

**Standing Operating Procedures  
For the  
The Army of the Potomac  
2<sup>nd</sup> Corps  
2<sup>nd</sup> Division  
Philadelphia Brigade  
71<sup>st</sup> Pennsylvania Volunteers,  
Company B**



**With Appendices**

**Adopted 13 November 2004**

# **PREFACE**

## **Mission Statement**

**The 71<sup>st</sup> Pennsylvania Volunteer Infantry (PVI) (also known as the California Regiment), Company B is a family oriented living history group that portrays life in the Army of the Potomac during the American Civil War in the years 1861 – 1865. Through the use of carefully researched uniforms, weapons and equipment, civilian impressions and clothing, historically accurate living history activities, authentic camps and battles, members of the 71<sup>st</sup> PVI, Company B (hereafter referred to as the 71<sup>st</sup> PVI) “step back through time” to re-live the glory and the horror with those who actually lived through and died during this great American tragedy. No other impression is allowed within the 71<sup>st</sup> PVI, unless specifically approved by the command group. All specialty impressions be must be approved by the ACWS Board and will be moved away from the 71<sup>st</sup> PVI to the ACWS Civilian Corps area.**

**As a member unit of the American Civil War Society (ACWS) it’s foundation is based on participation in “Living History” events that recreate that time period in our nations history with pride and distinction.**

**We are living historians and are in the hobby to educate the public and honor those who lived and died during the War Between the States and of course have fun doing it. Our impression attempts to portray the 71<sup>st</sup> PVI during the American Civil War, when in late March 1864 Company B was still in their winter camp near Stevensburg, Virginia. During this time period the 71<sup>st</sup> had finally been refitted with newer uniforms arms, and equipment. This impression best fits the tentage, equipment, and family participation found in our current 71<sup>st</sup> encampment.**

**It is the duty of everyone associated with the Unit, military and civilian, to improve their impression and the impression of the Unit. We do not want to dishonor the life of those we are trying to preserve, and to maintain a ”professional manner” at all times. When we look good, we feel good. Always try to keep in mind what the common soldier and civilian had available in that time period and then evaluate your actions and conduct. If they could do it for years on end, we can maintain the appropriate appearance for two days.**

**These Standard Operating Procedures (SOP) were formulated for the 71<sup>st</sup> PVI members, and are here to help you as a member of this unit understand what is expected of you, both military and civilian. It will also help us maintain a good impression for the public and maintain safety. It is not intended to make any one's weekend a chore. A full understanding of this SOP will help you realize that that they are not difficult to comply with.**

**This SOP was formulated for the 71<sup>st</sup> PVI as a member unit of the American Civil War Society (ACWS). It is understood that in case of a conflict, the Rules and Regulations of the ACWS (adopted April 21, 2001 and any subsequent revisions) take precedence over this SOP.**

**Keep your powder dry, your whiskey close and welcome to Company B, 71<sup>st</sup> Pennsylvania Volunteers (also called the California Regiment), Philadelphia Brigade, 2<sup>nd</sup> Division, 2<sup>nd</sup> Corps, Army of the Potomac.**

**REMEMBER: Always take the high ground!**

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## **Standard Operating Procedures for the 71<sup>st</sup> Pennsylvania Volunteer Infantry, Company B**

### **SECTION I The Command Group and Chain of Command**

**1.0** We are portraying the 71<sup>st</sup> Pennsylvania Volunteer Infantry, Company B (hereafter referred to as the Company) as a military unit. It is vital that everyone, military impression and civilian impression understand this. That is why Command Group and Chain of Command is the first Chapter in this Standard Operating Procedures (SOP).

**1.2** The Command Group is headed by the Commander. The Commander is the Officer of highest rank as acknowledged by the Command Group (as identified herein). The Command Group consists of the Officers and Field Noncommissioned Officers (NCOs) (1<sup>st</sup> Sergeant, Sergeant, Corporal's) and one member of the civilian corps. The Civilian Corp representative is annually selected by the members of the civilian corps of the Company. NCO's without battlefield command (Pioneer, Quartermaster Sergeants, Color Sergeants, Color Corporals, etc... - See 3.44 for a list of these individuals) are not part of the Command Group.

**1.3** The Command Group is called together at ACWS or other events to discuss any items concerning the unit. A Command Group meeting can be called at other times. However, as much notice must be given as possible if it is something that cannot be handled by phone or email.

**1.4** Command Group decisions, including those related to discipline in the Company are reached by consensus or majority vote of the those leaders present or contacted by phone/email, with the decision being announced by the Commander. The Commander is the voice of the command group, not the sole decision maker. No one leader has the right or authority to make decisions for the Company, including (but no limited to) removing nor admitting individuals from Company membership (more on this procedure later). Visitors, however, are always welcome with notification to the Command Group. Decisions reached by the leaders remain valid until changed by consensus or majority vote of the command group. In case of a tie, the Commander shall cast the decision making vote.

**1.5** Chain of Command - The chain of command is a means of decentralizing authority and decision-making and a way to link all levels of a command structure. While the public is present, all

questions and concerns should be sent through the Chain of Command. The Chain of Command is there so that the Officers and 1<sup>st</sup> Sergeant (1<sup>st</sup> Sgt) are not answering every question that comes along. The Chain of Command starts with the Corporals and ends with the Commander. Privates shall bring all problems, questions, or suggestions to the appropriate NCO first. The NCO will either provide an answer, or bring the item to the attention of the next Officer in the Chain. Privates should never directly address an Officer, unless directed to by the Officer, or if the situation warrants it. Officers may directly address Privates, but should utilize the NCOs to the maximum extent feasible. This is whenever the public is present.

## **SECTION II MEMBERSHIP AND ATTENDANCE**

**2.2** To be a member of the Company, after the applicant attends three events with the Company, the Command Group will recommend for or against membership to the rest of the Company members. Those existing Company members present at the fourth event will then vote on the recommendation for membership. The majority vote will determine membership acceptance or non-acceptance. The applicant will be notified of the vote results by the Commander.

**2.3** All Company members must be a current, paid in full member of the ACWS in good standing. Remember, simple payment of fees to the ACWS does not constitute membership in this Unit. There are no membership fees or dues for membership in the 71<sup>st</sup> PVI.

**2.4** This SOP will be reviewed annually with the Company members to ensure understanding.

**2.5** It is incumbent upon all members to maintain proper behavior at events, and maintain this behavior whenever representing the Company. Improper behavior, as defined by the Officers and NCOs of the Company, is hereby identified as conduct that is outside the actions of a reasonable person or behavior that is deemed unacceptable by the Officers and NCOs of the Company. Flagrant and/or repeated occurrences of improper behavior are subject to disciplinary action by decision of the Command Group.

**2.6** Member attendance at Company events is a major factor in maintaining membership in the Company. The proposed event schedule will be formulated by the Command Group annually (with revisions as warranted), and submitted to the rest of the membership

for review prior to implementation. Every member shall endeavor to attend all events at which the Company is officially participating. For the purpose of determining attendance criteria, events shall consist of those activities within ACWS that the Company is scheduled to attend, other events the Company is to attend, or occasions in which the Company is invited to participate as a Unit. The calculation of event attendance will be tallied from January 1<sup>st</sup> of one year to December 31 of that same year. Members that are not part of the Command Group are expected to attend at least three scheduled Company events per year to maintain Company membership. Failure of a member to attend the prescribed amount of events may result in removal of membership as recommended by the Command Group to the rest of the membership. It is the member's obligation to notify the Company Commander/Command Group of your impending absence from a scheduled Company event.

**2.7** Officers and NCOs are expected to attend 100% of all events, however, something may happen that will cause you to be unable to attend. Members that are part of the Command Group shall miss no more than three scheduled Company events per year. It is your obligation to notify the Company Commander/Command Group of your impending absence from a scheduled Company event.

**2.8** Failure of an Officer or NCO to attend the prescribed amount of events (3) without notification and reason given shall be a violation of this SOP and may result in demotion. Violations of this SOP may result in a review by the rest the Command Group.

**2.9** All Members should make every effort to be in attendance from Friday night, and stay through Sunday afternoon (if the event is over a weekend) when at all possible. If you can't make it Friday let someone in the command group know so a space can be left for you to set up.

**2.10** Traditionally all Members assist with setting up of the total camp and break down of the same, not just personnel kit/gear. This is a major expectation, and part of what makes this unit function so well. Failure of a member to assist with camp duties will be in violation of this SOP.

**2.11** Violations of the SOP may result in a review by the Command Group. The decision reached may result in a reduction in rank or other disciplinary actions that are deemed appropriate by the Command Group. Revocation of membership from the Company will be in accord with Section 2.12. The Commander will notify the

membership (if appropriate) of the results of the review by the Command Group, including what action is to be taken.

**2.12** Repeated or severe violations of the SOP may result in removal from membership in the Company. Should this be decided by the Command Group, the Command Group shall make a recommendation to the rest of the membership. Majority vote by the Company membership will determine the result. All final decisions will be relayed to the affected person (s) via the Commander.

**2.13** Any one may be of sufficient age to join the Company. The minimum age for a battlefield infantryman is 15 years, after passing an examination by an NCO and approved by the Company Safety Officer (1<sup>st</sup> Sgt). Soldier must have written parental consent and a legal guardian/parent accompanying the young soldier while on the field.

**2.14** All new recruits shall obtain their own kit/gear and weapon within one calendar year of joining the Company. All new recruits may use unit loaner kit/gear (as available) until they have obtained a full set to take to the field, if/when available. The Company 1<sup>st</sup> Sgt will provide guidelines to the new recruit on the ground rules for use of loaner equipment.

**2.15** In keeping with American Army customs in the 1860's, all soldiers shall portray a male. Females are encouraged to participate as soldiers, but must resemble a male from 5 paces away.

**2.16** It is the duty of the Private to ensure familiarity with the basic commands and movements in the "School of the Soldier". Ask an NCO for a copy of the Company drill packet if one isn't given to you.

**2.17** Training in the "School of the Soldier" is to be reviewed by the 1<sup>st</sup> Corporal who will recommend to the Command Group when the recruit is ready to take the field. Privates are encouraged to seek personal instruction from a Corporal (or any NCO) if the Soldier is not completely comfortable with commands or movements, or when directed by an NCO or Officer to do so as a review or additional training in a particular movement.

**2.18** The final decision on fitness for a soldier to take the field rests with the Command Group.

### **SECTION III Officer and Non-Commissioned Officer Appointment of Rank and Duties**

**3.1** No member of the Company shall use a military rank in their impression as part of the Company unless approved by the Command Group.

**3.2** The Command Group will vote by majority on potential Officers and NCOs when a position becomes vacant (based on ACWS rules and regulations rank ratio limitations). In the case of promotions, all members of the command group will be polled by the Commander and a final decision will be reached. If in the event a new Commander is being selected, the senior officer or 1<sup>st</sup> Sgt will poll the remaining command group. The command group will not wait, but will fill the vacant leadership position as soon as practicable.

**3.3** All candidates will be judged as individuals on their dedication and loyalty to the Unit, attendance and time in the Unit (1 year +), military knowledge and courtesy, command presence and voice, and willingness to teach others for promotion as vacancies occur.

**3.4** It is the duty of the NCOs to evaluate whether or not the recruit or soldiers are ready to go onto battle.

**3.5** Safety is our primary concern, and will not be overlooked or skirted in order to get another rifle into the line. Safety issues are to be the concern of all Company members, and reported to the nearest Company Command member immediately. Issues related to safety concerns shall be acted upon immediately by the nearest Command Group member, with discussion of the issue and any subsequent action taken by the Command Group.

**3.6** The success of any military unit ultimately rests on the actions of the private soldier. These actions are direct reflections of his state of training, morale, and motivation to do the job, and are picture of how proficient their leaders are. From time immemorial, the NCO has been the person most responsible for training and motivating the Private. He does this through being trained and motivated himself and passing this on to his soldiers through continual communication. This communication channel stays open only so long as the NCO has the respect of the officers over him and the men in his charge.

He gains this respect by showing respect to his superiors and subordinates equally and by presenting a positive attitude especially in the most trying times.

**3.7** Off field duties consist mostly of maintaining contact with your superiors and subordinates and preparations for events. Plan meals. This is typically done by the Commander or 1st Sgt.

**3.8** All NCO's and Officers shall study the drill for the School of the Soldier and Company, and be prepared to teach the movements precisely accurately. The Company primarily uses Casey's Infantry Tactics for the Instruction, exercise, and maneuvers of the soldier, a company, line of skirmishers, battalion, brigade or corps d'armee - 1862 (Casey's) as the manual for the school of the soldier, but may adapt to other period appropriate manuals should the situation warrant.

**3.9** The 1<sup>st</sup> Corporal in coordination with the 1<sup>st</sup> Sgt may pick a deserving (and willing) Private, send him a copy of one drill movement and ask him to teach it. This need not be done for every event. The Company feels this is a good way to train potential Corporals.

**3.10** The Commander, or his designated representative, shall call or email subordinates before maximum effort events (or as asked for other events). Officers and NCOs should automatically call starting Sunday or Monday before an event. This timing allows for callbacks and arrangement of equipment loans, rides, etc.

**3.11** Sergeants should call or email Corporals to advise them of meal plans and any unusual equipment or other requirements. In general, the following information should be requested or passed along: Is member going and if so when will they arrive? Describe event if necessary - expected activities (bayonet drill, ration issue, etc.); weather; camping arrangements; civilian activities (ball, etc.); any problems with late arrival. Is he bringing other family members/guests? Do they need any period civilian clothing or equipment? Where will he camp (authentic, modern, motel)? If he will arrive early, tell where to go to await arrival of tents and NCOs. Does he have all items of equipment? Tell him how much ammunition to bring. Tell him if Sutlers will be available (if he needs equipment/ammo). Does he want to carpool, either furnishing or needing a ride? When can he leave for event? Advise him of meals furnished and what food he should bring. Advise him of any special equipment he should bring (ax, skillet, dishwashing soap, water, firewood, etc.), Remind minors to bring a signed parental permission slip and medical release.

**3.12** All NCO's will contact the next higher in chain about, rides needed or available to event, as well as equipment needed or available for event. Don't forget the civilians!

**3.13** Sicknesses, births, school programs, or other significant events affecting Company member attendance should be reported to the next higher level NCO or to the Commander.

**3.14** Any member wanting to go to a non-scheduled event is free to do so. If a member wants to temporarily "switch" sides for an event they shouldn't be discouraged from doing so. The member should notify an NCO or officer in the event they want to reenact as a Confederate (turn gray belly), but should only do so with approval of the Command Group. Again, this "switch" of sides will not be discouraged.

**3.15** The first NCO at the event takes charge of personnel and sees to the camp setup location, vehicle unloading, tent setup, firewood and fire, straw (if available), water, vehicle parking.

**3.16** The senior NCO will assign camp duties and times to all members as required. Duties include but are not limited to Battalion/Brigade HQ guard, Company guard (pickets), firewood, water, Kitchen Police, unit police, and others as appropriate.

**3.17** The senior NCO is responsible for all formations such as reveille, work, drill, and battle. Corporals need to assure that the Privates are properly equipped and on time for formations (and extra duties) and remind men leaving camp to return on time. In the absence of a Corporal the 1st Sergeant should appoint a responsible Private as a temporary Lance Corporal.

**3.18** Privates need to inform the appropriate NCO if they need to leave camp for any reason. NCO's need to inform the Commander if they leave camp for any reason. The Commander shall leave the most senior NCO in charge of camp, should the Commander leave camp. Corporals must insist that their men tell them where they are going and approximately how long they will be gone.

**3.19** All leaders must check that the men are eating and drinking sufficient water to ward off heat injuries.

**3.20** All leaders must correct bad conduct - loud talk after taps, profane language around women and children, and any abuse in word and deed must be stopped. Racial slurs voiced openly and belligerently reflect very poorly on your unit, endanger the entire

future of reenacting, and will not be tolerated by the Company. Sexual harassment will not be tolerated by the Company. Illegal substance use will not be tolerated. The Company members are participating to have an enjoyable, rewarding time and all Company members must remain courteous, and act socially responsible.

**3.21** Corporals must ensure hot water and cleaning materials are available to clean mess gear and rifles. See that the men use them.

All Company members should constantly check for period authenticity. Camp authenticity is everyone's responsibility, but particularly the NCOs. Some lack of authenticity usually occurs during meals but it can be held to a minimum, and at all other times authenticity standards must be observed as best we can. Remember our impression.

**3.22** Non-authentic items must stay out of sight while the public is present, cars must be quickly and properly parked, drinks should be in period cups, trash must be removed or out of sight. Individual authenticity must be checked as well. Although some accommodation must be made for recruits, modern eyeglasses and modern footwear should disappear as rapidly as practical. No wristwatches may be worn, and so forth. The list is endless but the point is that if you see something out of place it is your duty to fix it or have it fixed. A DUTY SEEN IS A DUTY TO BE DISCHARGED.

**3.23** Talk to spectators and urge your men to do the same. Explain things to them even if unasked since they usually do not know enough to ask. A five to ten-minute talk can double their appreciation for and understanding of what we do. Also you may be talking to your next recruit!

**3.24** All leaders should oversee the speedy dismantling of camp when the event is over. Traditionally no one leaves until all are ready to go. If urgency exists that someone has to leave before camp is completely dismantled, the individual who needs to leave should inform a Command Group member in advance. Leaving the event before camp is dismantled should be the exception, not a continual practice.

**3.25** Keep your men informed. Know what is happening and going to happen, call them together and explain delays and changes as soon as possible. You should be the source of much of their knowledge.

**3.26** The 1st Corporal will be in charge of assuring that new soldiers can perform the School of the Soldier drill, as assigned by the 1<sup>st</sup> Sgt

or 2<sup>nd</sup> Sgt. As far as practicable 15 to 30 minutes should be allowed for drill each morning (a minimum on Saturday). This may be only for new recruits or can involve the entire group. An experienced Private can be used to train a new recruit if the Corporal has other duties or is involved in drilling the rest of the group. New recruits should be integrated as soon as possible into the Company. Have the selected Private teach his assigned movement at fish drill. This is a grand way to train Privates to be Corporals.

**3.27** The 1<sup>st</sup> Sergeant and 2<sup>nd</sup> Sergeant will also be allowed 15 to 30 minutes for drill in the School of the Company as practicable. In cases where the Company is fairly well drilled, the 1<sup>st</sup> Sergeant may dispense with Company drill in favor of individual drill only. Corporals may assist at the discretion of the 1<sup>st</sup> Sergeant and 2<sup>nd</sup> Sergeant.

Inspection of weapons and battle preparedness shall be conducted at first formation, and always before the first battle of the day. The rifle and/or pistol shall be checked for cleanliness and function - Check weapons for half cock, full cock, trigger and hammer operation, loose parts, lodged rings (if weapon has been live-fired), cleanliness of barrel, nipple fouling, and general appearance.

**3.28** Check for cartridges and caps at all battle formations. (Prompt the men to get some if short.) "Live" rounds will no be carried onto the battlefield at any time.

**3.29** Check your men for equipment, water, cartridges, and caps before formation. Arrange to have men borrow (and pay back) ammunition if needed. All soldiers should be checked to assure their appearance is period accurate to the greatest extent possible.

**3.30** ASSURE FIELD SAFETY. THIS IS THE MOST IMPORTANT JOB OF EVERYONE IN REENACTING, BUT ESPEICALLY THE OFFICERS AND NCO'S!

**3.31** Loaded rifles must be on half cock at all times. Rifles must not be fully cocked until command READY is given in preparation for firing, and must be returned to the half cock when so ordered (very carefully). Unfired caps must be kept off the nipple until the command is given to LOAD. Hammers must not be re-cocked nor expended caps removed until after the piece is charged and ready for priming. Muzzles must not be pointed towards adjacent men, and never towards the spectators.

**3.32** Alignment and spacing must be preserved (13 inches between ranks as measured from the chest of the rear rank to the back or knapsack of the front rank, elbows lightly touching right and left).

**3.33** Rear rank stepping correctly during firing (eight inches to the right when firing to the front, right and into the interval for left oblique, left and into the interval for right oblique).

**3.34** Watch the ground often for casualties and other stumbling blocks. Elevate muzzles within 15 yards (30 feet) of opponents, animals, or when firing over casualties. No ramming of paper or other wadding material, except on order. All soldiers must discharge their weapon before "taking a hit". No fixing bayonets without orders. No edged weapons, except swords, unsheathed. All knives taken on the battlefield must be in sheaths (or closed) and secured. Knives are not to be used on the battlefield. No firing within 20 yards of artillery limber. Stay clear of cannon with rammer on hub, leaning against tube or crossed over the barrel. Stay clear of ground charge wire and markers. No unscripted actions especially charges or hand-to-hand combat. Again, all ACWS rules and Regulations are to be adhered to.

**3.35** Assure orderly alignment during movement. File-closers do not relay orders in battalion formations. Make corrections in undertones so orders can be heard. Assign hits as requested by the senior NCO "file-closer" or Commander.

**3.36** Ensure casualties are not real. After battle, assemble your men on the field or in camp to make sure all are accounted for and uninjured. Injuries on the field shall be addressed immediately, and medical assistance sought if appropriate by calling "MEDIC". At no other time is the word "medic" to be used on the battlefield to avoid confusion.

**3.37** Unless it is the last battle of the event, insist that the men clean and oil their rifles before first formation in the morning.

**3.38** As can be seen, being a NCO is a lot more than walking around with some stripes. It involves dedication and work, most of which occurs out of uniform and off the field.

**3.39** It is a very important position and directly affects company morale and everyone's enjoyment of reenacting. A common saying in reenacting is, "When you put on these stripes and straps, you lose 60 percent of the fun in this hobby!" Your enjoyment now comes from helping maintain a well-run company. All NCO should be prepared to

assume the duties of another NCO, should the Commander or situation warrant this. Keep in mind that you should never assume the duties of another, if that NCO or Officer is available.

**3.40** If any Officer or NCO feels a soldier is unsafe, that soldier will not take the field with a weapon until the Command Group has determined he isn't a hazard.

**3.41** The senior NCO is responsible for preparation of a Daily Duty Roster for camp functions and establishes the night Guard Duty Roster. It is their duty to ensure the safety of the camp day or night by posting sentries, and being available to those sentries if a problem arises.

**3.42** The primary duty of a Corporal is the training of all recruits and Privates in the "School of the Soldier". Corporals will take aside all new recruits and explain in detail the basic commands and movements needed to be an effective combat soldier. Other duties of the Corporal are outlined elsewhere.

**3.43** Duties of the Second Sergeant include watching and (if necessary) intervening to correct a mistake in command or action of soldiers during the training in the "School of the Soldier". Other duties of the 2<sup>nd</sup> Sergeant are outlined elsewhere.

**3.44** Non-Field Command NCOs are those individuals who hold rank, but do not, as a function of their duties, have command responsibilities during battle scenarios.

Company Quartermaster (Rank of Sergeant). The duties of the Quartermaster are normally limited to maintaining, issuance of, and retrieval of material goods belonging to the Company or other members of the Company loaned to others.

Company Color Sergeant (Rank of Sergeant). The duties of the Color Sergeant are to lead the Color Guard and has the task of care and security of the Regimental Colors at all times. Duties include but not limited to Posting/Retiring the Colors, carrying the Colors into battle scenarios under the direction of the senior Officer. Camp Posting and security during the day light hours when public are present.

Company Color Corporal (Rank of Corporal). The duties of the Color Corporal are to assist the Regimental Color Sergeant as described above. The Regimental Color Corporal operates under the direction of the Regimental Color Sergeant or under the direction of an Officer in the absence of the Regimental Color Sergeant.

Company Pioneer (Equivalent to the rank of Corporal). The duties of the Pioneer are normally limited to insuring that the Company Cooks have firewood, water, soldiers have straw as needed and trash is regularly dispensed of.

Company Clerk (Rank of Private). The duties of the Regimental Scribe are normally limited to the maintenance of Unit records under the direction of the 1<sup>st</sup> Sgt. Included in Unit records are Attendance Lists, Lists of Past Picket Duties, Pay Call records, etc...

Company Drummer or Bugler (Rank of Private). The duties of the Regimental Drummer/bugler are normally limited to sounding, assembling, formation and drill commands. Also escorting the Unit into battle scenarios utilizing appropriate drum calls.

#### **SECTION IV Military Conduct, Courtesy and Etiquette**

**4.1** Setting the example is key to being a member of the Company. This unit invites family participation, and as such appropriate behavior is expected. It is the duty of every member of the Company to ensure "appropriate behavior" is demonstrated at all times. Any inappropriate behavior needs to be reported immediately to any member of the Command Group.

**4.2** Privates will address NCOs and officers and NCOs to officers by rank and name or at least rank when the public is present.

**4.3** When addressing Officers, Privates and NCOs will render a hand salute and wait for a returned salute before speaking. Addressing the Officer, "Sir" or the Officers Rank and name is to be given prior to you addressing your concerns whenever the public is present.

**4.4** If time allows, trips to Sutlers are permitted. All Privates will notify an NCO every time they leave camp. NCOs will notify an Officer every time they leave camp. Please use the chain of command to keep us informed as to your whereabouts.

**4.5** At all times every soldier regardless of rank will respect the ranks of members of this unit and of a visiting person(s) Union or Confederate. The customs of the day dictated that all army's ranks were respected and acknowledged. When an officer, NCO or soldier of another unit to include Confederates, approaches the Camp the Picket or nearest soldier calls out; Officer in camp, General in Camp

or: "Confederate Officer approaching, HALT, Who Goes There?" Once identified that nearest soldier escorts said visitor to the senior person and introduces them and departs back to his duties. That is for Pvt., NCOs, and Officers of Union as well.

**4.6** Guard Duty and Pickets - These security measures have a dual purpose. One purpose is that an armed guard in camp is not only period correct and looks good, but also patrols/monitors the camp to prevent theft, injury, or fire. All privates shall be available for guard and/or picket duty, and will sooner or later stand guard or picket. This is normally determined on a volunteer basis, but can be directed. All pickets/guards shall be uniformed in light marching order (leather accoutrements and weapon) during their watch. Night shift schedules will vary depending on the number of men staying in camp that night. An additional duty of pickets/guards at night is to maintain the Company fire, using wood designated for that purpose, and to maintain the security/safety of the camp. The off going picket at 0500 shall wake up the Officers and NCOs and insure that a pot of hot water is ready for morning coffee. Problems encountered during picket/guard duty will be brought to the attention of the NCO of the Guard. The NCO of the Guard shall be alerted in any case not covered by verbal instruction. In an emergency situation, the picket may wake anyone if immediate assistance is needed. While a Sergeant or Corporal of the Guard is normally assigned (and is the preferable person to notify in an emergency), any NCO or Officer will do. Do not try to address the situation alone. If a pressing emergency is present, fire your rifle and/or shout i.e. FIRE or STAND TOO until an NCO or Officer attends the situation!

**4.7** The definition of military courtesy is the protocol followed by the men in a military unit. This varies between ranks, but is generally separated into the following areas, Privates/NCOs and NCOs/Officers, and on occasion privates/Officers. We know that many reenactors have not served in the military, but customs and courtesies must be observed to maintain our impression of a "military" unit. Do not call someone by their first name if they are in a senior position to yours. Call them by their rank, or rank and last name, only. Remember that we are all on a stage and that the public is watching. We must conduct ourselves in a manner that presents an accurate portrayal of the military of the time.

**4.8** Everyone in the company will adhere to military Courtesy while the public is present, especially towards Officers and NCOs of this company as well as other Union and Confederate persons of rank. Again, no first names while the public are present.

**4.9** Military Courtesy is part of any Living History military impression. You are part of "1860's Military Life" and would be harshly punished for disrespecting a senior ranking person. Again you are to set the example for the public to see that proper military courtesy is being practiced.

**4.10** All members of the Company will use the Chain of Command except if safety is an issue when the public is present.

**4.11** It is the duty of every member of the Company to become familiar with military structures (military etiquette, ranks, protocol, etc...). If you are not sure what to do – ask. In re-enacting there is no such thing as a dumb question.

**4.12** Adult members are responsible and accountable for the behavior of those individuals in their care under the age of 18. Unacceptable actions by those under 18 may result in adverse action being taken by the command group.

**4.13** To ensure tranquility within the unit, no pets are allowed at any event the 71<sup>st</sup> PVI is participating in as a unit. The command group may grant rare exceptions. Requests for exceptions to this policy must be submitted to the command group not later than 30 days prior to the event.

## **SECTION V Uniform – Acquiring and Wearing Guidelines**

**5.1 BASIC UNIFORM** Consists of a Forage cap (a.k.a. bummer). A white trefoil felt 2<sup>nd</sup> corps badge will also be attached, - Four button sack coat. - Sky blue infantry pattern trousers. Brogans or Jefferson booties (black). Issue pattern white or civilian pattern shirt. Wool socks, gray or dark earth colors. If in doubt ask a NCO.

**5.2 BASIC KIT (Accouterments)**: Consists of a Cartridge box appropriate to the weapon being used with a US plate on the flap of the box and a round eagle plate on the shoulder belt. Waist belt with US buckle, Cap pouch appropriate to the weapon being used. Period correct canteen dark blue wool cover (bull's eye or smooth side metal only), Haversack US issued (black tarred with roller buckle).

**5.3 WEAPON AND BAYONET**: Either the 1861 or 1863 Springfield or the 1853 Enfield. Bayonet with Scabbard appropriate to the weapon

being used. No other weapon is to be carried on the field without permission of the Commander.

**5.4 OTHER ITEMS:** Other items that need to be procured at the earliest opportunity include, Period Correct Tentage (Wedge or Dog if the individual uses tentage). **NO WALL TENTS (OTHER THAN THE COMMANDERS AND 1<sup>st</sup> Sgts) ARE ALLOWED UNLESS APPROVED BY THE COMMAND GROUP IN WRITING.** Period Correct eyewear (if required). Period Correct Wool Blanket. Period Correct Gummed (rubber) Blanket or Poncho. Period Correct plate, cup, silverware, and other food related items. Period Correct Personal Items (also known as “Haversack Stuffers”-as needed). Knapsack is optional but recommended.

**5.5 OPTIONAL ITEMS:** Optional items are: Great Coat, Waistcoat (Vest). Period correct drawers, Slouch/Camp hat (for camp only).

**5.6 REQUIRED TIME FRAMES TO ASSEMBLE UNIFORM AND KIT:** Your kit should be acquired as soon as possible. A “new” enlisted man has a full season/year “grace period” to complete his Basic Uniform and Basic Kit (contained in subsections 1 and 2). Officers and NCOs shall have a complete kit prior to achieving any rank.

**5.7** Keep in mind that the Company is **under no obligation** to furnish anyone any loaner items.

**5.8 Caps or hats will be worn at all times.** The top button of any coat will be fastened at all times, unless the coat is double breasted or a waistcoat (vest) is worn. A decision by the Command Group, may allow coats to be removed due to overly hot weather.

**5.9** Until period footwear can be purchased (Brogans or Jefferson booties), black boots may be worn. Tennis shoes should be avoided (*There were no tennis shoes in the 1860's*). While public are present period correct footwear will be kept on unless there is a medical problem and then the boot will be removed as needed with permission of the Commander.

**5.10** Cleanliness is a personal matter (be considerate of others!), as it was for them, but torn clothing items should be patched as soon as possible with a correct and matching patch. A perfect period activity by the way! Members of the Company shall strive to maintain a neat appearance at all times, unless undue situations warrant otherwise.

**5.11** Bandanas (the period correct term in wipe, and was a piece of period accurate cloth 24 inches by 24 inches wide) may be worn as

long as they are of a period correct pattern that existed at the time. Bandannas (or wipes) were not worn on top of the head or around the forehead, only around the neck. It is also appropriate to have a wipe in your pocket, haversack, or use as an armband for wounds, etc. (NOTE: The common red, blue, and green bandana's that are sold by most Sutlers are not period correct and did not exist for a few more years.)

**5.12** Loaner gear will be available on a limited basis for the first year recruits. First right to use loaner gear goes to the newer recruits. The longer you are in the Company, the less right you have to use any loaner gear. REASONING - If one is serious about the hobby, the basic uniform should be acquired within the first four to six months - one year at the most).

**5.13** The Command Group can change the above Uniform wearing guidelines from the Company at any time as the situation dictates.

**5.14** LOANER GEAR: A limited amount of gear is available for those new to the Company. The unit is in no way obligated to provide any gear to its members, or those wishing to participate with the unit. Loaner weapons, uniforms, kits, and tentage are private property loaned as a courtesy. Those who borrow items shall treat them with respect, keep the items in good repair (including cleaning the weapon), and make reparation to the owner if damaged.

**5.15** PURCHASING CAVEAT: Warning: Do not buy gear without consulting a member of the Command Group first. There is inferior equipment on the market today and, even though less expensive, you will end up buying the same item later because the first one was poorly or incorrectly made. Also, different styles and equipment may have been utilized differently within different units. We do not want you to buy twice for the same type of items.

**5.16** SUPPLIERS OF GOODS (SUTLERS): Items offered for sale by Sutlers (those selling "period-correct" items) vary greatly in quantity, quality, and cost. There are plenty of mid-grade Sutlers that provide items that will work fine for what we do, and there are also those who make superior quality items (which cost more, but eliminates re-purchasing items at a later date to become more "authentic"). Both of these methods for purchasing can be explained to you in more detail by your NCOs/Officers. Please ask an Officer or NCO before purchasing items.

## **SECTION VI MILITARY DRILL AND SAFETY**

**6.1** Military Drill: Unless otherwise specified the military drill for the Company will be conducted according to Casey's Infantry Tactics. For general information – the Company does not use the “Kentucky Swing” to stack weapons.

**6.2** Continual safety problems that go uncorrected, or safety violations that are considered “critically severe” may subject the individual to a “Safety Conduct Review” by the Command Group. Remedial training could be the result or if the “Safety Conduct Review” concludes that the actions of the individual are serious enough to warrant removal of membership, this action may occur.

**6.3** No tolerance policy. Possession or use of illegal drugs, and/or sexual harassment at an event is strictly prohibited and will constitute grounds for immediate removal from membership. Decisions regarding these types of prohibited actions will be acted upon solely by the Command Group, and revoking membership may be implemented without a majority vote of the membership. Notification of local Law Enforcement may also occur.

**6.5** Prior to carrying a weapon on to the field to be fired during the scenario, the member must have read and signed (at some time) the Company “Safety and Statement of Understanding” (Appendix A).

**6.6** As mentioned before, orders should be listened to and carried out promptly. If there is a concern or problem with interpretations of an order, ask to step aside from the public and discuss with the person privately or a member of the command group.

**6.7** To stop an unsafe action the next senior person to the person giving the command can say, "As you were" to the soldiers and all are to stop movement immediately and await new orders.

**6.8** It is not appropriate for anyone to correct a senior persons command in public or enter into a debate. But think first and insure that the concern is truly legitimate or appropriate for that point in time or could it be addressed later.

**6.9** Interpreting commands/orders: It is the obligation of the soldiers to listen to and follow orders. Later discuss the issues if there is disagreement. Not every person giving the commands/orders may say it correctly, this happened regularly during the Civil War. Directions are given to get the desired result. Leaders attempt to do things

correctly, but there is an old saying, “become fluent in crap speak, it happens often”. It is all soldiers obligation to listen to and carry out orders and directions to the best of your ability.

## **SECTION VII CAMP SETUP AND POLICE**

**7.1** Set Up – The NCOs are in charge of making sure the camp is set up in an orderly and timely manner. Terrain and space will dictate the layout but the general set up, usually is in the following manner. Everyone helps with the setup; we’re not done until everyone is setup.

**7.2** The Commanders wall tent will be at the head of the Company Street with a fly set up in front if available.

**7.3** Standing in front of the commanders tent and looking down the street, all common tents (A-Frames) will be set up on the left side of the street starting with the 1<sup>st</sup> Sgts wall tent (subject to adjustment based off terrain as is the following paragraphs).

**7.4** All dog tents, if any, will follow after the common tents on the left.

**7.5** All other wall tents will be on the right side of the street starting with the Lieutenants (if there is one), and on down the line.

**7.6** The civilian (Civilian Relief Society or others) wall tents when approved will be placed by the 1<sup>st</sup> Sgt or senior NCO present within the company area. No wall tents will be placed on the company street except the commanders and 1<sup>st</sup> Sgts unless there is no other option. A one-time placement on the company street does not constitute approval to place a wall tent other than the commanders or 1<sup>st</sup> Sgts on the company street.

**7.7** The cooking and supply tent will be positioned in the most logical location to support the company. The 1<sup>st</sup> Sgt or senior NCO present will position the cooking and wall tent.

**7.8** It is imperative for as many members to arrive as possible on Friday night. We need to have the majority of the camp assembled on Friday, so, as little set up will be needed on Saturday morning as possible.

**7.9** Camp Police- When arriving to an event and bringing in your gear, and have a lot of non period correct items in your possession and you

can't cover it with a correct blanket, leave the majority of it in your vehicle until after the public has left.

**7.10** Tents should be open during the day unless you are changing or sleeping.

**7.11** You may bring in whatever you like as long as a blanket can cover non-period correct items. Try to keep this to a minimum; we are trying to create an illusion of another time for the public.

Colored tarps, or other non-period floor coverings will be covered inside and out by blankets and/or straw. These details will improve our impression.

**7.12** Think when you pack, "Do I really need this?" You are only bivouacking for 1-2 days and should carefully assess what is essential, especially when doing a historical impression. We do understand though what it takes to support a family in the field.

**7.13** Soldiers who bring the family may work out arrangements with the NCOs and Officers in regards to their tent requirements, but please make the effort to minimize unnecessary items – especially those that are not period correct. **NO WALL TENTS UNLESS SPECIFICALLY APPROVED IN WRITING BY THE COMMAND GROUP (see 7.6).**

**7.14** This deals with camp protocol when public is present to help maintain the illusion of an army camp of 1864. As in the army of the time and now, the enlisted men and officers had a natural separation between them. That is to say that they all didn't fraternize together and shoot the breeze. No one is trying to seem snobbish or have a superiority complex, this is just part of the show.

**7.15** Privates and non-invited guests will need to stay out from under the Commanders tent fly unless directed to report to an officer in that area. The Commanders tent fly area is the command area and will be viewed as such. This will go for any officer's area. Please keep it clear unless you have business there. Often the Officers are trying to conduct business, and having uninvited individuals in the area causes an inexcusable distraction.

**7.16** Chairs often become an item of contention. If you didn't bring a chair, don't sit in one unless invited. If you do bring a chair, it will also need to stay in your own area. Be courteous of others people's chairs, if you did not bring one then you need to keep the chairs free for those who brought them (unless you are invited to use it). If this

hadn't been a problem in the past it wouldn't be mentioned in this SOP.

## **SECTION 8 – Final word**

**8.1** We all participate as a member of the Company to have fun. It is encumbered upon all members to work toward keeping the Company free of strife and conflict. Company members are expected to act in a courteous and cooperative manner. Let's all just have fun and get along as the friend we are.

## APPENDIX A

### **71<sup>st</sup> Pennsylvania, Company C** **SAFETY and STATEMENT OF UNDERSTANDING**

#### **PREFACE**

This SOP was formulated and adopted by the Membership of the 71st Pennsylvania Volunteers, Company B hereafter referred to as the Company, a member unit of the American Civil War Society (ACWS). Every member of the Company must read, understand, and acknowledge that they will follow this SOP prior to entering the field as a “weapon-firing” participant. The field in this document refers to a battle scenario, skirmish, and any engagement with other soldiers.

It is understood that, in case of a conflict the Rules and Regulations of the ACWS (adopted April 21, 2001) will take precedence over this SOP. The exception is where this SOP is stricter than the ACWS Rules and Regulations.

#### **SAFETY NOTICE:**

1. The Officers, Non-Commissioned Officers (NCOs), Provost Marshall, and other individuals appointed as Safety Monitors of the Company (and authorized safety representatives of the event coordinator) shall have the final word on safety matters.
2. Continual safety problems that go uncorrected, safety violations that are considered “critically severe”, or the inappropriate behavior of an individual may subject the individual to a “Safety Conduct Review” by the Command Group of the Company. If the “Safety Conduct Review” concludes that the actions of the individual warrant removal of membership, this action may occur after a majority vote by the membership.
3. All battle participants shall submit weapons to the Company Safety Officer (senior NCO) for a safety check prior to entering an activity that involves firing of that weapon. If the weapon is found “unsafe” the weapon will not be allowed on the field. If safety corrections are made to the weapon, the weapon shall be re-submitted for a safety check prior to the weapon being allowed on the field. Only after the Company Safety Officer finds the weapon safe shall the weapon be allowed on the field. No member of the Company will allow self-contained cartridge weapons on the field.

4. Prior to carrying a weapon on to the field to be fired during the scenario, the member must have read and signed (at some time) this document.
5. No one under the age of 16 will be allowed to fire a weapon on the field unless they have attended a safety class and passed a test administered by the Safety Officer.
6. Participants under the age of 18 shall have a "sponsor" on the field. Both "sponsors" and participants under the age of 18 shall remain in close proximity during times of weapon firing.
7. The Company has a zero-tolerance policy in regards to physical abuse, sexual abuse or harassment, or verbal abuse. Abuses of this type will not be tolerated. Individuals who violate these policies will be removed from membership in the Company.
8. No horseplay or rowdy behavior will be tolerated. This includes unscripted hand-to-hand combat.
9. At no time will bayonets or ramrods be drawn on the field. If a ramrod is needed to clear a weapon, the weapon will be removed from the field, and an individual designated by the Safety Officer will then make the weapon safe.
10. Cartridges shall be prepared before an event, for use at the event. It is not "period correct" to roll cartridges in camp (cartridges would be issued, and soldiers would not have been in camp making their own). Cartridges shall be properly rolled with a maximum of 60-65 grains of black powder in white or tan paper. No tape, staples (or other metal objects), or other non-period type material shall be used in cartridge construction. While "period correct", percussion caps shall not be carried on the field while rolled as a cartridges. Caps shall only be carried in the appropriate leather cap box. All firearms will only use black powder.
11. Only Officers, or those designated by the Commander, shall carry pistols or other side arms.
12. The minimum distance for firing a weapon at another person, or artillery piece, is 30 feet. Please remember to fire high above "wounded or dead" soldiers during field scenarios.
13. Only Officers and NCOs will be allowed to carry sabers, swords, or other edged weapons with blades longer than 6 inches.

14.All knives carried into the field shall be secured in sheaths so they won't have the edge revealed (either on purpose or on accident). No knife or other edged weapon shall have the sharp edge exposed, except by Officers and NCOs, on the field.

15.No smoking shall occur within 25 feet of black powder, including cartridges.

16.No weapon will be fired without permission of an Officer or NCO. **No weapon will be fired in camp.** If a weapon is to be fired at times off the field, it must be with the permission of an Officer or NCO, in an area designated by the Officer or NCO, and then with a loud call of "Fire in the Hole" preceding discharging the weapon.

17.Individuals identified as "unduly" under the influence of alcohol will not be allowed to participate in an event utilizing weapons or black powder. If the individual has 2 occurrences of being "unduly" under the influence, a "Safety Conduct Review" shall be conducted to review the individual's membership in the Company.

18.The Company has a no tolerance rule towards the possession or use of illegal drugs at an event. This is strictly prohibited and will constitute grounds for immediate removal from membership. Notification of local Law Enforcement may also occur.

19.An Officer or NCO of the Company must witness the signing of this document.

By signing below I understand and agree to adhere to the rules listed within this document and those outlined in the Company Regulations. I also understand that violation of these rules may subject me to membership removal from the Company.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witnessed by – Name and title

\_\_\_\_\_  
Date

## **APPENDIX B** **STANDARD EVENT SCHEDULE**

1. Schedule- As mentioned before we are a "military" unit and will be conducted as such. That is to say we will implement a standard routine that will primarily deal with the morning, mid afternoon and between battles. Of course this schedule is subject to reflect changes dictated by the event schedule.

The basic schedule to be followed is as follows:

**0530-** NCOs/ Officers will be up and ready to receive any word of the day.

**0600-** First call - all privates will be awakened at this time.

**0630-** NCO Call at the senior NCO's tent.

**0700-** Reveille will be sounded and the first roll call formation of the day will be conducted. Troops will fall in with light marching order (leathers and weapon). All soldiers shall report on time if they wish to participate in the battles that day. All soldiers should be prepared to receive the word for the day, and any special instructions.

**0645 to 0800-** All (Civilians included) will commence with breakfast and camp police. This is the time to square away tents and remove/hide non-correct items. Corporals and pioneers will ensure tents are being cleaned up prior to formation.

**0800 to 0830-** Tent inspection will commence. 1<sup>st</sup> Sergeant and 2nd Sergeant/ 1<sup>st</sup> Cpl will inspect tents.

**0900-** The Company will step off, for 30-45 minutes of drill and weapons "clearing". The 1<sup>st</sup> Corporal will take recruits for drill. At the conclusion of drill the men will fall out to prep for battle (i.e. water, ammunition, caps).

**1015 -** Company Photo (On Sunday)

**1200-** Hardtack and beans

**1700-** Last formation of the day, retire the colors, set the guard.

**1730-** Supper

**2000-** Company meeting/class around the fire pit.

**2300-** Guards posted in Light marching order and lights out

The Company will form 5-10 minutes prior to the start of the battle. It is your responsibility to be prepared to enter into battle when formation is called.

At the conclusion of all battles, depending on public attendance, the men will commence with living history events. Participation is highly encouraged. Any and all suggestions are welcome for living history. This can range from playing cards, writing letters, sewing, guard duty, staged boxing matches, or company punishments.

Additionally, the Unit will (to the maximum extent feasible) conduct historically accurate Company activities during the day. These activities include Ration Calls, Mail Calls, Base Ball (1860's version) exhibitions, Drunken Soldier Scenarios, Thief Scenarios, etc...