Morning Report of Captain   Company, (   )   Regiment of   Vols.

PRESENT.																							ABSENT.							Present and Absent.		Alterations since last Report.							
For Duty.							Sick.				On Extra, or Daily Duty.				In Arrest, or Confinement.				Total.		Detached Service.		Furlough.		Without Leave.			Total.	Aggregate.	Aggregate last Report.	Joined by Enlistment.	Joined by Transfer.	Joined from Desertion.	Resigned.	Transferred.	Died.	Deserted.
Captain.	1st Lieutenant.	2d Lieutenant.	Sergeants.	Corporals.	Musicians.	Privates.	Commissioned Officers.	Non-Commissioned Officers.	Musicians.	Privates.	Commissioned Officers.	Non-Commissioned Officers.	Musicians.	Privates.	Commissioned Officers.	Non-Commissioned Officers.	Musicians.	Privates.	Commissioned Officers.	Non-Commissioned Officers, Musicians and Privates.	Commissioned Officers.	Non-Commissioned Officers, Musicians and Privates.	Commissioned Officers.	Non-Commissioned Officers, Musicians and Privates.													

Station: ....

Date: ....

(Signed) ....

First Sergeant.

(Signed) ....

Com'd'g the Company.

Note—The names of the absentees, both Officers and Soldiers, must be given on the back of the Report.

Morning Report of Captain   Company, (   )   Regiment of   Vols.

PRESENT.																							ABSENT.							Present and Absent.		Alterations since last Report.							
For Duty.							Sick.				On Extra, or Daily Duty.				In Arrest, or Confinement.				Total.		Detached Service.		Furlough.		Without Leave.			Total.	Aggregate.	Aggregate last Report.	Joined by Enlistment.	Joined by Transfer.	Joined from Desertion.	Resigned.	Transferred.	Died.	Deserted.
Captain.	1st Lieutenant.	2d Lieutenant.	Sergeants.	Corporals.	Musicians.	Privates.	Commissioned Officers.	Non-Commissioned Officers.	Musicians.	Privates.	Commissioned Officers.	Non-Commissioned Officers.	Musicians.	Privates.	Commissioned Officers.	Non-Commissioned Officers.	Musicians.	Privates.	Commissioned Officers.	Non-Commissioned Officers, Musicians and Privates.	Commissioned Officers.	Non-Commissioned Officers, Musicians and Privates.	Commissioned Officers.	Non-Commissioned Officers, Musicians and Privates.													

Station: ....

Date: ....

(Signed) ....

First Sergeant.

(Signed) ....

Com'd'g the Company.

Note—The names of the absentees, both Officers and Soldiers, must be given on the back of the Report.

Instructions for Completing Company Morning Reports:

The following is the approved way to complete Morning Reports. Completed, signed reports are turned in to your Battalion Adjutant through the Battalion Sergeant Major and are due each morning at a time prescribed.

1. Complete the top section with your Commanding officer's name, company letter designation, regimental number and state identification.
2. The Topmost column is **PRESENT** or **ABSENT**. ALL PERSONNEL who are at the event today are considered **PRESENT**. All those who are not on site today are considered **ABSENT**.
3. The next Columns differentiate the status of your **PRESENT**:
    a. "**FOR DUTY**" includes all those soldiers who are present in your company and ready for full battlefield duty *with your company.*
    b. "**SICK**" are all those who are here at the event, in your company, but are not fit or ready for battlefield duty, i.e. camp guards, real-time injuries, *permanent* provost guard, etc.
    c. "**ON EXTRA or DAILY DUTY**" are all those present on-site, but who have been detached for service or temporary duty (general guide, police guard, etc.).
    d. "**IN ARREST OR CONFINEMENT**" are all those who are present on-site but either under arrest in a living history scenario, or under punishment and not allowed on the field for battle.
    e. Add the numbers for the previous columns and place this number in the **TOTAL** (PRESENT) column, for both officers and others.
    f. For the **ABSENT** columns, these are names who appear on your EVENT REGISTRATION LIST but who are not on-site. Note these as either **DETACHED SERVICE**, or **FURLOUGH**.
4. You need to add the numbers for the ALL the previous columns and place this number in the **TOTAL** column under **PRESENT AND ABSENT**.
5. **AGGREGATE** is the total number of names that are PRE-PRINTED on your EVENT REGISTRATION ROSTER. Place this number in the Aggregate column.
6. **AGGREGATE LAST REPORT** is not used.
7. **ALTERATIONS SINCE LAST REPORT** is not used.
8. Sign and Date the Report, have your Officer sign the Report, and turn it in to the Adjutant.