

# Instructions to the First Sergeant

*“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 Sergeant 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 Sergeant should have a book to take down the Orders of the Day and an 18<sup>th</sup> 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 NCO’s 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 Sergeant 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 Sergeant’s call.

## **On the Parade ...**

- A. All guard details from your company should be inspected by you. 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 ...**

- 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 A**

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

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

No.	Sergeants	Remarks	No.	Corporals	Remarks	No.	Drum and Fife	Remarks
1	<i>Alfred Harden</i>		3	<i>Hessiah Toirk</i>		5	<i>William Allen</i>	<i>Duty Drer</i>
2	<i>Jonathan Toirk</i>		4	<i>John Mills</i>		Present during Roll Calls		
No.	Privates	Remarks	No.	Privates	Remarks	No.	Privates	Remarks
6	<i>William Davis</i>		12	<i>Miles Ford</i>		17	<i>Wie Butler</i>	
7	<i>Silas Bates</i>	<i>Gr Duty</i>	13	<i>Calad Frost</i>		18	<i>John Brogdon</i>	
8	<i>Isaac Robinson</i>		14	<i>Timothy Batre</i>		19	<i>Joseph Blarf</i>	
9	<i>Daniel Miller</i>		Assigned duties, etc.			20	<i>Dudon Blarf</i>	
10	<i>Eljah Parre</i>				<i>Forge D.r.</i>	21	<i>John Cole</i>	
11	<i>John Turg</i>					22	<i>Timothy Corry</i>	
						23	<i>Charles Cornit</i>	

## 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	Sejjeants	Drummers and Fifers. Rank and File.	Commissioned Officers	Sejjeants	Drummers and Fifers. Rank and File.
<i>Capt. Hugh Maxwell, Exp. Maribv Turner</i>			<i>Lieut. Robert Munnay</i>		
Detached from ...			Detached from ...		
<i>2nd Rl</i>		<i>8</i>	<i>4th Middlesex</i>	<i>1</i>	<i>2</i>
<i>2nd Masf</i>	<i>1</i>	<i>12</i>	<i>5th Conn.</i>		<i>7</i>
Totals .....	<i>1</i>	<i>20</i>	Totals .....	<i>1</i>	<i>19</i>
Prefeur { Fit for Duty ...	<i>1</i>	<i>19</i>	Prefeur { Fit for Duty ...	<i>1</i>	<i>15</i>
{ On duty .....		<i>4</i>	{ On duty .....		<i>2</i>
Abfeur { With Leave ...		<i>1</i>	Abfeur { With Leave ...		<i>1</i>
{ With hour Leave			{ With hour Leave		
Sick { Prefeur .....		<i>1</i>	Sick { Prefeur .....		<i>1</i>
{ Abfeur .....			{ Abfeur .....		
Total .....	<i>1</i>	<i>20</i>	Total .....	<i>1</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.