

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 NCO's in his battalion.

Addendum A

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>Serj. Marby Turner</i>			Commissioned Officers <i>Lieut. Robert Munny</i>		
Serjeants	Drummers and Fileys.	Rank and File.	Serjeants	Drummers and Fileys.	Rank and File.
Detached from ...			Detached from ...		
<i>2nd Rl</i>		<i>8</i>	<i>4th Middlesex</i>	<i>1</i>	<i>12</i>
<i>2nd Mass</i>	<i>1</i>	<i>12</i>	<i>5th Conn.</i>		<i>7</i>
Totals			Totals		
<i>1</i>			<i>1</i>		
<i>1</i>			<i>2</i>		
<i>20</i>			<i>19</i>		
Present {	Fit for Duty		Present {	Fit for Duty	
	On duty	<i>9</i>		On duty	<i>2</i>
Absent {	With Leave		Absent {	With Leave	
	Without Leave			Without Leave	<i>1</i>
Sick {	Present		Sick {	Present	
	Absent			Absent	<i>1</i>
Total			Total		
<i>1</i>			<i>1</i>		
<i>1</i>			<i>2</i>		
<i>20</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

For *Major Schaa pok's* 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	Musician	Sergeants	Corporals	Drummers and Fifes	Private Men	Places Where						
																Captains	Subalterns	Sergeants	Corporals	Drummers and Fifes	Private Men	
Under arms			7	5	3	7		7	7		77	9	3	787				7	7		7	79
On duty					7						3		7	37								70
Sick in quarters														7								7
Sick in { barracks infirmery hospital	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.											
Prisoners																						
Absent by leave																						
Total Effectives			7	5	9	7		7	7		79	9	9	789				7	3		7	37

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, infirmery, hospital	<i>Hospital Return</i>
Prisoners	<i>Prisoner Return</i>
Absent by Leave	<i>Morning Reports: Absent by Leave</i>