

**STANDARD OPERATION PROCEDURE****General Order #010906 - SOP****1.1 Headquarters Rank Structure**

The Fighting First Regiment (here after called FFR) is Commanded by a Colonel, who is elected by the members of the Organization every two years. The Regimental staff will be selected by the Colonel based on the operation needs of the Regiment.

1.2 Regimental Officers

- Colonel
- Lieutenant Colonel
- Major – Senior Grade
- Major - Junior Grade (if needed)
- Adjutant 1st Lieutenant (can be promoted to Captain)
- Sergeant major Senior NCO
- Chaplain and Assistant Chaplain
- Principal Musician 2nd Lieutenant (can be promoted to Captain)
- Ordinance Sergeant (if needed)
- Color Sergeant
- Mounted Courier (if needed)

1.3 Line and Staff Responsibilities**Colonel**

The Colonel is the Commanding Officer of the Regiment, responsible for the operations on and off the field. Some key areas include:

- Is the FFR elected leader, represents the FFR to outside organizations, such as the CWRLC.
- Is principal contact for all FFR Business.
- Commands the Regiment when operation in the field.
- Provides oversight of any member unit when operating in the field, when unable to personally attend , an appointed member of staff shall provide command and support.
- Management of the Regimental Staff
- Organizational training of the Regiment to a cohesive fighting force.
- Maintain high level of communication between Brigade Headquarters and other Regimental Commanders of Event Staff.

- Oversees all administrative reports that are prepared by the Regimental Staff.

Lieutenant Colonel

The Lieutenant Colonel is the 2nd in command of the Regiment, and must be able to assume command of the Regiment in the absence of the Colonel. Some key areas include:

- Able to command at Battalion level, assumes command generally on the right when in the field.
- Oversees preparation of all administrative paperwork in the absence of the Colonel.
- Primary Regimental training Officer.
- Assigns the officer of the day and set guard as needed for proper protocol. Insures the safety of the outposts.
- Serves with the civilian staff in order to maintain a military camp.
- Assists the Colonel as necessary to properly manage the Regiment.

Major – Senior Grade, Major Junior Grade (Brevetted position)

The Major is the officer of the line, responsible for Battalion command, when in the field. Some Key areas include:

- Able to command at Battalion level, Senior Grade assumes command generally on the left when in the field.
- Senior Grade acts as assistant training Officer
- Senior Grade, assumes duties of Lt. Colonel in the event the LT Colonel is absent or has assumed the position of the Colonel.
- Junior Grade functions as Provost marshal for the Regiment.
- Junior Grade assumes command on the left in the absence of the Senior Grade
- Junior Grade assists the Colonel in the duties of order, ordinance inspection and assumes Adjutant duties when absent.
- Senior and Junior Grade assist the Colonel as necessary to properly manage the Regiment.
- Junior Grade is to be assumed by appointment of the Colonel, For Brevet positions to the rank of Major, generally a company Captain will be appointed for the duration of an event. (Existing rank can remain on the uniform, however will be addressed as Major).
- Junior Grade functions in the absence of the Major for the eFFR
- Junior Grade should be able to command at the Battalion level.
- Junior Grade assumes the command on the left in the absence of the Senior Grade.

- Senior Grade assists the Colonel as necessary to properly manage the Regiment.

Adjutant

The Adjutant is the primary assistant to the Colonel in order and administration matters. The Adjutant attends to schedule and is the primary contact for Regimental matters in the field.

- Maintains Colonel's daily schedule, informing Staff and company commanders of required formations and meetings.
- Functions in the field on the right as guide.
- Manage morning parade, assisting the Colonel
- Oversee preparation and submission of Regimental reports in the field.
- Receives morning reports, sees to it that reports are compiled into Regimental report are signed by the Colonel taken to Brigade HQ.
- Assist the Sgt Major & LT colonel in guard reports
- Assist the Colonel as necessary to properly manage the Regiment.
- Write an after action (event) report detailing attending unit strengths, unit name and commanders attending, formation times and incidents if any. Write a duplicate of morning reports in the FFR report ledger.

Sergeant Major

The Sergeant Major is the senior enlisted man in the FFR. He Reports to the Adjutant. Some key areas include:

- Train all Regimental NCO and enlisted. (in compliance with camp protocol is responsible to maintain camp order by use of training via Company NCO).
- Assist the ranking Officer in maintaining compliance with camp order
- See to it that the fires are lit and that the muskets are cleaned.
- Fall the men out for morning roll call and muster.
- Prepare and assemble the men for morning parade or formations, inspections.
- Functions in the field on the right as guide.
- In the absence of the Quartermaster, assuemes these duties.
- Assigns provost duties, outpost or picket duties as directed by the Officer of the Day.
- Assumes the duties of Provost Marshall and assists the Officer of the Day.

- Assists the Adjutant in weapons inspection (in absence of Ordnance Sergeant).
- Assist the Colonel as directed by him.
- Post provost to protect Headquarters, at the direction of the Officer of the Day.

Quartermaster Sergeant

The Quartermaster Sergeant is responsible for coordinating with Brigade HQ for the provisions needed by the FFR to function in the field. Some key areas include:

- Supervise layout of camp, should be first on field
- Locate fire pits, normally at the head of Company Streets, locate supplies of the fire wood. Fire safety carried out.
- Control wood distribution. See to it that proper water is available at each fire and that a person is assigned to be responsible for the maintenance of the fire.
- Locate company streets, make sure streets are in line. Make sure command structure is in place for the maintenance of the streets.
- Locate civilian streets and monitor needs, according to the above.
- Assist the Colonel as necessary to properly manage the Regiment.

Chaplain

The Chaplain will tend to the spiritual needs of the Regiment. Some Key areas include:

- Conduct prayer meetings in Camp as directed by the colonel
- Provide council for members while in the field.
- Bless the formations and conduct prayers as directed by the Colonel.
- Assign a substitute if unable to take the field with the Regiment.
- Camps with the Regiment and generally establishes a place for worship for the Regiment.
- The Chaplain may appoint an Assistannd Chaplain who will function with or when the Chaplain is not present for the Chaplain with full ordinance of authority to conduct on his behalf.

Ordnance Sergeant

The Ordnance Sergeant is responsible for the inspection and safe operations of the Regiment. Some key areas include:

- Reports directly to the Sergeant Major.

- Assist the Adjutant and Sergeant Major in the inspection of arms and equipment while in the field.
- Monitor safe firing practices while in the field.
- Monitor fire arms used while in camp. Reports in writing and unsafe activity.
- During inspection, monitors and reports conditions.
- All weapon disrepairs will be reported. All fouled or otherwise unsafe weapons will be reported, after a reasonable attempt to make the weapon safe.
- Has the authority to report any person who has a weapon with a live round in it, and to have this person removed to be reported to local authorities. Reports such finding in writing to the Sergeant Major and Commanding Officer.
- Has the authority to remove any person or persons acting in a unsafe manner and report such person to the Sergeant Major ranking Officer. Should a weapon be found to be unsafe, that weapon will be removed from service and reported. All incidents will be reported in writing.

2.0 Elections

- The Regimental Commander, (Colonel) is elected every two years at the Regimental Annual Meeting.(2.0.1)
- Each company unit, in good standing as voting members of the Regiment, may cast one vote. (2.0.2)
- Nominations for the position of Colonel will have to be submitted in writing two months prior to the scheduled annual meeting. (2.0.3)
- Upon election, the Colnel will appoint the staff that will serve for one year each. (2.0.4)

2.1 Charter Company Membership

- All units who are a member of the FFR as of January 28th 2006, are to be considered as a Charter Unit.
- The voting unit must maintain at least 5 rifles (of 16 years or older in age), and have dues paid current by all 5 rifles in order to retain voting unit status. (2.1.1)
- Date of renewal is Feb 15, of each year. A 30 day grace period will be allowed for all Charter units. (2.1.1a)
- The charter unit must pay dues and remain on time in dues payments in order to remain in good standing. (2.1.2)

- The Charter unit must abide by Regimental command structure and field at least 5 rifles at three Regimental events to be considered as a voting unit member. (2.1.3)
- Voting units must abide by Regiment formation stated in section 3.1 of this SOP (2.1.4)
- Should a voting unit fail to meet the requirements of this section, the charter unit will revert to probationary status, requirements for membership apply as in section 2.2 of this SOP (2.1.5)

2.2 New Company Membership

- Company units desiring to join the FFR must first be sponsored into membership by a current voting member unit. (2.2.1)
- The new company will serve as a provisional non voting unit for a period of one year upon being accepted from sponsorship (2.2.2)
- The provisional company must meet the minimum requirements of 10 rifles (of 16 years or older in age) in order to petition for probationary membership with in the Regiment. (2.2.3)
- The provisional unit must pay dues and remain on time in dues payments in order to remain in good standing and before being considered as a probationary unit. (2.2.4)
- The probationary unit must abide by Regimental command Structure and field at least 10 rifles at three Regimental events to be considered for membership as a voting unit. (2.2.5)
- Upon reaching a one year probation in good standing and having met the above requirements, the probationary unit is eligible to be elected as a voting member unit by the other voting member units of the Regiment at the next scheduled Regimental meeting. (2.2.6)
- The voting unit must maintain at least 10 rifles and have dues paid current by all 10 rifles in order to remain voting unit status as stated above. (2.2.7)
- Voting units must abide by Regiment formation stated in section 3.1 of this SOP. (2.2.8)
- Should a voting unit fall below the 10 rifle status, a temporary provisional status will be implemented until the unit reestablishes the required 10 rifle status. The unit may then petition to be reinstated by the voting units at the next Regimental meeting as a probationary unit. All rules stated in 2.2.6 apply. (2.2.9).

2.3 Rank and File

To assure accuracy and reasonable field appearance, rank worn will represent the following guidelines:

- A company will be commanded by an officer, properly uniformed and able to command a company in the field (Rank of 2nd Lt. is preferred for smaller company units.)
- A company will have a sergeant, to oversee the company as directed by the company commanding officer (Wearing of stripes is optional, however preferred for early war impressions.)
- The company must have a minimum of 15 rifles or more to be commanded by an officer and as a stand alone company, otherwise the company will fall in as a section with another company to form one field force. This formation does not remove authority but rather blends it for an effective field force. Respectful conduct is required for such combinations. Requests for guard, provost or camp detail, will be directed through the member unit commander present, even if that commander is not wearing rank. This applies to guest company units as well.
- Drill will be a core requirement for each company unit, (combined or otherwise) where Battalion drill formations are held, each company unit (combined or standalone) will participate in drill, or other formations such as morning parade & inspections.
- Morning assembly, roll call, inspections, camp detail and Colors are all common courtesies each company unit will honor.
- Company units will at times participate in FFR Formations, guard duty or be expected to participate in training. Protocol will be followed, where command structure is to be followed and respectful conduct expected
- Respectful attention will be given to officers as expected in military protocol. The officers's in turn may or may not release protocol for themselves, however a guest officer will always receive the proper salute and respectful protocol regardless of his request to release said protocol.
- Company units will maintain a clean, orderly camp. Company units is to take care of disorder within their won camp and respect the streets of other units.
- The company units fall under the protection of te FFR, even if the company unit is camped remote or is participation in Company event activities beyond those of the FFR, such as living history, school education events etc.

