

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. 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. 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.
3. From your command you will select a responsible, respected man to perform the duties of your 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.
4. 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 P S A
P P P P P P P P S

5. 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.
6. 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.
7. 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.
8. 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.

9. 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. This squad should then be drilled by an experienced Non-Commissioned Officer 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. 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.
3. 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.
4. As a Platoon Commander, you should acquaint yourself with the responsibilities of the Division Commander.
5. 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.