

Federal Volunteer Brigade 2010

Duties of Staff Officers---

*Abbreviated from the 1862 Army Officer's manual principally designed for Staff Officers in the field.
Library of Congress 1862*

Staff of the United States Army:

In the General Staff; consisting of senior staff; the Assistant adjutant-general, Chief of Staff, Senior-Aide-De-Camp, and Administrative Assistant. The functions of these senior officers consist not merely in the distributing of orders of the commanding General, but also in regulating camps, directing the march of columns, and furnishing to the commanding General all necessary details for the exercise of his authority. Their duties embrace a whole range of service of the troops, and they are hence properly styled general staff officers.

Staff corps or Staff departments are special corps within the Staff Corps, whose duties are confined to distinct branches of service. The Engineer's corps and Topographical engineers are such staff corps. Aides-De-Camp, Ordnance, Quartermaster, Subsistence, Medical and pay departments are of such departments.

AAG- Brigade Clerk (Captain)

The duties of the AAG are: publishing orders in writing; making up written instructions and transmitting them; reception of reports and returns; depositing of them; forming tables, showing the state and position of corps, regulating details of service; corresponding with the Administrative departments relative to the wants of the troops, the methodical arrangement and care of the records and papers of the office. The active duties of the AAG consist in establishing camps; visiting guards and outposts, mustering and inspecting troops, inspecting guards and detachments, forming dress parade and lines of battle.

Chief of Staff: (Colonel)

The duties of Chief of Staff are to transmit the orders of the General, and to execute those orders he receives himself for detached duties, such as the marking camps, reconnaissance, inspections, reenactment/event schedules, officers meetings, parades, etc. He is to oversee the "senior" Staff officers (Senior-aide-De-Camp and Administrative Assistant) and will provide direction for the Day-to-Day Brigade staff operations. The Chief of Staff is to correspond with all Chiefs of Cavalry, Artillery, Infantry Engineers, Commissaries, Quartermaster, keeping the General and all other Regimental branches of service informed as to the current conditions /situations at each event, and while off the battlefield. The Chief of Staff can fulfill all the duties required of him only by zealous and methodical cooperation of the senior officers attached to his department; one of his first cares should then be the proper selection and subdivision of duties of the Brigades organizational bureaus.

Senior-Aide-De-Camp (Colonel)

The Senior-aide-De-Camp is attached to a person of the General and receives their orders from only him. Their functions are difficult and delicate. Often enjoying the full confidence of the General, they are employed in repressing him, in writing orders, carrying them in person if necessary, in communicating them verbally upon battlefields and fields of maneuver, etc. Senior-Adie-De-Camp has the full confidence of the General and Chief of Staff. He will be a confidential officer selected personally by the General, with Presidential appointment to assist in the execution of highly important military functions. In addition, the Senior-Aide-De-Camp will oversee Brigade Safety operations; to include horses, Provost Operations; and all other Aide's-De-Camp. The Senior-Aide-De-Camp will take over for the Chief of Staff in his Absence, and will lead all formal parades, with the exception of dress parade. The Senior-Aide-De-Camp must possess strong battlefield leadership and sound knowledge of operations. He must be one of exceptional horsemanship and demonstrate the ability to move and place troops quickly in battle. He must be one who demonstrates a strict military protocol and appearance. These roles are often chosen from those who are proven and trusted field command experience.

Administrative Assistant (Lt. Col)

The bureau of duties of the Administrative assistant are: to transmit the orders of the Chief of Staff, and to execute those orders he receives himself for detached duties, such as the marking camps, reconnaissance, inspections, reenactment/event schedules, etc. In addition, he will publish orders coordinate and oversee all functional Staff operations of the Quartermaster, Engineering, Ordnance, and Medical divisions of the Brigade Staff. This will include, writing, and drafting written instructions, transmitting them; reception of reports, etc. The Administrative assistant will keep the Chief of Staff and the Senior-Aide-De-Camp informed and updated on all Brigade staff operations at all times. The administrative Assistant will form the Brigade staff each morning for the Chief of Staff to address and provide the staff with the Days orders. The Administrative assistant will be the lead source of Staff communications, IE preparing for events commutation, staff meetings, via E-mail and phone, etc. He will also create and manage the schedule for the Officer of the day to ensure that the Generals Camp is staff and managed. This will include ensuring proper dress and protocols are administered. The Administrative Assistant must be of high character and a confidential officer. He must employ a solid knowledge of military operations, strong organizational abilities and effective oral and written skill sets. These positions are selected by the Chief of Staff and must have the vote of the General.

Aide-De Camps (Captains, 1st Lieutenants, 2nd Lieutenants)

All Aides-De-Camp will be attached to the Senior Aide-De-Camp and will receive their orders from only him. Their main function are to be "on call" during reenactments; both on and off the Battlefield to carry orders; communications, or execute difficult, delicate or tedious assignments. They will carry out these duties in person and will report back the delivery of such. Aide-De-Camp will often come in contact with highly sensitive communications and confidential Brigade information----They will be confidential Jr. Officers selected personally by the Senior Aide-De-Camp, with appointment by the General to assist in the execution of highly important Brigade functions. In addition, the Aide-De-Camp will serve as Officer's Of the Day ensuring that the Generals Camp operations are kept well maintained and that all guest of the General or Senior staff are greeted and reported into the Chief of Staff. Aide's-De-Camp will also execute any other duties assigned by the Senior Aide-De-Camp, which will include assisting in the set up and tear down of the General Staff camp sites. Aide-De-Camp must participate in all dress parades, parades, formations of the Brigade, Brigade staff, required meetings, etc. They will be ever present as "servants" to the Regiments to ensure that all needs are being met to our men during the reenactments. Aide-De-Camps must have a keen ear of troop morale and must be one who demonstrates a strict military protocol and appearance. These roles are often chosen from those who are proven and trusted NCOs', line officers or long term soldiers who have served the hobby well. They must have strong knowledge of operations and must maintain strong examples of professional conduct at all times.

Chief Surgeon (Major)

The Chief Surgeon will be directly oversee the condition and health of all soldiers within the brigade; ensuring that soldiers are fit for duty. The Chief Surgeon is attached to the Brigade reporting to the Administrative Assistant and will receive their orders from only him. Their main function is to be "on call" during reenactments; both on and off the Battlefield to respond to medical needs or medical "emergencies". The Chief Surgeon will oversee all EMT's/Medical Personal at events, coordinating efforts with the event EMT staff and the senior staff of the FVB to ensure all medical aspects of the event is covered. In addition, The Chief Surgeon will have several staff Medical officers who will service as assistants, as well as, Ice Angels who will help oversee the troops and distribute Ice on the battlefield. Many of the Duties of the Chief Surgeon will be difficult, delicate or tedious assignments. They will carry out these duties in person and will report back the status of each to the commanding General and Senior Staff. In addition, Medical officers will often come in contact with highly sensitive medical information and communications that must remain confidential Brigade information----They will be confidential Officers selected personally by the Commanding General and Chief of staff with considerations given by the Senior Aide-De-Camp. Chief Surgeons must have a strong Medical back ground having served in the

Medical field, as well as, reenacting experience. All medical Staff must attend all military functions, and will be of sound military operations and protocol.

Assistant Surgeons

(Captains, 1st Lieutenants, 2nd Lieutenants)

Duties: AS directed by the Chief Surgeon.

Quartermaster (Major)

The brigade quartermaster identifies and establishes contact with the Army HQ quartermaster, and the event coordinators to ensure that the brigade has sufficient supply of firewood, water, hay, straw and ice, and that the portable toilets are placed within reasonable walking distance as well as being cleaned and stocked.

The Quartermaster ensures that ice is on site and available for reactor coolers to keep food refrigerated while in camp, but, also ice while information before, during and especially after the battle scenarios.

Once the brigade has settled into camp for the event, the quartermaster maintains sufficient levels of the aforementioned items.

In addition, the quartermaster ascertains that brigade staff horses have sufficient water and hay for their horses. In reference to these staff horses, the quartermaster has to be informed of how many horses are on staff and has the names of the owners and renters of each of these horses. If there are tickets or chits required for hay rations for these horses, which are normally given at registration, then it is the responsibility of the owners and renters of these horses to notify the quartermaster. The quartermaster also supplies the brigade with the required forms, such as, company, regimental, brigade and division level morning and consolidated returns and requisitions. They will be confidential officers, with strong organizational and communication skills. This officer is selected personally by the Chief of Staff--- Quartermasters must have solid years of reenacting experience and well versed in Military operations. This position is often selected from line command level officers. Appointment of such must be approved by the General.

Provost Officer (Major)

The Provost Officer will be responsible to oversee the protection of the staff camp street line to ensure that all visitors; both military of otherwise, are stopped and that their business in the Brigade camp is known. The Provost Officer with help of the Senior-Aide-de-Camp and Administrative assistant will draft and maintain a schedule for all Jar Staff officers who will serve as officers of the day in camp for every scheduled FVB event. Furthermore, The Provost Officer will oversee a Provost Guard detail that will assist him in the execution of protection of the staff camp line. In addition, the Provost will work with all regimental, and company commanders to ensure that all FVB camps are policed to ensure that all camps maintain period correct appearance at all times. Provost will have the authority to correct issues of this type when on patrol. The Provost Officer and his Guard detail will be present at all brigade formations, parades, dress parades, required meeting, etc. The Provost Officer must be a confidential officer, of high character and strong understating of military operations, protocol and dress. This department must be above reproach in every aspect of operation. This position will be selected by the Chief of staff and commanding General.

Chief Engineer (Major)

The Chief Engineer is charged with overseeing the planning, constructing, and repairing all fortifications and other defensive works as may be assigned to them by the Chief of Staff or commanding General. In time of battle they will present plans for the layout and defensive works entrenchments, roads, bridges, remove obstructions, and in retreat, form the rear guard to destroy roads, bridges as to retard the enemy's pursuit. The engineering department will also be responsible to oversee the layout of camps for all brigade events. These plans will be sent to the commanding General and Senior Staff in advance of all FVB scheduled events. The Chief Engineer will be responsible to maintain a staff of engineers consisting of an Assistant Engineer; and a Topographical Engineer. The selection of these Jr. Officers will be made with much care and consideration. The Chief Engineer and his subordinates will be present at all brigade formations, parades, meetings, etc... Furthermore, the Chief Engineer must be of sound military protocol, dress, and military operations.

Asst. Engineer (Captain)

All duties as assigned by the Chief Engineer

Topographical Engineer (Captain)

The duties of the topographical engineer will consist of surveys for the defense of the battlefields, positions, or fortifications for each FVB event. During said events: the Engineer; in reconnaissances of such ground, he will survey the Brigade ability to pass or to operate as planned by the Commanding General to ensure success of said plans. In the examination of such routes; by land or by water, both for supplies or military movements; the Topographical Engineer will take note to all possible concerns that may arise of the planned movements, actions, travels of the Brigade and report his findings back to the Chief Engineer and commanding General. In addition, the development of topographical maps of all grounds in which the brigade will cross will be drafted and turned into the commanding General and Senior Staff prior to all FVB scheduled events.