

Provost & Ordnance Standard Operating Procedures

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- Section 1} **Background**
- Section 2} **Department Organization**
- Section 3} **Duties of Provost / Ordnance Personnel**
- Section 4} **Incident Investigation**
- Section 5} **General Procedures**
- Section 6} **Weapons Safety**
- Section 7} **After-Action Reports**

Section 1} **Background**

1.0 The Provost / Ordnance Department is organized to maintain good order and discipline within the Army of Northern Virginia (ANV), enforce ANV regulations, provide for Ordnance and general safety, serve the Staff, and provide support to the membership of the ANV. Historically, many of the duties performed by Provost Departments have no basis or application in present day reenacting. However, other duties of that era remain vitally important to reenacting such as the safe handling, loading, and firing of weapons, preservation of good order and discipline within the Army, and the prevention of theft. Performance of these duties by the Provost Staff, coupled with the present day need for safety in camp and in the field, enforcement of ANV regulations, and interfacing with Federal, State, and Local authorities, enable the Provost / Ordnance Department to serve the ANV membership.

Section 2} **Department Organization**

2.0 The ANV Provost / Ordnance Department shall be attached to and encamped with the general staff.

- 2.1 The ANV Provost / Ordnance Department shall consist of a Department Chief with the rank of Major or Captain, and a Senior Provost Officer and a Senior Ordnance Officer with the ranks of Captain or 1st Lieutenant, a Provost Sergeant Major, a Provost First Sergeant, and up to six Corporals or Privates. Additional Corporals or Privates may be added if additional Battalions are added to the ANV Rolls. These additions will allow the Department to meet specific safety obligations as stated in Section 3, of this document.

Section 3} Duties of Provost / Ordnance Personnel

- 3.0 It shall be the duty of the Provost / Ordnance Department of the First Division, ANV to enforce any and all approved and published regulations and any standing orders issued by the Staff of the First Division, ANV, as well as any Federal, State or private land owners regulations which may apply.
- 3.1 It shall be the duty of the Provost / Ordnance Department Senior Ordnance Officer or appointed Ordnance officer to ensure that all Battalion weapons and ordnance safety inspection forms be submitted to the ANV Provost Department and compiled for further submission to the Department Chief or his appointed representative.
- 3.2 It is highly recommended that each Battalion or Regiment posts a Provost representative to patrol the boundaries of said Battalion or Regiment when the unit is out of the bivouac area on drill, tactical, or reenacting a battle. The presence of dependants of reenactors in camp does not constitute appropriate security and may not prevent theft, fire or vandalism.
- 3.3 It is highly recommended that each Battalion or Regiment post at least one Provost Guard as a roving patrol at such times as the camps are open to the general public for reasons of safety and security.
- 3.4 Battalion or Regimental Commanders, Officers, Non-Commissioned Officers, and Provost Guards are responsible for maintaining good order in their respective camps. The Provost / Ordnance Department shall intercede into any disagreement, altercation, or disturbance caused by any member of the ANV or member's dependants if serious enough in nature, or if summoned by the respective Regiment or Battalion Commander, for the purpose of adjudicating or settling any such dispute and restoring good order and discipline.
- 3.5 The Provost / Ordnance Department shall ensure that all Battalions and Regiments present perform daily weapons and safety inspections prior to any tactical or reenacted battle. The Senior Ordnance Officer shall cause the reports to be submitted to the Department Chief. Provost / Ordnance Department personnel shall stand ready to assist Battalion and Regimental Ordnance and Provost personnel, if invited, in the performance of said inspections.
- 3.6 Provost / Ordnance Department personnel will wear brass Provost Badges denoting 1st Div, ANV or if necessary, Red Armbands.
- 3.7 The Provost / Ordnance Department recommends that badges or armbands denoting Battalion or Regimental "Provost Guard on Duty" be worn and displayed by all such personnel. This is to ensure rapid identification of said Provost Guards on Duty by the Provost / Safety Department in times of emergency or urgency.

- 3.8 Provost / Ordnance Department representatives shall accompany ANV Battalions or Regiments or assist their Provosts Guards when on march to tacticals or reenacted battles to prevent stragglers or deserters from leaving the formation. Furthermore, they shall intercept and prevent any and all independent or otherwise unknown reenactors from joining the ranks of any ANV unit when on the march to, or at the site of a scheduled reenactment for safety, security and insurance reasons. Provost / Ordnance Department personnel shall also advance with assigned Battalion or Regiment as they go forward into battle, keeping a safe distance behind so as to observe and monitor the safe handling, loading, and firing of weapons, and check all personnel taking hits to ensure that no real medical situation exists. When noting any unsafe practice, said assigned Provost / Ordnance Department personnel will address it with nearest the Company Officer or NCO and request their assistance in correcting the matter. ANV Provost / Ordnance personnel will not address the issue with the individual committing it.
- 3.9 It shall be the responsibility of all ANV members and their dependants to promptly identify themselves to any Divisional, Battalion, or Regimental Provost when asked to do so.
- 3.10 The Provost / Ordnance Department representative shall request that the Battalion or Regimental Commander remove from the field any member of the ANV who presents a safety hazard to themselves and to those around them in the ranks due to unsafe handling, loading or firing of weapons, after having the unsafe practices brought to the attention of the person's Company Commander, Senior Officer or Senior NCO present twice without the problem being rectified. Further, when in camp or bivouac, any ANV member caught stealing, harassing others or disturbing the peace after quiet hours are in effect due to drunkenness will be ejected from the event after seeking and obtaining the person's Battalion or Regimental Commander's concurrence. If, in the opinion of the Department Chief, it becomes necessary to recommend such a rejection, the Chief of Staff (CoS) will be notified prior to the Battalion or Regimental Commander.
- 3.11 The Department Chief shall cause the members of the Provost / Ordnance Department staff to perform all tasks required to meet the needs of the ANV Commanding General, CoS or appropriate members of the ANV Staff, higher Headquarters Staff or Event Staff.

Section 4} Incident Investigation

4.0 The Department Chief, his appointed representative (Senior Ordnance or Senior Provost Officer), or the Commanding General's appointee shall personally investigate any mishap involving a weapon of any type resulting in an injury to a spectator or ANV member, or reported theft of or vandalism to any property belonging to any member of the ANV or member's dependants, including vehicles, if on the confines of and within the boundaries of the stated reenactment area. The Department Chief will, with CoS concurrence, act as ANV liaison with any Federal, State, or local authorities who may be present during investigation of any such mishap, reported theft or act of vandalism.

Section 5} General Procedures

5.0 The Department Chief shall establish the Provost Headquarters adjacent to the entrance to the ANV Headquarters or in such place as the CoS may direct. Provost / Ordnance Dept. personnel shall camp adjacent to the Provost Headquarters. The Provost Headquarters is a 'working' headquarters to be used for the conducting of all matters pertaining to the duties of said Department, or as determined by the CoS and will not be utilized as a gathering place.

5.1 The Department Chief shall ensure that the Department's Morning Report is submitted to the Chief Adjutant each morning at the requested time. He shall further ensure that a Departmental Plan of the Day is

posted at the Provost Headquarters each morning.

- 5.2 The Senior Provost Officer shall post a daily Watch List that provides the name of the Provost Duty Officer of the Day and Duty Sgt. of the Day. The Duty Officer will be responsible for the maintenance of the Provost Logbook and will ensure that all activities worthy of note are entered therein.
- 5.3 The Department Chief shall request all Battalion/Regimental Provosts, Ordnance, and Safety Personnel to be present at a Divisional Provost / Ordnance and Safety Meeting at a time designated by the Department Chief. The Senior Ordnance Officer shall address all items pertaining to matters of Ordnance Safety and the Senior Provost Officer shall address all matters pertaining to regulations and camp safety. All ANV Safety and Ordnance regulations, C.S. Division/Corps and event sponsor's regulations shall be reviewed and disseminated to those in attendance.
- 5.4 Provost / Ordnance Department shall perform such duties as may be assigned by the CoS, Department Chief, Officers of the Department. Such duties may include providing information to visitors in the headquarters, conducting roving patrols and inspections throughout the ANV Bivouac Area, carrying messages for the General or his Staff, providing security within the Headquarters when the General or members of his Staff are conducting meetings or otherwise have a need for privacy. Members of the Provost /Ordnance Department shall stand ready to assist all other Staff Departments with the performance of their assigned duties as the CoS may direct.

Section 6} Weapons Safety

- 6.0 The Department Chief, or the Senior Ordnance Officer or Senior Provost Officer, in the absence of the Department Head, will assign each member of the Provost / Ordnance Department to a specific Battalion or Regiment for the purpose of assisting that unit with their safety inspections and act as Safety observers during all Tacticals and Battle Scenarios.
- 6.1 Upon reporting to their assigned Battalion or Regiment prior to the battle, all assigned Provost / Ordnance personnel will introduce themselves to the Battalion or Regimental Commander, his Chief of Staff or Executive Officer, Battalion Safety Officer or Sergeant and to the Sergeant Major.
- 6.2 Assigned Provost / Ordnance personnel will observe the Unit's inspection of all arms including pistols, edged weapons, cartridge boxes, rounds and percussion caps. If requested by the Unit, the assigned Provost personnel will assist as needed during the inspection. Any discrepancies noted will be brought to the attention of the inspecting Officer or NCO. The Provost / Ordnance Department representative will not directly interfere with the inspection in progress.
- 6.3 The assigned Provost / Ordnance personnel will ensure that the units under inspection will fire one round by files, after capping off into the ground. This firing will be by file and not by Company or Battalion. Those personnel who suffer misfires will step out of ranks to the rear of the formation to have their weapons cleared by the Unit Ordnance personnel. If requested, Provost / Ordnance Department personnel may assist the Unit Ordnance personnel in clearing of all weapons sent to the rear for repair/re-firing.
- 6.4 The assigned Provost / Ordnance personnel will remain with and accompany the unit throughout the battle scenario. They will ensure that no personnel join the Unit while marching to, or after reaching the battlefield without the permission of the unit commander and then only after a satisfactory inspection and test firing of the person's weapon.
- 6.5 The assigned Provost / Ordnance personnel will remain behind the file closers during the battle and observe the unit to ensure safe handling and firing of weapons by all Unit personnel. Any unsafe actions will immediately be brought to the attention of the nearest Unit NCO or Officer. Assigned

Provost personnel will not correct the individual. Provost personnel may, if qualified, assist the Unit Ordnance personnel with clearing misfires and checking weapons in the rear of the line.

- 6.6 Provost / Ordnance personnel will check on all casualties to ensure that the individual has only ‘taken a hit’ and that the fallen soldier is not a ‘real’ medical emergency. They will assist the Battalion Medic if necessary in any true medical emergency situation.
- 6.7 The assigned Provost / Ordnance personnel will take immediate action if any individual performs any act that places another person in imminent physical danger, draws a knife or fixes a bayonet on the battlefield. Particular attention will also be given to the actions of any individual soldiers who may be armed with ‘pikes’. Anyone who violates this section of the regulations will immediately be removed to the rear of the Unit, their identifying information obtained, a written record made of the occurrence and then the individual will be escorted from the field with the Unit Commander’s knowledge and permission.
- 6.8 The assigned Provost / Ordnance personnel will take action as necessary to ensure that troops observe the rules regarding proximity of other units and artillery caissons when firing weapons of any kind. This section applies to the firing of artillery, muskets or pistols.
- 6.9 Assigned Provost / Ordnance personnel will maintain a written record of all noteworthy events that occur during the battle.

Section 7} After-Action Reports

- 7.0 The Department Chief will conduct a Department meeting immediately upon completion of each tactical or battle to determine if any matters arose that requires further investigation or action. He will require detailed written reports for any matters that need further action.
- 7.1 The Department Chief will make all required reports to the CoS or General and then take any further action directed by them to bring closure to the matter under investigation.
- 7.2 The Department Chief shall submit an after action report summarizing each event that the ANV attended during the reenacting year. The Senior Provost and Ordnance Officers shall forward to the Department Chief, a written record of all such pertinent events or occurrences to be included in the after action report. Copies of said report shall be forwarded to the CoS, and the Chief Adjutant. The contents of said reports shall cover all items of note so logged in the Provost / Safety Department Log Book, the findings of any and all investigations conducted during the event, and any comments of general or specific nature as may be determined by the Department Chief pertaining to the conduct Departmental business.