

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 ...

- A. 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.
- B. 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.
- C. 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 Sergeant's 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 ...

- A. 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.
- B. 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. All other Forms necessary will be handed out by the Brigade Major.)

On the Parade ...

- A. All guard details from your battalion should be inspected by you. 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.
- B. When your battalion forms, you should size the companies and form them into platoons (*see enclosed How to Size a Company for further reference*).

On the March ...

- A. 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.

Addendum B

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

First Platoon			Second Platoon				
Commissioned Officers <i>Capt. Hugh Maxwell,</i> <i>Exp. Maribv Turner</i>	Serjeants	Drummers and Fifers.	Rank and File.	Commissioned Officers <i>Lieut. Robert Murray</i>	Serjeants	Drummers and Fifers.	Rank and File.
Detached from ...				Detached from ...			
<i>2nd Rgt</i>			8	<i>4th Middlesex</i>	1	2	12
<i>2nd Mass</i>	1		12	<i>5th Conn.</i>			7
Totals	1	1	20	Totals	1	2	19
Present {				Present {			
Abseur {				Abseur {			
Total				Total			
On duty				On duty			
Without Leave				Without Leave			
Abseur				Abseur			

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																							
For <i>Major Schaa-pok's</i> Regiment.																							
	Commiffion-officers present.						Staff-Officers					Non-commiffioned Officers and private men				Detail of Officers and Men on Duty.							
	Colonel	Lieur. Colonel	Major	Caprainf	Liententants	Enfigns	Chaplain	Adjutant	Quarter-Maft.	Surgeon	Mate	Serjeants	Corporals	Drumms and Fifs	Private Men.	Places Where	Captains	Subalterns	Serjeants	Corporals	Drumms and Fifs	Private Men	
Under arms			1	5	3	1		1	1		11	9	3	142	<i>Camp Guard</i>			1	1			1	14
On duty					1						3		1	32	<i>Fatigue Duty</i>				1				10
Sick in quarters														2	<i>Outpost No. 1</i>				1				8
Sick in { barracks infirmary hospital																							
Prifoners																							
Abfent by leave														4									
Total effectives			1	5	4	1		1	1		14	9	4	184				1	3		1	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>