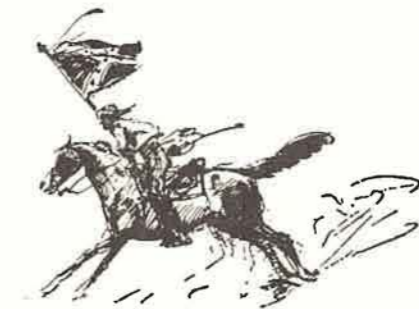


INSTRUCTIONS FOR ORGANIZATION,
EQUIPMENT AND UNIFORM OF
MILITARY MEMORIAL UNITS



CIVIL WAR CENTENNIAL COMMISSION
Nashville, Tennessee

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Instructions for Organization, Equipment and Uniform of Military Memorial Units

1. ORGANIZATION. The action of three prospective members of a military memorial unit is required to accomplish organization. Of these, one must be designated as unit commander, the second as second in command, the third as administrative officer.

These three individuals should, as soon as possible, address a letter to the Executive Director, Civil War Centennial Commission, Room G-5, Library and Archives Building, Nashville 3, Tennessee. The form for this letter is shown as Form "A".

This letter, signed by all three members of the Organizing Committee, should be countersigned by the mayor of the city or town in which the prospective organization is to take place, or by the county judge, and should be also signed by the chairman of the Civil War Centennial Committee for the county or city. Signature by the county judge or mayor indicates that the individuals applying for organization charter are responsible persons in their community, and that they can be expected to carry through with the organization; signature by the chairman of the Centennial Committee shows that this individual is aware of the projected formation and is prepared to cooperate to whatever reasonable extent possible in the organization and employment of the unit.

Upon receipt of a signed Request for Organization, the State Centennial Commission will return to the Organizing Committee a letter granting authority to organize (Form "B"). Note that this authorization contains instructions to transmit to the Commission a roster of the projected organization. The organization should be effected in accordance with the tables of organization given below.

2. TABLES OF ORGANIZATION. The basic unit of organization is the squad, for cavalry and infantry units; for the artillery it is the section. The squad consists of one corporal and seven troopers or privates; the section consists of one corporal and six cannoneers, but higher numbered cannoneers may be added to each section if desired.

Platoon, Cavalry

1 Lieutenant
3 Sergeants
1 Trooper, Bugler*
1 Trooper, Horseshoer
1 Trooper, Guidon Bearer*
3 Squads
Total, 1 Officer
30 Enlisted

Platoon, Artillery

1 Lieutenant
1 Sergeant, Platoon Chief
2 Sergeants, Chief of Section
1 Cannoneer, Bugler*
1 Cannoneer, Guidon Bearer*
2 Sections
Total, 1 Officer
19 Enlisted

Platoon, Infantry

1 Lieutenant
3 Sergeants
1 Private, Bugler*
1 Private, Guidon Bearer*
3 Squads
Total, 1 Officer
29 Enlisted

*In case the platoon is merged into a troop, battery or company, only two Buglers and one Guidon Bearer will be allowed. The Guidon Bearer in this case may be a corporal.

Troop, Cavalry

1 Captain
1 First Lieutenant
1 Second Lieutenant
1 First Sergeant
1 Supply Sergeant
1 Foragemaster
1 Corporal, Guidon
2 Troopers, Buglers
2 Platoons
Total, 5 Officers
64 Enlisted

Battery, Artillery

1 Captain
1 First Lieutenant
1 Second Lieutenant
1 First Sergeant
1 Supply Sergeant
1 Ammunition Sergeant
1 Corporal, Guidon
2 Cannoneers, Buglers
2 Platoons
Total, 5 Officers
44 Enlisted

Company, Infantry

1 Captain
1 First Lieutenant
1 Second Lieutenant
1 First Sergeant
1 Supply Sergeant
1 Ordnance Sergeant
1 Corporal, Guidon
2 Privates, Buglers
2 Platoons
Total, 5 Officers
62 Enlisted

NOTE: 1. The above is to be taken as a minimum necessary for proper organization. If desired, one or two platoons may be added to cavalry and infantry units, and one or two sections to each platoon of artillery. In no case should the enlisted strength of any troop, battery or company exceed 100 men.

2. The above organization for artillery does not contemplate the employment of horse draft. If this is contemplated, and the Commission is advised, special tables of organization will issue.

Higher Organizations. If desired, two or three troops of cavalry, two or three batteries of artillery, and two or three companies of infantry may be organized into battalions; if so, the following headquarters staff organizations will prevail:

Cavalry	Artillery	Infantry
1 Lieutenant Colonel	1 Lieutenant Colonel	1 Lieutenant Colonel
1 Major	1 Major	1 Major
3 Captains	3 Captains	3 Captains
3 First Lieutenants	3 First Lieutenants	3 First Lieutenants
3 Second Lieutenants	3 Second Lieutenants	3 Second Lieutenants
1 Sergeant Major	1 Sergeant Major	1 Sergeant Major
1 Supply Sergeant	1 Supply Sergeant	1 Supply Sergeant
2 Sergeants, Standard-bearers	2 Sergeants, Standard-bearers	2 Sergeants, Color-bearers
1 Corporal, Guidon	1 Corporal, Guidon	1 Corporal, Guidon
2 Troopers, Standard Guard	2 Cannoneers, Standard Guard	2 Privates, Color Guard
Total, 11 Officers	Total, 11 Officers	Total, 11 Officers
7 Enlisted	7 Enlisted	7 Enlisted

The foregoing does not in any way preclude the formation of cavalry squadrons at the discretion of the organizing group. A squadron in the cavalry of the Army of Northern Virginia particularly, but not so much in the Army of Tennessee, consisted of two troops or companies, commanded, when operating together, by the Senior Captain.

Regiments, if organized, will consist of two or three battalions. Following will be the organization for regimental staffs:

Cavalry	Artillery	Infantry
1 Colonel	1 Colonel	1 Colonel
1 Lieutenant Colonel	1 Lieutenant Colonel	1 Lieutenant Colonel
1 Major	1 Major	1 Major
3 Captains	3 Captains	3 Captains
3 First Lieutenants	3 First Lieutenants	3 First Lieutenants
3 Second Lieutenants	3 Second Lieutenants	3 Second Lieutenants
1 Sergeant Major	1 Sergeant Major	1 Sergeant Major
1 Supply Sergeant	1 Supply Sergeant	1 Supply Sergeant
1 Ordnance Sergeant	1 Ordnance Sergeant	1 Ordnance Sergeant
2 Sergeants, Standard-bearers	2 Sergeants, Standard-bearers	1 Drum Major
1 Corporal, Guidon	1 Corporal, Guidon	2 Sergeants, Color-bearers
1 Corporal, Bugler	1 Corporal, Bugler	1 Corporal, Guidon
2 Troopers, Standard Guard	2 Cannoneers, Standard Guard	1 Corporal, Bugler
Total, 12 Officers	Total, 12 Officers	1 Corporal, Drummer
9 Enlisted	9 Enlisted	2 Privates, Color Guard
		Total, 12 Officers
		11 Enlisted

NOTE: 1. The field music in battalion and regimental organizations may be so organized that there is one drummer for each three buglers, and the total number of buglers correspondingly decreased.

2. In regimental and battalion staffs, one captain shall be designated as adjutant and one as supply officer; a lieutenant shall be designated as the assistant in each case.

3. If desired, medical officers may be made part of regimental and battalion staffs. One captain and one first lieutenant may be assigned to regimental staffs; one first lieutenant to battalion staffs.

4. If desired, chaplains may be assigned to regimental staffs. They should have the grade of captain.

3. EQUIPMENT AND UNIFORMS

Equipment. The complete individual equipment for enlisted cavalrymen shall be: 1 carbine, with boot; 1 pistol, with holster; 1 saber; 1 cartridge box; 1 canteen. For officers, the equipment is the same, except that the carbine shall not be carried. If units desire, a canteen roll, to consist of a single blanket, rolled into a cover of twill or other suitable material dyed in the branch color (yellow) may be added.

Horse Equipment for cavalrymen should be a saddle, bridle, halter with white haltershank and saddle blanket. For Confederate units, the type of horse equipment shall be optional. For Federal units, the McClellan saddle should be used.

The complete individual equipment for enlisted artillerymen shall be 1 carbine; 1 pistol, with holster; 1 saber; 1 cartridge box; 1 canteen. For officers, the equipment is the same, except that the carbine shall not be carried. If units desire, a bedding roll, to consist of a single blanket rolled into a cover of twill or other suitable material dyed in the branch color (red) may be added. It should be worn over the left shoulder, to lie diagonally across the body and rest on the right hip. For officers, the equipment is the same, except that the carbine shall not be carried.

The complete equipment for enlisted infantrymen shall be 1 rifle or musket, with bayonet; 1 cartridge box; 1 canteen. For officers, 1 sword; 1 pistol, with holster, shall be added, in lieu of the rifle or musket. If units desire, a bedding roll, to consist of a single blanket rolled into a cover of twill or other suitable material dyed in the branch color (light blue) may be added. It should be worn over the left shoulder, to lie diagonally across the body and rest on the right hip.

UNIFORMS. For Confederate cavalrymen and artillerymen, the uniform shall be:

A forage cap of the standard sample, to have a dark blue band, with yellow sides and crown. For enlisted men, the cap shall be embellished as shown in the sketch with black worsted braid, not over one-eighth inch wide; for officers, this embellishment shall consist of a single strand of gold or gilt braid for officers of the grade of captain or below, and of two such stripes of gold braid for field officers.

A shell jacket of grey twill or other suitable material, with standing collar, fitting the body closely and extending two inches below the waistband of the trousers. To be closed at the collar by at least one hook, and to be closed down the front by eight brass buttons, which shall be of the type which was worn by Tennessee troops, and presently by members of the Tennessee Highway Patrol. The collar to be of yellow twill or other suitable material. Cuffs to be of yellow twill or other suitable material; to extend around the entire sleeve, and to be two and one-half inches wide, but rising to a point four inches above the center of the outside half of the sleeve.

Trousers of grey twill or other suitable material, so cut as to allow freedom of movement when mounted or afoot. For enlisted men, to be adorned with a stripe one inch wide, of yellow worsted or other suitable material, over the outer seam. For officers, to have two gold stripes, each one inch wide and one-half inch apart, on either side of the outer seam.

Boots or shoes to be at the option of the wearer; however, there should be uniformity in design throughout the unit.

Sash to be of yellow silk or other suitable material. To be worn by all officers and by all enlisted men of the grade of sergeant and above. To be tied in a single knot which will allow the ends to fall evenly, about three inches in front of the point of the left hip.

Belt to be of cordovan or black leather. To be two inches wide, and secured in front by a square brass buckle, or by a buckle bearing the emblem of the Confederacy.

For artillerymen, the sides of forage caps, the collar, cuff facings, trouser stripes and sashes should be red.

For Confederate infantrymen, the uniform shall be:

A forage cap of the standard sample, to have a dark blue band, and light blue sides and crown. For enlisted men, the cap shall be embellished as shown in the sample, with black worsted braid, not over one-eighth inch wide; for officers, this embellishment shall consist of a single strand of gold or gilt braid for officers of the grade of captain and below, and of two such stripes for field officers.

A tunic of grey twill or other suitable material, with standing collar, double breasted, and with two rows of six brass buttons each, spaced equidistantly from the center of the wearer's body, and extending to within one inch of the waistline. The collar to close with a hook, and to be of light blue twill or other suitable material; the cuffs to be of the same material, to be two and one-half inches wide, extending to a point four inches from the edge of the cuff at the center of the outside of the sleeve. The tunic to extend downward at least two inches below the crotch of the wearer, and to have a vent at the back, which shall reach upward to within two inches of the waistband.

Trousers of grey twill or other suitable material, so fitted as to break generously over the shoe tops when the wearer stands erect. For enlisted men, to be adorned with a stripe one inch wide, of light blue worsted or other suitable material, over the outer seam. For officers, to have two light blue stripes, each one inch wide and one-half inch apart, on either side of the outer seam.

Boots or shoes to be at the option of the wearer; however, these should be uniform throughout the unit.

Sash to be of silk or other suitable material, yellow for cavalry, red for artillery and infantry. To be worn by all officers, and by all non-commissioned officers of the grade of sergeant and above. To be tied in a single knot, which will allow the ends to fall evenly, about three inches in front of the point of the left hip.

Belt to be of cordovan or black leather. To be two inches wide and secured in front by a square brass buckle, or by a buckle bearing the emblem of the Confederacy.

Insignia of Rank. For enlisted men, the insignia of rank shall consist of chevrons, as shown by the accompanying illustrations. Chevrons shall be attached to the upper sleeve, pointing downward, the point of the chevron to be one inch above the position of the elbow joint. Chevrons shall be of the color of the branch of the wearer; for cavalry, yellow; artillery, red; infantry, light blue; engineers, white; medical corps, black.

For officers, the insignia of rank shall consist of devices on the collar of the jacket or tunic, of gold braid. The inner end of the device shall be not more than one inch from the collar opening. The bars for company-grade officers shall be three-eighths inch wide and two inches long. The star for majors shall be of such size as to be inscribed in a circle one inch in diameter; for lieutenant colonels, the two stars shall be of such size as to be inscribed in a circle three-fourths of an inch in diameter; for colonels, there shall be a large star, as for majors, flanked on either side by the smaller star; when there is more than one star, they shall be applied so that they are one inch, center to center. For general officers, the stars of a colonel shall be enclosed by a wreath.

Officers shall also have sleeve braid, as shown in the accompanying illustrations, to be of gold or gilt braid. This braid shall be placed on the sleeve in such a fashion that the bottom of the design shall coincide with the top of the cuff.

For gold or gilt braid on forage caps, see specifications for same, above.

For Federal Cavalrymen and Artillerymen, the uniform shall be:

A forage cap, of the standard sample, to be of dark blue cloth. A branch device of brass or similar bright metal shall be attached to the front of the center of the cap. Branch devices shall be the same as those now in use in the United States Army. Regimental numerals, if used, shall be brass block characters, one-half inch high, and shall be placed at least one-fourth inch above the top line of the branch device. The letters "TENN." shall be placed below the device, one-fourth inch above the brim and the same distance below the device.

A shell jacket of dark blue twill, or other suitable material, with standing collar, fitting the body closely and extending two inches below the waistband of the trousers. To be closed at the collar by at least one hook, and to be closed down the front by eight brass buttons, which shall be of the type which was worn by Tennessee troops, and presently by members of the Tennessee Highway Patrol. To have colored piping around the top and opening of the collar, at the base of the collar, on the overlapping edge of the jacket, and along the top of the cuffs, of the color of the branch, i.e., yellow for cavalry, red for artillery, white for infantry, maroon for medical troops. Cuffs proper to be of the same material as the tunic, but to have three brass buttons, equally spaced, at the rear edge. Cuffs to be two and one-half inches wide, but to rise to a point on the center of the outside sleeve four inches from the edge of the cuff.

Trousers to be of blue twill or similar material, the shade to be such that the difference between the colors of jacket and trousers is appreciable. They shall be so cut as to allow freedom of movement when mounted or afoot. For enlisted men, to be fitted with piping of the appropriate branch color, along the outer seam. For officers, trousers to have a stripe two inches wide, over the outer seam, in the appropriate branch color.

Boots or shoes to be at the option of the wearer; however, there should be uniformity in design throughout the organization.

Sash to be of yellow silk or other suitable material for cavalymen, and of red silk or other suitable material for artillerymen. To be worn by all officers, and by all sergeants major and first sergeants. To be tied in a single knot which will allow the ends to fall evenly, about three inches in front of the point of the left hip.

Belt to be of cordovan or black leather. To be two inches wide, and secured in front by a square brass buckle, or by a buckle bearing the letters "U. S." For officers, the device on the belt shall be that shown in the Official Records of the Union and Confederate Armies.

For Federal Infantrymen and special branches, the uniform shall be:

A forage cap, of the standard sample, of dark blue cloth. The appropriate branch device, state letters and numerals shall be attached as indicated for cavalry and artillery.

A tunic of dark blue twill or other suitable material, with standing collar, single breasted, the collar to be closed by at least one hook, the tunic to be closed by a single row of six brass buttons, extending to the waistline. To have piping of the appropriate branch color (white for infantry) along the top and opening of the collar, at the base of the collar, along the overlapping edge of the tunic and along the tops of the cuffs. Cuffs proper to be of the same material as the tunic, but to have three brass buttons, equally spaced, at the rear edge. Cuffs to be two and one-half inches wide, but to rise to a point on the center of the outside sleeve four inches from the edge of the cuff.

There shall be no piping on the tunics of officers. They shall, however, have attached to the collar, on each side and starting one inch from the collar opening, the appropriate branch device, behind which shall be attached the characters "TENN." in block letters one-half inch high.

Trousers to be of light blue twill or other suitable material, as in the case of cavalymen and artillerymen. For enlisted men, they will be fitted with piping of the appropriate branch color along the outer seam. For officers, trousers to have a stripe two inches wide, over the outer seam, in the proper branch color.

Boots or shoes to be at the option of the wearer; however, there should be uniformity in design throughout the organization.

Sash to be of red silk or other suitable material. To be worn by all officers, and by all sergeants major and first sergeants. To be tied in a single knot which will allow the ends to fall evenly, about three inches in front of the point of the left hip.

Belt to be of cordovan or black leather. To be two inches wide, and secured in front by a square brass buckle, or by a buckle bearing the letters "U. S." For officers, the device on the belt shall be that shown in the *Official Records of the Union and Confederate Armies*.

Insignia of Rank. For enlisted men, the insignia of rank shall consist of chevrons, as shown in the accompanying illustrations. They shall be attached to the upper sleeve, pointing downward, the point of the chevron to be one inch above the position of the elbow joint. Chevrons shall be of the color of the branch of the wearer, except that, whereas the branch color for infantry is light blue, chevrons shall be white.

For officers, the insignia of rank shall be as shown in the accompanying illustrations. Shoulder straps enclosing insignia shall have backing in the proper branch color.



SAMPLE FORM "A"
APPLICATION FOR PERMISSION TO ORGANIZE A MILITARY MEMORIAL UNIT.

123 Murphy Street
Stewartsville, Tenn.
29 February, 1961

Subject: Request for Permission to organize a Military Memorial Unit.
To: The Executive Director, Civil War Centennial Commission
Room G-5, Library and Archives Building
Seventh Avenue, North
Nashville 3, Tennessee

Dear Sir:

The undersigned, whose titles are shown following their signatures, hereby request permission to organize a troop of Confederate cavalry.* The headquarters of this unit will be at the address given in this letter. A total of sixty-four† men have volunteered to become members of this organization. They have stated their willingness to provide themselves with uniforms and equipment at their own expense, as well as to devote such time to the business of the organization as will insure that the organization shall be a credit to the community and to the Civil War Centennial.

Very truly yours,
/s/ JOHN A. DOE, Commanding
RICHARD S. ROE, Second in Command
W. T. HATCH, Administrative Officer

Countersigned:
W. R. SHOWERS, Mayor‡

NOTED: J. O. HEAD, Chairman#
Civil War Centennial Committee
of Dover County

NOTES: * or "battery of Confederate artillery," or "company of Federal infantry," etc., as may be appropriate.

† Give the exact number of men who have volunteered at the time of signing the letter, whether it is in agreement with the number authorized in the Tables of Organization or not.

‡ The county judge may countersign the application.

If there is no Civil War Centennial Committee in your county, the commanding officer should note that fact in the place provided.

General. If the organization has already decided on the name of the unit which they desire to memorialize, an informal note requesting this name should be attached to this letter. Every attempt will be made to comply with such a request, provided the name has not already been granted to some other organization.

Sample Form "B"
Permit to organize Military Memorial Unit

Civil War Centennial Commission
Nashville, Tennessee
(date)

Subject: Charter for Military Memorial Unit
To: Captain John A. Doe
123 Murphy Street
Stewartsville, Tennessee

Dear Sir:

Pursuant to your letter of February 29, 1961, you are hereby authorized to proceed with the organization of a military memorial unit, consisting of a troop of Confederate cavalry.

The unit under your command will be designated as the *Tennessee Mounted Rifles*. This is the organization which was recruited by Captain Jo. White, of Shelby County. It later became Company "C," Seventh Tennessee Cavalry, commanded by Col. William Hicks Jackson. For further information see Lindsley, *Military Annals of Tennessee*.

As soon as possible, you are requested to hold an election of officers and non-commissioned officers, or to effect the appointment of these in such manner as may be most agreeable to you. When all appointments have been made, you are requested to send a roster of your company to this office. You will then receive an order blank for uniforms.

The price of each uniform, which includes forage cap, jacket and trousers, with sash for officers and non-commissioned officers of the grade of sergeant and above, will not exceed Twenty-Five (\$25.00) Dollars. Your administrative officer should collect the amount involved from each man concerned, and forward to this office.

Boots and belts must be secured by the unit from other sources. This office will be glad to furnish the name and address of purveyors of these articles, as well as of purveyors of arms and equipment.

With regard to manuals of instruction for the various arms, the following are suggested:

Trooper's Manual, by J. Lucius Davis
Infantry Tactics, by William J. Hardee
Field Artillery Instruction, translated from the French, 1861.

If these are not available from your local library, the use of *Infantry Drill Regulations, 1911*, and of the Training Regulations for Cavalry and Field Artillery, U. S. Army, issued from 1920 to 1932, can be used to furnish such exercises and formations as may be needed. Failing these, this Commission will extract from various reliable sources instructions for elementary movements and formations, which can be used as a substitute.

With congratulations on the formation of your unit, and best wishes for its continued success, I am, for the Commission,

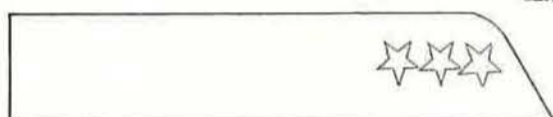
Very sincerely yours,
CAMPBELL H. BROWN
Executive Director

COLLAR
BADGES

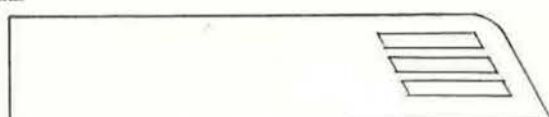


C. S. ARMY

GENERAL



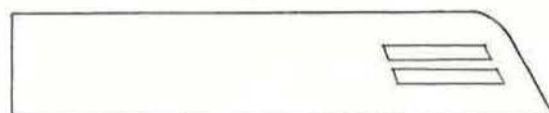
COLONEL



CAPTAIN



LIEUT. COLONEL



FIRST LIEUTENANT



MAJOR



SECOND LIEUTENANT

SLEEVE BADGES C. S. ARMY



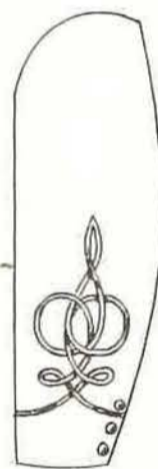
GENERAL



COLONEL



CAPTAIN



LIEUTENANT

CHEVRONS, C. S. ARMY



SERGT. MAJOR



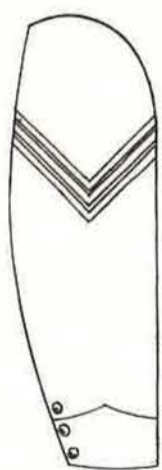
Q. M. SERGT.



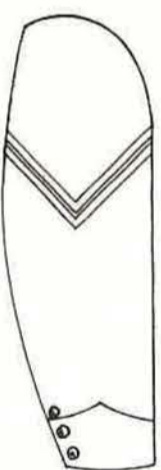
ORDNANCE SERGT.



FIRST SERGT.



SERGEANT



CORPORAL

CAPS,
C. S. ARMY



GENERAL



COL CAVALRY



CAPT. INFANTRY



LIEUT. ARTILLERY

SHOULDER STRAPS, U. S. ARMY



LIEUT. GENERAL



COLONEL



CAPTAIN



MAJOR GENERAL



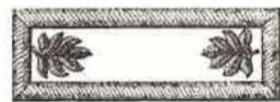
LIEUT. COLONEL



FIRST LIEUTENANT



BRIGADIER GENERAL

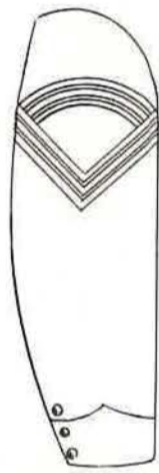


MAJOR



SECOND LIEUTENANT

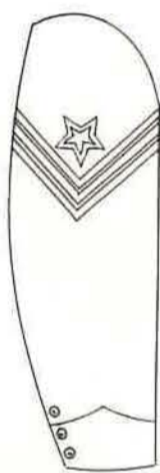
CHEVRONS, U. S. ARMY



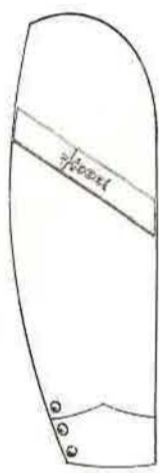
SERGT. MAJOR



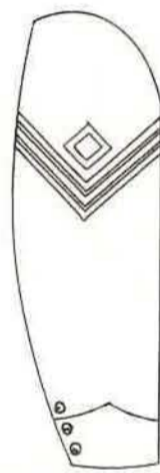
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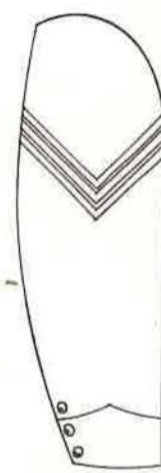
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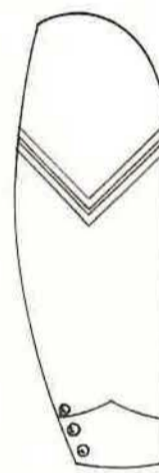
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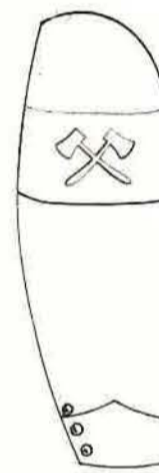
FIRST SERGT.



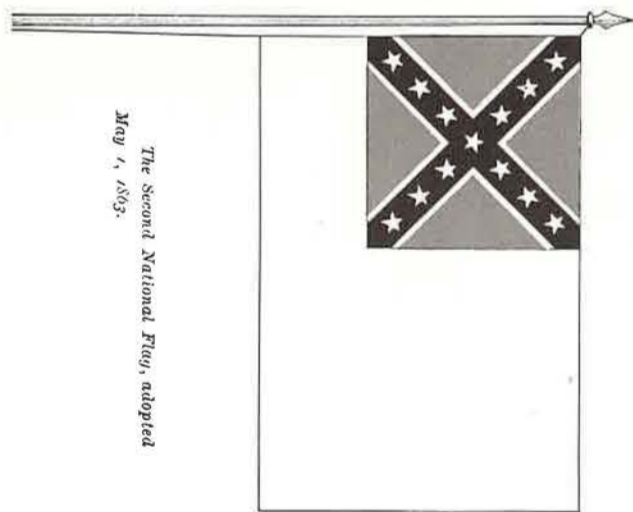
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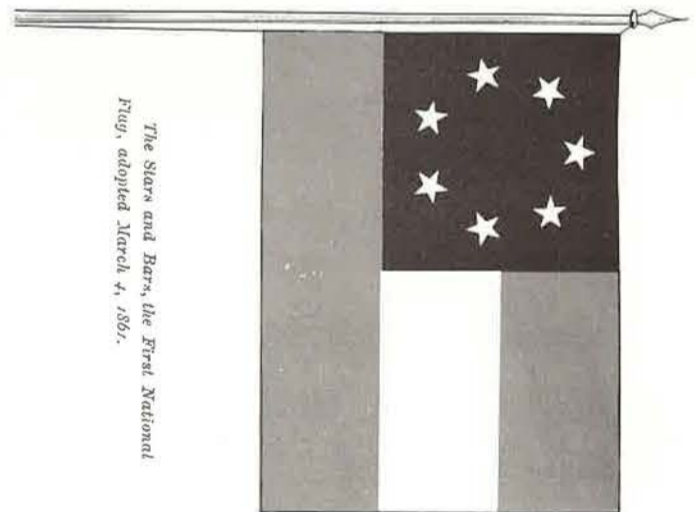
CORPORAL



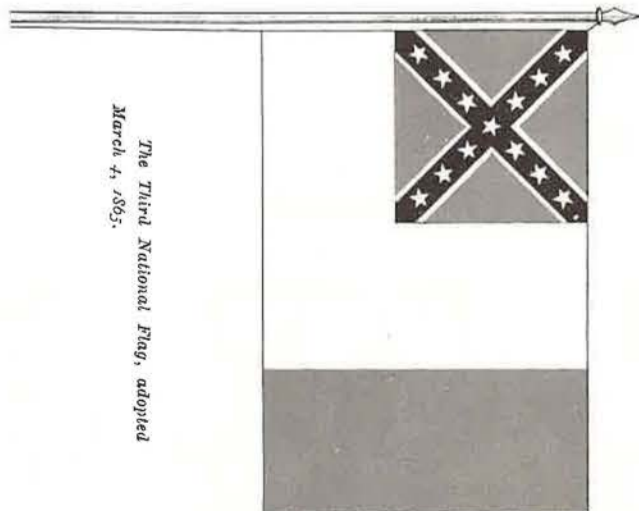
PIONEER



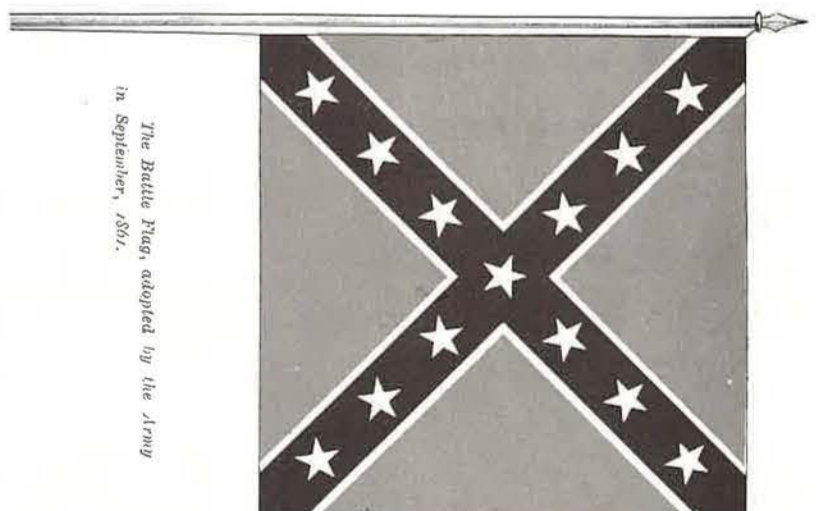
The Second National Flag, adopted
May 4, 1863.



The Stars and Bars, the First National
Flag, adopted March 4, 1861.



The Third National Flag, adopted
March 4, 1865.



The Battle Flag, adopted by the Army
in September, 1861.