

# MANUAL OF GUARD DUTY

KENNON

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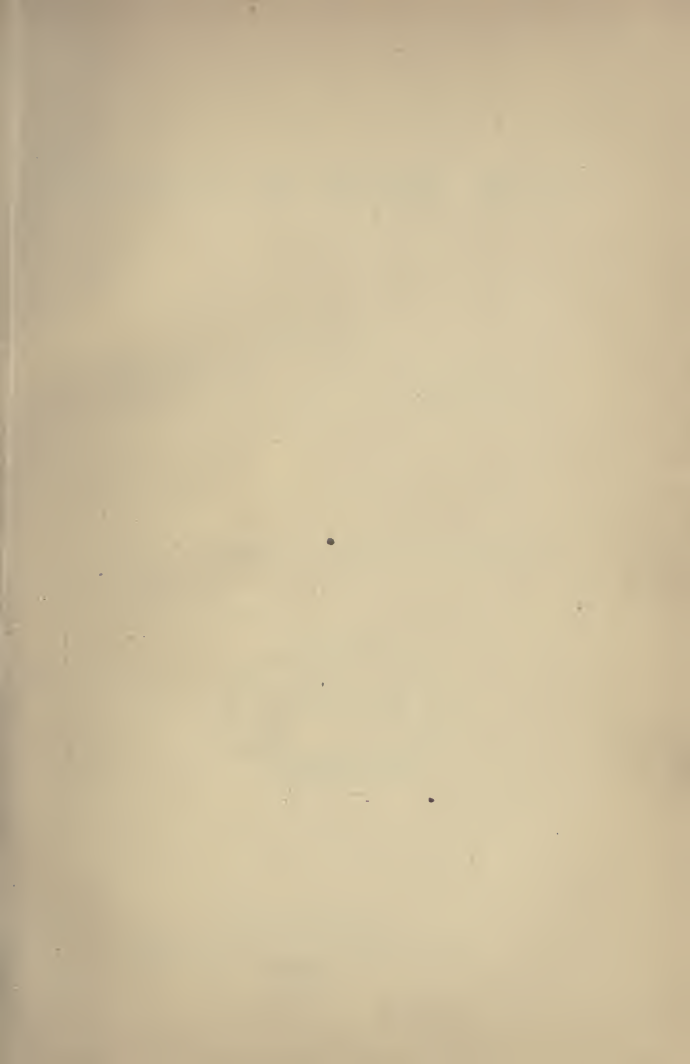


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U.C. '99.



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# MANUAL OF GUARD DUTY

PREPARED BY

LIEUTENANT L. W. V. KENNON

SIXTH INFANTRY, A. D. C.

*PUBLISHED BY AUTHORITY OF THE WAR DEPARTMENT*



CAMBRIDGE

Printed at the Riverside Press

1890

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*W. W. Allen*

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By LIEUT. L. W. V. KENNON, U. S. ARMY.

*The Riverside Press, Cambridge, Mass., U. S. A.*  
Electrotyped and Printed by H. O. Houghton & Company.



*Copy of Indorsements on Letter of Lieutenant L. W. V. Kennon, 6th Infantry, to the Adjutant-General United States Army, of June 28, 1889, submitting Remarks relative to his Manual of Guard Duty, submitted for the approval of the War Department.*

HEADQUARTERS OF THE ARMY OF THE UNITED STATES,  
WASHINGTON, July 16, 1889.

Respectfully submitted to the Secretary of War, inviting attention to the history of this manuscript as shown in the within letter and accompanying indorsements. I recommend that it be submitted to the officer who may be assigned to the duty of considering corrections in the Regulations, as recently pointed to in a memorandum from the Adjutant-General's office for the purpose of harmonizing the Manual with the Regulations in their final form. This being done, I recommend that the Manual be published by the War Department for the government of all United States troops in the performance of guard duty. But I am of the opinion that, while this Manual should conform to general Regulations of the Army, it should not be incorporated in them. The Regulations on this subject should contain the general principles which are not liable to change, while the Manual should be a detailed elaboration of the methods by which these principles are to be uniformly carried into effect. The details of the Manual may thus be changed, when found necessary, while the Regulations remain unaltered.

J. M. SCHOFIELD,  
*Major-General Commanding.*

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WAR DEPARTMENT,  
September 30, 1889.

The Manual of Guard Duty, prepared by Lieutenant L. W. V. Kennon, 6th Infantry, is approved "for the government of all United States troops in the performance of guard duty," as recommended by the Major-General Commanding the Army.

REDFIELD PROCTOR,  
*Secretary of War.*

Official: SAML. BRECK,  
*Assistant Adjutant-General.*

A. G. O.,  
October 2, 1889.

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## PREFACE.

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THE "Duties of Guards and Sentinels," first published in 1884, passed through two editions. The present Manual is a third edition of the same work, the title being changed to conform to its official designation.

Some alterations have been made in the original text, and considerable new matter has been added.

The compiler is indebted to many officers for criticisms and suggestions which have materially increased the value of the work. While grateful to all of these, his thanks are especially due to Captain Charles King, U. S. Army, Lieutenant-Colonel Robert H. Hall, 6th Infantry, and the officers composing the "Tactical Board." Most of what is new in the work was adopted at the suggestion of this Board.

The formal approval of the Manual by the War Department, it is hoped, will establish a uniform practice in the performance of guard duty throughout the Army and the National Guard ; for this object the Manual was originally prepared.

*October 11, 1889.*



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# MANUAL OF GUARD DUTY.

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## ROSTERS.

1. A roster is a list of officers or men for duty, on which record is kept of services performed by them. In general, details for duty are made on the principle that the one longest off is the first for detail. Details made on this principle are said to be made *by roster*.

2. All details for service in garrison and in the field shall be by roster; but officers, or enlisted men, when detailed, must serve whether a roster be kept or not; having performed the service, they may appeal to superior authority if they deem themselves aggrieved.

3. The duties performed by roster are of three classes: The first class comprises 1st, grand guards and outposts; 2d, interior guards, including stable guards. The second class comprises 1st, detachments to protect laborers on military works; 2d, armed working parties on such works. The third class comprises all duties and fatigues, without arms, in or out of the garrison or camp.

4. The rosters are distinct for each class. Officers are named on them in the order of rank. The details

are taken in succession, according to the roster, beginning at the head.

5. Lieutenants form one roster, and 1st and 2d lieutenants are entered on it alternately. Captains form one roster, and are exempt from ordinary fatigue duties. A captain commanding a battalion temporarily is exempt from detail, and duty falling to him passes. Lieutenant-colonels and majors are on one roster, and may be detailed for duties of the 1st and 2d classes, when the importance of the duty requires it. In the field their roster is kept at division and brigade headquarters. In a company, sergeants, corporals, and privates form distinct rosters.

6. Officers, non-commissioned officers, and privates take duties of the first class in the order stated, viz.: the first for detail takes the grand guards; the next, the interior guards. The same rule prevails in regard to details of the second class. In those of the third class the senior officer takes the largest party. The party first for detail takes the service out of camp.

7. When the officer whose tour it is, is not present at the hour of marching, the next after him takes it. When a grand guard has passed the chain of sentinels, or an interior guard has reached its post, the officer whose tour it was cannot then take it, but succeeds to the tour of the officer who has taken his. When an officer is prevented by sickness from taking his tour, he becomes first for detail on being restored to duty. These rules apply equally to non-commissioned officers and soldiers.



8. Duties of the first and second classes are credited on the roster when the guards or detachments have passed the chain of sentinels, or an interior guard has reached its post; fatigue duties, when the parties have been formed and have entered upon the performance of their duties.

9. Every officer, non-commissioned officer, or soldier on duty of the first or second class, or who is next for detail for such duty, takes, when relieved, the duty of the third class that has fallen to him during that time.

10. Soldiers march completely armed and equipped on all duties of the first and second classes.

11. In the cavalry, horses are packed for all mounted service. Dismounted men, and those whose horses are not fit for service, are preferred for all dismounted details. Mounted men are never employed on such service, if the number of dismounted men is sufficient.

12. In the field, every enlisted man of the cavalry detailed for dismounted service will, before he marches, take to the first-sergeant of his troop his horse equipments and saddle ready packed. In case of alarm, the first-sergeant sees that these horses are equipped and led to the rendezvous.

13. At every military post, and in every regiment or separate battalion in the field, a post or camp guard shall be detailed daily. It will consist, if practicable, of two sergeants, three corporals, one musician, and such number of privates as the commanding officer may deem necessary. It will be commanded by a lieutenant,

if possible; otherwise by the senior non-commissioned officer on duty therewith, under the supervision of the officer of the day.

14. In commands wherein the several arms of the service are united, the infantry, artillery, and cavalry respectively perform their proportional share of the garrison guard duty;<sup>1</sup> except that a mounted battery, serving with other troops, will furnish its own park and stable guards, police, etc. Both officers and men will be exempt from other details, and the men will not be detailed for extra duty in the staff departments, nor for duty interfering with battery duties, if it can be avoided.

15. When the number of men at a post, available for guard duty, becomes so small that it is necessary to take men from a light battery for duty on the post guard, the enlisted men of the battery will be divided into two classes: 1st, the sergeants and drivers; 2d, the corporals and cannoneers. The first of these classes will be detailed for stable and park guard only, the second for the post guard.

16. Post and camp guards will be relieved every twenty-four hours. The men will be usually taken *pro rata* from all the companies of the command. In the field, however, the commanding officer may detail an entire company to form the guard.

<sup>1</sup> The sergeant-major will deduct the number of men required from each troop or battery for stable guard from the number of men *for duty* in such troop or battery, when determining the number of men to be furnished by it for the garrison guard.

17. The following rosters relative to guard duty are kept at post or camp headquarters, under the general supervision of the commanding officer: 1st, of officers of the day; 2d, of officers of the guard; 3d, of sergeants of the guard; 4th, of corporals of the guard; 5th, of musicians of the guard. The first two are kept by the adjutant, the remainder by the sergeant-major.

18. Captains serve on the first roster. Lieutenants may also be placed on the first roster with captains, at the discretion of the commanding officer.

19. Lieutenants serve on the second roster. If there be two officers of the guard detailed daily, two distinct rosters may be kept, one for senior, the other for junior officers of the guard; or they may both be kept on the same roster, at the discretion of the commanding officer.

20. Officers serving in staff departments are ordinarily exempt from the performance of guard duty. In case of necessity, they may, however, at the discretion of the commanding officer, be placed on the rosters for such duty. Inexperienced officers may be put on guard as supernumeraries, for the purpose of instruction.

21. The details for officers of the day and officers of the guard are usually published at parade, the evening before their tour begins. When practicable, they are also personally notified of their detail by a written order.

22. The rosters of privates for guard duty are kept

by first-sergeants of companies, under the direction of company commanders.

23. The number of supernumeraries to be taken from each company will be fixed by the commanding officer. First-sergeants, in making their details, will take as supernumeraries the men next for guard on the company roster.

24. Supernumeraries will not be allowed to leave the camp or post, and they will hold themselves constantly in readiness for detail as members of the guard. They will not, however, be excused from ordinary camp or garrison duties.

25. At *first-sergeant's call*, all the first-sergeants repair to headquarters, and take from the bulletin board all the data necessary for them to make the required details from their respective companies.

26. Each first-sergeant makes the detail of privates by roster, and publishes all the details made from the company, at *retreat*. He will also post them upon the company bulletin board.

27. The following are the abbreviations ordinarily used in keeping a roster : —

A. . . .	Absent.	I. A. .	In arrest.
C. C. .	Company cook.	C. . . .	In confinement.
D. S. .	Detached service.	Ex. . .	Excused.
E. D. .	Extra duty.	Sk. . .	Sick.
S. D. .	Special duty.	O. On duty.	
D. D. .	Daily duty.		

Numerals are used to indicate the number of days off duty.

28. The sergeant-major will keep a record, by which he will each day determine the number of privates required for guard duty from each company, and will post on a bulletin board in his office all data required by first-sergeants in making details from their respective companies.

29. There are several methods in use for determining the number of men required for detail from each company. The principle is the same in every case. The total number of men for duty in the command is to the total number of men for duty in any particular company as the total number of men required for the detail is to the number of men required from the company for such detail. The different methods arise from the various ways of treating the fractions which result from the above proportion.

30. The following are the rules ordinarily used: Take the number of men *for duty* in each company from its morning report. Find the total number of men for duty in the command by adding together the number for duty in all the companies. Multiply the number of men required for the entire guard by the number of men for duty in any particular company. Divide the product by the total number of men for duty in the entire command. The result is the proportion of men required for the detail from the particular company taken. Proceed in like manner to find the detail from every other company. If the sum of the whole numbers thus obtained be less than the number

of men required, those companies having the largest fractions furnish one man each until the requisite number is obtained.

31. Record of the fractions resulting from the above operation is kept for use in making future details. The fractions of those companies furnishing only the number of men indicated by the whole numbers are entered on the record, and given a *plus* sign. The fraction of each company furnishing one man in addition to the number indicated by its whole number is subtracted from unity (1), and the result entered on the record, affected by a *minus* sign. The fractions so entered are termed the *proportions* of the companies to which they pertain.<sup>1</sup>

32. To make the next succeeding detail for the same duty, the proportion is determined by the rule above given. If the sum of the whole numbers so determined be equal to the number required for detail, the fractions resulting from the operation of the rule in finding the previous detail are brought forward and noted on the record as before. If not, the new fractions obtained are increased or diminished by those of the same company resulting from the previous operation; those having the *minus* sign being subtracted from, those having the *plus* sign being added to, the new fractions.

The companies having the largest fractions, after this operation is performed, furnish the additional men required to complete the detail. The resulting frac-

<sup>1</sup> See Appendix I.



tions are given the proper sign, and are carried forward according to the rule above given.

33. Example: A command of four companies, A, B, C, D, is required to furnish a daily detail for guard of ten men.

The number of men in the different companies for duty on the first day is as follows: A, 36; B, 40; C, 42; D, 48. On the second day: A, 32; B, 36; C, 40; D, 42.

Required, the number of men to be furnished from each company for the two days.

FIRST DAY.

$$\begin{array}{l}
 \text{A. } 36 \times 10 \div 166 = 2 \frac{28}{166} \qquad \therefore 2 + \frac{28}{166} \\
 \text{B. } 40 \times 10 \div 166 = 2 \frac{68}{166} \qquad \therefore 2 + \frac{68}{166} \\
 \text{C. } 42 \times 10 \div 166 = 2 \frac{88}{166}; 1 - \frac{88}{166} = \frac{78}{166} \therefore 3 - \frac{78}{166} \\
 \text{D. } 48 \times 10 \div 166 = 2 \frac{148}{166}; 1 - \frac{148}{166} = \frac{18}{166} \therefore 3 - \frac{18}{166} \\
 \hline
 \qquad \qquad \qquad 166 \qquad \qquad \qquad 8 \qquad \qquad \qquad 10
 \end{array}$$

It is seen that the application of the rule gives two men from each company; but this gives eight men only for the whole detail, whereas ten are required. Companies D and C, having the largest fractions, furnish the additional men.

The fractions of companies A and B are entered on the record with the *plus* sign prefixed. The fractions of companies C and D are subtracted from unity, and the differences entered on the record with the *minus* sign prefixed.

The details for the first day are two men each from

companies A and B, and three men each from companies C and D.

## SECOND DAY.

$$A. 32 \times 10 \div 150 = 2 \frac{20}{150}; \frac{20}{150} + \frac{28}{168} = \frac{376}{1245} \therefore 2 + \frac{376}{1245}$$

$$B. 36 \times 10 \div 150 = 2 \frac{60}{150}; \frac{60}{150} + \frac{18}{168} = \frac{1208}{1245} \therefore 3 - \frac{237}{1245}$$

$$C. 40 \times 10 \div 150 = 2 \frac{100}{150}; \frac{100}{150} - \frac{78}{168} = \frac{245}{1245} \therefore 2 + \frac{245}{1245}$$

$$D. 42 \times 10 \div 150 = 2 \frac{120}{150}; \frac{120}{150} - \frac{18}{168} = \frac{861}{1245} \therefore 3 - \frac{384}{1245}$$

150

8

10

The fraction of company A for the previous day was  $+\frac{28}{168}$ . This added to  $\frac{20}{150}$  gives  $\frac{376}{1245}$ .

In the same way the fractions for the other companies are obtained, remembering that the fraction to which the *minus* sign is prefixed is subtracted. Comparing the resulting fractions, it is seen that companies B and D have the largest. These companies, therefore, furnish three men each; companies A and C, two men each. The fractions to be carried forward are obtained in the same manner as before. They are as follows:—

$$A, + \frac{376}{1245}; B, - \frac{237}{1245}; C, + \frac{245}{1245}; D, - \frac{384}{1245}.$$

34. In practice, this method, though giving accurate results, is found too cumbersome, and strict accuracy is sacrificed to greater convenience.

To simplify the operation, the denominators are not carried forward unless the strength of the command is increased or diminished one eighth, in which case a new denominator is determined as above. The numerators only are considered. They are added to or



subtracted from the product obtained by the first multiplication.

The example given above will be taken to illustrate this method. Disregarding the denominator 166, the numerators only are carried forward, viz. :—

$$+28, +68, -78, -18.$$

For the second day we have :—

$$A. (32 \times 10 + 28) \div 150 = 2\frac{48}{150}$$

$$B. (36 \times 10 + 68) \div 150 = 2\frac{28}{50}$$

$$C. (40 \times 10 - 78) \div 150 = 2\frac{22}{150}$$

$$D. (42 \times 10 - 18) \div 150 = 2\frac{42}{50}$$

Companies B and D, having the largest fractions, furnish the additional men.

The details are, then, companies A and C, two men each ; companies B and D, three men each, — the same result as before. The numbers to be carried forward are obtained in the same manner as before. They are in this case :—

$$A, +48 ; B, -22 ; C, +22 ; D, -48.$$

35. As a check on the accuracy of the work, it is observed that the algebraic sum of the fractions or numbers carried forward should be equal to zero.

36. Where the change in total strength is but slight, the first denominator is sometimes the only one considered in determining the number to be carried forward.

The numbers of the companies furnishing the extra men are subtracted from the first denominator to determine the number to be carried forward, and the result affected with a minus sign.

Thus, in the example taken for the second day, the following results are obtained by this method:—

$$\begin{array}{l} \text{A. } \frac{32 \times 10 + 28}{150} = 2\frac{48}{150} \qquad \qquad \qquad + 48 \\ \text{B. } \frac{36 \times 10 + 68}{150} = 2\frac{128}{150} \qquad \qquad \qquad 166 - 128 = 38 \therefore - 38 \\ \text{C. } \frac{40 \times 10 - 78}{150} = 2\frac{22}{150} \qquad \qquad \qquad \qquad \qquad \qquad \qquad \qquad \qquad + 22 \\ \text{D. } \frac{41 \times 10 - 18}{150} = 2\frac{102}{150} \qquad \qquad \qquad 166 - 102 = 64 \therefore - 64 \end{array}$$

Companies B and D furnish the additional men required. The denominator 150 is now disregarded. The numerators 128 and 102 are subtracted from 166, to determine the number to carry forward. A new denominator is found when any material change occurs in the strength of the command, and at stated intervals, as once in every month.

This method does not check as all the others do.

37. The method which best combines convenience and accuracy is that in which decimals are used instead of common fractions. The decimals are carried to hundredths; a fraction equal to, or greater in value than, .005 is called .01; a fraction of less value than .005 is disregarded. By this method the solution of the above problem is as follows:—

FIRST DAY.	DETAIL.	PROPORTION.
A. $36 \times 10 \div 166 =$	$2.17 = 2$	$+ .17$
B. $40 \times 10 \div 166 =$	$2.41 = 2$	$+ .41$
C. $42 \times 10 \div 166 =$	$2.53 = 3$	$-.47$
D. $48 \times 10 \div 166 =$	$2.89 = 3$	$-.11$
$166$	$10$	

SÉCOND DAY.	DETAIL.	PROP.
A. $32 \times 10 \div 150 = 2.13$	$.13 + .17 = .30$	$\therefore 2 + .30$
B. $36 \times 10 \div 150 = 2.40$	$.40 + .41 = .81$	$\therefore 3 - .19$
C. $40 \times 10 \div 150 = 2.67$	$.67 - .47 = .20$	$\therefore 2 + .20$
D. $42 \times 10 \div 150 = 2.80$	$.80 - .11 = .69$	$\therefore 3 - .31$
150		10

## THE COMMANDING OFFICER.

38. The commanding officer is responsible for the discipline and military instruction of his command. He will exact a faithful, correct, and vigilant performance of guard duty in all its details. He will prescribe the positions of the color line and guard tents, and will fix the number and establish the posts of the sentinels who form the guard of his post or camp. He will cause sentinels to be so distributed as to require the least possible number of men for guard duty consistent with the objects for which the guard is maintained. No sentinel will be posted at such a distance from the guard-house that he cannot be heard by the guard, either directly or through other sentinels.

39. When necessary, small posts may be established exterior to the chain of sentinels. These posts are under the orders of the commander of the camp guard, and are visited by his patrols.

40. In camp and garrison, the commanding officer fixes the hours for reports, issues, and roll-calls, and for the performance of stated duties and fatigues. In

garrison, retreat will be at sunset.<sup>1</sup> The signals will be sounded by the field musicians in accordance with the authorized drill regulations.

41. The commanding officer will cause a list of calls to be prepared, and a copy of the same to be furnished the commander of the guard. He will also designate the hour for challenging to begin; otherwise, challenging will begin at retreat.

42. He may require sentinels to call the hours or half-hours, between the hour at which challenging begins and reveille.

43. He will prescribe the "special orders" for all posts upon which sentinels are placed.

44. When practicable, all orders relating to the guard or its duties will be communicated to the commander of the guard through the officer of the day.

45. The commanding officer will be at his office, or at some point previously designated, immediately after guard-mounting, to receive the report of the old officer of the day, and give his orders to the new officer of the day.

The officers of the day having presented themselves, the commanding officer will acknowledge their salutes, examine the report of the commander of the guard, and the remarks made thereon by the officer of the day. If necessary, he will further question that officer relative to his tour of duty. He will then relieve the old

<sup>1</sup> An exception may be made to this rule when a post is situated in very high latitude.

officer of the day, and give the new officer of the day such instructions as may be necessary.

### THE OFFICER OF THE DAY.

46. Both the old and new officers of the day will be present at guard-mounting. After the old officer of the day has given the old or standing orders to the new officer of the day, they will both proceed to the guard-house, on approaching which each officer of the day will place himself about twelve yards in front of the centre of, and facing, his own guard, and will return the salute of its commander. While the old guard is being relieved, they will inspect the guard-house or tents, and verify the number of prisoners.

47. If there be no officer of the guard, the new officer of the day will receipt to the old officer of the day for the articles in charge of the guard. The old officer of the day will countersign the report of the commander of the guard.

48. All persons under guard, without written charges,<sup>1</sup> will be released by the old officer of the day at guard-mounting, unless specific orders to the contrary have been given in each case by the commanding officer. He will at the same time release all prisoners whose sentences expire on that day.

49. The officers of the day will then report to the commanding officer, to whom the officer relieved pre-

<sup>1</sup> See paragraph 323.

sents the report of the commander of the guard, with such remarks entered thereon as circumstances require. At the same time the new officer of the day receives his instructions.

50. On presenting themselves, both salute with the right hand, remaining covered. The old officer of the day, standing on the right of the new, then says, "Sir, I report as old officer of the day," and presents the report of the commander of the guard. As soon as the commanding officer notifies the old officer of the day that he is relieved, the new officer of the day says, "Sir, I report as new officer of the day."

51. The officer of the day is responsible for the enforcement of all police regulations, and is charged with the execution of the orders of the commanding officer relating to the safety, order, and police of the post or camp. Fatigue parties will be furnished him when the number of prisoners is insufficient for the necessary police purposes.

52. The officer of the day is subject to the orders of the commanding officer only. His actual tour of duty begins when the old sentinels are relieved by the new; while the sentinels are being relieved, the new officer of the day is responsible for the proper performance of duty by the new sentinels just posted, and the old officer of the day for the old sentinels not yet relieved.

53. He is responsible for the proper performance of guard duty during his tour, and will inspect the guard and sentinels during the day and night, at such times



as he may deem necessary. He will visit them at night at least once after twelve o'clock. When he deems it necessary or expedient, he will prescribe patrols and visits of inspection to be made by officers or non-commissioned officers of the guard.

54. He will see that the commander of the guard is furnished with the parole and countersign before retreat, and will inform him of the presence, in the post or camp, of any stranger who is entitled to compliment.

55. In case of an alarm of any kind, the officer of the day will at once take such steps as may be necessary to insure the safety of public property and preserve order in the command, disposing his guard so as best to accomplish this result.

## THE OFFICER OF THE GUARD.

56. The officer of the guard, while marching his guard to or from the guard-house, will salute general officers, the commanding officer, and the officer of the day, first bringing his guard to a *carry*. In the same way, he will also salute any person entitled to compliment from the guard.<sup>1</sup>

57. Immediately after bringing his guard to an *order* at the guard-house, the commander of the new guard divides the guard into three reliefs, *first*, *second*, and *third*, from right to left, and directs a list of the guard to be made. The sentinels and detachments of the old

<sup>1</sup> See paragraph 202.

guard are at once relieved by members of the new guard. While this is doing, the two guards stand *in place rest*, and the old commander gives to the new all necessary information and instructions relating to the guard and its duties. The new commander then proceeds to take possession of the guard-house and the articles in charge of the guard. He dismisses his guard when the old guard has marched about fifty yards from its post. If there be no arm-racks, he will first cause arms to be stacked.

58. If there be two officers of the guard, the senior is the commander of the guard. The junior will, under the direction of the senior, assist the latter in the performance of his duties.

59. If ordered to prepare his guard for inspection by any person from whom he properly receives orders, he will *open ranks*, and bring his guard to *inspection arms*. In making the inspections of the guard required of him, he will first cause it to *open ranks*.

60. The commander of a guard receives and obeys the orders of the officer of the day and the commanding officer only, and will transmit to his successor all instructions and information relating to his post.

61. All material instructions received by the commander of a guard, through any source other than the officer of the day, will be at once reported to the latter.

62. The commander of the guard is responsible for the instruction and discipline of the guard. He will see that all its members are thoroughly instructed in



their orders and duties, and that they properly perform them.

63. The commander of the new guard becomes responsible for the prisoners after their number has been verified and they are turned over to the custody of his guard. He is responsible for the general safety of the camp as soon as the old guard marches off from the guard tents. In case of any emergency occurring while both guards are at the guard-house, the senior officer of the two guards will be responsible.

64. The commander of the guard will enter in the post guard report book a report of his tour of service, which he will present to the officer of the day on the completion of his tour. He will transmit, with his report, all passes turned in to the sergeant of the guard.

65. After the sentinels and outposts of the old guard have been relieved, the commander of the new guard will visit and question his non-commissioned officers and sentinels relative to the instructions they may have received from the old guard.

66. The commander of the guard will visit all the sentinels of each relief, and will see that each sentinel is properly instructed in his duties and understands them. He will order patrols and visits of inspection to be made when he thinks necessary.

67. Officers will remain constantly with their guards except while visiting their sentinels, or necessarily engaged elsewhere in the performance of their duty.

68. Commanders of guards, upon leaving their posts

to visit sentinels, or to perform other duty, will mention their intention, destination, and the probable time of absence to the next in command.

69. The commander of the guard will inspect his guard at reveille and retreat. While the *retreat* is sounding, the guard, if not under inspection, will stand at parade rest.

70. The commander of the guard will see that the countersign is duly communicated to the sentinels at the proper time before twilight, or at the hour designated by the commanding officer. The countersign will not be given to the sentinel at the guard-house.

71. He will see that the proper calls are sounded at the hours appointed by the commanding officer.

72. Should a member of the guard be taken sick, or be arrested, or desert, or leave his guard, the commander of the guard will at once notify the adjutant.

73. He will see that sentinels are relieved every two hours, unless the state of the weather, or other causes, shall make longer or shorter intervals necessary.

74. Each relief, before being posted and after being relieved, will be inspected by the commander of the guard, who will assure himself that every sentinel is properly armed and equipped, and is in proper condition to perform his duties as a sentinel. This inspection will ordinarily be made with the relief at *port arms*, and with closed ranks.<sup>1</sup> The relief first posted after guard-mounting is not inspected.

<sup>1</sup> See, also, paragraph 122.

75. When formed for any cause whatever, the guard will invariably be under arms.

76. When any alarm is raised in a camp or garrison, the guard will be immediately formed. If the case be serious, the proper call will be sounded, and the commander of the guard will cause the commanding officer and the officer of the day to be at once notified.

77. The commander of the guard will detain at the guard-house all suspicious characters, or parties attempting to pass a sentinel's post without authority, reporting his action to the officer of the day, to whom arrested persons will be sent, if necessary.

78. If a sentinel call for "*the guard*," the commander of the guard will at once send a patrol to such sentinel's post. If the danger be great (in which case the sentinel's piece will have been discharged), the patrol will be as strong as possible. When practicable, there should always be at least two privates of the guard at the guard-house, in addition to the sentinels there on duty.

79. During the day, the guard of a camp or garrison turns out and presents arms to a general officer, the commander of the post or camp, and the officer of the day.

80. Guards will turn out and present arms to officers entitled to the compliment as often as they pass. The personal guards of general officers will turn out to the general whose guards they are, and to his superiors in rank.

81. All guards will turn out under arms when armed parties approach their posts; to parties commanded by commissioned officers they will present arms, officers saluting.

82. The national or regimental colors passing a guard will be saluted, the trumpets or field music sounding a march.

83. All guards and sentinels will pay the same compliments to civil officers of the Government, to officers in the military or civil service of foreign powers, to officers of the Navy and Marine Corps, and to officers of volunteers and militia when in the service of the United States, that are directed to be paid to officers of the Army of corresponding rank.

84. When any person entitled to compliment passes a guard between reveille and retreat, the commander of the guard will see that it is promptly formed, if it be necessary to form it; the guard having been formed, he will receive the report of the sergeant of the guard, returning the salute of the latter with the right hand.

He will then draw his sword, and, without dressing the guard, will place himself two yards in front of its centre. When the person for whom the guard has been turned out approaches, the officer of the guard faces his guard, commands,

1. *Present*, 2. ARMS,

resumes his front and salutes, reporting, if it be the commanding officer or the officer of the day, —

“*Sir, the guard is present ;*” or, “*Sir, the guard and prisoners are present ;*” or, “*Sir, the guard is present and the prisoners are secure ;*” or, “*Sir, (So and So) is absent ;*” except that at guard-mounting, the officers of the guard simply salute, without making any report to the officers of the day.

When his salute is acknowledged, he will resume the carry, face about, command,

1. *Carry*, 2. ARMS,

and resume his proper front.

85. To others entitled to have the guard turned out, no report will be made ; nor will a report be made to either the commanding officer or the officer of the day unless he halts in front of the guard.

86. If the person entitled to compliment pass in rear of the guard, it does not salute, but stands at a *carry* ; if he pass in front or on either side of the guard, it being already formed, the commander of the guard brings the guard to a *present* and salutes, without reporting, as he passés.

87. After any person entitled to the compliment has been saluted by the guard or guards, official recognition of his presence thereafter, while he remains in the same vicinity, will be taken by bringing the guard or guards to attention.

88. In rendering honors, a non-commissioned officer in command of the guard will *present* and *carry arms* with it, standing on the right of the front rank.

If a report be also required, he will, after bringing

his guard to a *carry*, execute the *rifle salute*, and report as prescribed for the officer of the guard.

89. If a guard be commanded by a commissioned officer, no compliments will be paid to any officer not entitled to inspect it. A guard being in line, and not under inspection, a non-commissioned officer in command will salute all officers not entitled to inspect the guard with the *rifle salute*, the guard standing at a *carry*.

90. During the presence of both the old and new guards at the guard-house, each guard will, independently of the other, salute its own officer of the day. If any other officer entitled to a salute passes guards in the act of relieving, both will salute at the word of command from the senior officer (or commander) of the guard. Each commander of the guard will bring his own guard to a *carry*; the senior will then command:

1. *Old and new guards*, 2. *Present*, 3. ARMS.

The junior will salute at the command of the senior.

91. Guards do not turn out as a matter of compliment after sunset, nor will any compliments be paid by them between retreat and reveille.

92. A guard may be turned out between retreat and reveille by direction of any person entitled to inspect it. The guard being formed, its commander will say, "*Advance (So and So)*," adding, "*with the parole*," if he deem it necessary. The person being duly recognized as an officer entitled to inspect the



guard, its commander will present it as above described, except that he salutes and reports without bringing the guard to a *present*.

93. On the march, the guard, with the prisoners, will march in rear of the regiment.

94. When the new camp guard marches with the camping party, it forms, on reaching the camp, in front of the centre of the ground marked for the regiment. The officer of the guard furnishes the sentinels required by the commander of the camping party. Sentinels will be placed over the stores of provisions and forage in the vicinity, and over the water, if necessary to prevent its waste or fouling.

## THE SERGEANT OF THE GUARD.

95. Immediately after guard-mounting, the sergeant of the guard will prepare duplicate lists of the names, reliefs, and posts of all the non-commissioned officers, musicians, and privates of the guard.

One list will be handed as soon as possible to the commander of the guard; the other will be retained by the sergeant.

96. The sergeant of the guard has supervision over the other non-commissioned officers and the privates of the guard, and will familiarize himself with all the orders and duties of corporals of the guard and of sentinels. He will see that reliefs are turned out at the proper time, and that the corporals thoroughly under-

stand, and are zealous and prompt in the discharge of, their duties.

97. All suspicious or disorderly persons arrested by the guard will be sent by the sergeant to the commander of the guard.

98. The sergeant will designate a non-commissioned officer of the guard to take the place of the corporal whose relief is on post, should the latter be called away from the guard-house.

99. He will cause the guard-house and premises to be thoroughly policed, at such hours as may be designated by the commanding officer, by prisoners, if there be any; by members of the guard, if there be no prisoners.<sup>1</sup>

100. He will report to the commander of the guard any suspicious or unusual occurrence that comes under his notice, and will warn him of the approach of any armed body.

101. He is directly responsible for the articles in charge of the guard, and will see that they are properly cared for. He will make lists of articles taken out by working parties, and see that all such articles are duly returned. If any are not, he will immediately report the fact to the officer of the guard.

<sup>1</sup> After breakfast, which shall immediately follow reveille roll-call, and after stable duty in the cavalry, the tents or quarters, and the space around them, will be policed by the men of the companies, and the guard-house or guard-tent by the guard or prisoners.—A. R. 420.



102. At *first-sergeant's call* he will proceed to the adjutant's office and obtain the guard report book.

103. Upon the return of soldiers having passes, the latter will be given to the sergeant of the guard, who will indorse upon them the time at which each of the parties included in a pass individually returns. At guard-mounting he will turn over all passes so received to the commander of the guard.

104. If sentinels are numerous, the sergeants as well as the corporals will be employed to relieve and post them. Sergeants assigned to reliefs perform the duties prescribed for corporals of the guard. They will not be so assigned unless the number of corporals detailed for guard be less than the number of reliefs.

105. Whenever the guard is turned out, it is the duty of the sergeant of the guard to form it promptly. To form the guard, the sergeant, three yards in front of and facing its center, commands :

1. FALL IN.

The guard falls in, facing to the right, with bayonets fixed, in single or double rank, according to the habitual formation of the command of which it is a part, and with arms at a *carry*; the men will cover accurately in file, so as to render subsequent dressing unnecessary; the field music will so form that, after facing, its left will be two yards to the right of the front rank.

The sergeant then commands :

1. *Left*, 2. FACE, 3. *Right shoulder*, 4. ARMS.

He then calls the roll,<sup>1</sup> each man answering "*Here,*" and coming to *order arms* as his name is called.

The sergeant then commands,

1. *Carry,* 2. ARMS,

faces the commander of the guard, executes the *rifle salute*, and reports:—

"*Sir, the guard is present ;*" or, "*Sir, the guard and prisoners are present ;*" or, "*Sir, the guard is present, and the prisoners are secure ;*" or, "*Sir, (So and So) is absent.*" Only men absent without permission are reported absent.

The sergeant will then take his place, without command, on the right of the front rank of the guard.

In forming the guard prior to marching off, he will command,

1. *Count,* 2. FOURS,

before reporting to the commander of the guard.

106. When the guard is turned out as a matter of compliment, calling the roll will be dispensed with. The same rule will apply whenever the guard is formed in a sudden emergency, or on the approach of an armed party. In such cases the roll will be called before dismissing the guard.

<sup>1</sup> In calling the roll at night, it is customary for the sergeant to call off in succession the number of sentinels' posts on each relief separately, each man answering as the number of his post and relief is called. Thus, the sergeant will call, the first relief being on post, "Second relief, Corporal (So and So), No. 1; No. 2," etc.

107. When directed by the officer of the guard to dismiss the guard, the sergeant will step two paces to the front and then face to the left before giving his commands. He will cause the men to place their arms securely in the arm-racks, if these be provided.

108. Should there be no sergeant on guard, the senior corporal performs the duties above prescribed for the sergeant of the guard.

### THE CORPORAL OF THE GUARD.

109. Corporals of the guard are assigned to reliefs by the commander of the guard.

110. It is the duty of a corporal of the guard to post and relieve sentinels, and to instruct the members of his relief in their orders and duties.

111. Immediately after the division of the guard into reliefs, the corporals will assign the members of their respective reliefs to posts by number, and a soldier so assigned to a post shall not be changed to another during the same tour of guard duty, unless by direction of the commander of the guard, or the officer of the day. Experienced soldiers are placed over the arms of the guard and at remote and responsible posts.

112. Each corporal will then make a list of the members of his relief, including himself. This list will contain the number of the relief, the name, company, and regiment of every member thereof, and the post to

which each is assigned. It will be made in duplicate, one copy to be given to the sergeant or senior non-commissioned officer of the guard, as soon as completed, the other to be retained by the corporal.

113. As soon as the officers of the day have visited their respective guards, or as soon as directed by the officer of the guard, the corporal of the first relief posts his relief.

114. The relief is brought to a *carry*. The corporal then commands :

#### CALL OFF.

Commencing on the right, the men call off alternately, front and rear rank, one, two, three, four, and so on; if in single rank, they call off from right to left. The corporal then commands :

1. *Right*, 2. FACE, 3. *Right shoulder*, 4. ARMS,
5. *Forward*, 6. MARCH.

In wet weather the relief may be marched at *secure arms*.

The corporal marches on the left, and near the rear file, in order to observe the march. The corporal of the old guard marches on the right of the leading file, and takes command when the last one of the old sentinels is relieved, changing places with the corporal of the new guard.

115. When the relief arrives at fifteen yards from a sentinel, he halts and faces toward it with arms at a *carry*. At six yards from him, the corporal commands :

1. *Relief*, 2. HALT.

The corporal then adds, according to the number of the post :

1. No. (—), 2. *Port*, 3. ARMS.

Or, if the guard be armed with saber or pistol only :

1. No. (—), 2. *Post*.

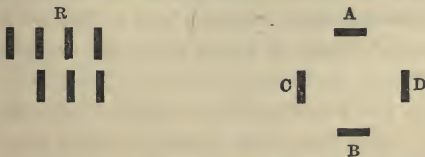
In the first case, at the third command, the two sentinels come to *port arms* and approach each other. In the second case, they approach each other at the command "*post*," and if armed with the saber assume the position of *guard*, except that the left hand is at the side, and the feet together.

116. The old sentinel, under the supervision of both corporals, whispers his instructions to the one taking post.

The corporals advance and place themselves, facing each other, a little in advance of the new sentinel, the old corporal on his right, the new corporal on his left, both remaining at a *carry*.<sup>1</sup>

117. The instructions relative to the post having

<sup>1</sup> The following diagram will illustrate the positions taken: —



R is the relief; A, the new corporal; B, the old; C, the new sentinel; D, the old.

been communicated, the new corporal steps back two paces, and commands :

1. *Right shoulder* (or, *Secure*), 2. ARMS, 3. *Forward*, 4. MARCH.

The corporals take their respective places as the relief passes them. The old sentinel takes his place in rear of the relief as it passes him, at a *right shoulder*, or *secure arms*.

118. The other sentinels are relieved and the new ones posted in similar manner.

The sentinels at the guard-house are the first relieved and are left behind.

119. The corporals, while posting their reliefs, will march at a *carry*.

120. If sentinels are numerous, reliefs may be posted in detachments.

121. The detachments and sentinels of the old guard, as they come in, are formed on its left.

122. To post a relief at any other time than at guard-mounting, its corporal forms it by the commands :

1. (*Such*) *relief*, 2. FALL IN.

The relief is formed in double or single rank (according as the guard is formed), facing to the right with arms at a *carry* and with bayonets fixed; the men will take place according to the numbers of their respective posts, viz., one, three, five, and so on, in the front rank; two, four, six, and so on, in the rear rank; or in the order of their respective posts from



right to left, according as the relief is in double or single rank. The corporal, standing about two yards in front of the center of his relief, then commands, —

1. *Left*, 2. FACE, 3. CALL OFF.

The men call off as prescribed above. The corporal then places himself on the right of the front rank, and, executing the *rifle salute*, reports to the officer of the guard :

“*Sir, the relief is present.*”

The relief having been inspected, the officer of the guard directs the corporal, “*Post your relief.*” The corporal salutes, and posts his relief as above prescribed. The corporal will execute, with his relief, the command of the officer of the guard for inspection.

123. If the necessity exists, the corporal, immediately after his relief has been inspected, will command, —

1. *Relief*, 2. LOAD, 3. *Carry*, 4. ARMS, and will post it as above.<sup>1</sup>

124. In posting reliefs, but one corporal goes with the relief, except the one of the new guard first posted after guard-mounting. In this case, the corporal will post his relief as above prescribed ; returning, the corporal of the old guard will form the relief on the left of the old guard, and, saluting, report to the commander of his guard,

“*Sir, the relief is present,*”

<sup>1</sup> Pieces will not be loaded without previous instructions from the commander of the guard.

and will then take his proper place in the guard. The corporal of the new guard falls out as the relief halts.

125. To dismiss the old relief, excepting in the foregoing case, it is halted and faced to the front at the guard-house by the corporal of the new relief temporarily in command, who then falls out. The corporal of the old relief then places himself on the right of its front rank, and, saluting the commander of the guard, reports :

“ *Sir, the relief is present.*”

After inspection, the commander of the guard commands, “ *Dismiss the relief.*” The corporal, after saluting, commands, —

1. *Port*, 2. ARMS, 3. *Break ranks*, 4. MARCH.

126. Should the pieces have been loaded before the relief was posted, the corporal, after facing the relief to the front, and before presenting it for inspection to the officer of the guard, will command, —

1. *Draw*, 2. CARTRIDGE, 3. *Carry*, 4. ARMS.

127. Each corporal will thoroughly acquaint himself with all the special orders of every sentinel on his relief, and see that each sentinel correctly transmits such orders *in detail* to his successor.

128. He will see that each sentinel, on being posted, clearly understands the limits and extent of his post.

129. Should any sentinel call for the corporal of the guard, the corporal will, in every case, at once proceed to such sentinel.

130. Any violation of regulations, or any unusual



occurrence reported to him by a sentinel, or coming to his notice in any other way, will at once be reported by the corporal to the commander of the guard.

131. Should any sentinel call for a "relief," the corporal will at once proceed to the post of such sentinel, taking with him the man next for duty on that post. If relieved for a short time only, the corporal will see that the sentinel relieved is again posted as soon as the necessity for his relief ceases.

132. A corporal of the guard receives and obeys orders from non-commissioned officers of the guard senior to himself, the officers of the guard, the officer of the day, and commanding officer only.

133. Out of ranks and under arms, the corporal salutes with the *rifle salute*. If marching his relief, if it be not already there, he will bring it to a *carry* before saluting. He will salute all officers whenever they pass, whether by day or night.

134. The corporal will carry his rifle with the bayonet fixed.

135. Immediately before the hour for challenging to begin, the corporal whose relief is on post will communicate the countersign to all the sentinels of his relief, excepting those at the guard-house.

136. When challenged by a sentinel while posting his relief, the corporal will answer, "*Relief*." At the sentinel's order to halt, the corporal commands, —

1. *Relief*, 2. HALT,

and at the order of the sentinel he advances alone to

deliver the countersign, or to be recognized. When the sentinel says, "*Advance, relief,*" the corporal commands, —

1. *Forward*, 2. MARCH.

If to be relieved, the sentinel is then relieved as prescribed above.<sup>1</sup>

137. During the hours for challenging, the corporal of the guard will challenge all suspicious-looking persons or parties he may observe, first halting his patrol or relief, if either be with him, and will advance them in the same manner that sentinels on posts advance like parties. But if the route of a patrol is on a continuous chain of sentinels, he will not challenge persons coming near him, unless he have reason to believe that sentinels are neglecting their duties.

138. The corporal of the guard will arrest all suspicious-looking characters prowling about the post or camp, all persons of a disorderly character disturbing the peace, and all persons taken in the act of committing some crime against the government on a military reservation or post. All persons arrested by corporals of the guard, or by sentinels, will be at once conducted to the sergeant of the guard by the corporal.

139. The corporal will examine parties halted and detained by sentinels, and, if he have reason to believe the parties have no authority to cross sentinels' posts, will conduct them to the sergeant of the guard.

140. Corporals will ascertain the tents or bunks of

<sup>1</sup> Paragraphs 115-17.

all the members of their reliefs, in order to turn them out, in case of necessity, in the least time and with the least confusion.

141. Should the guard be turned out, each corporal will wake his own relief, and cause its members to fall in promptly.

142. There should be at least one non-commissioned officer constantly on the alert at the guard-house, usually the corporal whose relief is on post. This non-commissioned officer takes post near the entrance of the guard-house, and does not fall in with the guard when it is formed. He will answer call from sentinels for the *corporal of the guard*. If called away, he will notify the sergeant of the guard before leaving the guard-house. If a sentinel call for *the guard*, he will promptly notify the officer of the guard. He will see that no person enters the guard-house, or crosses the post of the sentinel of the guard, without proper authority. He will, at the proper time, notify this sentinel of the hour, if sentinels are required to call the hours or half-hours of the night. He will wake the corporal whose relief is next on post, in time for the latter to form his relief and post it at the proper hour.

143. As a general rule, he will *advance* parties approaching the guard at night, in the same manner that sentinels on post advance like parties. Thus: The sentinel at the guard challenges, and reports the answer to his challenge to the corporal. The latter advances at *port arms* and says: "*Advance (So and So), with*

*the countersign,*" or, "*to be recognized,*" if no countersign be used. The countersign being correctly given, or the party being duly recognized, the corporal says:

"*The countersign is right, Advance (So and So),*" or, if no countersign be used, "*All right. Advance (So and So),*" repeating the answer to the sentinel's challenge.

The following are the exceptions to this rule:—

1st. In case the party challenged be entitled to inspect the guard.<sup>1</sup>

Upon receiving the countersign, or duly recognizing such party in the manner above prescribed, he will say, "*The countersign is right,*" and will then call:

*"Turn out the guard,"*

announcing the title of the officer challenged, without advancing him.

Thus, if the answer to the challenge of the sentinel be "*Officer of the day,*" the corporal advances toward the party challenged and says:

"*Advance, officer of the day, with the countersign,*" or, "*to be recognized.*"

The officer of the day, having given the countersign, or been recognized, the corporal says:

"*The countersign is right ;*" or, "*All right,*" and then calls:

*"Turn out the guard. Officer of the day."*

2d. In case of the approach of an armed party, other than a returning relief or detachment of the guard itself, the corporal will call:

<sup>1</sup> See paragraphs 53 and 238.

*“ Turn out the guard. Armed party.”*

144. When officers of different rank approach the guard-house from different directions at the same time, the senior will be advanced first, and will not be made to wait for his junior.

### MUSICIANS OF THE GUARD.

145. Musicians of the guard are members of the guard, and are subject to the orders of the commanding officer, the officer of the day, officers and non-commissioned officers of the guard only.

146. They will remain at the guard-house during their tour, and will fall in with the guard when it is formed. They form on a line with the front rank, their left two yards from its right.

147. They will sound all calls prescribed by the commanding officer, and such other calls as may be ordered by proper authority, at such times and places as may be directed.

148. Should the guard be turned out for national or regimental colors, they will sound a march when the guard presents arms.

149. Musicians of the guard sleep at the guard-house.

### ORDERLY FOR THE COMMANDING OFFICER.

150. When so directed, the adjutant will select an orderly for the commanding officer from the new guard, an extra man being detailed for guard for this purpose.

151. The selection will usually be made during the inspection at guard-mounting. The soldier will be chosen who is most correct in the performance of duty and in military bearing, neatest in person and clothing, and whose arms and accouterments are in the best condition. Clothing, arms, and equipments must conform strictly to the regulations prescribing the uniform. If there be doubt as to the relative merits of two or more soldiers, the adjutant may proceed to the guard-house and cause them to form in line a few paces to the right of the guard, after it has been brought to an *order*. They fall in, in single rank, facing to the right, with arms at a *carry*. The adjutant will cause them to execute the manual of arms, to march, etc., both with and without the numbers, the most proficient being selected as orderly. If doubt still exist, he will subject them to a more minute inspection, or he may cause them to draw lots. The adjutant will notify the commander of the guard of his selection.

152. After the guard has been brought to an *order*, at the guard-house, the commander of the guard will direct the soldier selected as orderly to report to the commanding officer. The soldier will then give his name, company, and regiment to the sergeant of the guard, and, leaving his rifle in the arm-rack in his company quarters, will proceed at once to the commanding officer, reporting :

“*Sir, Private —, Company —, reports as orderly.*”



If the orderly selected be a cavalryman, he will leave his carbine in the arm-rack in his company quarters, and report equipped with saber-belt and saber.

153. The orderly, during his tour, is subject to the orders of the commanding officer only.

154. When ordered to carry a message, he will be careful to deliver it exactly as it was given to him.

155. The orderly may be excused from such duty between retreat and reveille, and may be permitted to sleep in his company quarters, or in such other place as the commanding officer may direct.

156. At reveille, or at such hour as directed, he will again report to the commanding officer. He will remain on duty until relieved by the orderly selected from the guard relieving his own.

157. The orderly is a member of the guard. His name, company, and regiment are entered after those of the corporals in the place provided on the guard report.

158. If the necessities of the service require the detail of other orderlies, they are detailed and selected as above prescribed for the orderly for the commanding officer. They are subject to the orders of the commanding officer, and the officer for whom detailed, only.

## THE SOLDIER ON GUARD.

159. Soldiers will not remove their clothing or accouterments while on guard.



160. They will not leave the immediate vicinity of the guard-house, without permission from the commander of the guard.

161. No soldier will drink any spirituous or intoxicating liquor while on guard.<sup>1</sup>

162. During his tour of guard duty a soldier is subject to the orders of the commanding officer, the officer of the day, officers and non-commissioned officers of the guard only.

163. When not on post, nor engaged in the performance of a special duty, a soldier of the guard will salute all officers who pass him; if armed, with the *rifle salute*; if unarmed, with the hand. This rule applies at all hours of day or night.

164. Immediately upon breaking ranks, after guard-mounting, each soldier, not at once required for duty, will place his rifle in the arm-racks, if they be provided, and will not remove it therefrom unless he require it in the performance of some armed duty.

165. Privates are assigned to reliefs by the commander of the guard, and to post usually by the corporal of their relief. They will not change from one relief or post to another, during the same tour of duty, without proper authority.

166. No soldier shall hire another to do his duty for him.

<sup>1</sup> ARTICLE OF WAR 38. — Any officer who is found drunk on his guard, party, or other duty shall be dismissed from the service. Any soldier who so offends shall suffer such punishment as a court-martial may direct.

167. Should the guard be formed, soldiers will fall in, under arms, and at a *carry*. They will be careful to cover accurately in file.

At roll-call, each man, as his name or number and relief is called, comes to *order arms*.

168. While on guard, bayonets will be constantly fixed.

### ORDERS FOR SENTINELS ON POST.

169. Orders for sentinels on post are divided into two classes, *general orders* and *special orders*. General orders are divided into *general orders proper*, *orders for saluting*, *orders in case of fire or disorder*, and *night orders*.<sup>1</sup>

#### GENERAL ORDERS PROPER.

170. A sentinel on post —

*Will take charge of all government property in view ;*

*Will walk his post in a military manner, keeping constantly on the alert,<sup>2</sup> observing everything that takes place within sight or hearing ;*

<sup>1</sup> The orders printed in *italics* at the head of each of the divisions of general orders should be memorized by the sentinel. When called upon to repeat his general orders under any of the divisions above specified, he will repeat those printed in *italics* only. His knowledge of the other provisions will be developed by questions.

<sup>2</sup> ARTICLE OF WAR 39. — Any sentinel who is found sleeping

*Will report every breach of orders or regulations which he is instructed to enforce ;*

*Will repeat all calls made from posts more distant from the guard-house than his own ;*

*Will not quit his post until properly relieved ;<sup>1</sup>*

*Will receive, transmit, and obey all orders from, and allow himself to be relieved by his commanding officer, the officer of the day, an officer or non-commissioned officer of the guard only.*

171. Sentinels on post are not required to halt, or change the position of their rifle, on arriving at the end of their posts, or to execute the "*To the rear, march,*" precisely as described in the drill regulations, but may face about, *while marching*, in the way most convenient to them, and either to the *right about* or *left about*, and at any part of the post, as may be best suited to the proper performance of their duties. They will carry their arms at a *support*, or on either shoulder, but will never quit them. In wet weather, if there be no sentry-boxes, they may secure arms.

172. Sentinels will not engage in conversation not necessary to the discharge of their duties.

173. Should sentry-boxes be provided, the sentinels in them stand at *order arms*, or *parade rest*. Sentry-boxes will be used in wet weather only.

upon his post, or who leaves it before he is regularly relieved, shall suffer death, or such other punishment as a court-martial may direct.

<sup>1</sup> See note 2, page 43.

174. In very hot weather, sentinels may be allowed to stand at *order arms* or *parade rest* on their posts, provided they can in this position effectively discharge their duties. Sentinels will, however, before taking advantage of this privilege, obtain the express authority of the commander of the guard, or the officer of the day.

175. The sentinels of a camp guard will arrest suspicious persons prowling about the camp at any time. At night they arrest any one who attempts to enter, even the soldiers of other corps.

176. Every unusual or suspicious event noticed by a sentinel on post should be at once reported by him to the corporal of the guard.

177. When calling for any purpose, or in communicating with any person, a sentinel will take the position of *port arms*.

178. Mounted sentinels, in challenging, and holding communications, will take the position of *advance carbine*, *raise pistol*, or *guard*, accordingly as they are armed with the carbine, pistol, or saber. They will not dismount while on duty as sentinels.

179. A dismounted sentinel, armed with a saber, in holding communications assumes the position of *guard*, except that the left hand is at the side and the feet are together.

180. If a relief become necessary, by reason of sickness or other cause, the sentinel will call, "*Relief, corporal of the guard, No. (—)*," giving the number of his post.

181. To call the corporal of the guard for any other purpose than for a relief, the sentinel will call, "*Corporal of the guard, No. (—).*"

182. Whenever relieved, a sentinel will repeat to his successor all *special* orders pertaining to his post, *in detail*.

183. When a relief is fifteen yards from him, he will halt in his own person and face toward it with arms at a *carry*. If to be relieved himself, he will come to *port arms* at the command of the corporal; or if armed with the saber, at the command "*Post,*" he will take the position of *guard*, except that the left hand is at the side and the feet together; he will then advance toward the new sentinel, and transmit to him the special orders of his post. Both sentinels then resume the *carry*, face outward, and step back one pace, aligning themselves on the old corporal if he be present. The old sentinel comes to a *right shoulder*, or *secure arms*, at the command of the corporal, and takes his place in rear of the relief as it passes him. When the relief is fifteen yards past him, the new sentinel begins to walk his post.

184. The sentinels at the post of the guard have orders not to permit enlisted men to pass without reporting; to warn the commander of the approach of any armed body; and to arrest all suspicious or disorderly persons.

## ORDERS FOR SALUTING.

185. *Between reveille and retreat, salute with a present all officers, national and regimental colors, that pass within saluting distance.*

*Between retreat and reveille, except when challenging, face outward, and stand at attention, at a carry, when an officer passes.*<sup>1</sup>

186. Between reveille and retreat is the interval between the firing of the morning and evening gun; or, if no gun be fired, it is the interval between the sounding of the first note of the reveille, or the first march, if marches be played, and the last note of the retreat.

187. Saluting distance is the limit within which individuals and the insignia of rank can be readily recognized; this is assumed to be about thirty yards. Officers will be saluted, whether they be in uniform or not.

188. All officers of the navy and marines, officers of volunteers and militia in the service of the United States, and officers of foreign services visiting at a post, are entitled to a salute.

189. The following named persons are also entitled to a salute: The President, Vice-President, Members of the Cabinet, Chief Justice, and Speaker of the House of Representatives of the United States; Governors in their respective States or Territories; American or foreign envoys and ministers; the Sovereign or Chief

<sup>1</sup> See note, paragraph 169.



Magistrate, and the Heir-Apparent and Consort of the reigning sovereign of a foreign state.

190. The remains of a deceased officer or soldier will be saluted. If there be a funeral escort, arms will be presented as the escort approaches, and the *present* maintained until the remains have passed. The sentinel will then stand at *attention*, at a *carry*, until the procession has passed.

191. Sentinels will salute an armed party commanded by a commissioned officer. The *present* is given as the officer in command approaches, and is maintained until he has passed. The sentinel then stands at *attention*, at a *carry*, until the whole party has passed.

192. An armed party under the command of a non-commissioned officer is not saluted. The sentinel will, however, stand at *attention*, facing outward, with arms at a *carry*, while such a party passes.

193. To salute, a sentinel halts, facing in the direction in which he was walking, brings his piece to a *carry* upon halting, and then faces outward. This is done when the approaching officer or party arrives at a distance of about thirty yards from the sentinel. If he approach along the post, the *present* will be given when the officer arrives at a distance of about six yards. If he pass in front of the sentinel, but not along the post, he is saluted just before he passes the sentinel's front. If he cross the post, he is saluted just before he crosses. If he pass in rear, he is not saluted, but the sentinel stands at *attention*, facing outward.



194. The sentinel will remain ~~at the~~ *present* until his salute is returned, or until the person saluted has passed.

195. Mounted sentinels, armed with the saber and with sabers drawn, will salute by presenting saber; if armed with the carbine only, they will take the position of *advance carbine*.

196. If an officer or a group of officers approach and remain on or near a sentinel's post without coming under any of the conditions described in paragraph 193, the sentinel will continue to walk his post, and will salute the officer or group of officers, as he passes them, with the *rifle salute*. The sentinel in repassing the same officer or group of officers will not again salute or pay any further compliment.

197. A sentinel in a sentry-box, upon the approach of an officer, will stand at a *carry*, and if armed with a rifle or carbine, will *present arms* as the officer passes.

198. In wet weather, with no sentry-boxes, the usual salutes will be rendered.

199. A sentinel at *port arms*, and in communication with an officer, will not interrupt the communication for the purpose of saluting a junior, unless directed by the senior to do so.

200. The sentinel at the guard-house salutes in every way as prescribed above.

Between reveille and retreat, in addition to the salutes rendered by him, he will, on the approach of an

armed body of troops or a person entitled to the compliment, call, "*Turn out the guard,*" and announce who approaches. The guard will not be turned out for troops at drill when they pass the guard-house.

201. Though the guard be already formed, he will not fail to call, "*Turn out the guard,*" on the approach of any person entitled to the compliment.

202. The following persons are entitled to this compliment: The President, Vice-President, Members of the Cabinet, Chief Justice, and Speaker of the House of Representatives of the United States; Governors in their respective states or territories; the Sovereign or Chief Magistrate of a foreign state; the Heir-Apparent and Consort of the reigning sovereign of a foreign state; all general officers of the army; general officers of a foreign service visiting at a post; naval, marine, volunteer, and militia officers in the service of the United States and holding the relative rank of a general officer; American or foreign envoys or ministers; commanding officer, and the officer of the day.

203. The relative rank of officers of the navy and army is as follows: Admiral, general; vice-admiral, lieutenant-general; rear-admiral, major-general; commodore, brigadier-general; captain, colonel; commander, lieutenant-colonel; lieutenant-commander, major; lieutenant, captain; lieutenant (junior grade), first lieutenant; ensign, second lieutenant.

204. The guard will be turned out for national or regimental colors.

205. All guards will be turned out for officers entitled to the compliment as often as they pass, except personal guards of general officers, which turn out only to the general whose guards they are, and to officers his superior in rank.

206. The following examples illustrate the manner in which the sentinel will turn out the guard: "*Turn out the guard, commanding officer;*" "*Turn out the guard, Governor of Territory;*" "*Turn out the guard, national colors;*" "*Turn out the guard, armed party,*" etc. At the approach of the new guard at guard-mounting, the old guard will be turned out, as in the last example.

207. If the person named does not desire the guard formed, he will salute, or say, "*Never mind the guard,*" whereupon the sentinel will call "*Never mind the guard.*"

208. After having called, "*Turn out the guard,*" the sentinel will not in any case call, "*Never mind the guard,*" on the approach of an armed party.

209. If two or more persons entitled to compliment approach at the same time, either together or from different directions, the sentinel, in his call, mentions first the senior only. If the senior does not desire to have the guard formed, the sentinel will then call, "*Turn out the guard,*" announcing the next in rank, and so on until all entitled to the compliment have been noticed, when, if none desire the guard formed, the sentinel calls, "*Never mind the guard.*" If, however, one

of the number desire the guard to be formed, the sentinel will not call for those to whom such person is senior, though they be of rank that would entitle them to compliment.

#### ORDERS IN CASE OF FIRE OR DISORDER.

210. *In case of fire or disorder, give the alarm.*<sup>1</sup>

211. In case of disorder, a sentinel will cry, "*The guard.*" If a fire takes place, he will cry, "*Fire,*" adding in either case the number of his post. If the danger be great, he will discharge his piece before calling.

212. The sentinel will, if possible, arrest all parties to a disorder arising on or near his post, and turn them over to the corporal of the guard.

213. In case of fire or disorder arising near the guard-house, the sentinel posted there will call the corporal of the guard and report the facts to him.

#### NIGHT ORDERS.<sup>2</sup>

214. *At night, exercise the greatest vigilance. After retreat, or the hour appointed by the commanding*

<sup>1</sup> See note, paragraph 169.

<sup>2</sup> The following orders imply that sentinels have instructions to pass persons with the countersign. This is always the case, unless otherwise ordered by the commanding officer, who, if the necessity or expediency exist, may require all persons to be passed by an officer or non-commissioned officer of the guard only. The commanding officer will prescribe how and where soldiers and others shall enter or leave the camp.

*officer, until broad daylight, challenge all parties seen on or near the post, and allow no persons to pass without proper authority.*<sup>1</sup>

FOR ALL SENTINELS EXCEPT THE ONE AT THE  
GUARD-HOUSE.

215. Between retreat (or the hour appointed by the commanding officer) and broad daylight, if a sentinel see any party on or near his post, he will advance rapidly along his post toward such party, and when about thirty yards from it, will take the position of *port arms* (or, if armed with the saber, of *guard*, except that the left hand is at the side) and challenge sharply, "*Who comes there?*"

216. Until duly recognized, by countersign or otherwise, the sentinel will allow no one to approach nearer than within reach of his bayonet, — a distance of about eight feet.

If there be two or more persons in the party challenged, the sentinel will suffer one only of such party to approach him for the purpose of giving the countersign, or, if no countersign be used, of being duly recognized. When this has been done, the whole party is advanced, *i. e.*, allowed to pass. Thus: if the answer be "*Friends,*" the sentinel will call, "*Halt. Advance one with the countersign;*" the countersign being given, the sentinel will say, "*The countersign is right. Advance, friends.*"

If the answer be, "*Patrol,*" the sentinel will call,

<sup>1</sup> See note, paragraph 169.

“*Halt. Advance one with the countersign ;*” then, “*The countersign is right. Advance, patrol.*”

If the answer be, “Officer of the day and officer of the guard,” the sentinel will call, “*Halt. Advance one with the countersign ;*” then, “*The countersign is right. Advance, officer of the day and officer of the guard.*”

If the answer be, “Officer of the day and friends,” the sentinel will call, “*Halt. Advance one with the countersign ;*” then, “*The countersign is right. Advance, officer of the day and friends.*”

If the answer be, “Relief,” the sentinel will call, “*Halt. Advance one with the countersign ;*” then, “*The countersign is right. Advance relief.*”

And so in all similar cases.

217. If the answer to the sentinel’s challenge indicate that one person alone is approaching, the procedure is the same in all cases. A single instance will illustrate: The answer being, “Friend with the countersign,” the sentinel will call, “*Advance, friend with the countersign ;*” then, “*The countersign is right. Advance, friend.*”

218. In case a mounted party be challenged, before advancing it, the sentinel will cause it to dismount, calling, “*Dismount,*” after receiving an answer to his challenge. He then advances one with the countersign, according to the foregoing rules.

219. If two or more parties approach a sentinel’s post from different directions and at the same time, all



such parties are separately challenged and halted in turn. The senior is first advanced in accordance with the foregoing rules. The senior, if competent to give orders to the sentinel, may direct the sentinel to advance any or all of the other parties. Without such direction the sentinel will not advance any of them until the senior leaves him. He will then advance the senior only of the remaining parties, and when he directs or leaves him the others will be similarly advanced.

220. If a party be already advanced and in communication with a sentinel, the latter will challenge any other party who may approach; if the party challenged be senior to the one already on his post, the sentinel will advance such party at once; if junior, he will cause it to wait until the senior leaves him.

221. The following order of rank will govern a sentinel in advancing different parties approaching his post at night: Commanding officer, officer of the day, officer of the guard, patrols, non-commissioned officers of the guard in the order of rank, friends, relief.

222. If no countersign be used, the rules for challenging are the same. The rules for advancing parties are modified only as follows: Instead of saying, "*Advance (So and So) with the countersign,*" the sentinel will say, "*Advance (So and So) to be recognized.*" Upon recognition, the sentinel will say, "*All right. Advance (So and So).*"

223. The sentinel will never allow himself to be sur-



prised, or permit two parties to advance upon him at the same time.

224. In all cases the sentinel will satisfy himself, before passing them, that the parties are what they represent themselves to be, and have a right to pass. If he be not so satisfied, he will cause them to stand, and call the corporal of the guard. So, likewise, if he have no authority to pass persons with the countersign, or when the party challenged has not the countersign, or gives an incorrect one.

225. After challenging and duly recognizing an officer, the sentinel, unless spoken to, stands at *attention* at a *carry* until the officer has passed him. If the officer, however, remain in the vicinity, the sentinel will resume walking his post.

226. A sentinel will not divulge the countersign to any one excepting the sentinel who relieves him, or to a person from whom he properly receives orders, on such person's order.<sup>1</sup>

227. Should sentinels be required to call off the hours or half-hours of the night, they will call successively in the numerical order of their posts, beginning at the guard-house, each one giving the number of his post,

<sup>1</sup> ARTICLE OF WAR 44. — Any person belonging to the armies of the United States who makes known the watchword to any person not entitled to receive it, according to the rules and discipline of war, or presumes to give a parole or watchword different from that which he received, shall suffer death, or such other punishment as a court-martial may direct.

repeating the hour of the night, and then adding: "All's well." Thus: "No. 2, eleven o'clock. All's well." This call should be made, and the number of the post and the hour announced, in a clear and distinct manner, without, unduly prolonging the words. In case any sentinel fails to call off, the one next preceding him will repeat the call; if he does not hear the next sentinel take it up within a reasonable time, he will call the corporal of the guard and inform him of the facts.

## FOR SENTINELS AT THE GUARD-HOUSE.

228. The sentinel at the guard-house, between retreat (or the hour appointed by the commanding officer) and broad daylight, will challenge all parties who approach the guard-house, or attempt to cross his post, but unlike other sentinels he will advance no one. After receiving an answer to his challenge, he will call, "Halt. Corporal of the guard (So and So)," repeating the answer to his challenge. He will not in such cases repeat the number of his post. He remains in the position assumed in challenging until the corporal of the guard turns out and advances the party challenged, when he resumes walking his post, unless the party be entitled to a salute; the sentinel will in this case stand at *attention* at a *carry*. As soon as the compliment is recognized, he resumes walking his post.

229. In calling the hours of the night, he will, at the direction of a non-commissioned officer of the guard,

call, "No. 1 (*such*) o'clock." After the call has passed around the chain of sentinels he will call, "No. 1. *All's well.*"

230. Between retreat and the hour appointed for challenging to begin, and between broad daylight and reveille, he will call, "*Corporal of the guard, No. 1,*" on the approach of any person entitled to compliment, and will stand at *attention* at a *carry* if any officer pass him.

### SPECIAL ORDERS.

231. Special orders define the duties to be performed by a sentinel on a particular post, and are prescribed by the commanding officer.

232. The limits and extent of his post will invariably constitute one of the special orders of every sentinel on post.

233. The sentinel at the commanding officer's tent will warn him, day or night, of any unusual movement in or about the camp.<sup>1</sup>

### MISCELLANEOUS.

234. All persons, of whatever rank in the service, are required to observe respect towards sentinels.

235. The salute of a sentinel will invariably be returned by the officer saluted.

<sup>1</sup> For special orders of color sentinels and of sentinels in charge of prisoners, see paragraphs 311 and 347, 348.

236. Standing at *attention* by a sentinel, after the hour for challenging, is sufficient compliment to require its recognition, by a salute, from an officer in passing.

237. Any person entitled to compliment from a guard, who does not desire to have the guard formed for him, will, at the call of the sentinel at the guard-house, designating his title, either salute, or say, loudly enough to be heard by the sentinel, "*Never mind the guard.*"

238. A general officer, or the commander of a regiment or post, may visit the guards of his command, and make such inspections as he may consider essential. At night, or in the field, he will take from the main body of the guard such escort as he may deem necessary to accompany him to the next guard, on reaching which he will order back his escort, and, taking a new one, will proceed in the same manner to other guards.

239. All material instructions given to sentinels by persons entitled to visit and inspect them, will be promptly reported to the commander of the guard by the officer giving them.

240. Any person having authority to inspect a guard, and who wishes to do so, will, after the guard is presented, direct its commander to *prepare it for inspection.*

241. The commander of an armed party, on passing a guard or sentinel, will bring his command to a *carry* before returning the salute of such guard or sentinel.

242. Officers or enlisted men passing the colors will salute whether with or without arms. With no arms in hand, the salute will be made by raising the cap or helmet. If the colors are on the stacks, the salute will also be made on crossing the color-line.

### STABLE GUARDS (CAVALRY).

243. Stable guards are for the protection of the horses, equipments, and forage, as well as for the enforcement of the special regulations in regard to stables and horses.

244. Stable guards will be posted in each cavalry stable, under the supervision and control of their respective troop commanders, and will consist of not less than one non-commissioned officer and three privates. At all posts not occupied exclusively by cavalry, a proper credit will be allowed each cavalry troop, upon the guard roster of the post, for the number of men furnished for its stable guard.<sup>1</sup> The sentinels will be posted within the stable, or at the picket lines when the horses are kept outside. The stable guard may be used as a herd guard during the day, when grazing is practicable.

245. The stable guard will be mounted separately for each troop, under the supervision of the troop commander, and at such time and place as may be authorized by the commanding officer.

<sup>1</sup> See note to paragraph 14.

246. The tour continues for twenty-four hours, or until properly relieved by the new guard.

247. The employment of stable guards for police and fatigue duties at the stables is forbidden, but this will not prohibit the stable guard from being required to assist in feeding grain before reveille.

248. The members of the stable guard will groom their own horses at the stable hour. They will wear stable frocks while grooming, — belts outside the frock.

249. Neither the non-commissioned officers nor members of the stable guard will absent themselves from the immediate vicinity of the stables, except in case of urgent necessity. No member of the guard will leave for any purpose, without the authority of the non-commissioned officer of the guard.

250. The non-commissioned officer and one member of the guard will go for meals at the proper hour; upon their return, the other members of the guard will be directed to go by the non-commissioned officer.

251. When the horses are ordered on herd, the guard will be governed by special instructions from the troop commander.

252. Smoking in stables or in their immediate vicinity is prohibited. No fire or light, other than the stable lantern, will be permitted in the stables.

253. Stable guard duty in the field will be performed upon the same principles, with the modifications rendered necessary by the change of conditions.



## NON-COMMISSIONED OFFICER OF STABLE GUARD.

254. The non-commissioned officer receives his orders from the troop commander, to whom he will report immediately after posting his first sentinel, and when relieved will turn over all his orders to his successor. He instructs the sentinels in their general and special duties; exercises general supervision over his entire guard; exacts order and cleanliness about the guard-room; prevents the introduction of intoxicants into the guard-room or stables; receives, by count, from his predecessor, the animals, horse equipments, and all property (both public and private) pertaining thereto; examines, before relieving his predecessor, all locks, windows, and doors, and should any be found unsafe, the fact will be reported to his troop commander when he reports for orders. He will personally post and relieve each sentinel, taking care to verify the property responsibility of the sentinel who comes off post, and to see that the sentinel who goes on post is aware of the property responsibility that he assumes.

255. That the non-commissioned officer may be more thoroughly informed of his responsibility, *all* horses returned to the stable will be reported to, and be inspected by him, excepting those returning from formation. He will then notify the sentinel of the number returned, and see that the horses are properly cared for. In case of abuse, he will promptly report the facts to the troop commander. Should the horse



be the private property of an officer, he will report such abuse to the owner.

256. The non-commissioned officer will report any unusual occurrence during his tour direct to his troop commander.

257. Horses and other property for which the non-commissioned officer is responsible will not be taken from the stables without the order of the troop commander, except in the following cases : —

A. Officers' horses are subject to their owner's orders.

B. Horses for authorized mounted duty may be taken out on the written order of the first sergeant, which order will be preserved and handed to the troop commander by the non-commissioned officer when he marches off guard.

C. Horses may be taken from the stables for other than military duty, under regulations prescribed by the troop commander, approved by the commanding officer.

D. No formal order will be required for horses and equipments to leave the stable at the established hours for mounted drills, ceremonies, watering, and herd. The non-commissioned officer will, however, be present, and satisfy himself that the horses and equipments are taken out solely for these purposes.

258. The non-commissioned officer will have exclusive control of the lanterns, and will see that they are prepared during the day for lighting at night.

259. The lanterns will not be lighted, filled, or

trimmed in the stables, but must be taken to the guard-room, or such other place as may be designated by the troop commander for the purpose.

260. The non-commissioned officer must answer the sentinel's calls promptly.

261. In case of fire, the non-commissioned officer will see that the doors farthest from the side from which the wind is blowing are promptly thrown open; he will then commence with his entire guard to lead out the horses and secure them at the picket line, or such other place as may have been previously designated in case of fire.

262. Whenever it becomes necessary for the non-commissioned officer to leave his guard, he will designate a member of it to take charge and assume his responsibility during his absence.

#### SENTINEL OF THE STABLE GUARD.

263. The sentinel in the discharge of his duties will be governed by the regulations for sentinels of other guards whenever they are applicable; such as courtesies to officers, walking post in a soldierly manner, challenging, etc. He will not turn out the guard except when ordered by proper authority.

264. The sentinel will receive orders from the commanding officer, the troop commander, and the non-commissioned officer of the stable guard only.

265. The sentinel will not permit any horse or equipments to be taken from the stables, except in presence of the non-commissioned officer.

266. Should a horse get loose, the sentinel will catch him and tie him up. If he be unable to catch the horse, the non-commissioned officer will be at once notified. In case a horse be cast, or in any way entangled, he will relieve him if possible; if unable to relieve him, he will call the non-commissioned officer. Sentinels are forbidden to punish or maltreat a horse.

267. When a horse is taken sick, the sentinel will notify the non-commissioned officer, who in turn will call the farrier, and see that the horse is properly attended to.

268. In case of fire, the sentinel will give the alarm by stepping outside the stable and firing his pistol or piece repeatedly, calling out at the same time, "*Fire. Stables. Troop —.*"

As soon as the guard is alarmed, he will at once open the doors farthest from the side from which the wind is blowing, drop the chain and bars, and, with the other members of the guard, will proceed to lead out the horses and secure them at the picket line, or such other place as may have been previously designated in case of fire.

269. The sentinel will take off his stable frock after he has finished grooming his horse; as soon as stable duty is over he will be again posted.

## STABLE AND PARK GUARD (ARTILLERY).

270. The pieces, caissons, etc., with their ammunition and stores, as well as the horses, harness, and forage, are in charge of a stable and park guard consisting of two non-commissioned officers and as many privates as may be necessary.

271. This guard will be mounted separately for each battery, and will be under the exclusive control of the battery commander.

272. A lieutenant of the battery is detailed daily as *battery officer of the day*; the stable and park guard is under his immediate orders, and those of the captain.

273. It is the duty of this guard to enforce the special regulations in regard to the stables, horses, and park.

274. The tour continues for twenty-four hours, or until properly relieved by a new guard.

275. The sentinels of the stable and park guard will be posted and relieved in the same manner as those of other guards. They are forbidden to strike or otherwise punish horses; they wear the saber-belt only when on post at the stable or picket-line.

276. The sentinels over the horses receive orders from the stable sergeant.

277. The guard, non-commissioned officers, and sentinel will perform their duties in accordance with the rules prescribed for the cavalry stable guard.

## PATROLS.

278. A patrol is a small detachment of two or more men detailed to observe and obtain information of the enemy, or to perform some special service connected with guard duty. Patrols are usually detailed from the guard and receive their instructions from its commander.

279. If the patrol be required to go beyond the chain of sentinels, the officer or non-commissioned officer in command should be furnished with the countersign, and the outposts and sentinels warned.

280. If challenged by a sentinel, the patrol is halted by its commander, and the non-commissioned officer accompanying it advances alone and gives the countersign.

## COUNTERSIGNS AND PAROLES.

281. Countersigns, paroles, and watchwords will be used in the performance of guard duty, especially in the presence or vicinity of an enemy. The "countersign" is a word given daily to enable guards and sentinels to distinguish persons at night. It is given to such persons as are entitled to pass and repass during the night, and to the officer, non-commissioned officers, and sentinels of the guard. To officers commanding guards a second word, called the "parole," will be given as a check upon the countersign, by which such officers

as are entitled to make visits of inspection at night may be distinguished.<sup>1</sup>

282. Sentinels will not make use of the countersign except for the purpose of enabling them to distinguish persons while on duty as sentinels. Interior guards receive the countersign only when ordered by the commander of the troops.

283. When the parole and countersign cannot be communicated daily to a post or detachment which ought to use the same as the main body, a series of words may be sent for some days in advance.

284. If the countersign be lost, or if a member of the guard desert with it, the commander on the spot will substitute another for it, and report the case at once to the proper superior, that immediate notice may be given to headquarters.

285. The parole is given to such persons only as have a right to inspect guards, and to officers in command of guards.

286. No person shall make known the countersign or parole to any person not entitled to receive them.<sup>2</sup>

287. In addition to the countersign, use may be made of preconcerted signals, such as striking the rifle with the hand, or striking the hands together a certain number of times as agreed upon. Such signals may be used by the guards throughout the same general command, or by those guards only which occupy exposed points.

<sup>1</sup> See Appendix II.

<sup>2</sup> See note, paragraph 226.



They are made before the countersign is given, and must not be made known to any person not authorized to know the countersign. Their use is intended to prevent the surprise of a sentinel.

288. In the daytime, signals may be used by sentinels to communicate with the guard or with each other. They may be made by raising a cap or a handkerchief in a preconcerted manner.

289. Paroles and countersigns are issued in the form of an order, a copy of which is sent to all persons entitled to use them. The parole is omitted in the order sent to a person entitled to use the countersign only.

## FLAGS AND COLORS.

290. The *Garrison Flag* is the national flag. It is furnished to very important posts only, or those having large garrisons,<sup>1</sup> and will be hoisted only on gala days and great occasions.

The *Post Flag* is furnished to all posts garrisoned by troops, and will be hoisted only in pleasant weather.

The *Storm Flag* is furnished to all occupied military posts, and will be hoisted in stormy or windy weather.

291. It is the duty of the officer of the guard to see that the proper flag is hoisted.

292. The flag should be hoisted at reveille and low-

<sup>1</sup> These posts are designated from Headquarters of the Army.



ered at retreat. In case of storm, either of wind or rain, he will see that the storm flag is promptly raised.

293. Under no circumstances will the flag of a military post be dipped by way of salute or compliment.

294. On the death of an officer at a military post, the flag is displayed at half-staff and kept so, between the hours of reveille and retreat, until the last salvo or volley is fired over his grave, or, if the remains are not interred at the post, until they are removed therefrom.

295. During the funeral of an enlisted man the flag is displayed at half-staff, and is hoisted to the top after the final volley or gun is fired.

296. All military posts in sight, or within six miles of each other, display their flags at half-staff upon the occasion of either one doing so.

297. On all occasions when the flag is displayed at half-staff it is *lowered* to that position from the top of the staff. It is afterwards *hoisted* to the top *before* being finally lowered.

298. The national colors will always be displayed at the time of firing salutes.

299. The sentinel at the guard-house, or the sentinel nearest the flag-staff, will report at once to the corporal of the guard any danger to the flag, from loosened halyards, or from entanglement with either halyards or staff.

300. When practicable, a detail consisting of a non-commissioned officer and two privates of the guard will be detailed to raise or lower the flag. This detail is

formed in line, in side arms, or if the special equipment does not include side arms, then in belts only; the detail is marched to the staff, the non-commissioned officer, carrying the flag, in the center. The flag is then securely attached to the halyards, and if at reveille, is rapidly hoisted at the sounding of the first note of the reveille, or the first note of the march, if a march is played before the reveille. The halyards are then securely fastened to the cleat on the staff.

301. If the flag is to be lowered, the halyards are loosened from the staff and made perfectly free. At retreat, the flag is lowered at the sounding of the last note of the retreat. It is then neatly folded, and the halyards are made fast. The detail is then marched to the guard-house, where the flag is turned over to the commander of the guard.

302. The commander of the guard will see that proper details are made to hoist or lower the flag at reveille and retreat, and that these details are made in time for these duties to be properly performed.

303. Should the national or regimental colors be on the stacks on the color line, in case the stacks are broken for any cause, the sergeant of the guard, unarmed, will take two armed privates as a guard, and will carry the colors to the colonel's quarters.

## COLOR LINE AND SENTINELS.

304. A sufficient number of sentinels, not to exceed three, is placed on the color line to guard the stacks and colors.

305. In camps for the instruction of troops the proper number of sentinels for the color line may be selected from the guard by the adjutant at guard-mounting, the required number of extra men being detailed for guard for this purpose. They are designated *color sentinels*, and are selected in the manner prescribed for the selection of the orderly for the commanding officer.<sup>1</sup>

306. Color sentinels so selected are on post only so long as the stacks are formed. Their places are taken at night by the other sentinels posted on the color front or on the flanks.

307. When stacks are broken, they may be permitted to return to their respective companies. They are required to report in person to the officer of the guard at reveille and tattoo. They will fall in with the guard, under arms, at retreat and at guard-mounting.

308. Color sentinels are not placed on the regular reliefs, nor is their post numbered. In calling for the corporal of the guard, they call, "*Corporal of the guard. Color line.*"

309. The time of walking post on the color line is equally divided among the color sentinels, by the officer of the guard.

<sup>1</sup> See paragraph 151.

310. A color sentinel on post is subject to, and will observe, all the general orders prescribed for sentinels on other posts.

### SPECIAL ORDERS FOR COLOR SENTINELS.

311. A sentinel placed over the colors will not permit them to be moved, except in presence of an armed escort.

He will allow no one to touch them but the color bearer, or a non-commissioned officer of the guard when he is accompanied by two armed men.

He will not permit any soldier to take arms from the stacks or to touch them, except by order of some officer, or a non-commissioned officer of the guard.<sup>1</sup>

He will see that every person crossing the color line salutes the colors. In case any person fails to pay this mark of respect to the colors, he will call the corporal of the guard, and inform him of the case.

### PRISONERS.

312. The following articles of war bear directly upon the subject of the confinement of prisoners by a military guard, and their provisions must be carefully observed:

313. ARTICLE 66. — Soldiers charged with crimes shall be confined until tried by court-martial, or released by proper authority.

<sup>1</sup> This order applies also to other sentinels posted on the color front.

314. ARTICLE 67. — No provost marshal, or officer commanding a guard, shall refuse to receive or keep any prisoner committed to his charge by an officer belonging to the forces of the United States; provided the officer committing shall, at the same time, deliver an account in writing, signed by himself, of the crime charged against the prisoner.

315. ARTICLE 68. — Every officer to whose charge a prisoner is committed shall, within twenty-four hours after such commitment, or as soon as he is relieved from his guard, report in writing, to the commanding officer, the name of such prisoner, the crime charged against him, and the name of the officer committing him; and if he fails to make such report, he shall be punished as a court-martial may direct.

316. ARTICLE 69. — Any officer who presumes, without proper authority, to release any prisoner committed to his charge, or suffers any prisoner so committed to escape, shall be punished as a court-martial may direct.

317. ARTICLE 70. — No officer or soldier in arrest shall be continued in confinement more than eight days, or until such time as a court-martial can be assembled.

318. The Revised Statutes of the United States contain the following section :

SECTION 2151. — No person apprehended by military force under the preceding section<sup>1</sup> shall be detained

<sup>1</sup> The preceding section referred to, Section 2150, R. S., provides for the employment, by direction of the President, of the

longer than *five days* after arrest and before removal. All officers and soldiers who may have any such person in custody shall treat him with all the humanity which the circumstances may permit.

319. The commander of a guard will place a civilian in confinement only on an order from higher authority, unless such civilian be arrested while in the act of committing some crime within the limits of the military jurisdiction; in which case the commanding officer will be immediately notified.

320. Civilian prisoners, and soldiers in confinement belonging to other commands, are temporarily attached to companies for rations.

321. Non-commissioned officers will not be confined at the guard-house in company with privates, but will be placed in arrest in their barracks or quarters, except in aggravated cases, where escape is feared.

322. The arrest of a non-commissioned officer and the confinement of a soldier will be reported to his immediate commander as soon as practicable.

323. An officer ordering a soldier into confinement will send a written statement, signed by himself, to the commander of the guard, setting forth the name, company, and regiment of such soldier, and a brief statement of his alleged offense. It is sufficient statement of the offense to give the number of the article of war under which the soldier is charged.

military forces of the United States in the execution of certain laws relative to Indians and to the Indian country.



324. If, at guard-mounting, no such statement has been received, the commander of the guard will direct the attention of the officer of the day to the case, and the latter officer will order the prisoner to be released, unless he has received specific orders to the contrary from the commanding officer.

325. The commander of the guard will, at guard-mounting, also report to the officer of the day all prisoners to be released by reason of expiration of term of sentence.

326. The officer of the guard, or officer of the day, if there be no officer of the guard, will read the sentences of prisoners to them at the guard-house when the order promulgating the same is received.

327. The commander of a guard is responsible for the security of the prisoners under the charge of his guard. He will inspect the guard-rooms and cells, and the irons of such prisoners as may be ironed, at least once during his tour, and at such other times as he may deem necessary.

328. He will see that the sentences of prisoners under his charge are executed strictly as confirmed by the reviewing authority.

329. He will cause sentinels over working parties of prisoners to be taken from those assigned to posts guarded at night only. If there be none such, he will cause this duty to be divided as equally as possible among the soldiers of his guard.

330. Enlisted men in confinement awaiting trial



will not be sent out to work with prisoners undergoing sentence. While thus confined they will be given sufficient daily exercise under the supervision of a guard; and they may, in the discretion of the commanding officer, be required to attend drills, and perform such labor as is habitually required of soldiers.

331. Prisoners awaiting trial by or under sentence of a general court-martial will, if practicable, be kept apart from those confined by sentence of a garrison court, or for minor offenses.

332. The officer of the guard will inspect all meals sent to the guard-house for the prisoners, and will see that the quantity and quality are in accordance with regulations.

333. The sergeant of the guard has direct charge of prisoners, and is responsible to the commander of the guard for their security. He will receive prisoners committed to the charge of the guard, and will take from them all articles not proper for prisoners to retain while in confinement. Such articles, labeled with the owner's name, will be handed to the commander of the guard. They will be turned over to the commander of the company to which the soldier belongs, or to which he is temporarily attached.

334. The sergeant of the guard will see that no contraband articles of any kind are conveyed to prisoners. He will carry the keys of the guard-room and cells, and will not suffer them to leave his personal possession while he is at the guard-house, except as hereinafter provided.<sup>1</sup> Should he leave the guard-house for any

<sup>1</sup> See paragraph 340.

purpose, he will turn the keys over to the non-commissioned officer of the guard next in rank who may be present.

335. He will see that the guard-room and cells are thoroughly policed twice daily, morning and evening.

336. He will see that prisoners pay proper attention to cleanliness of person. He will cause each prisoner to wash himself at least once each day, or oftener if necessary. Each prisoner should be required to bathe his whole person at least once a week.

337. He will see that prisoners are furnished with food from their respective companies, or from the companies to which they may be temporarily attached. He will count the knives, forks, etc., given to prisoners with their food, and see that none of these articles remain in their possession.

Enlisted men bringing meals to prisoners will not be allowed to enter the guard-room.

338. No prisoner will be allowed to leave the guard-house unless under the special charge of a sentinel. Only one prisoner at a time should be allowed to go to the sink.

339. A prisoner under charge of a sentinel will not salute an officer. The sentinel only will salute.

340. Prisoners, when paraded with the guard, are placed in line, in its centre. The sergeant, immediately before forming the guard, will turn over his keys to the non-commissioned officer at the guard-house. Having faced the guard to the left, he will divide it into two equal parts. Indicating the point of division with his hand, he will then command, —

1. *Right* (or *left*), 2. FACE, 3. *Forward*, 4. MARCH,
5. *Guard*, 6. HALT, 7. *Left* (or *right*), 8. FACE.

The right or left half only of the guard will execute the above movements at the command of the sergeant. If the first command be *right face*, the right half of the guard only will execute them; if *left face*, the left half only will execute them. The command *halt* is given when sufficient interval is obtained to admit the prisoners. The doors of the guard-room and cells are then opened by the non-commissioned officer having the keys. The prisoners will file out under the supervision of the sergeant of the guard, the non-commissioned officer, and the sentinel on duty at the guard-house, and will form in line in the interval between the two parts of the guard.

341. To return the prisoners to the guard-room and cells, the sergeant will command, —

1. *Prisoners*, 2. *Right*, 3. FACE, 4. *Forward*, 5.
- Column right*, 6. MARCH.

The prisoners, under the same supervision as before, will return to their proper rooms or cells.

342. The sergeant will then close the guard by the commands, —

1. *Left* (or *right*), 2. FACE, 3. *Forward*, 4. MARCH,
5. *Guard*, 6. HALT, 7. *Right* (or *left*), 8. FACE.

The left or right half only of the guard, as indicated, execute the movement at the command of the sergeant.

343. If there be but few prisoners, the sergeant may indicate the point of division as above, and form the necessary interval by the commands, —

1. *Side step to the right (or left)*, 2. MARCH, 3. *Guard*,  
4. HALT,

and close the interval by the commands, —

1. *Side step to the left (or right)*, 2. MARCH,  
3. *Guard*, 4. HALT.

344. The sergeant of the guard will cause the corporal of each relief to verify the number of prisoners whenever his relief goes on post.

345. The officers of the day are required to verify the number of prisoners at guard-mounting.

The officers of the day take post in front of and facing the center of the old guard. The new officer of the day, from the list of prisoners on the report of the commander of the guard, calls the names of the prisoners. Each prisoner, as his name is called, answers "*Here*," steps one pace to the front, and halts.

346. The commander of the new guard, having directed his sergeant to form interval to receive the prisoners, will, when the latter have been verified, command, —

1. *Prisoners*, 2. *Right*, 3. FACE, 4. *Forward*, 5.  
MARCH.

The prisoners having arrived opposite the interval in the new guard, he will command, —

1. *Prisoners*, 2. HALT, 3. *Left*, 4. FACE, 5. *Right backward*, 6. DRESS, 7. FRONT.

The prisoners dress back on the line of the new guard.

SPECIAL ORDERS FOR SENTINELS IN CHARGE OF  
PRISONERS.

*For the sentinels at the guard-house :*

347. The sentinel at the guard-house will have charge of the prisoners therein confined. He will allow none to escape, or to cross his post except under proper guard.

He will allow no one to communicate in any way with prisoners, without proper permission.

He will at once report to the corporal of the guard any suspicious noise made by prisoners.

He must be prepared to tell, whenever asked, how many prisoners are in the guard-house, and how many are at work or elsewhere.

Whenever prisoners pass his post, returning from work, he will call the corporal of the guard, notifying him of the number of prisoners so returning. Thus, "*Corporal of the guard, (so many) prisoners.*"

If a prisoner attempt to escape, the sentinel will call "*Halt.*" If he fail to halt when the sentinel has once repeated his call, and if there be no other possible means of preventing his escape, the sentinel will fire upon him.<sup>1</sup>

*For sentinels in charge of prisoners :*

348. A sentinel in charge of prisoners at work will not suffer them to escape, nor allow them to converse with each other, nor with any person, without proper

<sup>1</sup> The following circular, published by the War Department,

authority. He will not himself speak to them, except in the execution of his duty. He will see that they keep closed and are orderly in department, and that they keep constantly at work.

will more fully explain the position of sentinels in charge of prisoners: —

WAR DEPARTMENT.  
ADJUTANT GENERAL'S OFFICE,  
*Washington, November 1, 1887.*

[Circular.]

By direction of the Secretary of War the following is published for the information of the Army: —

U. S. CIRCUIT COURT, E. D. OF MICH. AUG. 1, 1887.

*The United States v. James Clark.*

The Circuit Court has jurisdiction of a homicide committed by one soldier upon another within a military reservation of the United States.

If a homicide be committed by a military guard without malice and in the performance of his supposed duty as a soldier, such homicide is excusable, unless it was manifestly beyond the scope of his authority, or was such that a man of ordinary sense and understanding would know that it was illegal.

It seems that the sergeant of a guard has a right to shoot a military convict if there be no other possible means of preventing his escape.

The common law distinction between felonies and misdemeanors has no application to military offenses.

While the finding of a Court of Inquiry acquitting the prisoner of all blame is not a legal bar to a prosecution, it is entitled to weigh as an expression of the views of the military court of the necessity of using a musket to prevent the escape of the deceased.

By order of the Secretary of War:

R. C. DRUM, *Adjutant-General,*



He will keep his prisoners constantly in front of him, and never allow them to walk at his side or in his rear. He will not at any time lose sight of them. He will salute all officers with the *sergeant's salute*.<sup>1</sup> In saluting he will take care to keep his prisoners constantly in front of him.

In crossing the post of the sentinel at the guard-house, a sentinel in charge of prisoners will call, "No. 1, (so many) *prisoners*."

Should a prisoner attempt to escape, the sentinel will call "*Halt*." If the prisoner fail to halt when the sentinel has once repeated his call, and if there be no other possible means of preventing his escape, the latter will fire<sup>2</sup> upon him.

## POLICE DUTY.

349. In camp, general police duty is usually done by the old guard, under the direction of the officer of the day. The tour is for twenty-four hours beginning with fatigue call in the morning of the day following that on which the guard marches off. The camp having been policed, the old guard is dismissed.

350. General police duty may, at the discretion of the commanding officer, be performed by fatigue par-

<sup>1</sup> It is proper, however, in the discretion of the commanding officer, to direct sentinels in charge of prisoners not to render any salute, when such orders are necessary in order that the sentinel may not have his attention diverted from the prisoners under his charge, and that he may be held in strict accountability for their safe keeping in situations favorable for escape.

<sup>2</sup> See note, paragraph 347.



ties, or by prisoners, if there be enough of the latter for the purpose.

### ARTICLES IN CHARGE OF THE GUARD.

351. Articles of camp and garrison equipage needed for strictly post or police purposes, such as flags, spades, shovels, axes, hatchets, pickaxes, and brooms, will be issued by the post quartermaster on special requisition of the officer of the guard or the officer of the day, approved by the post commander. These articles will be receipted for by the officer making the requisition, and dropped from the quartermaster's returns. Articles other than those herein enumerated will be accounted for like other public property.

352. The articles so obtained will be duly entered, by the officer who receives them, on the guard report, under the heading "Articles in Charge." They will be carried on the report, and daily receipted for by the successive officers of the guard or day. When no longer fit for use, they will be submitted for inspection, and, if condemned, disposed of as ordered.

353. An officer who receipts for property so carried on the guard report is not required to render returns thereof. He is relieved from accountability for it by the receipt of his successor.

354. Non-commissioned officers in command of guards do not receipt for such articles, but are held accountable to the officer of the day for their safe-keeping, and preservation from injury, other than that resulting from fair wear and tear in service.

355. Articles unfit for use will be so noted on the guard report. They will be kept at the guard-house until acted on by an authorized inspector, when they will be disposed of as by him ordered.

356. Should any article be ordered to be destroyed or otherwise disposed of, a copy of such order will be entered on the guard report by the officer receiving it, and the article dropped from the list of articles in charge.

357. If, at guard-mounting, any article be missing, the new officer of the guard, or of the day, receipts for those actually on hand, only.

## REVEILLE AND RETREAT GUN.

358. At posts supplied with ordnance and ammunition for the purpose, a morning and evening gun will be fired daily at reveille and retreat. Guns of small caliber, and inferior blank cartridges, or powder, when on hand, will be used.

359. The piece will be fired by a detachment of the guard, consisting, if practicable, of a corporal and one or two privates. The piece will be discharged at the command of the corporal, who will be careful to take every precaution to prevent accident.

360. After firing, he will cause the piece to be properly sponged out. He will then depress the muzzle of the piece and march the detachment back to the guard-house, carefully replacing all equipments.

## APPENDIX I.

DETAILS for guard, fatigue, and other duties performed by roster are usually posted on a bulletin board as indicated in the following form. The second column gives the number of men *present for duty* in each company, the seventh, the *proportion* of each company, as determined by any of the rules given in the text : —

---

### BULLETIN BOARD.

Guard details for July 1, 1889.

Co.	Duty.	Sergeants.	Corporals.	Musicians.	Privates.	Proportion.
A.	36	A—. B—.	C—. D—.	I—. J—.	2	+.17
B.	40				2	+.41
C.	42		E—. F—.		3	— .47
D.	48		G—. H—.		3	— .11
	166	1	3	1	10	0.00

Other Details, etc.

K—— L——,

Sergeant-Major.

---

The record of details made from companies is usually kept by the sergeant-major in a blank book ruled as indicated in the following form :—

Date.	Company.	Strength.	Detail.	Proportion.	Date.	Company.	Strength.	Detail.	Proportion.
July 1, 1889 ....	A.	36	2	+.17	July 2, 1889 ..	A.	32	2	+.30
“ “ ....	B.	40	2	+.41	“ “ ..	B.	36	3	-.19
“ “ ....	C.	42	3	-.47	“ “ ..	C.	40	2	+.20
“ “ ....	D.	48	3	-.11	“ “ ..	D.	42	3	-.31
		166	10	0.00			150	10	0.00

## APPENDIX II.

NOTE on Countersigns and Paroles, by the “Tactical Board,” Convened by Special Orders No. 14, Adjutant General’s Office, Washington, D. C., January 18, 1888 :—

“As the communications containing the parole and countersign must be distributed by many orderlies, the parole entrusted to many officers, and the countersign besides to numerous sentinels, and both must for large commands be prepared several days in advance, there is always danger of their being lost or otherwise disclosed to persons who would make improper use of them. Moreover, a sentinel is too apt to take it for granted that any person who gives the right countersign is what he represents himself to be. For

these reasons, experience in our service has shown that for outpost duty, there is greater security in the discontinuance of the use of the countersign and parole, and a reliance upon the personal recognition by the sentinel of his own immediate officers and non-commissioned officers ; all other persons to be detained and sent to the commander of the guard, who will decide the case according to the orders he may have received."

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