

Standing Order SO 01-006-0721: Process for Researching, Documenting, Approving and Implementing Uniform Changes

Introduction

The purpose of this order is to define the process for implementing changes to uniforms throughout the Regiment. The order will also define and establish the existence of the “Materials Research Group,” which is to be a panel of members from all companies that will research and guide the implementation of new changes. The following document provides a six-step process which will serve as the guidelines for any and all members to follow. These steps include: *Proposal, Research, Selection, Presentation, Approval, and Implementation*. Should any questions arise regarding the process for implementing uniform changes, this order should be consulted and reviewed before approaching the Command Staff.

This Standing Order supersedes the fourth paragraph of SO 01-003-0515: The Quartermaster Department outlining changes and additions to uniforms.

Materials Research Group

The Materials Research Group (MRG) will consist of members of all companies, of varying ranks and experience levels. Included in this group are members of the Quartermaster (QM) Department. This group will serve as a hub for sharing and compiling research. It will also serve as a “consultant” for the process of uniform change proposals as well as an outlet for members to approach with any proposed changes. The ultimate goal of the group is to evaluate any and all proposals on a historical basis first and foremost.

It is ideal that this group’s numbers are limited and kept to members interested in ONLY the historical accuracy and improvement thereof of the 10th Regiment’s uniform impression. The purpose of this is as follows:

- To avoid overcomplicating the research process.
- To avoid the group having control of financial decisions.
- To avoid going outside of the established uniform change process.

The MRG Representatives will be comprised of a representative of the QM Department and other members of the Regiment in good standing, and with an express interest in the improvement of the Regiment’s appearance. To avoid a panel that is too large, the MRG will be limited to six (6) representatives.

Future representatives will be asked to join by existing representatives based on several factors including:

- Knowledge of Documentation: Members who have spent extensive time researching and have developed an understanding and collection of period documentation made available to the MRG
- Networking: These members have contacts in other regiments who may be able to provide more information the MRG may not have readily available. A willingness to work with other regiments is necessary to enhance the regiments reputation and standing within the Boston Garrison.

- Rank: Members of the group are of varying Ranks thus providing input and perspective from a cross-section of the membership.
- Materials Knowledge: The members have knowledge as to what goes into hand making garments and accouterments and may ultimately be able to make items for the regiment if deemed the best option.

Note: The MRG list of representatives will be continually evaluated and changed as necessary. Members can and should be added or removed according to level of interest in regimental improvement.

The MRG will maintain a list of “researched changes” that will serve as a “newsletter” that can go out to the entire regiment at regular intervals.

A list of volunteer members willing to help in the implementation step of the process will also be kept and maintained by the MRG so that any and all members wishing to be involved in the process will not be excluded. This is to ensure that although the MRG is kept small, members will not feel excluded should they desire to be involved.

Process for Researching, Documenting, Approving and Implementing Uniform Changes:

Step One: Proposal

Members who wish to propose their research, whether it is to add to the MRG’s growing database, or for future uniform change proposal, will reach out to a representative of the MRG with said research to have it vetted. If found to be of use, it will be posted on the MRG Facebook page for further discussion.

Step Two: Research

Research given to a representative of the MRG will then be brought forward to the group and added to the “database” of compiled information (if it is not already part of this research).

Information regarding changes to uniforms will be added to a project list. Projects will be assessed and addressed on a predetermined timeline (i.e. quarterly, semiannually, annually).

Acceptable forms of research are period documents (Orderly Books, journals, etc.), period paintings, extant items, peer-reviewed articles written by historical professionals, and second-hand research from other members of the hobby if the primary source can be cited.

Step Three: Selection

The Materials Research Group will choose items from the “Project List” that will be further researched with the goal of proposing these projects as uniform changes. All items that have known research and prove a practice or uniform item is incorrect, will be considered first and foremost.

Factors that will be considered when choosing projects to push forward:

- Complexity of the project

- Financial Cost
- Historical urgency (*i.e.* is a uniform item inaccurate according to available documentation)

At this stage the group will assemble any and all information, to include period documentation, on these items. Financial costs will also be considered and compiled at this stage.

A primary part of this stage will be consulting the QM Department members of the MRG for financial knowledge of the cost of equipment and labor to complete the proposed uniform change.

Once all information is compiled, a presentation, whether in document form, Power Point, etc. will be created.

Note: There is no limit as to how many items can be considered for presentation. The number of changes will primarily be based on the complexity of proposed items: *i.e.*, If a project is complicated and demands serious attention then it may be coupled with a few smaller changes that require relatively little effort, or it may be the only proposed item for that session.

Step Four: Presentation

The presentation will then be given to the Command Staff (CS) to discuss and to offer their recommendations. Decisions at this stage will be solely based on historical accuracy and financial sensibility, which will be best represented by the highest-ranking members of the Regiment and those who have direct responsibility for the success of each company. The CS will also have the final say as to how approved changes will be carried out from the available options provided by the MRG presentation.

Step Five: Approval

Once the CS approves a change, the QM Department, in conjunction with the MRG, will begin the process of organizing for the implementation of the changes.

The QM Department and MRG will have the best knowledge of sources for materials. Should the best process for carrying a change be along the lines of “private purchase” or “made in-house” then Captains and NCOs can be consulted as it will be their members who will be carrying out the process.

Step Six: Implementation

In this step, assignment and completion of the task/project will be the focus. The following guidelines will be considered at this step with regard to “In-House” projects:

- A project manager will be assigned by the MRG and QM Department to oversee the materials, budget, process, and timeline of the project. Individual company changes may be managed by the leadership in that company.
- A budget will be established for each project, and a means to finance the cost of the changes will be developed considering feasible individual member funds and Regimental financial allocations.

- A target end date for each project will be established depending on the complexity and scale of the project. (Target dates *must* be established whether it be weeks, months or even years away).
- Updates on projects will be provided to the Regiment via quarterly emails.