain in carrying out all company tasks and assignments. Shall be responsible for the well being of the 2<sup>nd</sup>. Platoon, which will include good order, discipline, moral tone, military bearing and general efficiency of drill.*

*Shall be proficient in the following disciplines:*

- *Army Organization: To monitor Company Level Registration and work with the Company Commander to insure event and Battalion regulation compliance.*
- *Roll of The Infantry:*
- *Duties and Responsibilities of Officers in Garrison and on the Campaign:*
- *Company Administrative Duties:*
- *Company/Platoon Drill: Gilham's, Hardee's Revised and Casey's Manuals*
- *Skirmish Drill:*
- *Grand Guard & Out-Post including Patrol Drill:*
- *Guard Mounting:*
- *Officer of the Day Duties:*
- *Battalion Drill: Gilham's, Hardee's Revised and Casey's Manuals*
- *To keep the Company Order Books, both General and Special Orders*
- *To be familiar with Grand Tactics and the Art of War*
- *To be well versed in Bugle and other Music Calls*
- *To be familiar with Basic Engineering and Map Making as it applies to the martial art.*

**2<sup>nd</sup>. Lieutenant:** *Third in command of company; shall be in charge of company in absents of the Captain and 1st. Lieutenant. Shall assist the Captain in carrying out company tasks and assignments. Shall be responsible for the well being of 1<sup>st</sup>. Platoon, which includes good order, discipline, moral tone, military bearing and general efficiency of drill. Shall be the Officer of the Guard for the company in garrison and on the campaign.*

*Shall be proficient in the following disciplines:*

- *Army Organization:*
- *Roll of The Infantry:*
- *Duties and Responsibilities of Officers in Garrison and on the Campaign:*
- *Company Administrative Duties:*
- *Company/Platoon Drill: Gilham's, Hardee's Revised and Casey's Manuals*
- *Skirmish Drill:*

- *Grade Guard & Out-Post including Patrol Drill:*
- *Guard Mounting:*
- *Officer of the Day Duties:*
- *Basic Battalion Drill: Gilham's, Hardee's Revised and Casey's Manuals*
- *To work with the NCO's to prepare for any special duties such as Ration Issue, Mail Call, Uniform Issue or any other detailed task.*
- *To be well versed in Bugle and other Music Calls*
- *To be familiar with Basic Engineering and Map Making as it applies to the martial art.*

**3<sup>rd</sup>. Lieutenant:** *Forth in command of company. Assist Company Commander in carrying out company tasks and assignments. Shall assist with over seeing Quartermaster and Commissary duties of the company.*

*Shall be Proficient in the following disciplines:*

- *Army Organization:*
- *Roll of The Infantry:*
- *Duties and Responsibilities of Officers in Garrison and on the Campaign:*
- *Company Administrative Duties:*
- *Company/Platoon Drill: Gilham's, Hardee's Revised and Casey's Manuals*
- *Skirmish Drill:*
- *Grade Guard & Out-Post including Patrol Drill:*
- *Guard Mounting:*
- *Officer of the Day Duties:*
- *Basic Battalion Drill: Gilham's, Hardee's Revised and Casey's Manuals*
- *To be well versed in Bugle and other Music Calls*

### ***Non-Commissioned Officers:***

**1<sup>st</sup>. Sergeant:** *{The Covering Sgt. & Right Guide}, Senior company NCO. Assist company commander and junior company officers to maintaining the well being of the company, good order, discipline, moral tone, military bearing and general efficiency of drill. To insure that all company tasks and*

*assignments are carried out. To be the liaison between the officer's and enlisted personnel. Shall be the Primary Drill Instructor for the Company. Shall organize and inform junior NCOs' of tasks and duties to be carried out by company. Shall organize and mentor an instructional program for junior NCOs'.*

*Shall be proficient in the following disciplines:*

- *Duties and Responsibilities of the 1<sup>st</sup>. Sgt and NCOs' in Garrison and on the campaign:*
- *Manual of Arms: Gilham's, Hardee's Revised and Casey's Manuals*
- *Company/Platoon/Squad Drill: Gilham's, Hardee's Revised and Casey's Manuals*
- *Skirmish Drill:*
- *Grand Guard & Out-Post including Patrol Drill:*
- *Guard Mounting:*
- *Basic Battalion Drill: Gilham's, Hardee's Revised and Casey's Manuals*
- *Shall Keep the Company Books in good Order, prepare all paperwork required by Battalion*
- *To be well versed in Bugle and other Music Calls*
- *To be able to conduct and instruct Bayonet Drill*
- *To be familiar with Basic Engineering and Map Making as it applies to the martial art.*

**2<sup>nd</sup>. Sergeant: {Left Guide},** *Second Senior Sergeant and Company Commissary. Assist company commander, junior company officers and the 1<sup>st</sup>. Sgt. in carrying out company tasks and assignments. Assist the Captain and junior company officers in maintaining the well being of the company, good order, discipline, moral tone, military bearing and general efficiency of drill. Shall organize, and inform junior NCOs' of the 2<sup>nd</sup>. Platoon of tasks and duties to be carried out by platoon/company. The 2<sup>nd</sup> Sergeant is responsible for all Commissary Issuance's to the Company.*

*Shall be proficient in the following disciplines:*

- *Duties and Responsibilities of the NCOs' in Garrison and on the Campaign:*
- *Manual of Arms: Gilham's, Hardee's Revised and Casey's Manuals*



- *Company/Platoon/Squad Drill: Gilham's, Hardee's Revised and Casey's Manuals*
- *Skirmish Drill:*
- *Grand Guard & Out-Post including Patrol Drill:*
- *Guard Mounting:*
- *Basic Battalion Drill: Gilham's, Hardee's Revised and Casey's Manuals*
- *To be well versed in Bugle and other Music Calls*
- *Be to able to conduct and instruct Bayonet Drill*

*3<sup>rd</sup>. **Sergeant:** Shall be the Ordnance/Quartermaster for the Company, and as such is responsible to the maintenance of the company weapons, ammunition issues, any company mess gear, tools or implements. Shall organize any fatigue duties such as, but not limited to fire wood detail, canteen detail, sink detail, guard detail and any other as assigned. Shall assist company commander, junior company officers and the 1<sup>st</sup>. Sgt. in carrying out company tasks and assignments. Shall organize and inform junior NCOs' of the 1<sup>st</sup>. Platoon of tasks and duties to be carried out by platoon/company.*

*Shall be responsible for having knowledge in the following disciplines:*

- *Duties and Responsibilities of the NCOs' in Garrison and on the Campaign:*
- *Manual of Arms:*
- *Company/Platoon/Squad Drill:*
- *Skirmish Drill:*
- *Grand Guard & Out-Post including Patrol Drill:*
- *Guard Mounting:*
- *Ordnance/Quartermaster Duties:*
- *Basic Battalion Drill:*
- *Ordnance Sergeant Duties*
- *Be to able to conduct and instruct Bayonet Drill*

***Corporals':** Shall assist Captain, junior company officers and the Sergeants' in carrying out all company tasks and assignments. The*

*Corporals' shall be responsible for their section, by organizing and maintaining the men in their section or squad in good order. This includes working with them to insure event and Battalion regulation compliance.*

*Shall be responsible for having knowledge in the following disciplines:*

- *Duties and Responsibilities of the NCOs' in Garrison and on the Campaign.*
- *Manual of Arms: Gilham's, Hardee's Revised and Casey's Manuals*
- *Squad Drill: Gilham's, Hardee's Revised and Casey's Manuals*
- *Basic Skirmish Drill:*
- *Grand Guard & Out-Post:*
- *Guard Mounting*