

DUTIES
OF
A PRIVATE
ON
GUARD



Published for
Eighth Regiment of Infantry, M. V. M.
Salem, Mass.

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Duties of a Private on Guard.

A regimental guard is made up of details from the several companies, and is relieved every twenty-four hours.

It is, for the time being, the police force and fire department of the camp.

The guard is divided into three reliefs. Each relief in turn furnishes sentinels for the posts about the camp, changing every two hours. The reliefs not on post remain at guard quarters ready to furnish aid to the sentinels in case of fire or disorder.

Thus a private on guard divides his time between his post and the guard quarters. He walks his post two hours, then is on duty at the guard quarters four hours; when it becomes his turn to again go on post; and so on through the twenty-four hours, allowing time for meals.

A private's duties on guard are consequently divided into two parts:

1. His duties while at the guard quarters.
 2. His duties as a sentinel.
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Duties at the Guard Quarters.

Without permission from the commander of the guard, members of the guard will not leave the guard quarters, nor remove their accoutrements or clothing, by day or night.

When not engaged in the performance of a specific duty, a member of the guard will salute all officers who pass him, by day or night.

In general, members of the guard must be on the alert to fall in promptly whenever the guard is formed, and must be always prepared to proceed instantly to the assistance of a sentinel if so ordered.

Duties as a Sentinel.

The duties of a sentinel may be considered under three heads:

1. Relieving the old sentinel.
2. Duties on Post.
3. Additional duties on Number One Post.

Relieving the Old Sentinel.

When the time arrives for the posting of the relief, the corporal forms it by the command, "Fall in," when the men fall in as previously assigned.

The corporal then commands, "Call off." Beginning on the right of the rear rank, the men call off alternately, rear and front rank, "one," "two," "three," "four," etc., all in the rear rank having odd numbers, and all in the front rank even numbers, except that if there are an odd number of posts, the last man in the front rank will have an odd number.

The Relief having been inspected, the corporal commands, "Right face," posts the Number One sentinel and commands, "Forward, march."

When the relief arrives at six paces from a sentinel, the corporal halts it and commands, according to the number of the post, "No. (—)."

The sentinels are changed as follows:

1. At the command, "No. (—)," the *new* sentinel of that number comes to a right shoulder, approaches the *old* sentinel, and halts at about one pace from him.

2. Both sentinels then come to Port Arms. (The corporal being at an order.)

3. Under the supervision of the corporal, the old sentinel transmits his instructions to the new.

4. The corporal commands, "Post," when both sentinels resume the right shoulder, face the corporal, and step back so as to allow the relief to pass in front of them.

5. The *old* sentinel takes his place in the relief as it passes him. The *new* sentinel will begin to walk his post when the relief has passed six paces beyond him.

When the relief arrives back at the guard quarters, the Number One Sentinel, who was left behind when relieved, falls in, the relief stacks arms and is dismissed.

Duties on Post.

The duties of a sentinel on his post are prescribed in his orders, which are *special* and *general* orders.

Special orders define the duties to be performed on a particular post, and include the number, limit and extent of his post.

General orders define the duties common to all posts, and must be committed to memory. They are as follows:

My general orders are:

To take charge of this post and all government property in view;

To walk my post in a military manner, keeping constantly on the alert, observing everything that takes place within sight or hearing;

To report every breach of orders or regulations that I am instructed to enforce;

To repeat all calls from posts more distant from the guard house than my own;

To quit my post only when properly relieved;

To receive, transmit and obey all orders from, and allow myself to be relieved by the commanding officer, officer of the day, an officer or non-commissioned officer of the guard only;

To hold conversation with no one except in the proper discharge of my duties;

In case of fire or disorder to give the alarm;

To allow no one to commit nuisance in the vicinity of my post;

In any case not covered by instructions, to call the corporal of the guard;

To salute all officers and colors and standards not cased;

At night to exercise the greatest vigilance. Between (— o'clock) and broad daylight challenge all persons seen on or near my post, and allow no person to pass without proper authority.

Additional Orders for Number One Sentinel.

In addition to the other general orders for sentinels, the sentinel whose post is in front of the guard quarters, and who is called "Number One Sentinel," must commit the following to memory :

"Between reveille and retreat to turn out the guard for all persons entitled to the compliment, for all colors or standards not cased, and for all armed parties approaching my post except troops at drill, and reliefs and detachments of the guard.

At night, after challenging any person or party, to advance no one, but call the corporal of the guard, repeating the answer to the challenge."

Explanation of General Orders.

WALKING POST—A sentinel on post is not required to halt and change the position of his rifle on arriving at the end of his post, nor to execute *to the rear, march*, precisely as prescribed in the drill regulations, but faces about *while marching* in the way most convenient to him, and either to the right or left about, and at any part of his post, as may be best suited to the proper performance of his duties. He carries his rifle on either shoulder, and at night or in wet and severe weather may carry it at a *secure*.

CALLING—When calling for any purpose, repeating calls, challenging, or while holding communication with any person, a sentinel will take the position of *port arms*.

Explanation of Additional Orders.

TURNING OUT THE GUARD—The guard is turned out as a matter of compliment to: 1, the President of the United States and certain other dignitaries specified in Paragraph 252 in the Guard Manual; 2, general officers; 3, commanding officer of the post or camp; 4, the officer of the day; 5, the national, state or regimental colors when not cased.

On the approach of any of the foregoing, the sentinel at the guard quarters calls sharply after the following manner:

“Turn out the guard! Commanding officer.”

“Turn out the guard! Colors.”

“Turn out the guard! Armed party.”

If the person named does not desire the guard formed, he will salute and say: “Never mind the guard,” whereupon the sentinel will repeat, “Never mind the guard.”

Having called, “Turn out the guard! Armed party,” the sentinel will never call, “Never mind the guard,” but will permit the guard to form.

If two or more persons entitled to the compliment approach the guard quarters at the same time, the sentinel calls for the senior only. Should the senior decline the compliment, the guard is not turned out for the junior.

CHALLENGE AT NUMBER ONE POST—The following specimen illustrates the manner of passing persons or parties, at the guard quarters, at night:

SENTINEL: “Halt. Who is there?”

Answer: “Officer of the day.”

SENTINEL: “Corporal of the guard. Officer of the day.” (The sentinel remains at *port arms*.) Corporal advances beyond sentinel.

CORPORAL: “Advance officer of the day with the countersign.” (Countersign given.)

CORPORAL: “Advance officer of the day.” The sentinel then salutes (if the person is entitled to the compliment) and resumes walking his post as soon as it is acknowledged.

If relief becomes necessary by reason of sickness or other cause, the sentinel will call, “Corporal of the guard, No. (—) relief.” This call should only be given in cases of extreme necessity, as a man should look out for these matters before going on post, and not require some other person to do his duty by reason of his carelessness.

If the corporal of the guard is wanted for any other purpose than for relief, the sentinel will call, “Corporal of the guard, No. (—).”

In case of fire the sentinel (if not the one at the guard-house) will call, "Fire, No. (—)." If possible he will extinguish the fire by his own efforts.

In case of disorder he will call, "The guard, No. (—)." In either case, if the danger is great, he will discharge his piece before calling.

SALUTES—A sentinel will bring his piece to right shoulder, if not already in that position, face outward and execute Present Arms. All officers coming within saluting distance (thirty paces) will be saluted; if an officer approaches the sentinel, the salute will be given when he is six paces distant from the sentinel; if he does not approach, the salute is given when he is nearest the sentinel, or just before he crosses the latter's post. If an officer passes in the rear of a sentinel, the sentinel will halt, face outward, and *remain at a right shoulder* until the officer has passed, when he will resume walking his post.

Having saluted an officer, a sentinel will, if spoken to, come to Port Arms, and again salute when the officer departs.

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

If an officer or group of officers remain on or near a sentinel's post, the sentinel salutes but once,—continuing to walk his post.

APPROACH OF AN ARMED PARTY—If a sentinel sees an armed party of the guard approaching, he will halt when it is about fifteen paces from him, facing towards the party with his piece at a right shoulder. If not himself relieved, he will, as the party passes, place himself so that it will pass in front of him; he resumes walking his post when the party has passed six paces beyond him.

In any other case the sentinel will pay no attention to an armed party, unless it be commanded by a commissioned officer, whom the sentinel will salute as if he were alone.

During the passage of a regiment, only the commanding officer and colors are to be saluted.

CHALLENGING AT NIGHT—After the hour designated in general orders, sentinels challenge all persons approaching their posts and ascertain their right to pass in the following manner: 1, if a countersign is used, by demanding the countersign; 2, if no countersign is used, by personal recognition.

In challenging a person or party, the sentinel advances rapidly along his post towards such person or party, and coming to *port arms* calls sharply, "Halt! Who is there?" If the person or party be mounted the sentinel adds, "Dismount." He then places himself in the best position to receive, or if necessary, to arrest the person or party, whom he will not permit to approach nearer than about ten feet from him until duly recognized. (Challenge at a *port*, and come to *charge bayonet* when advancing a person to give the countersign or to be recognized.)

When a party is challenged, the sentinel allows but one of its number to approach for the purpose of giving the countersign, or of being duly recognized.

For Example :

SENTINEL: "Halt. Who is there?"

Answer: "Friend."

SENTINEL: "Advance Friend to be recognized."

SENTINEL: "Halt. Who is there?"

Answer: "Friend, with the countersign."

SENTINEL: "Advance friend with the countersign."

(Friend advances and gives countersign.)

SENTINEL: "Advance Friend."

SENTINEL: "Halt. Who is there?"

Answer: "Officer of the day."

SENTINEL: "Advance officer of the day with the countersign."

(Officer advances and gives countersign.)

SENTINEL: "Advance, officer of the day."

(If spoken to sentinel comes to *port arms*, otherwise salutes and walks post.)

SENTINEL: "Halt. Who is there?"

Answer: "Friends, with the countersign."

SENTINEL: "Advance one with the countersign."

(One advances and gives the countersign.)

SENTINEL: "Advance Friends."

SENTINEL: "Halt. Who is there? Dismount."

Answer: "Patrol."

SENTINEL: "Advance one with the countersign."

(Commander gives countersign.)

SENTINEL: "Advance patrol."

If two or more persons or parties approach the post from different directions at the same time, all are challenged, and are advanced in turn, the senior first.

If a person be already advanced, and is holding communication with a sentinel, the latter will challenge any party that may approach; if senior to the one already on his post, he will advance such party at once. The senior, if competent to give orders to the sentinel, may direct him to advance any or all parties waiting. 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 so on.

The following order of rank will govern a sentinel in advancing different persons or parties approaching his post by night: 1, commanding officer; 2, officer of the day; 3, officer of the guard; 4, officers; 5, patrols; 6, non-commissioned officers of the guard in order of rank; 7, friends.

STANDING ORDERS FOR SPECIAL POSTS.

The sentinel over the prisoners (at the guard quarters), guards the prisoners; he will allow none of them to escape, nor to cross his post except under guard; and he will allow no one to communicate with them without permission.

A sentinel placed over the colors will not permit them to be moved except in the 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 accompanied by two armed men. If any person passing the colors fails to salute them, the sentinel will caution him to do so, and if the caution be not heeded, he will call the corporal of the guard and report to him the fact.

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

INSIGNIA OF GRADE.

General Officers are all officers above the rank of Colonel.

Field Officers are the Colonel, Lieutenant-Colonel and Majors.

Line Officers are the Captains and Lieutenants.

The principal means of distinguishing the rank of an officer is by the shoulder straps, and by the braid on the sleeves of the overcoat.

A Major General has two silver stars, one at each end of the strap, and five braids in a *double* knot on the sleeve.

A Brigadier General has one silver star in centre of strap, and the same design on sleeve as a Major General.

A Colonel has a silver spread eagle on strap, and five braids in a *single* knot on sleeve.

A Lieutenant-Colonel has two silver oak leaves, one at each end of strap, and four braids on sleeve.

A Major has two gold oak leaves, one at each end of strap, and three braids on sleeve.

A Captain has two silver bars on each end of strap, and two braids on sleeve.

A First Lieutenant has one silver bar at each end of strap, and one braid on sleeve.

A Second Lieutenant has a plain strap, also a plain sleeve.

MILITARY COURTESY.

In an armory, the drill room, for the purposes of military courtesy, is to be considered out-of-doors; the other rooms as in-doors.

Salute an officer with the hand farthest from him, and retain the salute until acknowledged, or the officer has passed.

When armed never salute with the hand; give the rifle salute, either at an order or right shoulder.

Always salute the colors when you pass them or they pass you, (unless you are a member of a detachment); if armed, with the rifle salute; if unarmed, uncover.

Do not salute an officer who is in his house or tent, even though he can be seen from the outside.

If smoking, always remove the pipe or cigar before saluting.

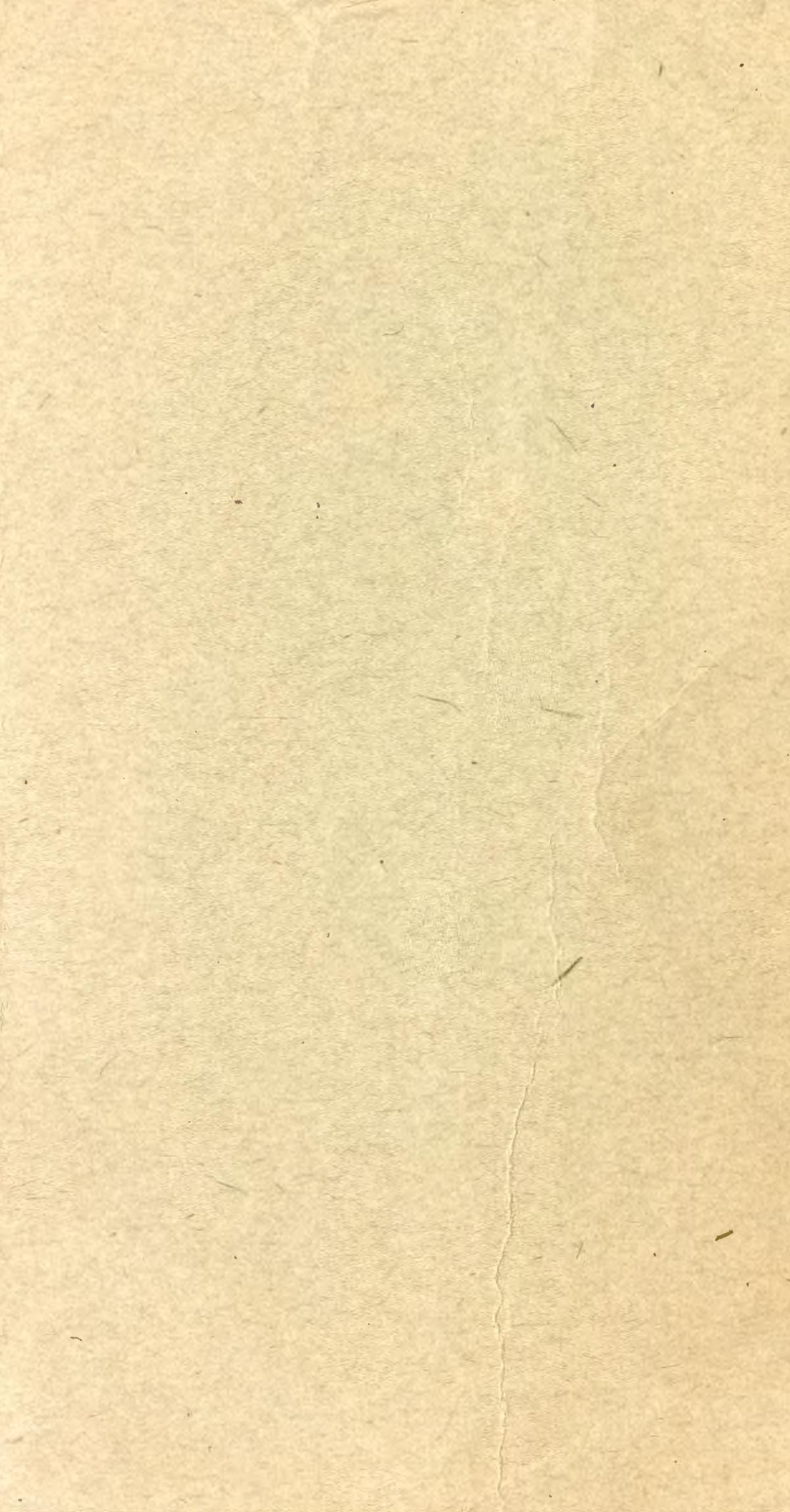
Enlisted men will rise, uncover and stand at attention when an officer enters their quarters. The one who first perceives the officer will call "Attention." This need not be done if the men are occupied or are at meals.

A soldier's position if walking with an officer or non-commissioned is on his left.

Never approach an officer's tent except on business, and then only by permission of the first sergeant or senior non-commissioned officer present. Halt three paces outside and salute. If the officer's tent is closed, attract his attention by speaking his name in a respectful manner, or by scratching upon the tent flap. Leave at once after transacting the business, and on turning to depart, or at three paces distant, salute as on entering.

Unarmed soldiers will uncover on entering an officer's quarters; if armed, they will give the prescribed salute. A man is taken to be armed if he has on a belt.

A soldier ought never to sit while an officer is standing, nor if the officer is sitting except by his invitation.



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