

1ST DIVISION A. N. V.
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The following Standard Operating Procedure for the Quartermaster Department 1st. Division Army Of Northern Virginia is tailored to meet the requirements of each Battalion/Regiment. Battalion/Regimental Commanders and Quartermasters may add to this document, but can not delete or not implement any portion of this SOP.

This Standard Operating Procedure will be broken down into three parts. They are as follows.

ORGANIZATION
DEPOTS
ESTABLISHMENT OF CAMPS

SECTION 1 - ORGANIZATION

- 1.1 The Quartermaster Department is organized to provide maximum support to the A. N. V. membership and also to provide backup for the Quartermaster Department itself.
- 1.2 The Division Quartermaster Department will consist of 1 Chief Quartermaster, 1 Assistant, 1 Division Depot Chief.
- 1.3 Regimental/Battalion Quartermaster Depots will consist of 1 Chief Quartermaster (should be an officer) and 1 Assistant Quartermaster (should be an NCO).
- 1.4 When the Division is broken into the Brigade formation the Quartermaster Depot will consist of 1 Chief Quartermaster (should be an officer) and 1 Assistant Quartermaster (should be an NCO). The choice of who fills these rolls will be left up to the Brigade Commander.
- 1.5 Each Regiment/Battalion will upon request provide a Quartermaster detail to assist the Division Quartermaster Depot with requisitioning and guarding of supplies.

SECTION 2 - DEPOTS

- 2.1 At all maximum effort events the Regimental/Battalion Quartermasters will report to the Division Quartermaster Depot upon arrival, to coordinate proper camp layout.
- 2.2 Each Regimental/Battalion Quartermaster will be required to send the Division Quartermaster a after event report, listing any problems or thoughts about the event within one week.
- 2.3 Each Regiment/Battalion will maintain an area, to be referred to as the depot, this will be where the Quartermaster will have his office. This area should be manned at all times.
- 2.4 Hours of operation will be left up to the discretion of the Depot Quartermasters provided they meet the needs of their Regiment/Battalion. The Division Depot will be open 24 hours a day.
- 2.5 The Regimental/Battalion Depots will be responsible for the requisition and distribution of

wood, water, forage, fodder, and stationary (requisition forms etc.) It will be up to the Regimental/Battalion Quartermaster depot to check on the amount of supplies and requisition more as needed.

2.6 All event wood requisitioned will be burned, taken home, or returned to either the Regimental/Battalion, or main wood pile prior to leaving the event.

2.7 Regimental/Battalion Quartermasters will be responsible for reporting any deficiencies in camp amenities to the Division Quartermaster Depot.

SECTION 3 - ESTABLISHMENT OF CAMPS

3.1 Prior to every A. N. V. maximum effort event it will be the responsibility of each Regimental/Battalion Quartermaster to send their troop, civilian and tent numbers to the Division Quartermaster Department 6 weeks before the date of the event.

3.2 Each Regimental/Battalion Quartermaster should bring a tape measure, wood stakes, twine or string. These items will be needed to lay out your Regimental/Battalions camping area.

3.3 Camps will be laid out in either garrison (with tents) or field (without tents).

3.3A Garrison camps will be laid out using "Troops in Campaign" diagram which can be found on the A. N. V. web site. Company streets will be a maximum of 15 feet and a minimum of 8 feet wide. Exceptions will be where camping is in the woods or where area prohibits the formation of streets.

3.3B A fifteen to twenty foot road will be provided between each Regiment /Battalion to ease access. Exceptions will be a severe lack of space.

3.3C Field camps will be established without any formal order.

3.3D There will be no cook fires, tent fires or fires allowed in the company streets.

3.4 Regimental/Battalions will mark the boundaries of their camp using guide-ons displaying the Regimental/Battalion colors. Other materials may be used but must be approved by the Division Quartermaster Department or by a member of Division staff.

3.4A Regimental/Battalion colors should be unique and easily identified.

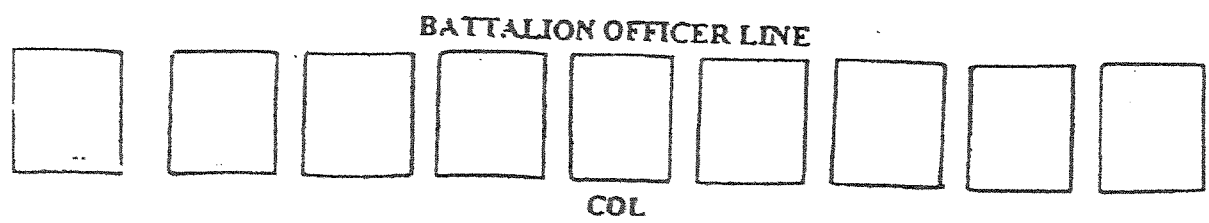
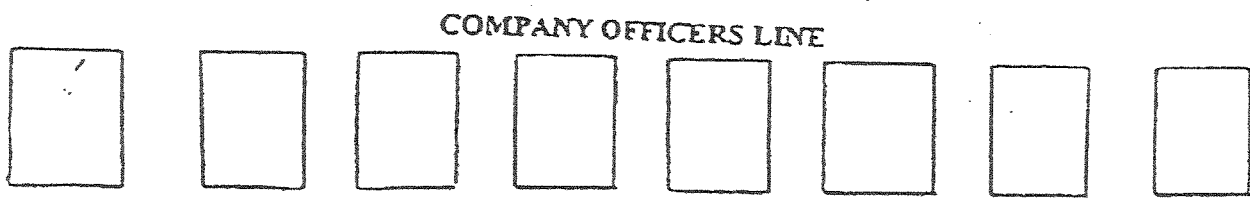
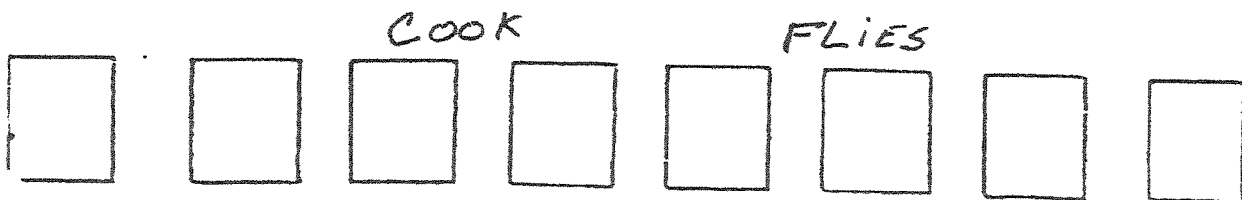
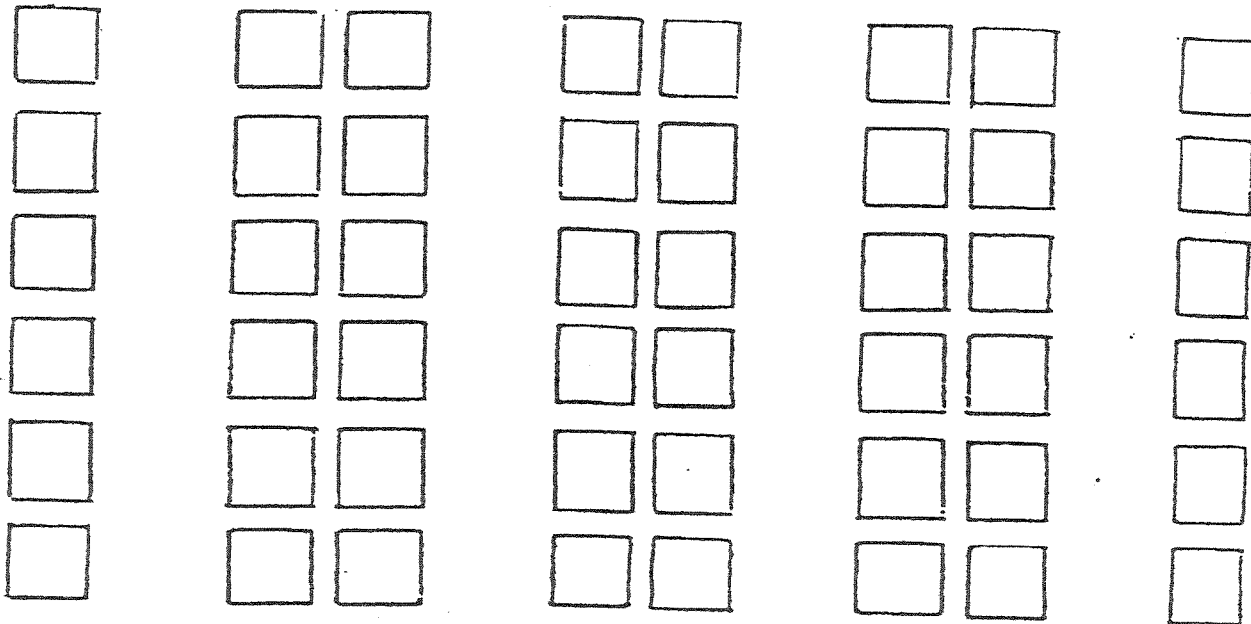
3.4B Regimental/Battalion colors should be no less than 18 inches square (swallowtail design will be permitted) and placed on a 8 foot tall pike or pole.

3.4C Camp colors and design will be registered with the Division Quartermaster .
Once registered they can not be used by any other Regiment/Battalion.

REGIMENTAL/BATTALION COLORS AND DESIGNS ARE AS FOLLOWS

1ST Battalion	Infantry Blue field with roman I in White or Red, Square
2ND Battalion	Tan with Brown trim and center with Roman 2 in middle
3RD Regiment	Red on top Blue on bottom with White number, Swallowtail
4TH Regiment	Carolina Blue with White ' NC' in center, Square
5TH Battalion	Blue over Red with White stripe in center, Swallowtail
6TH Battalion	Dark Blue field with Sky Blue 6SL in center
7TH Battalion	Kelly Green with Gold Harp center, Square
8TH Battalion	Black field with Silver 8SL in center, Square
9TH battalion	Dark Grey with 9 in white oval, Square
10TH Battalion	Blue Field with Red X and 10 in center, Square

TROOPS + N LIT...
(Camp set-up of the Regiment in the Field)



Date: _____ Location: _____

Line & Staff Tents

- 1. Rgmt CDR: _____ 5. Adjutant: _____ 9. Surgeon: _____ 13. Orderly Sgt: _____
- 2. Lieut. Col.: _____ 6. QM: _____ 10. Sgt Maj: _____ 14. Ch Musician: _____
- 3. Sr Ln Off: _____ 7. ADC: _____ 11. Ord Sgt: _____ 15. Officer of the Day: _____ (Sat)
- 4. Jr Ln Off: _____ 8. Chnp: _____ 12. QM Sgt: _____ 16. Officer of the Day: _____ (Sun)

Officers Tent Lines

O1. _____ O2. _____ O3. _____ O4. _____ O5. _____ O6. _____ O7. _____ O8. _____

Company Tent Lines

A.1	_____	A.2	_____	A.3	_____	A.4	_____	A.5	_____	A.6	_____
B.1	_____	B.2	_____	B.3	_____	B.4	_____	B.5	_____	B.6	_____
C.1	_____	C.2	_____	C.3	_____	C.4	_____	C.5	_____	C.6	_____
D.1	_____	D.2	_____	D.3	_____	D.4	_____	D.5	_____	D.6	_____
E.1	_____	E.2	_____	E.3	_____	E.4	_____	E.5	_____	E.6	_____
F.1	_____	F.2	_____	F.3	_____	F.4	_____	F.5	_____	F.6	_____
G.1	_____	G.2	_____	G.3	_____	G.4	_____	G.5	_____	G.6	_____
H.1	_____	H.2	_____	H.3	_____	H.4	_____	H.5	_____	H.6	_____

REMARKS: