

# EXAMPLE DIAGRAM ON HOW TO PROPERLY FILL OUT A SECTION COMMANDER'S MORNING REPORT

Description of the Section's Ordnance brought to the event.

The Name of the Commander who is present and commanding your Section for the weekend.

The Letter of the Battery that your unit is assigned to for the weekend.

The total of the guns you described

Total Rounds you have available

Total Primers you have available

Artillery Head-Quarters  
ARTILLERY RESERVE BRIGADE

Morning Report of Lieut. James Hess Section, Assigned to C Battery

PRESENT			SICK			FIT FOR DUTY			AGGREGATE				ORDNANCE DESCRIPTION	TOTAL ORD.	TOTAL ROUNDS	TOTAL PRIMERS
COMMISSIONED OFFICERS	NON-COMMISSIONED OFFICERS	PRIVATE'S	COMMISSIONED OFFICERS	NON-COMMISSIONED OFFICERS	PRIVATE'S	COMMISSIONED OFFICERS	NON-COMMISSIONED OFFICERS	PRIVATE'S	COMMISSIONED OFFICERS	NON-COMMISSIONED OFFICERS	PRIVATE'S	HORSE'S				
1	2	8	0	0	1	1	2	8	1	2	9	0	3 inch ordnance rifle	2	65	120

Station: PennyPacker Mills
By Order of the Company Commander,  
Sgt Bill Mackentire

Date: June 5 1862

THIS MORNING REPORT IS TO BE FILLED OUT IN A TIMELY MANNER, AND IMMEDIATELY HANDED IN TO THE BATTERY ADJUTANT FOR CONSOLIDATION

The Day this is filled out

The Place or Name of Event

The Name of the person filling out the Report  
*(should be a Sgt.)*

Present = Military personnel who are at the event, but may not be in camp at the moment

Sick = Those who are at the event but can not go on the field. (Military Personnel Only)

Fit For Duty = Military personnel who are able to go on the field.

Aggregate = All military personnel both fit, and sick who are present at the event.

# Artillery Head-Quarters

ARTILLERY RESERVE BRIGADE

Morning Report of \_\_\_\_\_ Section, Assigned to \_\_\_\_\_ Battery

PRESENT			SICK			FIT FOR DUTY			AGGREGATE			ORDNANCE DESCRIPTION	TOTAL ORD.	TOTAL ROUNDS	TOTAL PRIMERS
COMMISSIONED OFFICERS	NON-COMMISSIONED OFFICERS	PRIVATE'S	COMMISSIONED OFFICERS	NON-COMMISSIONED OFFICERS	PRIVATE'S	COMMISSIONED OFFICERS	NON-COMMISSIONED OFFICERS	PRIVATE'S	COMMISSIONED OFFICERS	NON-COMMISSIONED OFFICERS	PRIVATE'S				

By Order of the Company Commander,

Station: \_\_\_\_\_

Date: \_\_\_\_\_

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# Artillery Head-Quarters

ARTILLERY RESERVE BRIGADE

Morning Report of \_\_\_\_\_ Section, Assigned to \_\_\_\_\_ Battery

PRESENT			SICK			FIT FOR DUTY			AGGREGATE			ORDNANCE DESCRIPTION	TOTAL ORD.	TOTAL ROUNDS	TOTAL PRIMERS
COMMISSIONED OFFICERS	NON-COMMISSIONED OFFICERS	PRIVATE'S	COMMISSIONED OFFICERS	NON-COMMISSIONED OFFICERS	PRIVATE'S	COMMISSIONED OFFICERS	NON-COMMISSIONED OFFICERS	PRIVATE'S	COMMISSIONED OFFICERS	NON-COMMISSIONED OFFICERS	PRIVATE'S				

By Order of the Company Commander,

Station: \_\_\_\_\_

Date: \_\_\_\_\_

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# Artillery Head-Quarters

ARTILLERY RESERVE BRIGADE

Morning Report of \_\_\_\_\_ Section, Assigned to \_\_\_\_\_ Battery

PRESENT			SICK			FIT FOR DUTY			AGGREGATE			ORDNANCE DESCRIPTION	TOTAL ORD.	TOTAL ROUNDS	TOTAL PRIMERS
COMMISSIONED OFFICERS	NON-COMMISSIONED OFFICERS	PRIVATE'S	COMMISSIONED OFFICERS	NON-COMMISSIONED OFFICERS	PRIVATE'S	COMMISSIONED OFFICERS	NON-COMMISSIONED OFFICERS	PRIVATE'S	COMMISSIONED OFFICERS	NON-COMMISSIONED OFFICERS	PRIVATE'S				

By Order of the Company Commander,

Station: \_\_\_\_\_

Date: \_\_\_\_\_

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