

Cleburne's Division Infantry

Reference Guide

- 1. Posting of Colors.** Colors will be posted and retired on a daily bases by the designated color guard. Headquarters will designate the responsible Battalion. The assigned Battalion Adjutant will designate the responsible company. Colors will be posted at 0730 and retired at near sunset. Battalion Commanders will assure that posting and retiring the colors will be a formal and practiced ceremony at the Division, Brigade/Battalion Headquarters. *It is the responsibility of the Division Senior Aide (Colonel) to schedule and conduct training of the designated Division Headquarters Color Guard*
- 2. Posting camp guards.** When ordered by the Chief of Staff or Adjutant, Battalions will post guards at the entrance and critical posts to guard the infantry camp. Times for posting guards will be dictated by the tactical situation.
- 3. Posting of Infantry Headquarters Guard.** As ordered by the Infantry Chief of Staff or Adjutant, an Infantry Headquarters Guard will be provided during the hours that spectators have access to the Camp. Battalion Commanders will assure that guards and the ceremony for reliving the guards is performed properly.
- 4. Battalion Officer/NCO of the day.** To insure that responsible command is available to respond to company and headquarters requirements, Battalion Commanders shall insure a Battalion Officer and NCO of the day are designated before the commencement of an event. The names of these individuals will be provided in advance to the Division Chief of Staff.
- 5. Inspections.** Brigade/Battalion Commanders shall conduct routine uniform, knowledge and weapons inspections. This includes asking each individual a question about general knowledge. This can be done in lieu of battalion drill or as part of a formal evening parade. The Infantry Sergeant Major will make unscheduled visits to companies to determine the effectiveness of these inspections and make recommendations to the commanders. Safety inspections require the appropriate form to be completed before deploying to the battle site. These shall be provided to the Divison Adjutant as soon as possible after weapons' safety inspection by the assigned battalion safety officers.
- 6. Pay Call for the Corps.** Pay call will be conducted at most Division events. The Divison Adjutant will be responsible for pay call and instituting innovative ideas such as inscribing a message on a representative number of bills or all of them to denote event/date. The various ladies ' auxiliaries will be enlisted to assist. The Infantry Headquarters will provide script.
- 7. Letters from home.** Battalion Commanders will be requested to impose upon the ladies auxiliaries to develop a set of personal or generic letters from home for mail call. Each company will be encouraged to provide letters for their people, and provide to the Infantry Staff for distribution.

8. Morning Report. Unless otherwise directed, morning reports from Battalion Commanders will be provided to the Division Adjutant by 0700. Morning reports on the appropriate forms. The AAAG will complete the Brigade form and provide to the Adjutant for review. The Chief of Staff will deliver the Brigade report to the Corps Adjutant.

9 Skirmishers/Flankers on all movements to contact. This will require Brigade/Battalion commanders to coordinate with the deployed company to ensure that the commander's intent is followed. The company selected to perform skirmish drill will be determined during an Infantry Staff meeting on the first evening of the event.

10. Parade. Parade will be held each full day of an event. Proper decorum is required. Offices and men will be properly accoutered. Companies shall march to parade with bayonets unfixed. When the adjutant determines the order of companies, Company commanders will order bayonet's to be fixed. Parade drill is shall be coordinated by staff senior aide.

Battalion Requirements Staff Duties

This section provides general guidance to Brigade and Battalion Staff Officers. Brigade and Battalion Commanders may modify or augment, as necessary, including delegation to subordinate staff.

Battalion Structure:

- Battalion Commanders will have the rank of Colonel and provide for appropriate and authentic battalion colors.
- Wing commanders shall be as follows: left wing: LCOL; right wing: Major.
- The Battalion adjutant shall have the rank of Captain
- The Safety officer shall have the rank of 1st LT
- Each battalion shall assign a Sergeant Major as the senior enlisted NCO.
- Depending on the size of the battalion, it may have a chief of staff with the rank of LCOL or chief of staff duties may be assumed by the left wing commander.

Duties of Battalion Staff

Chief of Staff.

- Chief administrator for all Battalion affairs and assists Battalion Commander in connection with managing the battalion in camp in and in the field as directed.
- Manages Battalion Commander communications up and down the chain of command
- Preparation of written orders
- Maintains Battalion log book
- Coordination of staff meetings
- Screens visitors to Battalion Headquarters

- Attends Division, Corps and Army staff meetings with the Battalion commanders and stands in his stead whenever he is unable to be present.

Adjutant.

- Administrator for Battalion paperwork and assists Chief of Staff with correspondence and other duties as directed
- Responsible for morning reports
- Directing actions associated with pickets, guards and provost duties
- Assures Colors are properly posted and retired (see separate section herein)
- Quartermaster responsibilities
- Training of subordinate staffs in performance of their duties
- Battalion Inspections
- Battalion Dress Parade
- Judge Advocate in Battalion Courts Martial and Courts of Inquiry
- Battalion Safety Officer
- Right guide for the battalion when deployed

Battalion Sergeant Major.

- Senior enlisted NCO for the Battalion, looking after the welfare, conduct, training, development, and deportment for all enlisted personnel.
- Represents the interests of all enlisted personnel to the Battalion Commander
- Assists the Chief of Staff with paperwork, relaying orders, posting pickets and guards and overall maintenance of good order
- Directs Battalion couriers
- Assists the Adjutant with preparing for parade
- Assists with inspections and safety responsibility
- Applies professional knowledge in the operations of battalion in the field
- Left guide for the battalion when deployed

Wing Commanders

- Command sections of the battalion that are to the right and left of the center, respectively

Safety Officer.

- Safety on the field and in camp
- Performs as ordinance expert for the battalion
- Inventories, inspects, maintains proper conditions and handling of weapons
- Accountable for assuring that weapons are clean, functioning and safe
- Prepares inspection reports to be passed up to brigade
- Proactively works with other battalion and division safety officers
- Maintains expert knowledge of Cleburne's Division safety procedures

Colors

A Color Company consists of the Color Guard along with regular infantry. To be selected as the Color Company is among the highest honors in the military. The Color Company not only represents its unit but also the regiment, battalion, brigade, division and most important the Nation. Being selected as Color Company should swell the heart with pride, emotion and devotion to serve and be willing to give all in that service.

Typical infantry companies (for reenacting) consist of a Captain, or a Lieutenant, or both, NCO's (i.e. 1st Sgt., Corporals) along with a compliment of Privates. Ideally and numerically an infantry company should have 20 – 30 members. This is an ideal number and does not always take place in reenacting as we all know.

Within the Color Company is the "Color Guard." The Color Guard is typically made up of NCO's. One Color Sergeant and the remainder are Corporals. For reenacting purposes the ranks of the Color Guard are brevetted. The Color Guard **will** contain 6 or 9 members. Any fewer than that number will be considered inappropriate.

The honor of being the Color Sgt. has to be the highest honor paid to an individual within the ranks of the enlisted. The Color Sgt. is in charge of the Color Guard and only relinquishes command to the 1st Sgt. or the commanding officer of the company. The honor and privilege of carrying "The Flag" is supreme. This individual will at all cost protect "The Flag." This individual has the respect of all the men within his unit, regiment and battalion. All eyes are on this individual, the command structure is dependent on this individual for leadership, resolve, courage, and unwavering devotion to duty, honor and country.

Color Guard Alignment and Weapons:

As previously stated the Color Guard consist of 6 or 9 soldiers. The preference would be on the 9 to be more militarily correct.

The Color Sgt. is the only individual in the Color Guard allowed to carry a side arm (i.e. pistol, NCO sword). All the other members will carry a standard issue 3 band, rifled musket weapon with standard leather gear and bayonet.

The alignment will be three ranks or rows of three. A front, middle and rear rank make up a Color Guard formation.

Front Rank/Row - Corporal, Color Sgt., Corporal

Middle Rank/Row - Corporal, Corporal, Corporal

Rear Rank/Row - Corporal, Corporal, Corporal

(see next page)

Corpl. Sgt. Corpl.

Corpl. Corpl. Corpl.

Corpl. Corpl. Corpl.

The Color Company **will** be the **First** to any formation as they are the “Center” of the battalion. At “First Call” the Color Company should be on line, under arms, bayonets fixed, the Colors proudly displayed, aligned properly, in the location designated for the formation. The Color Company will form as a unit and march to the designated location for the formation.

Alignment as a Color Company is as follows;

Lieut. or 2nd Sgt.

Corpl Corpl Corpl 2nd Corp

1st Sgt. Pvt. Pvt. Pvt. Pvt. Pvt. Pvt. Pvt. Pvt. Corpl Corpl Corpl

Capt. 1st Corpl Pvt. Pvt. Pvt. Pvt. Pvt. Pvt. Pvt. Corpl Sgt. Corpl

Color Company Alignment Diagram

As far as maneuvering, the Color Company will essentially be as a regular company. The primary difference will in the “Facing” movements. To go from a “Company Front” to column of fours, “Right - Face” would be the preparatory and execution command. That still applies to the “Color Company.” However, the “Color Guard” as directed by the Color Sgt. will be given the command “Right Center Wheel – March.” This will also apply for “File” movements, the Color Guard will wheel rather than move in a file (left or right). Flank, oblique, and wheel movements will be done as a unit.

Battle Line & Commands:

In a battle line front the formation will be same as above in the alignment diagram. The remaining companies in the battalion will be formed on either side of the “Color Company.” At the command of the battalion commander “Prepare to Advance” – the front of the Color Guard will step out 6 paces in front of the company and battalion. The 2nd and third rank of the Color Guard will move to the front and rear rank of the company and align itself accordingly. On the command “March” the Colors will step off at the common step. The Color Sgt. will be responsible for maintaining the alignment.

Not previously mentioned, if the Color Company is large enough numerically and if a Lieut. is available, that officer can be, if designated by the company commander, placed in charge of the Color Guard. At which time during an advance the Lieut. will also move out with the Colors. His position will be at the

right of the front rank. He also can be the eyes of the Colors to maintain direction, alignment and prevent the Colors from drifting.

2nd Sgt.

Pvt. Pvt. Pvt. Pvt. Pvt. Pvt. Pvt. Corpl. Corpl. Corpl

1st Sgt 1st Corpl Pvt. Pvt. Pvt. Pvt. Pvt. Pvt. Corpl. Corpl. Corpl. 2nd Corpl.

Capt.

Lieut. Corpl. Color Sgt. Corpl.

Color Company Advancing Diagram

At the command “Halt” – the Colors (front two ranks) automatically will make their way approximately 6 paces to the rear of the Colors Company and form and align in the center, facing to the front. The individual in command of the Color Guard will command “Colors to the rear.” The third rank will remain in its position with the company during the firing.

Corpl. Corpl. Corpl.

Lieut. Corpl. Color Sgt. Corpl.

Capt.

2nd Sgt.

Pvt. Pvt. Pvt. Pvt. Pvt. Pvt. Pvt. Pvt.

1st Sgt 1st Corpl Pvt. Pvt. Pvt. Pvt. Pvt. Pvt. Pvt. Corpl. Corpl. Corpl 2nd Corpl

Colors to the Rear Diagram

This sequence can and most likely will be repeated several times during an advance until and objective is reached and the enemy routed. However, if in the event the reverse occurs, the “Colors” become the rallying point for any command. Battalion or Corps command will request the Colors move back to a point on the field to which the command can rally.

Posting and Retiring of Colors

Posting –

If the Colors have been retired from the previous evening it will be the responsibility of the Color Sgt. and two Corporals of his choosing to recover the Colors from its place or storage. The Flag will be unfurled. This recovery and unfurling will be accomplished with respect and reverence.

The Color Guard will be formed. If a Lieut. is not available to command, the Company commander will take charge of the Color Guard. In addition the 1st Sgt. of the Company will be present in the formation at the pleasure of the commanding officer. The 1st Sgt. will be at the right of the Corporal in the “Front Rank.”

Posting of Colors will be at the H.Q. of the Battalion or higher command (i.e. Corps or Division H.Q.). Out of respect to the Colors and the Color Guard, the officers and subordinates at H.Q. will be present for the posting. It is at the H.Q. Commander pleasure if he and the subordinates will be under arms or in proper military dress. The typical sequence will be as follows;

The Color Guard will position itself in front of where the Colors will be posted

Color Guard Commander – “Halt”

Commander will instruct the 1st Sgt. to announce Colors

1st Sgt. – “Cleburne’s Division, 1st Battalion, C-O-L-O-R-S” (example)

Commander – “Color Sgt. Post Colors”

Color Sgt. Steps out to “Post Colors”

Commander – “Present – Arms”

Color Sgt. – once Colors are posted – He will take one step back, salute the flag

Commander – “Shoulder - Arms”

Color Sgt. - Will right about face and return to his position in the Color Guard.

Once Color Sgt. Has returned to the formation, the post ceremonies completed, the Color Guard will return, march, under its commander, to its place in the camp.

Typically the Colors will be posted by 7:30 A.M. every morning. They will also be posted following every formation (i.e. Dress Parade, battles) during the course of the day.

Retrieve Colors -

Once the Colors are posted it is the responsibility of the Color Guard to retrieve the Colors for each formation. The sequence is much the same as posting the Colors, retrieving is as follows;

The Color Guard will position itself in front of where the Colors will be retrieved

Color Guard Commander – “Halt”

Commander – “Color Sgt. Retrieve Colors”

Color Sgt. Steps out to Retrieve Colors

Commander – “Present – Arms”

Color Sgt. – Will salute the flag, remove flag from mount/holder, about face and return to his position in the Color Guard.

Commander – “Shoulder - Arms”

Rule of thumb – if a formation, let’s say is the morning parade and is scheduled for 8:30 A.M. the Colors need to be retrieved no later than 8:15 A.M. Preferably earlier!

Retiring -

Same formation and command structure for posting of Colors required.

The Color Guard will be formed. If a Lieut. is not available to command, the Company commander will take charge of the Color Guard. In addition the 1st Sgt. of the Company will be present in the formation at the pleasure of the commanding officer. The 1st Sgt. will be at the right of the Corporal in the “Front Rank.”

Retiring of Colors will be at the H.Q. of the Battalion or higher command (i.e. Corps or Division H.Q.). Out of respect to the Colors and the Color Guard, the officers and subordinates at H.Q. will be present for the posting. It is at the H.Q. Commander pleasure if he and the subordinates will be under arms or in proper military dress. The typical sequence will be as follows;

The Color Guard will position itself in front of where the Colors will be retired from

Color Guard Commander – “Halt”

Commander will instruct the 1st Sgt. to announce Colors

1st Sgt. – “Cleburne’s Division, 1st Battalion, C-O-L-O-R-S” (example)

Commander – “Color Sgt. Retire the Colors”

Color Sgt. Steps out to retire the Colors

Commander – “Present – Arms”

Color Sgt. - Color Sgt. will salute the flag, remove flag from mount/holder, about face and return to his position in the Color Guard.

At which time the 1st Corpl. (Corpl. to the Color Sgt.'s right in the front rank) will return his weapon smartly to Order Arms

Ground his weapon

Steps out two paces, halt

Two left faces where he will be facing the Color Sgt.

Color Sgt. will hold the flag up turn the flag and pole 90 degrees

The 1st Corpl. will step forward as necessary

He then will grasp and hold the end of the flag

The Color Sgt. with the canton end of the flag will begin to furl the flag

The 1st Corpl. will step forward as necessary until this sequence is complete

(Optional – if a sock is available the 1st Corpl. Will cover the furled flag)

Color Sgt. will rotate the Colors to the perpendicular position

The 1st Corpl. will salute, step back, and return to his position in line

Retrieve his Weapon and smartly come to Present Arms

Commander – “Shoulder - Arms”

At this point once the Colors are furled it will be presented by the Color Sgt. To the H.Q. representative responsible for storing the flag (i.e. Sgt. Major, Adj.).

Protocol for receiving the Colors will be established by the H.Q. commanding Officer

Once completed the Color Guard will return, march, under its commander, to its place in the camp.