

MANUAL
OF GUARD DUTY,

UNITED STATES ARMY.

REVISED EDITION.

1903

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GUARD DUTY

UNITED STATES ARMY

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WAR DEPARTMENT,
THE ADJUTANT GENERAL'S OFFICE,
Document No. 334.

WAR DEPARTMENT,

Washington, September 24, 1908.

The revised Manual of Guard Duty is approved and published for the information and guidance of all concerned.

LUKE E. WRIGHT,

Secretary of War.

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The references apply to Army Regulations (A. R.), 1908, Cavalry Drill Regulations (Cav. D. R.), 1902, and Infantry Drill Regulations, 1904.

MANUAL OF GUARD DUTY.

ROSTERS AND DETACHMENTS.

1. A roster is a list of officers or men for duty, with a record of the duty performed by each. Generally, details for duty are so made that the one longest off is the first for detail. Details so made are said to be made by roster. (A. R., 361.)

2. All details for service in garrison and in the field, except the authorized special and extra duty details, will be by roster; but officers or enlisted men, when detailed, must serve whether a roster be kept or not. (A. R., 362.)

3. The duties performed by roster are of two classes. The first comprises (*a*) outposts; (*b*) interior guards, including stable guards; (*c*) detachments to protect laborers on military works; (*d*) armed working parties on such works. Soldiers march armed and, if necessary, fully equipped on all duties of this class. The second class comprises all other duties and fatigue, in or out of the garrison or camp. The rosters are distinct for each class. (A. R., 363.)

4. Lieutenant colonels and majors are on one roster, and may be detailed when the importance of the duty requires it. In the field their roster is kept at division and brigade headquarters. Captains form one roster, and are exempt from ordinary fatigue duties. Lieutenants form one roster, but when conditions make it advisable captains and lieutenants may be placed on one roster, or one or more of the senior

lieutenants may be placed on the captains' roster. Sergeants, corporals, musicians, and privates form distinct rosters. (A. R., 364.)

5. Officers, noncommissioned officers, and privates take duties of the first class in the order stated, viz: The first for detail takes the outposts, the next the interior guards, and so on. In those of the second class the senior officer takes the largest party. The party first for detail takes the service out of camp. (A. R., 365.)

6. In making details by roster, an officer or enlisted man is each day charged with the number of days that he has remained present and available since the beginning of his last tour. Departures from this rule may be authorized by the commanding officer whenever a strict application would allow improper advantage or work hardship. (A. R., 366.)

7. When an officer has been detailed and is not present or available at the hour of marching, the next after him takes the duty. When an outpost has passed the chain of sentinels, or an interior guard has reached its post, the officer whose tour it was can not take it unless so ordered by the commanding officer. (A. R., 367.)

8. Duties of the first class are credited on the roster when the guards or detachments have passed the chain of sentinels or an interior guard has reached its post; other duties, when the parties have entered upon their performance. (A. R., 368.)

9. An officer or enlisted man on duty of the first class, or who is next for detail for such duty, is available, when relieved, for duty of the second class that has fallen to him during that time. Except in emergencies no duty will be required of the old officer of the day or the old guard until four hours after they have been relieved. (A. R., 369.)

10. Detachments of the Signal Corps shall be exempt from detail for any other duty, except when in the judgment of the commanding officer the importance of the duty will not permit exemption. (A. R., 370.)

11. As far as the exigencies of the service will permit, detachments for armed service will be formed by taking battalions, companies, platoons, or other subdivisions in turn, according to the roster. (A. R., 371.)

12. When the commanding officer deems it advisable, a company may be detailed to form the guard, the company commander being the officer of the day and the lieutenants officers of the guard. The company is inspected on its own parade by its commanding officer and marched to the post of the guard by the senior lieutenant.

The same principle may be made to apply to the detail of an organization or subdivision larger or smaller than a company.

13. Officers or enlisted men detailed for detached service while on other duty will be relieved from that duty, if practicable, in time to march with the detachment. (A. R., 372.)

14. When a detachment is to be formed from the different organizations of a command, the adjutant or adjutant general forms its contingent, verifies the details, and sends it to the place of assembly, or turns it over to the detachment commander. (A. R., 373.)

15. When detachments meet, the command is regulated while they serve together as if they formed one command, but the senior officer can not prevent the commander of any detachment from moving when he thinks proper to execute the orders he has received. (A. R., 374.)

16. On the return of a detachment its commander reports to the headquarters from which he received his orders. (A. R., 375.)

17. At every military post, and in every regiment or separate command in the field, a post or camp guard will be detailed and duly mounted. It will consist of such number of officers and enlisted men as the commanding officer may deem necessary. It will be commanded by the senior officer or noncommissioned officer on duty therewith, under the supervision of the officer of the day. (See par. 45.)

18. A brigade in camp may have one guard for its camp, or one for each regiment in camp; the latter is preferable, and in this case the sentinels between the flanks of regiments may be omitted, or but one sentinel be posted.

19. At a post or camp, where headquarters of more than one regiment are stationed, or in the case of a small brigade in the field, if but one guard be necessary for the whole post or camp, details will be made from the headquarters of the command, as follows: For officer of the day and officer of the guard, *by name*, and for noncommissioned officers, musicians, and privates from each regiment, *by number*.

The adjutant, sergeant major, and band to attend guard mounting will also be designated.

20. The following are the usual rosters relative to guard duty:

1. Officers of the day.
2. Officers of the guard.
3. Sergeants of the guard.
4. Corporals of the guard.
5. Musicians of the guard.
6. Privates of the guard.

The first two are kept by the adjutant; the third, fourth, and fifth by the sergeant major, under the supervision of the adjutant, or by the first sergeants of companies, as directed by the commanding officer; the sixth is always kept by the first sergeants. Cap-

tains supervise the keeping of the company rosters by their first sergeants, and see that all duties performed by members of the company are duly credited.

21. Captains serve on the first roster, lieutenants serve on the second and may also be placed on the first roster, at the discretion of the commanding officer.

22. An officer of the day will be detailed for duty with each guard, and where more than one guard is required in a command, a field officer of the day may also be detailed. The field officer of the day receives his orders from the brigade or division commander, as directed by the latter. Captains may, when necessary, be placed on the roster for field officer of the day.

23. The detail of officers of the guard will be limited to the necessities of the service and efficient instruction; inexperienced officers may be detailed as supernumerary officers of the guard for purposes of instruction.

24. Officers serving in staff departments are, at the discretion of the commanding officer, exempt from guard duty.

25. The details for officers of the day and guard are published at the parade next preceding the commencement of their tour. They are also personally notified on the day before their tour, by a written order, when practicable.

26. Post and camp guards will habitually be relieved every twenty-four hours.

27. Details for post guards will, as far as practicable, be made so as to insure privates an interval of not less than six days between tours, or only one tour in seven days. When the number of available men at a post is not sufficient to fulfill this requirement, extra and special duty men should be regularly detailed for night guard duty, still performing their usual duties in the daytime.

Except in emergencies, privates will not be detailed for guard duty oftener than once in five days. When necessary to fulfill this requirement, the number of posts will be diminished and the sentinels required to patrol a sufficient extent of ground to watch over all public property.

28. The men for post or camp guard are usually taken from all the companies, from each in proportion to its strength.

29. When details for post or camp guard are made from troops or batteries that also furnish their own stable or stable and park guards, a credit will be allowed each for the number of enlisted men, furnished for its stable or stable and park guard, as though they had been detailed for post guard.

30. Special details for herd guard will be credited on the roster for fatigue duty.

31. The stable sergeant and stable orderly are detailed on special duty, for such periods as may be directed by troop commanders, and while on this special duty are not subject to detail for guard.

32. One supernumerary from each company will usually be detailed; if more are required, the commanding officer fixes the number.

33. First sergeants, in detailing supernumeraries, will take the men next on the roster after making the detail for privates of the guard.

34. Should the adjutant be notified that men are required to fill vacancies in the guard, he will cause the proper number of supernumeraries to report to the commander of the guard, taking them from those companies that have furnished less than their proportionate part of the guard. A supernumerary who thus goes on guard will be credited on the company roster with a tour of guard duty as if he had been detailed as a private of the guard.

35. At first sergeants' 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; they make their details accordingly from their rosters.

36. When practicable, each first sergeant publishes at retreat all the details made from the company. He will also post them on the company bulletin board.

37. The method of keeping the first sergeants' roster is shown in the model duty roster issued by The Adjutant General of the Army.

38. The sergeant major, under the supervision of the adjutant, will keep a record from which he will each day determine the number of privates required for guard duty from each company. This record is kept in a blank book ruled conveniently for the purpose.

39. If noncommissioned officers and musicians are not detailed by name from rosters kept by the sergeant major, he determines, in a similar manner, the number of each to be detailed. He will post on a bulletin board in his office all data required by the first sergeants in making details from their respective companies, giving the names of those detailed by name.

40. The sergeant major determines the number of privates to be detailed from each company by the following rules: Take the number of privates for duty in each company from its morning report for the day next preceding that on which the tour of duty is to commence, deducting details for detached service of over twenty-four hours, made after the morning report has been received; the total of these gives the total number of privates available. Then: The total strength is to the strength of a company as the total detail is to the detail from the company. Multiply the total detail by the strength of the company, and divide the result by

total strength: carry out to two places of decimals, disregarding all smaller fractions. This rule is applied for each company.

The whole numbers in the results thus obtained are added together, and if the total is less than the total detail required, add one to the whole number in the result that has the largest fraction, and so on for each company till the required total is obtained.

41. There will thus be a difference between the exact proportion and the number detailed from each company: this difference is carried forward to the next day's proportion, to be added if a company has furnished less, or to be subtracted if a company has furnished more than its exact proportion, thus:

FIRST DAY.

Company.	Strength.	Detail, including 3 for stable guard.	Total strength.	Proportion.	Add.	Detail.	Difference.
A	25 ×	14	+ 160	2.18		2	.18a
B	24 ×	14	+ 160	2.10		2	.10a
C	30 ×	14	+ 160	2.62	1	3	.38s
D	22 ×	14	+ 160	1.92	1	2	.08s
E	22 ×	14	+ 160	1.92	1	2	.08s
F (Cav.)	37 ×	14	+ 160	3.23		*3	.23a
	<u>160</u>			<u>11</u>		<u>14</u>	

* Troop F furnishes 3 stable guard and no post guard.

SECOND DAY.

Company.	Strength.	Detail, including 3 for stable guard.	Total strength.	Proportion.	Difference brought forward.	Total.	Add.	Detail.	Difference.
A	27	× 14	÷ 160	2.36	.18a	2.54		2	.54a
B	23	× 14	÷ 160	2.01	.10a	2.11		2	.11a
C	28	× 14	÷ 160	2.45	.38s	2.07		2	.07a
D	23	× 14	÷ 160	2.01	.08s	1.93	1	2	.07s
E	21	× 14	÷ 160	1.83	.08s	1.75	1	2	.25s
F (Cav.)	38	× 14	÷ 160	3.32	.23a	3.55	1	*4	.45s
						11		14	

*Troop F furnishes 3 stable guard and 1 post guard.

THE COMMANDING OFFICER.

42. The commanding officer will exact a faithful, correct, and vigilant performance of guard duty in all its details, giving his orders to the officer of the day, or causing them to be communicated to him with the least practicable delay. He prescribes the strength of the guard, the positions of the color line and guard tents, the number and location of the posts of sentinels, the necessary regulations for police and fatigue duties, the uniform and equipment of the guard, and the hours for sounding calls; causes a list of calls to be furnished the commander of the guard; designates the hours for challenging; causes the guard to be habitually relieved every twenty-four hours when in camp or garrison; gives the special instructions which

the duties of the guard and sentinels require; causes the necessary copies of orders for sentinels to be furnished the commander of the guard (see par. 89); he receives the reports of the officers of the day immediately after guard mounting, at his office or at some place previously designated; carefully examines the guard report and the remarks thereon (questioning the old officer of the day, if necessary, concerning his tour of duty); relieves the old officer of the day and gives the new officer of the day such instructions as may be necessary.

43. In case of a small command, requiring modifications of the form prescribed for guard mounting, he gives the necessary instructions as to how the old guard shall be relieved and a new one substituted for it.

44. He will see that sentinels are so distributed as to require the least possible number of men for guard consistent with the object for which the guard is maintained.

45. The number and posts of sentinels about a regularly formed camp are as follows: One over the arms of the guard, and such others as the commanding officer may deem necessary.

46. When necessary, detached posts may be established outside the chain of sentinels. These posts are under the orders of the commander of the post or camp guard, and are visited by his patrols.

47. If necessary or expedient, the commanding officer may require that no person shall pass a sentinel's post unless passed by an officer or noncommissioned officer of the guard; he should also prescribe how and where soldiers and others shall enter or leave the post or camp.

48. He will determine whether, or not, the counter-sign shall be used.

OFFICER OF THE DAY.

49. The officer of the day is responsible for the proper performance of duty by the guard with which he marches on and for the enforcement of all police regulations. He is charged with the execution of all orders of the commanding officer relating to the safety and good order of the post or camp. His actual tour of duty begins when he receives the report of the adjutant at guard mounting, and ceases when he has been relieved by the commanding officer.

In the interval between guard mounting and the reports of the officers of the day to the commanding officer, responsibility for the safety and good order of the post or camp and for the enforcement of regulations and orders devolves upon the old officer of the day. The new officer of the day controls his own guard, but will conform to the directions of the old officer of the day as to its use during this period.

50. In the absence of special instructions from the commanding officer, the officer of the day will inspect the guard and sentinels during the day and night at such times as he may deem necessary. He will visit them at least once between 12 o'clock midnight and daylight, and when there is no officer of the guard, he will visit each relief at least once while it is on post.

51. He will prescribe patrols and visits of inspection to be made by officers and noncommissioned officers of the guard.

52. 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 person entitled to compliment.

53. In case of an alarm of any kind, the officer of the day will at once take such steps as may be neces-

sary to insure the safety of public property and preserve order in the command, disposing his guard so as best to accomplish this result.

54. The officer of the day, in the performance of his duties as such, is subject to the orders of the commanding officer only, except that in case of an alarm of any kind, and at a time of great danger, the senior line officer present is competent to give necessary orders to the officer of the day for the employment of the portion of his guard not already occupied with duties prescribed in this manual and the standing orders of the post or camp.

55. At the inspections and musters prescribed in Army Regulations, the officer of the day will be present at the post of the guard, but all commands to the guard will be given by the commander of the guard.

56. The new officer of the day must be present at guard mounting; the old officer of the day also, if so directed by the commanding officer; after the guard has passed in review, or marched to its post, they proceed to the guardhouse, and the old officer of the day gives the new officer of the day the old or standing orders, and each, placing himself at a convenient distance from and facing his guard, receives the prescribed salute.

57. Both officers of the day together verify the number of prisoners and inspect the guardhouse and premises.

To verify the number of prisoners at the guardhouse, the officers of the day take post in front of and facing 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 two paces to the front and halts. If any prisoners are out at

work, the officers of the day verify their number as is most convenient.

58. If there are any prisoners with no record of charges against them, the old officer of the day will report that fact to the commanding officer, who will give the necessary instructions. (A. R., 942.)

59. The old officer of the day will, at guard mounting, release all prisoners whose sentences expire that day. (See par. 321.)

60. If there be no officer of the guard, the new officer of the day will verify the articles in charge of the guard. (A. R., 447.)

61. The old officer of the day enters on the report of the commander of the guard such remarks concerning his tour of duty as may be necessary, and signs his name thereto as officer of the day; if he enters no remarks, he signs his name as officer of the day on the face of the report.

62. The officers of the day then report to the commanding officer. 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 guard report. As soon as the commanding officer notifies the old officer of the day that he is relieved, the old officer of the day salutes the commanding officer and retires. The new officer of the day again salutes and says: "*Sir, I report as new officer of the day,*" and then receives his instructions.

COMMANDER OF THE GUARD.

63. The senior officer or noncommissioned officer of the guard is commander of the guard.

64. The commander of the guard is responsible for the instruction and discipline of the guard. He will

see that all its members are correctly instructed in their orders and duties, and that they understand and properly perform them. He will visit each relief at least once while it is on post, and at least one of these visits will be made between 12 o'clock midnight and daylight.

65. He receives and obeys the orders of the commanding officer and the officer of the day, and reports to the latter without delay all orders relating to the guard not given or transmitted by him; he transmits to his successor all material instructions and information relating to his duties.

66. He is responsible under the officer of the day for the general safety of the post or camp as soon as the old guard marches away from the guardhouse. In case of any emergency occurring while both guards are at the guardhouse, the senior commander of the two guards will be responsible that proper action is taken.

67. Officers of the guard will remain constantly with their guards, except while visiting sentinels or necessarily engaged elsewhere in the performance of their duty. The commanding officer will allow a reasonable time for meals.

68. A commander of a guard leaving his post for any purpose will mention his destination and the probable duration of his absence to the next in command.

69. Except in emergencies, the commander of the guard may divide the night with the next in command, but retains his responsibility; the one on watch must be constantly on the alert.

70. When any alarm is raised in a camp or garrison, the guard will be formed immediately. 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.

71. If a sentinel calls: "*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 will discharge his piece, the patrol will be as strong as possible.

72. When practicable, there should always be an officer or noncommissioned officer and at least two privates of the guard at the guardhouse, in addition to the sentinels there on post.

73. The commander of the guard will see that the guard is formed promptly, and under arms, when turned out for any purpose whatever.

74. Between reveille and retreat, when the guard has been turned out for any person entitled thereto (see par. 265), the commander of the guard, if an officer, 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 place himself two paces in front of the center. When the person for whom the guard has been turned out approaches, the commander of the guard faces his guard, commands: 1. *Present*, 2. *ARMS*; faces to the front and salutes. When his salute is acknowledged, he resumes the carry, faces about, commands: 1. *Order*, 2. *ARMS*; and faces to the front.

If it be an officer entitled to inspect the guard, after saluting and before bringing his guard to the order, the officer of the guard 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;*" except that at guard mounting the commanders of the guards present their guards and salute without making any report.

Between retreat and reveille, the commander of the guard salutes and reports, but does not bring the guard to a present.

75. To those entitled to have the guard turned out but not entitled to inspect it, no report will be made; nor will a report be made to any officer, unless he halts in front of the guard.

76. When a guard commanded by a noncommissioned officer is turned out as a compliment or for inspection, the noncommissioned officer, standing at a right shoulder on the right of the right guide, commands: 1. *Present*, 2. *ARMS*. He then himself executes the rifle salute.

If a report be also required, he will, after saluting and before bringing his guard to the order, report as prescribed for the officer of the guard. (See par. 74.)

77. If a guard be commanded by a commissioned officer, no compliments will be paid to persons except those entitled to have the guard turned out. (See par. 265.)

78. An officer or noncommissioned officer marching a guard or a detachment of a guard salutes armed bodies and persons entitled to compliments from guards as follows: Eyes are turned in the direction of the person or body of troops saluted by the commands: 1. *Eyes*, 2. *RIGHT (LEFT)*. The officer or noncommissioned officer commanding salutes and when the person or body saluted is passed, commands, *FRONT*.

A noncommissioned officer marching a guard or a detachment of a guard will salute all officers, but will not command eyes right or left when saluting officers not entitled to compliment from the guard. (See par. 265.)

79. A guard being in line, and not under inspection, when commanded by a noncommissioned officer, is brought to "attention" when an officer not entitled to have the guard turned out passes, and the noncommissioned officer salutes with the rifle salute.

80. If the person entitled to compliment pass in rear of the guard, it does not salute, but stands at attention at an "order," facing to the front.

81. 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.

82. The commander of the guard will inspect his guard at reveille and retreat to assure himself that the men are in proper condition to perform their duties and that their arms and equipments are in proper order. For inspection by other officers, he prepares the guard as directed in each case by the inspecting officer.

83. Any person having authority to inspect a guard, and who wishes to do so, will, after its commander has reported, direct him to prepare it for inspection, stating in what manner.

84. The guard will not be paraded during ceremonies unless so ordered by the commanding officer.

85. At all formations of the guard or reliefs, he will see that the chambers of rifles are opened as soon as the men have fallen in.

86. After receiving the report of its corporal, he will inspect each relief before it goes on post to assure himself that every sentinel is properly armed and equipped and is in proper condition to perform his duties. The same rule applies to all patrols and sentinels over prisoners. The relief first posted after guard mounting need not be thus inspected.

87. He will see that sentinels are habitually relieved every two hours, unless the weather or other cause make it necessary or proper that it be done at shorter or longer intervals, as directed by the commanding officer.

88. He will question his noncommissioned officers and sentinels relative to the instructions they may have received from the old guard; he will see that patrols and visits of inspection are made as directed by the officer of the day.

89. He will see that the orders for each sentinel, either written or printed, are posted in the guardhouse, and, if practicable, in the sentry box or other sheltered place to which the sentinel has constant access. (See par. 42.)

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

91. 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. (See par. 34.)

92. He will, when the countersign is used, communicate it to the noncommissioned officers of the guard and see that it is duly communicated to sentinels before the hour for challenging; the countersign will not be given to sentinels posted at the guardhouse.

93. He will have the details for hoisting the flag at reveille, and lowering it at retreat, made in time for the proper performance of these duties. (See pars. 438 and 439.) He will see that the flags are kept in the best condition possible, and that they are never handled except in the proper performance of duty.

94. The commander of the guard may permit members of the guard while at the guardhouse to remove their head dress, overcoats, and gloves; if they leave the guardhouse for any purpose whatever, he will require that they shall be properly equipped and armed according to the character of the service in which engaged, or as directed by the commanding officer.

95. He will enter in the guard report a report of his tour of duty, and, on the completion of his tour, will present it to the officer of the day. He will transmit with his report all passes turned in at the post of the guard.

96. Whenever a prisoner is sent to the guardhouse or guard tent for confinement, the commander of the guard will cause him to be searched, and will, without unnecessary delay, report the case to the officer of the day.

97. If anyone is to be passed out of camp at night, he is sent to the commander of the guard who will have him passed beyond the sentinels.

98. The commander of the guard will detain at the guardhouse 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 persons so arrested will be sent, if necessary.

99. He will inspect the guardrooms 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.

100. The commander of the guard will cause the corporals of the old and new reliefs to verify together, immediately before each relief goes on post, the number of prisoners who should then properly be at the guardhouse.

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

102. 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 privates of his guard.

103. He will inspect all meals sent to the guardhouse for the prisoners and see that the quantity and quality are in accordance with regulations.

104. At guard mounting he will report to the old officer of the day all cases of prisoners whose terms of sentence expire on that day, as also all cases of prisoners concerning whom no statement of charges has been received. (See par. 298.)

105. The commander of the guard is responsible for the security of prisoners under the charge of his guard: he becomes responsible for them after their number has been verified and they have been turned over to the custody of his guard, whether at the guardhouse or out at work.

106. To receive the prisoners at the guardhouse after their number has been verified by the officers of the day, the commander of the new guard directs his sergeant to form the guard with an interval, and commands:

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

The prisoners having arrived opposite the interval in the new guard, he commands:

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

The prisoners dress on the line of the new guard.

107. After the new guard arrives at its post, and has saluted the old guard, each guard is presented by its commander to its officer of the day; if there be but one officer of the day present, or if one officer acts in the capacity of old and new officer of the day, each guard is presented to him by its commander.

108. If other persons entitled to a salute approach, each commander of the guard will bring his own guard to attention if not already at attention. The senior commander of the two guards will then command: 1. *Old and new guards*, 2. *Present*, 3. *ARMS*.

The junior will salute at the command *present arms* given by the senior. After the salute has been acknowledged, the senior brings both guards to the order.

109. After the salutes have been acknowledged by the officers of the day, each guard is brought to an order by its commander; the commander of the new guard then directs the orderly or orderlies to fall out and report, and causes bayonets to be fixed if so ordered by the commanding officer; bayonets will not then be unfixed during the tour except in route marches while the guard is actually marching, or when specially directed by the commanding officer.

The commander of the new guard then falls out members of the guard for detached posts, placing them under charge of the proper noncommissioned officers, divides the guard into three reliefs, *first*, *second*, and *third*, from right to left, and directs a list of the guard to be made by reliefs. When the guard consists of troops of different arms combined, the men are assigned to reliefs so as to insure a fair division of duty, under rules prescribed by the commanding officer.

110. The sentinels and detachments of the old guard are at once relieved by members of the new guard; the two guards standing at ease or at rest while these changes are being made. The commander of the old transmits to the commander of the new guard all his orders, instructions, and information concerning the guard and its duties. The commander of the new guard then takes possession of the guard-house and verifies the articles in charge of the guard.

111. When all the detachments and sentinels of the old guard have formed on its left, its commander causes bayonets to be unfixed, if not already unfixed, and marches off his guard, as prescribed in Drill Regulations, cavalry, paragraphs 1073 and 1084; infantry.

paragraph 516. When the old guard has marched past the post of the guard, the new guard stacks arms and is dismissed; or, if armracks are provided, the new guard is dismissed, and the arms are placed in the racks; or the men may be required to keep their arms constantly with them.

112. Detachments of the guard having separate posts are relieved in the same manner as prescribed for the guard, and then marched to the post of the guard.

113. If considerable time is required to bring in that portion of the old guard still on post, the commanding officer may direct that as soon as the orders and property are turned over to the new guard, the portion of the old guard at the guardhouse may be marched off and dismissed as prescribed. In such a case, the remaining detachment or detachments of the old guard will be inspected by the new officer of the guard when they reach the guardhouse. He will direct the senior noncommissioned officer of the old guard present to march the said detachments off and dismiss them in the prescribed manner.

114. A supernumerary officer of the guard receives and obeys the orders of the commander of the guard, assisting him in the performance of his duties.

SERGEANT OF THE GUARD.

115. The senior noncommissioned officer of the guard always acts as sergeant of the guard, and, if there be no officer of the guard, will perform the duties prescribed for the commander of the guard.

116. The sergeant of the guard has general supervision over the other noncommissioned officers and the musicians and privates of the guard, and must be thoroughly familiar with all their orders and duties.

117. He is directly responsible for the property under charge of the guard, and will see that it is 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 commander of the guard.

118. Immediately after guard mounting he will prepare duplicate lists of the names of all noncommissioned officers, musicians, and privates of the guard, showing the relief and post or duties of each. One list will be handed as soon as possible to the commander of the guard; the other will be retained by the sergeant.

119. He will see that reliefs are turned out at the proper time, and that the corporals thoroughly understand, and are prompt and efficient in the discharge of their duties.

120. During the temporary absence from the guardhouse of the sergeant of the guard, the next in rank of the noncommissioned officers present will perform his duties.

121. Should the corporal whose relief is on post be called away from the guardhouse, the sergeant of the guard will designate a noncommissioned officer to take the corporal's place until his return.

122. After breakfast, and after stable duty in the mounted service, he will cause the guardhouse or guard tent and the space around it to be policed by the prisoners, if there be any, or by members of the guard if there be no prisoners. (A. R., 380.)

123. He will see that the guardroom and cells are thoroughly policed twice daily, morning and evening.

124. At *first sergeants' call* he will proceed to the adjutant's office and obtain the guard report book.

125. When the national or regimental colors are taken from the stacks of the color line, the color bearer and guard, or the sergeant of the guard, un-

armed, and two armed privates as a guard, will escort the colors to the colonel's quarters, as prescribed for the color guard in Infantry Drill Regulations, paragraph 248.

126. Upon the return of soldiers having passes, the passes will be given to the sergeant of the guard, who will indorse upon them the time at which each of the men included in a pass returns; at guard mounting he will turn them into the commander of the guard.

127. He will report to the commander of the guard any suspicious or unusual occurrence that comes under his notice, will warn him of the approach of any armed body, and will send to him all persons arrested by the guard.

128. When the guard is turned out, its formation will be as follows: The senior noncommissioned officer, if commander of the guard, is on the right of the right guide; if not commander of the guard, he is in the line of file closers, in rear of the right four of the guard; the next in rank is right guide; the next, left guide; the others, in the line of file closers, usually, each in rear of his relief; the field music, with its left three paces to the right of the right guide. The reliefs form in the same order as when the guard was first divided, except that if the guard consists of dismounted cavalry and infantry, the cavalry forms on the left.

129. The sergeant forms the guard, calls the roll, and, if not in command of the guard, reports to the commander of the guard as prescribed in drill regulations for a first sergeant forming a troop or company; the guard is not divided into platoons or sections, and, except when the whole guard is formed prior to marching off, fours are not counted.

130. The sergeant reports as follows: "*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;*" or, if the roll call has been omitted, "*Sir, the guard is formed.*" Only men absent without proper authority are reported absent. He then takes his place, without command.

131. At night, the roll may be called by reliefs and numbers instead of names; thus, the first relief being on post: *Second relief, Corporal; No. 1; No. 2, etc. Third relief, Corporal; No. 1, etc.*

132. Calling the roll will be dispensed with in forming the guard when it is turned out as a compliment, on the approach of an armed body, or in any sudden emergency; but in such cases the roll may be called before dismissing the guard. If the guard be turned out for an officer entitled to inspect it, the roll will, unless he directs otherwise, always be called before a report is made.

133. When directed by the officer of the guard to dismiss the guard, the sergeant salutes, steps in front of the guard, and commands:

1. *Port*, 2. *ARMS*, 3. *OPEN CHAMBER*, 4. *CLOSE CHAMBER*, 5. *DISMISSED*, or, 5. *Order*, 6. *ARMS*, 7. *Stack*, 8. *ARMS*, 9. *DISMISSED*. (Par. 111.)

134. The sergeant of the guard has direct charge of the prisoners and is responsible to the commander of the guard for their security.

135. He will carry the keys of the guardroom and cells, and will not suffer them to leave his personal possession while he is at the guardhouse, except as hereinafter provided (par. 137). Should he leave the guardhouse for any purpose, he will turn the keys over to the noncommissioned officer who takes his place. (Par. 120.)

136. He will count the knives, forks, etc., given to the prisoners with their food, and see that none of these articles remain in their possession. He will see that no forbidden articles of any kind are conveyed to the prisoners.

137. Prisoners, when paraded with the guard, are placed in line, in its center. The sergeant, immediately before forming the guard, will turn over his keys to the noncommissioned officer at the guardhouse. Having formed the guard, he will divide it into two nearly equal parts. Indicating the point of division with his hand, he commands:

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

If the first command be *right face*, the right half of the guard only will execute the movements; 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 guardroom and cells are then opened by the noncommissioned officer having the keys. The prisoners will file out under the supervision of the sergeant, the noncommissioned officer and sentinel on duty at the guardhouse, and such other sentinels as may be necessary; they will form in line in the interval between the two parts of the guard.

138. To return the prisoners to the guardroom and cells, the sergeant commands:

1. *Prisoners*, 2. *Right* (or *Left*), 3. *FACE*, 4. *Forward*, 5. *Column right* (or *left*), 6. *MARCH*.

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

139. To close the guard, the sergeant 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, executes the movement.

140. 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. *Right (or Left) step*, 2. *MARCH*, 3. *Guard*, 4. *HALT*, and close the intervals by the commands:

1. *Left (or Right) step*, 2. *MARCH*, 3. *Guard*, 4. *HALT*.

141. If sentinels are numerous, reliefs may, at the discretion of the commanding officer, be posted in detachments, and sergeants, as well as corporals, required to relieve and post them.

142. 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.

CORPORAL OF THE GUARD.

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

144. A corporal of the guard receives and obeys orders from none but noncommissioned officers of the guard senior to himself, the officers of the guard, the officer of the day, and the commanding officer.

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

146. 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 his post will not be changed to another during the same tour of guard duty, unless by direction of the commander of the guard or higher authority. Usually, experienced soldiers are placed over the arms of the guard, and at remote and responsible posts.

147. 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, the company, and regiment of every member thereof, and the post to which each is assigned. The list will be made in duplicate, one copy to be given to the sergeant of the guard as soon as completed, the other to be retained by the corporal.

148. As soon as directed by the officer of the guard, the corporal of the first relief posts his relief.

149. The corporal forms his relief, and then commands: **CALL OFF.**

Commencing on the right, the men call off alternately, *rear* and *front 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. Forward, 4. MARCH.

If formed in single rank, the corporal commands:

1. Twos right, 2. 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.

150. When the relief arrives at six paces from a sentinel (see par. 223), the corporal halts it and commands, according to the number of the post: *No.* (—).

Both sentinels execute port arms or saber; the new sentinel approaches the old, halting about one pace from him. (See par. 215.)

151. 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 at a right shoulder, and observe that the old sentinel transmits correctly his instructions.

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.

152. The instructions relative to the post having been communicated, the new corporal commands, *Post*; both sentinels then resume the right shoulder, face toward the new corporal and step back so as to allow the relief to pass in front of them. The new corporal then commands, 1. *Forward*, 2. *MARCH*; the old sentinel takes his place in rear of the relief as it passes him, his piece in the same position as those of the relief. The new sentinel stands fast at a right shoulder until the relief has passed six paces beyond him, when he walks his post. The corporals take their places as the relief passes them.

153. The sentinels at the guardhouse are the first relieved; they are left at the guardhouse. All others will march with the relief.

154. Mounted sentinels are posted and relieved in accordance with the same principles. (See par. 1072, Cav. D. R.)

155. On the return of the old relief, the corporal of the new guard falls out when the relief halts; the corporal of the old guard forms his relief on the left of the old guard, salutes, and reports to the commander of his

guard: "*Sir, the relief is present;*" or, "*Sir, (so and so) is absent,*" and takes his place in the guard.

156. To post a relief after the sentinels of the old guard have been relieved, its corporal forms it by the commands:

1. (*Such*) *relief*, 2. **FALL IN**; and if arms are stacked, 3. **Take**, 4. **ARMS**.

The relief is formed in double or single rank (according as the guard is formed) facing to the front, with arms at an *order* (see par. 109); the men place themselves according to the numbers of their respective posts, viz: two, four, six, and so on, in the *front* rank, one, three, five, 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 paces in front of the center of his relief, then commands: **CALL OFF**.

The men call off as prescribed. (Par. 149.) The corporal then commands:

1. **Port**, 2. **ARMS**, 3. **OPEN CHAMBER**, 4. **CLOSE CHAMBER**, 5. **Order**, 6. **ARMS**; faces the commander of the guard, executes the rifle salute, reports, "*Sir, the relief is present;*" or, "*Sir, (so and so) is absent,*" and then takes his place on the right at order arms.

157. Having inspected the relief (see par. 86), the commander of the guard directs the corporal, **Post your relief**. The corporal salutes and posts his relief as prescribed (pars. 149 to 153); the corporal of the relief on post does not go with the new relief, except when necessary to show the way.

158. If so directed by the commander of the guard, the corporal, before posting his relief, will command: 1. **With ball cartridges**, 2. **LOAD**, 3. **Lock**, 4. **PIECES**, 5. **Order**, 6. **ARMS**.

159. To dismiss the old relief, it is halted and faced to the front at the guardhouse by the corporal of the

new relief, who then falls out; the corporal of the old relief then steps in front of the relief, and commands:

1. *Port*, 2. *ARMS*, 3. *OPEN CHAMBER*, 4. *CLOSE CHAMBER*, 5. *DISMISSED*, or, 5. *Order*, 6. *ARMS*, 7. *Stack*, 8. *ARMS*, 9. *DISMISSED*.

160. Should the pieces have been loaded before the relief was posted, the corporal will, before dismissing his relief, see that no cartridges are left in the chambers or magazines. The same rule applies to sentinels over prisoners.

161. 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.

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

163. There should be at least one noncommissioned officer constantly on the alert at the guardhouse, usually the corporal whose relief is on post. This non-commissioned officer takes post near the entrance of the guardhouse, and does not fall in with the guard when it is formed. He will have his rifle constantly with him.

164. Whenever it becomes necessary for the corporal to leave his post near the entrance of the guardhouse, he will notify the sergeant of the guard, who will at once take his place, or designate another non-commissioned officer to do so.

165. He will see that no person enters the guardhouse, or guard tent, or crosses the posts of the sentinels there posted, without proper authority.

166. Should any sentinel call for the corporal of the guard, the corporal will, in every case, at once and quickly proceed to such sentinel. He will notify the sergeant of the guard before leaving the guardhouse.

167. He will at once report to the commander of the guard any violation of regulations or any unusual occurrence which is reported to him by a sentinel, or which comes to his notice in any other way.

168. Should a sentinel call "*The Guard*," the corporal will promptly notify the commander of the guard.

169. Should a sentinel call "*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 the sentinel is relieved for a short time only, the corporal will again post him as soon as the necessity for his relief ceases.

170. When the countersign is used, the corporal at the posting of the relief during whose tour challenging is to begin gives the countersign to the members of the relief, excepting those posted at the guardhouse.

171. He will, at the proper time, notify No. 1 of the hour, if sentinels are required to call the hours or half hours of the night.

172. He will wake the corporal whose relief is next on post in time for the latter to verify the prisoners, form his relief, and post it at the proper hour.

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

174. Tents or bunks in the same vicinity will be designated for the reliefs so that all the members of each relief may, if necessary, be found and turned out by the corporal in the least time and with the least confusion.

175. When challenged by a sentinel while posting his relief, the corporal commands: 1. *Relief*, 2. *HALT*; to the sentinel's challenge he answers "*Relief*," and at the order of the sentinel, he advances alone to give 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.

176. Between retreat and reveille, 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. He will advance them in the same manner that sentinels on post advance like parties (pars. 232 to 238), but if the route of a patrol is on a continuous chain of sentinels, he should not challenge persons coming near him unless he has reason to believe that they have eluded the vigilance of sentinels.

177. Between retreat and reveille, whenever so ordered by an officer entitled to inspect the guard, the corporal will call: "*Turn out the guard,*" announcing the title of the officer, and then, if not otherwise ordered, he will salute and return to his post.

178. Between retreat and reveille, on the approach of an armed party other than a returning relief or detachment of the guard, he will call: "*Turn out the guard. Armed party,*" and remain where he can observe the movements of the party while the guard is forming, and then return to his post.

179. 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 guardhouse challenges and repeats the answer to the corporal, as prescribed hereafter (par. 249); the corporal, advancing at port arms, says: "*Advance (so and so) with the countersign,*" or, "*to be recognized,*" if there be no countersign used; the countersign being correctly given, or the party being duly recognized, the corporal says: "*Advance (so and so);*" repeating the answer to the challenge of the sentinel.

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

181. Out of ranks and under arms, the corporal salutes with the rifle salute. He will salute all officers, whether by day or night.

182. 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 commander of the guard.

183. 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 crime against the Government on a military reservation or post. All persons arrested by corporals of the guard, or by sentinels, will at once be conducted to the commander of the guard by the corporal.

MUSICIANS OF THE GUARD.

184. Musicians of the guard are subject to the orders of none but the commanding officer, the officer of the day, officers and noncommissioned officers of the guard.

185. Unless otherwise directed by the commanding officer, they will remain at the guardhouse during their tour, and will fall in with the guard when it is formed. They form on a line with the front rank of the guard, their left three paces from the right guide.

186. Musicians of the guard sleep at the guardhouse, unless otherwise directed by the commanding officer.

187. 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.

188. Should the guard be turned out for national or regimental colors or standards, uncased, the field music of the guard will, when the guard presents arms, sound, "*To the color,*" or, "*To the standard;*" or, if for any person entitled thereto, the prescribed march, flourishes, or ruffles, as follows:

- 2 The President—the President's March.
- 3 The General—the General's March.
- 4 The Lieutenant General—trumpets sounding three flourishes or drums beating three ruffles.
- 5 A major general—two flourishes or two ruffles.
- 6 A brigadier general—one flourish or one ruffle.
- 7 To the sovereign or chief magistrate of a foreign state or member of a royal family—the same honors as are paid to the President.
- 8 To ~~the Vice-President~~, the members of the Cabinet, the Chief Justice, the President of the Senate, the Speaker of the House of Representatives, American or foreign ambassadors, and governors within their respective States or Territories—the same honors as to the General.
- 9 To the Assistant Secretary of War and to American or foreign envoys or ministers—the same honors as to the Lieutenant General.
- 10 To officers of the Navy—the honors due to their assimilated or relative rank; to officers of marines and volunteers and militia, when in the service of the United States, the honors due to like grades in the regular service; to officers of a foreign service, the honors due to their rank. (See pars. 381, 382, and 383, A. R.)

44 ORDERLY FOR THE COMMANDING OFFICER.

ORDERLY FOR THE COMMANDING OFFICER.

189. When so directed, the adjutant will select an orderly for the commanding officer from the members of the new guard, an extra man being detailed for guard for this purpose; the selection is usually made during the inspection at guard mounting.

190. That 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 to the regulations prescribing the uniform. If there be doubt as to the relative merits of two or more soldiers, the adjutant may cause them to form in line a few paces in front of the guard, or may proceed to the guardhouse and cause them to form in line a few paces from the guard, after it has been brought to an order. They fall in facing to the front at order arms. The adjutant will cause them to execute the manual of arms, both with and without the numbers, to march, etc., the most proficient being selected as orderly. If doubt still exists, he will subject them to a more minute inspection, or may cause them to draw lots. The adjutant will notify the commander of the guard of his selection.

191. When directed by the commander of the guard to fall out and report, the orderly will give his name, company, and regiment to the sergeant of the guard, and, leaving his rifle in the armrack in his company quarters, will proceed at once to the commanding officer, reporting: "*Sir, Private ———, Company ———, reports as orderly.*"

192. If the orderly selected be a cavalryman, he will report equipped with saber belt and saber, unless otherwise directed by the commanding officer, first

leaving his rifle in the armrack of his troop quarters.

193. In the field, or on the march, the equipment of the orderly will be as directed by the commanding officer.

194. The orderly, while on duty as such, is subject to the orders of the commanding officer only.

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

196. The orderly may be permitted to sleep in his company quarters, or in such other place as the commanding officer may direct.

197. His tour of duty ends when he is relieved by the orderly selected from the guard relieving his own.

198. The orderly is a member of the guard, and his name, company, and regiment are entered on the guard report and lists of the guard.

199. If the necessities of the service require the habitual detail of other orderlies, they are selected and detailed as prescribed for the orderly for the commanding officer. They are subject to the orders of none but the commanding officer and the officer for whom detailed.

PRIVATES OF THE GUARD.

200. Without permission from the commander of the guard, members of the guard, except orderlies, will not leave the immediate vicinity of the guard-house. Permission to leave will not be given except in cases of necessity.

201. Members of the guard, except orderlies, will not remove their accouterments or clothing without permission from the commander of the guard. (See par. 94.)

202. During his tour of guard duty a soldier is subject to the orders of the commanding officer, the

officer of the day, the officers and noncommissioned officers of the guard only.

203. When not engaged in the performance of a specific duty, the proper execution of which would prevent it, a member of the guard will salute all officers who pass him. This rule applies at all hours of the day or night.

204. Whenever the guard or a relief is dismissed, each member not at once required for duty will place his rifle in the armracks, if they be provided, and will not remove it therefrom unless he requires it in the performance of some duty.

205. Privates are assigned to reliefs by the commander of the guard, and to posts, usually, by the corporal of their relief. They will not change from one relief or post to another, during the same tour of guard duty, unless by proper authority.

206. Should the guard be formed, soldiers will fall in ranks under arms. At a roll call, each man, as his name or number and relief are called, answers "*Here,*" and comes to *order arms*.

207. No soldier shall hire another to do his duty for him. (Thirty-sixth Article of War.)

208. Any soldier who is found drunk on his guard, party, or other duty, shall suffer such punishment as a court-martial may direct. (Thirty-eighth Article of War.)

ORDERS FOR SENTINELS ON POST.

209. Orders for sentinels on post are divided into two classes, *general orders* and *special orders*.

210. Sentinels will be required to memorize the following:

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 guardhouse 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 noncommissioned officer of the guard only;

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

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 or standards not cased;

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

211. In addition to the foregoing, sentinels posted at the guardhouse or guard tent will be required to memorize the following:

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 or 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.

212. 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-about 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 in wet or severe weather, when not in the sentry box, may carry it at a secure.

213. Sentinels, when in sentry boxes, stand at ease. Sentry boxes will be used in wet weather only, or at other times when specially authorized by the commanding officer.

214. In very hot weather, sentinels may be allowed to stand at ease on their posts, provided they can in this position effectively discharge their duties. Sentinels will be allowed to take advantage of this privilege only on the express authority of the commander of the guard or the officer of the day.

215. When calling for any purpose, challenging, or holding communication with any person, a dismounted sentinel, armed with the rifle or saber, will take the position of port arms or saber. At night a dismounted sentinel, armed with the pistol, takes the position of raise pistol in challenging or holding communication. A mounted sentinel in the daytime does not ordinarily draw his weapon in calling or in holding communication; but, if drawn, he holds it at advance rifle, raise pistol, or port saber, according as he is armed with the rifle, pistol, or saber. At night, in challenging and in holding communication, he has his weapon at advance rifle, raise pistol, or port saber, according as he is armed with the rifle, pistol, or saber.

216. A mounted sentinel will not dismount, without authority, while on duty as a sentinel.

217. A sentinel will quit his piece on an explicit order from any person from whom he lawfully receives orders while on post; under no circumstances will he yield it to any other person. Unless necessity therefor exists, no person will require a sentinel to quit his piece, even to allow it to be inspected.

218. A sentinel will arrest suspicious persons prowling about the post or camp at any time, all parties to a disorder occurring on or near his post, or any, except authorized persons, who attempt to enter the camp at night, and will turn over all persons arrested to the corporal of the guard.

219. He will at once report to the corporal of the guard every unusual or suspicious occurrence noticed.

220. If relief becomes necessary, by reason of sickness or other cause, the sentinel will call, "*Corporal of the guard, No. (—); Relief,*" giving the number of his post.

221. To call the corporal of the guard for any other purpose than for relief, the sentinel will call, "*Corporal of the guard, No. (—),*" adding the number of his post. In no case will the sentinel call, "*Never mind the corporal;*" nor will the corporal heed such call if given.

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

223. If a sentinel is to be relieved, he will halt and face toward the relief with arms at a right shoulder, when the relief is thirty paces from him. He will come to port arms with the new sentinel. The old sentinel, under the supervision of both corporals, gives in a low tone his instructions to the one taking post. (See pars. 150 and 215.)

ORDERS FOR SENTINELS EXCEPT THOSE AT THE POST OF THE GUARD.

224. In case of fire, the sentinel will call, "*Fire, No. (—)*," adding the number of his post; if possible, he will extinguish the fire by his own efforts. In case of disorder he will call, "*The guard, No. (—)*," adding the number of his post. If the danger be great, he will in either case discharge his piece before calling.

NIGHT ORDERS.

225. A sentinel will not permit any person to approach so close as to prevent the proper use of his own weapon before recognizing the person or receiving the countersign.

226. Between retreat (or the hour designated by the commanding officer) and broad daylight (or the hour designated by the commanding officer), if a sentinel sees any person or party on or near his post, he will advance rapidly along his post toward such person or party and when within about thirty paces will challenge sharply, "*Halt. Who is there?*" He will place himself in the best position to receive or, if necessary, arrest the person or party.

227. In case a mounted party be challenged, the sentinel will call, "*Halt. Dismount. Who is there?*"

228. A sentinel will not divulge the countersign to anyone except the sentinel who relieves him, or to a person from whom he properly receives orders, on such person's verbal order given personally. Privates of the guard will not use the countersign except in the performance of their duties while posted as sentinels.

229. *Forty-fourth Article of War.*—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.

230. The sentinel will suffer one only of any 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.

231. In all cases the sentinel must satisfy himself beyond a reasonable doubt that the parties are what they represent themselves to be, and have a right to pass. If he be not satisfied, he must 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.

232. When two or more persons approach in one party, the sentinel, on receiving an answer that indicates that some one in the party has the countersign, will say "*Advance one with the countersign,*" and, if the countersign is given correctly, will then say "*Advance (so and so),*" repeating the answer to his challenge. Thus if the answer be "*Relief (Friends with the countersign, Patrol, etc.),*" the sentinel will say, "*Advance one with the countersign;*" then, "*Advance relief (friends, patrol, etc.).*"

233. If a person having the countersign approach alone, he is advanced to give the countersign. Thus: If the answer be "*Friend with the countersign (or Officer of the day, or etc.),*" the sentinel will say, "*Advance, friend (or officer of the day, or etc.), with the countersign;*" then, "*Advance, friend (or officer of the day, or etc.).*"

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

such parties are challenged in turn. The senior is first advanced, in accordance with the foregoing rules.

235. If a party be already advanced, and in communication with a sentinel, the latter will challenge any other party that may approach; if the party challenged be senior to the one already on his post, the sentinel will advance such party at once. The senior may allow him to advance any or all of the other parties; otherwise, 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.

236. The following order of rank will govern a sentinel in advancing different persons or parties approaching his post at night: Commanding officer, officer of the day, officer of the guard, officers, patrols, reliefs, noncommissioned officers of the guard in the order of rank, friends.

237. The sentinel will never allow himself to be surprised, nor permit two parties to advance upon him at the same time.

238. 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, "*Advance (so and so).*"

239. When not in the presence of the enemy, sentinels may be required to call the hours and half hours between the time when challenging begins and reveille.

When this is required, they will call successively in the numerical order of their posts, beginning at the guardhouse (see par. 251), each one giving the number of his post, repeating the hour of the night, then adding: "*All's well.*" Thus: "*No. 2, Half past eleven o'clock. All's well.*" This call should be made, and the number

ORDERS FOR SENTINELS AT POST OF GUARD. 53

of the post and the hour announced in a clear and distinct manner, without unduly prolonging the words.

240. In case any sentinel fails to call off, the one next preceding him will repeat the call; if the call is not taken up within a reasonable time, he will call the corporal of the guard, and report the facts.

ORDERS FOR SENTINELS AT THE POST OF THE GUARD.

241. Between reveille and retreat, the sentinel at the post of the guard will turn out the guard on the approach of any of the persons or parties entitled to the compliment. (See pars. 265, 267 to 270.)

242. The following examples illustrate the manner in which a sentinel at the post of the guard turns 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 sentinel will call, as in the last example: "*Turn out the guard, armed party.*"

243. Should the person named by the sentinel not desire the guard formed, he will salute, whereupon the sentinel calls, "*Never mind the guard.*"

244. 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.

245. Though the guard be already formed, he will not fail to call, "*Turn out the guard,*" as required in his general orders, except as provided in paragraph 246.

246. If two or more persons entitled to the compliment approach at the same time, the sentinel will call for the senior only; if the senior does not desire the guard formed, the sentinel then calls, "*Never mind the guard.*" The guard will not be turned out for an

54 ORDERS FOR SENTINELS AT POST OF GUARD.

officer while a senior entitled to the compliment is at or coming to the post of the guard.

247. The sentinels at the post of the guard will warn the commander of the approach of any armed body and of the presence in the vicinity of all suspicious or disorderly persons. They will not permit enlisted men to pass without reporting, unless orders to the contrary have been given by the commanding officer.

248. In case of fire or disorder in sight or hearing, the sentinel at the guardhouse will call the corporal of the guard and report the facts to him.

NIGHT ORDERS.

249. After receiving an answer to his challenge, the sentinel calls, "*Corporal of the guard (so and so)*," repeating the answer to his challenge. He does not in such cases repeat the number of his post.

250. He remains in the position assumed in challenging until the corporal has recognized and advanced the person or party challenged, when he resumes walking his post; if the person or party be entitled thereto, he salutes and, as soon as the salute is acknowledged, resumes walking his post.

251. In calling the hours of the night, No. 1 will, at the direction of a noncommissioned officer of the guard, call, "*No. 1, (such) o'clock.*" After the call has passed around the chain of sentinels he will call "*All's well.*"

In the event of such a disposition of posts that the call of the sentinel whose post is last in numerical order can not be heard by No. 1, the call "*All's well*" may be returned along the line to the sentinel whose voice can be heard at the post of the guard.

COMPLIMENTS FROM SENTINELS.

252. Sentinels will salute as follows: A dismounted sentinel, armed with the rifle or saber, salutes by presenting arms; if otherwise armed he salutes with the right hand.

A mounted sentinel, if armed with the saber and the saber be drawn, salutes by presenting saber; otherwise, he in all cases salutes with the right hand.

253. To salute, a dismounted sentinel halts and faces outward, his piece at a right shoulder or his saber at a carry, as the person or party entitled to salute arrives within about thirty paces.

If the officer approaches along the post, the salute will be given when the officer arrives at the distance of about six paces.

If he passes in front of the sentinel, but not along the post, he is saluted just before he passes the sentinel's front.

If he crosses the post, he is saluted just before he crosses.

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

He resumes walking his post when the person saluted has passed about six paces beyond him.

If an officer passes in rear of the post he is not saluted, but the sentinel stands facing outward until the officer has passed about six paces.

254. A sentinel in a sentry box, armed with the rifle, stands at attention at an order on the approach of a person or party entitled to salute, and salutes by presenting arms in accordance with the foregoing rules.

If armed with the saber, he stands at the carry and salutes as before.

255. A mounted sentinel on a regular post halts, faces outward, and salutes in accordance with the fore-

going rules; if doing patrol duty, he salutes but does not halt unless spoken to.

256. Sentinels salute, in accordance with the foregoing rules, all persons and parties entitled to compliments from the guard (pars. 265, 267, 268, 270); officers of the Army, Navy, and Marine Corps; military and naval officers of foreign powers; officers of volunteers and militia when in the service of the United States.

257. A sentinel salutes as above prescribed when an officer comes on his post; if the officer holds communication with the sentinel, the sentinel salutes again when the officer leaves him.

During the hours when challenging is prescribed, the first salute is given as soon as the officer has been duly recognized and advanced. A mounted sentinel armed with the rifle or pistol, or a dismounted sentinel armed with the pistol, does not salute after challenging. He stands at advance rifle or raise pistol until the officer passes.

258. In case of the approach of an armed party of the guard, the sentinel will halt when it is about thirty paces from him, facing toward the party, with his piece at the 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.

259. Except as provided in paragraphs 256 and 258, sentinels do not halt or salute on the approach of any armed or unarmed body of troops, unless the same are commanded by a commissioned officer.

260. The rules for saluting applicable to sentinels over prisoners are prescribed in paragraph 360.

261. Saluting distance is the limit within which individuals and insignia of rank can be readily recognized; it is assumed to be about thirty paces.

262. An officer is entitled to the compliments prescribed, whether in uniform or not.

263. If an officer or group of officers remain on or near a sentinel's post, the sentinel salutes but once; after that he walks his post.

264. A sentinel in communication with an officer will not interrupt the communication to salute a junior, unless directed by the senior to do so.

COMPLIMENTS FROM GUARDS.

265. Between reveille and retreat, the guard of a post or camp turns out and presents arms to the following: The President; sovereign or chief magistrate of a foreign country and members of a royal family; Vice President; President of the Senate; American and foreign ambassadors; members of the Cabinet; Chief Justice; Speaker of the House of Representatives; committees of Congress officially visiting a military post; governors within their respective States or Territories; governors general;^a Assistant Secretary of War officially visiting a military post; all general officers of the Army; general officers of a foreign service visiting a post; naval, marine, volunteer, and militia officers in the service of the United States and holding the relative rank of general officer; American and foreign envoys or ministers; ministers resident accredited to the United States; chargés d'affaires; consuls general accredited to the United States; commanding officer of the post or camp; officer of the day.

266. The relative rank between officers of the Army and Navy is as follows: General with admiral, lieutenant general with vice admiral, major general

^a The term "governors general" shall be taken to mean administrative officers under whom officers with the title of governor are acting.

with rear admiral, brigadier general with commodore,^a colonel with captain, lieutenant colonel with commander, major with lieutenant commander, captain with lieutenant, first lieutenant with lieutenant (junior grade), second lieutenant with ensign. (A. R., 12.)

267. Guards will turn out and present arms when the national or regimental colors or standards, not cased, are carried past by a color guard or any armed party. This rule applies also when the party carrying the colors is at drill. If the drill is conducted in the vicinity of the guardhouse, the guard will be turned out when the colors first pass and not thereafter.

Colors and standards when cased will not be saluted, nor will the guard turn out for them.

268. All guards will turn out under arms when armed parties, except troops at drill and reliefs or detachments of the guard, approach their posts. To parties commanded by commissioned officers they will present arms, officers saluting.

269. The old guard will turn out and present arms on the approach of the new guard, and the new guard will present arms as the old guard marches past, commanders of both guards saluting in both cases, whatever be the grade of either commander.

270. In case the remains of a deceased officer or soldier are carried past, the guard will turn out and present arms.

271. The commander of an armed party should have his command at attention before returning the salute of a guard or sentinel and until he has passed six paces beyond the guard or sentinel.

^a The grade of commodore ceased to exist as a grade of rank on the active list in the Navy of the United States on March 3, 1899. By section 7 of the act of March 3, 1899, the nine junior rear admirals are authorized to receive the pay and allowances of a brigadier general of the Army.

272. Guards will, subject to the provisions of paragraph 81, turn out and present arms to persons entitled to the compliment as often as they pass. The personal guard of a general officer will turn out to him and to his superiors in rank only.

273. Guards do not turn out as a matter of compliment after sunset, nor will any compliments be paid by the guard as a formed body between retreat and reveille, except as provided in paragraph 269.

274. From reveille until retreat is the interval between the firing of the morning and the 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.

275. A guard may be turned out between retreat and reveille by direction of any person entitled to inspect it.

276. All guards and sentinels will salute the civil officers of the United States or foreign powers enumerated in paragraph 265; and will pay to all officers in the military or naval service of foreign powers, officers of the Navy or Marine Corps, and officers of militia or volunteers when in the service of the United States, the compliments directed to be paid to officers of the Army of corresponding rank. (See par. 266.)

SPECIAL ORDERS.

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

278. The number, limits, and extent of his post will invariably constitute part of the special orders of every sentinel on post. The limits of his post should be so defined as to include every place to which he is required to go in the performance of his duties.

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

280. Special orders for sentinels over the colors and over prisoners will be found in paragraphs 289, and 359 to 363, inclusive.

COLOR LINE AND SENTINELS.

281. A sufficient number of sentinels is placed on the color line to guard the colors and stacks.

282. In camps of instruction, the proper number of sentinels for the color line will 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. (See par. 190.)

283. Color sentinels so selected are on post only so long as the stacks are formed. If necessary, their places are taken at night by the other sentinels posted on the color front or on the flanks.

284. When stacks are broken, the color sentinels may be permitted to return to their respective companies. They are required to report in person to the commander of the guard at reveille and retreat. They will fall in with the guard, under arms, at guard mounting.

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

286. The time of walking post on the color line is equally divided among the color sentinels by the commander of the guard.

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

288. Officers or enlisted men passing the uncased colors will render the prescribed salute; (with no arms in hand, the salute will be made by uncovering.) If the colors are on the stacks, the salute will be made on crossing the color line, or on passing the colors. (A. R., 383.)

SPECIAL ORDERS FOR COLOR SENTINELS.

289. A sentinel placed over the colors will not permit them to be moved, except in the presence of an armed escort. Unless otherwise ordered by the commanding officer he will allow no one to touch them but the color bearer, or a noncommissioned officer of the guard.

He will not permit any soldier to take arms from the stacks, or to touch them, except by order of an officer, or a noncommissioned officer of the guard.

If any person passing the colors or crossing the color line fails to salute the color, 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 the facts.

SUPERNUMERARIES.

290. Supernumeraries will not be allowed to leave the camp or garrison; 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, but will not be detailed for anything that may interfere with their duties as supernumeraries. (See pars. 32 to 34.)

PRISONERS.

291. 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:

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

ART. 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.

ART. 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.

ART. 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.

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

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

SEC. 2151. No person apprehended by military force under the preceding section shall be detained 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 will permit. The preceding section referred to, section 2150, Revised Statutes (quoted in par. 488, A. R.), provides for the employment, by direction of the President, of the military forces of the United States in the execution of certain laws relative to Indians and to the Indian country.

293. The commander of a guard will place a civilian in confinement on an order from higher authority only, 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.

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

295. Noncommissioned officers will not be confined at the guardhouse in company with privates, except in aggravated cases or where escape is feared, but will be placed in arrest in their barracks or quarters. (A. R., 937.)

296. The arrest of a noncommissioned officer or the confinement of a soldier will, as soon as practicable, be reported to his company or detachment commander by the officer authorizing the arrest. (A. R., 939.)

297. Except as provided in the twenty-fourth article of war, or when restraint is necessary, no soldier will be confined without the order of an officer, who shall previously inquire into his offense. (A. R., 938.)

298. An officer ordering a soldier into confinement will send, as soon as practicable, 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.

299. A prisoner, after his first day of confinement, and until his sentence has been duly promulgated, is considered as held in confinement under the authority of the commanding officer. After the due promulgation of his sentence, the prisoner is held in confinement by authority of the officer who reviews the proceedings of the court awarding sentence. The commander of the guard will state in his report, in the proper place, the name of the officer by whom the prisoner was originally confined.

300. Enlisted men against whom charges have been preferred will be designated as "awaiting trial;" enlisted men who have been tried will, prior to the promulgation of the result, be designated as "awaiting result of trial;" enlisted men serving sentences of confinement, not involving dishonorable discharge, will be designated as "garrison prisoners;" those sentenced to dishonorable discharge and to terms of confinement at military posts or elsewhere will be designated as "military convicts." (A. R., 936.)

301. When court-martial orders are to be published at parade, the prisoners whose sentences are to be published will be marched to the place of parade by a detachment of the guard of suitable strength, commanded by a sergeant, and with at least one noncommissioned officer or private as file closer. The prisoners will be placed in the center of the detachment. As soon as the command is formed, the sergeant will march his party to a position behind the most convenient flank of the command and halt it there, the outer flank of the detachment opposite the outer flank of the command and the front rank of the detachment three paces behind the line of file closers. If at regimental parade, the detachment will be halted in rear

of the most convenient flank of the center or right center battalion. The sergeant causes the detachment to stand at parade rest while the command is at that position.

During the exercises in the manual the detachment stands fast at an order. At the adjutant's directions to bring forward the prisoners, the sergeant will march his party, at a right shoulder, by the most convenient means around the flank and along the front of the command, three paces in front of the line of company officers, until opposite the center of the command, where he will halt it and face it to the front. Each prisoner, as his name is called, will step three paces to the front, halt, uncover, and remain uncovered during the publication of the orders in his case. He will then cover, face about, and take his place in the detachment. When all the court-martial orders have been published, the adjutant will direct the sergeant to remove the prisoners. The sergeant then marches his party, arms at a right shoulder, by the most convenient means along the front until past the flank of the command, and if at battalion parade, by the most direct route back to the guard; if at regimental parade, he marches his party around the same flank as before, and thence in rear of the file closers by the most direct route back to the guard.

A soldier who has been acquitted will not be paraded in front of the command to hear the orders in his case published; nor will a noncommissioned officer be so paraded unless his offense has been an aggravated one, or his sentence imposes reduction to the ranks; in this case his chevrons will be removed before he is paraded with the detachment.

302. When the orders are not to be read at parade, 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 when the order promulgating the same is received.

303. When the date for the commencement of a term of confinement imposed by sentence of a court-martial is not expressly fixed by the sentence, the term of confinement begins on the date of the order promulgating it. The sentence is continuous until the term expires, except when the person sentenced is absent without authority. (A. R., 978.)

304. When soldiers awaiting result of trial or undergoing sentence commit offenses for which they are tried, the second sentence will be executed upon the expiration of the first. (A. R., 982.)

305. Prisoners awaiting trial by, or undergoing sentence of, general court-martial and those confined for serious offenses will, if practicable, be kept apart from those confined by sentence of an inferior court, or for minor offenses. Enlisted men awaiting trial or awaiting result of trial will not be sent to work with garrison prisoners or military convicts if it can be avoided, and may, in the discretion of the commanding officer, be required to attend drills, or sent to work under charge of a sentinel, during the usual working hours. Military convicts will not be confined with other prisoners except in cases of necessity. (A. R., 940.)

306. Prisoners will not be placed in irons except under sentence of a court-martial, or in the extraordinary case of a prisoner who, in the judgment of the commanding officer, is a desperate or dangerous character, in which case report of action and the circumstances will be immediately made to the department commander. A prisoner may be shackled or handcuffed while being transported from one post to another, or from a post to a penitentiary when, in the judgment of the officer in charge, the escape of the prisoner can not otherwise be prevented. (A. R., 943.)

Ch 1093
1
307. Prisoners, other than military convicts, will be furnished with food from the general mess, their respective companies, or from the organizations to which they may be temporarily attached.

The food of the prisoners will, when practicable, be sent to their places of confinement, but post commanders may arrange to send the prisoners, under proper guard, to their messes for meals.

When there is no special mess for military convicts, they will be attached for rations to companies or to the general mess.

308. Enlisted men bringing meals for the prisoners will not be allowed to enter the prison room. (See par. 352.)

309. The working hours of prisoners, except when otherwise directed by the commanding officer, are from reveille to retreat, with proper intermissions for meals.

Ch 1093
1
310. No prisoners will be allowed to leave the guardhouse unless under the special charge of a sentinel and passed by a noncommissioned officer of the guard.

311. Prisoners reporting themselves sick at sick call, or at the time designated by the commanding officer, will be sent to the hospital under charge of proper guard, with a sick report kept for the purpose. The recommendation of the surgeon will be entered in the guard report.

312. The security of sick prisoners in the hospital devolves upon the post surgeon, who will, if necessary, apply to the post commander for a guard.

Ch 1093
2
313. Prisoners will be paraded with the guard at reveille and retreat roll calls and, except those out at work, at guard mounting, but at no other times unless by direction of the commanding officer.

314. A prisoner under charge of a sentinel will not salute an officer.

315. All serviceable clothing which belongs to a prisoner, and his blankets, will accompany him to the post designated for his confinement, and will be fully itemized on the clothing list sent to that post. The guard in charge of the prisoner during transfer will be furnished with a duplicate of this list and will be held responsible for the delivery of all articles itemized therein, with the prisoner. At least one serviceable woolen blanket will be sent with every such prisoner so transferred. (A. R., 947.)

316. When mattresses are not supplied, each prisoner in the guardhouse will be allowed a bed sack and 30 pounds of straw per month for bedding. So far as practicable, iron bunks will be furnished to all prisoners in post guardhouses and prison rooms. (A. R., 1092.)

317. If the number of prisoners, including military convicts, confined at a post justifies it, the commanding officer will detail a commissioned officer as "officer in charge of prisoners," and a noncommissioned officer as "overseer of prisoners." At posts where the average number of prisoners continually in confinement is less than twelve, the detail of an officer in charge of prisoners will not be made.

RULES AND REGULATIONS FOR THE GOVERNMENT OF MILITARY CONVICTS AT POSTS.

[General Orders, No. 155, War Department, September 25, 1908.]

318. The officer in charge of prisoners, when there is one detailed, will make a daily inspection of the cells and prison rooms; he will inspect the food and submit to the commanding officer any complaints about the same; he will supervise all working parties of prisoners, see that all work is properly executed,

and that each prisoner is kept employed for at least eight hours a day.

319. He will have charge of the property, money, and valuables belonging to military convicts, which they are not permitted to keep in their possession, and will disburse said money, when desired by the owner, for purposes approved by the commanding officer. If there be no officer in charge of prisoners, this duty will be intrusted to the adjutant.

320. The commanding officer at posts where military convicts are confined will, on the last day of every month, forward to the War Department and to department headquarters a return of military convicts. Blank forms for this return will be furnished by the War Department. (A. R., 945.)

321. No military convict will be released from confinement except on an order communicated by the commanding officer, who, before giving such order, will himself verify the date of expiration of the convict's sentence by examining all orders fixing or modifying his term of confinement. (A. R., 949.)

322. The following records and reports will be kept: Record of military convict, on blank supplied by the Adjutant General's Department; morning report, and clothing book (ordinary blank book without special ruling furnished by the Quartermaster's Department).

323. Paragraphs 324 to 357 of this manual will be read to, or by, every military convict as soon as practicable after his confinement, and a copy of these rules and regulations, which will be furnished by the Adjutant General's Department, will be kept posted in each cell and room.

324. A limited number of military convicts who have not more than three months to serve may be paroled for work in the quartermaster's department

as mechanics, teamsters, or laborers. No paroled convict will be employed about the post exchange or the quarters of any officer except as a mechanic or laborer under the direction of the quartermaster.

325. Every military convict on admission will be minutely searched and will be permitted to retain in his possession only proper clothing and necessary toilet articles. He will then be required to bathe, his hair will be cut close, and his beard, whiskers, and mustache trimmed.

326. Military convicts will bathe at least once a week and will wear their hair short. The hair and beard of a convict may be allowed to grow during the last month of his confinement.

327. All articles of personal property taken from a military convict will be marked with his name and stored until he is released, when they will be returned to him.

328. The prison rooms will be properly policed, good order and quiet demeanor maintained, and necessary measures taken for security. The names of occupants of cells will be posted on the doors. Each cell and prison room will be inspected at least once a day, for the purpose of detecting contraband articles and of seeing whether any alterations have been made or attempted which might facilitate escape.

329. A record of all violations of these rules will be kept by the overseer, or commander of the guard, and report of the same will be made to the officer in charge of prisoners, or the officer of the day, in time to accompany the morning report of military convicts.

330. The diet of military convicts shall be determined by the commanding officer. A convict confined on bread and water diet will receive an allowance of 18 ounces of bread each day and as much water as he may desire.

331. Meals will be served in prison rooms or cells when no separate mess is provided. Ample time and a sufficient quantity of food will be allowed for each meal.

332. Each military convict will be furnished with, and will have at all times, one complete suit of outer clothing, two complete suits of underclothing, one pair of shoes, one hat, and one or two blankets, depending on the temperature. The outer clothing of convicts will be conspicuously marked "P" and divested of all ornament. When released such convict will have in his possession a serviceable suit of clothing, the outer garments bearing no prison mark.

333. At the weekly inspection each military convict will stand by his bed or bunk, and the inspecting officer will see that the rules for cleanliness have been observed. The bedding and clothing will be folded, clothing on top of the bedding. Convicts will be held to a strict accountability for clothing in their possession, and they are forbidden to alter it without authority.

334. Military convicts will be kept at hard labor daily except Sunday, January first, February twenty-second, May thirtieth, July Fourth, Labor Day, Thanksgiving Day, and Christmas Day, but in case of pressing necessity they may be employed on these days. So far as practicable, they will perform all scavenger duties at the post. They will not be employed in cultivating company or private gardens, nor upon ordinary police about company stables or barracks.

335. Military convicts who desire an interview with the commanding officer will make application to the officer in charge, stating the purpose. The officer in charge will receive oral complaints which may be made by them, and will notify them of his action.

Complaints in writing will also be addressed to him, and will be laid before the commanding officer with such information as he may possess bearing on the case. If there be no officer detailed in charge of prisoners, the officer of the day will receive applications for interviews, complaints, etc., under this paragraph.

336. Wrongs will be righted if possible, but those who make frivolous or untruthful complaints will be punished. Military convicts will be permitted to submit explanations for offenses for which reported. No convict will sign any protest or petition in conjunction with other convicts; each will make his own complaints or requests.

337. A record will be kept of all reports against military convicts, with the disciplinary punishment awarded in each case.

338. No disciplinary punishment will be inflicted upon military convicts unless by direction of the commanding officer, and then only after a full investigation of each case.

339. Military convicts will be constantly under charge of the post guard, and in the event of mutiny, attempted outbreak or escape, or any disorder, immediate action will be taken by the guard and enough force used to restore order. The force used in any case will be limited to that necessary to the enforcement of these rules, the preservation of order, and the proper control of convicts.

340. A military convict who violates any of these rules, who is insolent, insubordinate, disrespectful, or disorderly, or who uses indecent or profane language, will be tried by court-martial if the gravity of the offense so demands, or will be disciplined by—

- (a) Being deprived of a meal.
- (b) Being locked in his cell when not at work.
- (c) Performing extra hard or disagreeable labor.

- (d) Performing extra hours of such labor.
- (e) Solitary confinement on bread and water diet.
- (f) Forfeiture of good-conduct time.

Solitary confinement on bread and water will not exceed fourteen consecutive days at any one period, and will not be repeated until an interval of fourteen days shall have elapsed.

341. No good-conduct time can be forfeited in advance. When it is necessary to discipline a military convict who has none to his credit, the punishment must take some other form.

342. Any military convict who attempts to escape will forfeit all good-conduct time previously earned. A recaptured convict will suffer the same forfeiture. In either case, the convict may, in addition, be tried by court-martial.

343. A military convict who refuses to work may, for the first offense, be closely confined and deprived of his next meal, but food will be allowed him as soon as he consents to resume work; and he may be further punished for his offense by loss of not more than twenty days' good-conduct time, or by being locked in his cell for not more than thirty days, except when at work.

344. Letters will be sent out by military convicts through the officer in charge or officer of the day. Each convict will be permitted to write to his family or friends once in each month, all letters to be submitted unsealed (without stamp or envelope) for inspection. Paper will be furnished convicts for official as well as private communications.

345. Prison authorities will not open and inspect letters addressed to military convicts without their consent. Such letters may, however, be retained unopened until the convict is released, or the letters otherwise disposed of under judicial process.

346. Military convicts will be permitted to make application for clemency as soon after their arrival at a post for confinement as they may desire, but thereafter not until six months shall have elapsed since the date of final action upon the last application. Applications should be addressed to the officer in charge (or the officer of the day), but applicants may state to what authority they wish to appeal.

347. Applications for clemency should be based on reasonable grounds. Good conduct is rewarded by an allowance of good-conduct time, but does not of itself furnish any claim to clemency or further mitigation of sentence. It will aid, however, in obtaining favorable consideration for applications based upon other grounds.

348. To military convicts, other than those confined in penitentiaries, there will be allowed in abatement of their terms of confinement, when serving sentences of over three months and not over twelve months, five days for each complete period of twenty-five days during the whole of which their conduct has been good; but the abatement of five days so authorized shall not have the effect in any case of reducing the confinement below three months. On sentences exceeding one year there will be allowed the foregoing abatement for the first year of the sentence, including abatement, and thereafter ten days for each complete period of twenty days during the whole of which the conduct of the convicts has been good. Abatements thus authorized may be forfeited, wholly or in part, by subsequent misconduct, such forfeiture to be determined by the commanding officer of the post where the prisoner is confined. A military convict serving sentence in a penitentiary will receive the abatement authorized for convicts in that penitentiary. (A. R., 950.)

349. In order to secure uniformity in computing the abatement of terms of confinement of military convicts under the preceding paragraph, the following method of computation will be used:

The convict will be credited at the beginning of his confinement with all of the good-conduct time that can be earned in his case during the entire term of his sentence. All months will be assumed to consist of thirty days. When forfeitures of good-conduct time are imposed they will be deducted from the amount of the prisoner's credit, but care will be taken not to impose or deduct a forfeiture which has not actually been earned at date of forfeiture. Except when the loss of good-conduct time is prescribed for specific offenses, the other minor penalties enumerated in paragraph 340 will ordinarily be inflicted before resort is had to loss of good-conduct time.

350. Talking, gazing about, or laughing in ranks is prohibited. Military convicts who are not at work will stand at attention when addressed by an officer or noncommissioned officer. Those at work will, under no circumstances, leave their places of employment without the permission of the noncommissioned officer or sentinel in charge of the party.

351. A military convict will not address an officer except in case of urgent necessity, and then only after having obtained permission; when desiring to speak to a sentinel, he will hold up his hand as a signal for the desired permission.

352. No persons will be permitted to enter the prison rooms without authority from the commanding officer, the officer of the day, or the officer in charge.

353. The beds will be neatly made up as soon as the cells are unlocked. The night buckets will be emptied, cleaned, and put in the place provided for them during the day. A small quantity of disinfect-

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ing fluid will be placed in each bucket, and the buckets will be taken into the cells immediately after supper.

354. Spitting on the walls or floors of cells and prison rooms, or defacing them, is forbidden. Any military convict who makes unnecessary litter or dirt in the prison will be reported to the officer in charge or officer of the day.

355. Trafficking with military convicts is forbidden.

356. Military convicts will be in bed at taps. Loud talking or loud noises of any kind will not be permitted at any time. Strict silence is enjoined after tattoo.

357. Military convicts will be respectful in their treatment of one another; they are forbidden to hold any conversation with soldiers or citizens, except on a matter of duty, without authority from the commanding officer, officer of the day, or officer in charge.

358. The foregoing rules will be enforced with reference to garrison prisoners so far as applicable. Paragraphs 348 and 349 do not apply to this class of prisoners.

SPECIAL ORDERS FOR SENTINELS IN CHARGE OF PRISONERS.

359. The sentinel at the post of the guard has charge of the prisoners. He will allow none to escape or to cross his post leaving the guardhouse, except under proper guard and passed by a noncommissioned officer of the guard.

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

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 guardhouse, and how many are at work, or elsewhere.

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

He will not allow any prisoners to pass into the guardhouse until the corporal of the guard has responded to the call and ordered him to do so.

360. 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 permission from proper authority. He will not himself speak to them, except in the execution of his duty. He will see that they do not straggle and are orderly in deportment, and that they keep constantly at work.

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. When an officer approaches, or when he approaches an officer within six paces, he will salute with the rifle salute, taking care to keep his prisoners constantly in front of him.

It is proper, however, in the discretion of the commanding officer, to direct that sentinels in charge of prisoners render no compliment, 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 to strict accountability for their safekeeping in situations favorable for escape.

361. If a prisoner attempts to escape, the sentinel will call "*Halt.*" If he fails 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.

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The following will more fully explain the important duties of the sentinel in this connection :

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 the 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 weight 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.

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The following is taken from Circular No. 3 of 1883, from Headquarters Department of the Columbia :

VANCOUVER BARRACKS, W. T.,
April 20, 1883.

To the ASSISTANT ADJUTANT GENERAL,
DEPARTMENT OF THE COLUMBIA.

SIR :

* * * * *
A sentinel is placed as guard over prisoners to prevent their escape, and, for this purpose, he is furnished a musket, with ammunition. To prevent escape is his first and most important duty.

* * * * *
I suppose the law to be this : That a sentinel shall not use more force or violence to prevent the escape of a prisoner than is necessary to effect that object, but, if the prisoner, after being ordered to halt, continues his flight, the sentinel may maim or even kill him, and it is his duty to do so.

A sentinel who allows a prisoner to escape without firing upon him and firing to hit him, is, in my judgment, guilty of a most serious military offense, for which he should and would be severely punished by a general court-martial.

* * * * *
(Signed) HENRY A. MORROW,
Colonel 21st Infantry, Commanding Post.

[Third indorsement.]

OFFICE JUDGE ADVOCATE,
MILITARY DIVISION OF THE PACIFIC,
May 11, 1883.

Respectfully returned to the Assistant Adjutant General, Military Division of the Pacific, concurring fully in the views expressed by Colonel Morrow. I was not aware that such a view had ever been questioned. That the period is a time of *peace* does not affect the authority and duty of the sentinel or guard to fire upon the escaping prisoner, if this escape can not otherwise be prevented. He should, of course, attempt to stop the prisoner before firing, by ordering him to halt, and will properly warn him by the words, "Halt or I fire," or words to such effect.

W. WINTHROP,
Judge Advocate.

[Fourth indorsement.]

HEADQUARTERS
MILITARY DIVISION OF THE PACIFIC,
May 11, 1883.

Respectfully returned to the Commanding General, Department of the Columbia, approving the opinion of the commanding officer 21st Infantry, and of the Judge Advocate of the Division, in respect to the duty of and method to be adopted by sentinels in preventing prisoners from escaping.

* * * * *

By command of Major General Schofield :

J. C. KELTON,
Assistant Adjutant General.

See also Circular No. 53, A. G. O., December 22, 1900.

362. On approaching the post of the sentinel at the guardhouse, a sentinel in charge of prisoners will halt them and call, "*No. 1, (so many) prisoners.*" He will not allow them to cross the post of the sentinel until so directed by the corporal of the guard.

363. Sentinels placed over prisoners for work will receive specific and explicit instructions covering the required work; they will be held strictly responsible that the prisoners under their charge properly and satisfactorily perform the designated work.

GUARD PATROLS.

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

365. If the patrol be required to go beyond the chain of sentinels, the officer or noncommissioned offi-

cer in command will be furnished with the countersign, and the outposts and sentinels warned.

366. If challenged by a sentinel, the patrol is halted by its commander, and the noncommissioned officer accompanying it advances alone and gives the countersign.

COUNTERSIGNS AND PAROLES.

367. A *countersign* is a word given daily from the principal headquarters of a command to aid guards and sentinels in identifying persons who may be authorized to pass at night.

368. It is given to such persons as are entitled to pass and repass sentinels' posts during the night, and to officers, noncommissioned officers, and sentinels of the guard.

369. The *parole* is a word used as a check on the countersign in order to obtain more accurate identification of persons. It is imparted only to those who are entitled to inspect guards and to commanders of guards.

The parole, or countersign, or both, are sent sealed in the form of an order to each person entitled thereto.

When the commander of the guard demands the parole, he will advance and receive it as the corporal receives the countersign. (Par. 179.)

370. As the communications containing the parole and the countersign must at times be distributed by many orderlies, the parole intrusted 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; hence, for outpost duty there is greater security in omitting the use of the countersign and parole, or using them with great caution. The chief reliance should be upon personal recognition or identification of all persons claiming authority to pass.

Persons whose sole means of identification is the countersign, or concerning whose authority to pass there is a reasonable doubt, should not be allowed to pass without the authority of the corporal of the guard after proper investigation; the corporal will take to his next superior any case that he himself is not competent to decide.

371. The *countersign* is usually the name of a battle; the *parole* that of a general or other distinguished person.

372. When they can not be communicated daily, a series of words for some days in advance may be sent to the posts or detachments that are to use the same parole and countersign as the main body.

373. 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.

374. No person shall make known the countersign or parole to any person not entitled to receive them. (See Forty-fourth Article of War and par. 228.)

375. 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 that occupy exposed points.

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

376. In the daytime, signals, such as raising a cap or a handkerchief in a prearranged manner, may be used by sentinels to communicate with the guard or with each other.

MISCELLANEOUS.

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

378. All material instructions given to a sentinel by an officer having authority will be promptly communicated to the commander of the guard by the officer giving them.

379. The adjutant, sergeant major, first sergeants, supernumeraries, and the band are held to be a portion of the guard until the guard has passed the officer of the day in review, or been marched to its post. Thereafter, the above-mentioned persons cease to belong to the guard.

380. Answers to a sentinel's challenge intended to confuse or mislead him are prohibited, but the use of such an answer as "*Friends with the countersign*" is not to be understood as misleading, but is the usual answer made by officers, patrols, etc., when the purpose of their visit makes it desirable that their official capacity should not be announced.

381. When inspecting sentinels, questions asked of them should be of such a character as to ascertain their knowledge of their duties and surroundings, without seeking to confuse them.

382. On the march, the camp guard with the prisoners marches in rear of the command, or in advance with the camping party.

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383. When the camp guard marches with the camping party, it forms, on reaching the camp, on the ground marked for the command. The commander of the guard furnishes the sentinels required by the commander of the camping party. Sentinels will be placed over the stores of provisions, fuel, and forage in the vicinity, and over the water when it is necessary to prevent waste or fouling.

STABLE SERGEANT AND STABLE ORDERLY.

384. The stables of cavalry will be guarded by sentinels posted from the main guard, the subdivisions of which will be so arranged as to give cavalry soldiers this duty, under the control of the officer of the day. The post commander will limit the number of sentinels to the least compatible with the protection of horses and property. Habitually one sentinel at each end of a row of eight or less troop stables will be ample for this duty. If less than three troops of cavalry are stationed at a post, one sentinel will be posted to the best advantage to secure safety of horses and property. A stable orderly, in addition to the stable sergeant, should always remain in the stable at night within easy call of the guard. These special details, as also that for herd guard when necessary, will be made and credited to the cavalry on proper rosters. (See pars. 30 and 31.)

The stable sergeant and stable orderly are detailed for the protection of all public and private property in and about the troop stables, and for the enforcement of special regulations relating to the stables and horses.

385. The stable sergeant will receive his orders from his troop commander. He will—

1. Instruct the stable orderly in his duties.
2. Exact order and cleanliness about the stables.

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3. Prevent the introduction of intoxicants into the stables, shops, and tents about the stables.

4. Allow no smoking in the stable or in its immediate vicinity.

5. Allow no fire nor light (other than the stable lanterns) in the stable.

6. Take charge of the animals, horse equipments, forage, and all property, both public and private, in and about the stable.

7. Examine all locks, windows, doors, and gates, and see that everything is secure at night.

8. See that the lanterns are prepared during the day for lighting at night; he will not allow them to be filled, trimmed, or lighted in the stable.

9. Answer the call of the sentinel promptly.

10. Call the farrier in case a horse is sick, and see that the case is properly attended to.

11. Report any unusual occurrence to the troop commander.

12. Not allow horses or other property to leave the stables without the written order of the post or troop commander, with the following exceptions:

(a) Officers' private property is subject to the owners' order.

(b) Horses authorized for mounted duty or pass may be taken out on a written order of the first sergeant.

(c) No formal order will be required for horses and equipments to leave the stable at established hours for ceremonies, mounted drill, herding and watering horses. The stable sergeant must be present to satisfy himself that the horses, etc., are taken out solely for these purposes.

(d) The troop team will be allowed to leave the stables in the daytime (between reveille and retreat) when the wagoner reports it to be necessary.

(c) The horses and equipments of the first sergeants and the noncommissioned officers in charge of the stables may be taken out by their riders between reveille and retreat.

386. All horses returning to the stables, except from a formation, will be reported to the stable sergeant, and he will see that they are properly cared for; in case of abuse at any time, he will promptly report the fact to the troop commander if the horse be public property; to the owner, if private property.

387. In case of fire at the stable, the stable sergeant will take the necessary precautions in opening or closing the doors so as to prevent as far as possible the spreading of the fire and make it possible to remove the horses. He will then, assisted by all the available men, commence to lead out the horses, and, if practicable, secure them at the picket line or other designated place.

388. The stable sergeant will, when it is necessary for him to leave the stable or its vicinity, notify the stable orderly, who is his assistant in the performance of the duties herein prescribed, and in his absence takes his duties.

389. Men employed about the stables will receive orders from the stable sergeant, or, in his absence, from the stable orderly.

390. The stable orderly, in addition to the stable sergeant, will remain in or near the stable at night, within easy call of the sentinel, and in the daytime the stables will never be without at least one man in charge of them.

TROOP STABLE GUARD.

391. Troop stable guards will not be used except in the field, or when it is impracticable to guard the stables by sentinels from the main guard.

392. Stable guards will be under the immediate control of their respective troop commanders; they will be posted in each cavalry stable, or a convenient place near the picket line, and will consist of not less than one noncommissioned officer and three privates.

Stable guards are for the protection of the horses, stables, forage, equipments, and public property generally. They will in addition enforce the special regulations in regard to stables and horses.

393. The sentinels of stable guards will be posted at 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 daytime or when grazing is practicable.

394. The stable guard will generally be mounted with the post or camp guard, and when mounted will be armed with the rifle.

After guard mounting the stable guard may, at the discretion of the troop commander, be armed with either the rifle or pistol.

395. The commanding officer may authorize the stable guard to be mounted under the supervision of the troop commander.

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

397. 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.

398. The stable guard will attend stables with the rest of the troop and groom their own horses, the sentinels being taken off post for the purpose.

399. Neither the noncommissioned officer nor the members of the stable guard will absent themselves from the immediate vicinity of the stables, except in case of urgent necessity, and then for no longer time

than is absolutely necessary. No member of the guard will leave for any purpose without the authority of the noncommissioned officer of the guard.

400. The noncommissioned officer and one member of the stable 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 noncommissioned officer.

401. When the horses are herded each troop will furnish its own herd guard. (Par. 30.)

402. Smoking in stables or their immediate vicinity is prohibited. No fire nor light, other than the stable lanterns, will be permitted in the stables.

NONCOMMISSIONED OFFICER OF THE STABLE GUARD.

403. The noncommissioned officer receives his orders from his troop commander, to whom he will report, immediately after posting his first relief, and when relieved will turn over all his orders to his successor. He instructs his sentinels in their general and special duties; exercises general supervision over his entire guard; exacts order and cleanliness about the guardroom; prevents the introduction of intoxicants into the guardhouse or stables; receives, by count, from his predecessor, the animals, horse equipments, and all property (both private and public) pertaining thereto; examines, before relieving his predecessors, all locks, windows, and doors, and should any be found insecure he will report the fact 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 see that the sentinel who goes on post is aware of the property responsibility that he assumes.

404. That the noncommissioned officer may be more thoroughly informed of his responsibility, *all* horses returning, except those from a regular formation, will be reported to him. He will then notify the sentinel on post, and, in the absence of the stable sergeant, will see that the horses are promptly cared for.

In case of abuse, he will promptly report to the troop commander. Should the horse be the private property of an officer, he will report such abuse to the owner.

405. The noncommissioned officer will report any unusual occurrence during his tour direct to his troop commander.

406. Horses and other property for which the noncommissioned officer is responsible will not be taken from the stables without the order of the post or troop commander, with the exceptions noted in paragraph 385.

407. The lanterns will not be lighted, filled, or trimmed in the stables, but must be taken to the guard-room, or to such other place as may be designated by the troop commander for the purpose.

408. The noncommissioned officer must answer the sentinel's calls promptly.

409. In case of fire, the noncommissioned officer will see that the requirements of paragraph 416 are promptly carried out.

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

SENTINEL OF STABLE GUARD.

411. 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 courte-

sies to officers, walking post in a soldierly manner, challenging, etc.; he will not turn out the guard except when ordered by proper authority.

412. The sentinel will receive orders from the commanding officer, the troop commander, and the non-commissioned officers of the stable guard only, except when the commanding officer directs the officer of the day to inspect the stable guard.

413. The sentinel will not permit any horse or equipments to be taken from the stables, except in the presence of the noncommissioned officer.

414. Should a horse get loose, the sentinel will catch him and tie him up. If he be unable to catch the horse, the noncommissioned officer will at once be 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 noncommissioned officer. Sentinels are forbidden to punish or maltreat a horse.

415. When a horse is taken sick, the sentinel will notify the noncommissioned officer, who in turn will call the farrier, and see that the horse is promptly attended to.

416. 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 take the necessary precautions in opening or closing the doors so as to prevent the spreading of the fire and make it possible to remove the horses; he will drop the chains and bars, and, with the other members of the guard, proceed to lead out the horses, and secure them at the picket line, or such other place as may have been previously designated.

BATTERY STABLE AND PARK GUARD.

417. The guns, caissons, etc., with their ammunition and stores, as well as the horses, harness, and forage, are under the charge of a stable and park guard consisting of such noncommissioned officers and privates as may be necessary.

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

419. Sentinels are habitually armed with the pistol.

420. Sentinels over horses, or in charge of prisoners, receive orders from the stable sergeant so far as the care of the horses and the labor of prisoners are concerned.

421. The guard, noncommissioned officers, and sentinels perform their duties in accordance with the rules prescribed for the troop stable guard so far as applicable, and in accordance with the general rules laid down for guards in this manual.

POLICE AND FATIGUE DUTY.

422. Police and fatigue duties may be placed under the supervision of an officer detailed for the purpose; otherwise they are under the supervision of the officer of the day. The officer of the day, or the officer detailed for the purpose, has general supervision, under the orders of the commanding officer, of all police and fatigue duties of the post or camp. Fatigue parties will be furnished him when the number of prisoners is insufficient for the necessary police purposes.

423. In camp, fatigue and general police duty are 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.

424. General police duty may, at the discretion of the commanding officer, be performed by fatigue parties, or by prisoners, if there be enough of the latter for the purpose.

PROPERTY UNDER CHARGE OF THE GUARD.

425. Quartermaster's supplies required for strictly post or police purposes, or for use by the post or camp guard, will be supplied by the quartermaster on request from the officer of the day, approved by the commanding officer, and will be continued on the returns of the quartermaster. (A. R., 446.)

426. Articles so obtained will be duly entered under the direction of the officer who receives them on a list of "articles in charge." They will be carried on the list and verified daily under the direction of the officer of the day. When no longer fit for use they will be submitted by the quartermaster for inspection and, if condemned, disposed of as ordered. (A. R., 447.)

427. The list of "articles in charge" will be kept in convenient form in the guardhouse for ready daily reference. The guard report will not be used for this purpose.

FLAGS.

428. The garrison flag (36 by 20 feet) is furnished to posts designated by the War Department, and will be hoisted only on holidays and important occasions.

The post flag (20 by 10 feet) is furnished to all posts garrisoned by troops, and will be hoisted in pleasant weather.

The storm flag (8 feet by 4 feet 2 inches) is furnished to all occupied military posts, and will be hoisted in stormy or windy weather. (A. R., 221.)

429. The national flag will be displayed at a sea-coast or lake fort at the beginning of and during an action in which the fort may be engaged, whether by day or by night. (A. R., 441.)

430. At every military post or station the flag will be hoisted at the sounding of the first note of the reveille, or of the first note of the march, if a march be played before the reveille. The flag will be lowered at the sounding of the last note of the retreat, and while the flag is being lowered the band will play "The Star Spangled Banner," or, if there be no band present, the field music will sound "to the color." When "to the color" is sounded by the field music while the flag is being lowered the same respect will be observed as when "The Star Spangled Banner" is played by the band, and in either case officers and enlisted men out of ranks will face toward the flag, stand at attention, and render the prescribed salute at the last note of the music. (A. R., 441.)

The lowering of the flag is so regulated as to be completed at the last note.

431. The national flag will always be displayed at the time of firing a salute. (A. R., 402.)

432. The flag of a military post will not be dipped by way of salute or compliment. (A. R., 410.)

433. On the death of an officer at a military post the flag is displayed at half-staff and so remains, between reveille and retreat, until the last salvo or volley is fired over the grave; or if the remains are not interred at the post, until they are removed therefrom. (A. R., 426.)

434. During the funeral of an enlisted man at a military post the flag is displayed at half-staff. It is hoisted to the top after the final volley or gun is fired, or after the remains are taken from the post.

The same honors are paid on the occasion of the funeral of a retired enlisted man. (A. R., 427.)

435. All military posts in sight of each other display their flags at half-staff upon the occasion of one doing so. The same rule is observed toward all vessels of war. (A. R., 428.)

436. 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 it is finally lowered. (A. R., 429.)

437. The sentinel at the guardhouse, or the sentinel nearest the flagstaff, 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.

438. When practicable, a detail consisting of a non-commissioned officer and two privates of the guard will raise or lower the flag. This detail wears side arms, or if the special equipments do not include side arms, then belts only.

The noncommissioned officer, carrying the flag, forms the detail in line, takes his post in the center and marches it to and from the staff. The flag is then securely attached to the halyards, and is rapidly hoisted. (Par. 430.) The halyards are then securely fastened to the cleat on the staff.

The flag should always be hoisted or lowered from the leeward side of the staff, and the halyards should be held by two persons.

439. When 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 reformed and marched to the guardhouse, where the flag is turned over to the commander of the guard.

REVEILLE AND RETREAT GUN.

440. The morning and evening gun will be fired by a detachment of the guard, consisting, when practicable, of a corporal and two privates. The morning gun is fired at the first note of the reveille, or, if marches be played before the reveille, it is fired at the commencement of the first march. The retreat gun is fired at the last note of the retreat.

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MANUAL OF GUARD DUTY.

CHANGES)
 No. 4.)

WAR DEPARTMENT,
 WASHINGTON, *December 13, 1913.*

Paragraphs 188, 191, and 288, Manual of Guard Duty, are changed as follows:

188. Change the second section to read as follows:
 To the President and Vice President—"To the color,"
 or "To the standard."

Change eighth, ninth, and tenth sections to read as follows:

To the members of the Cabinet, the Chief Justice, the President *pro tempore* of the Senate, the Speaker of the House of Representatives, American or foreign ambassadors, and governors within their respective States and Territories—the same honors are paid as to the General, except that a foreign ambassador will be received with the national air of his country.

To the Assistant Secretary of War and to American or foreign envoys or ministers—the same honors as to the Lieutenant General.

To officers of the Navy—the honors due to their relative rank.

To officers of marines and volunteers, and militia when in the service of the United States—the honors due to like grades in the regular service.

To officers of a foreign service—the honors due to their rank. (*C. M. G. D., No. 4, Dec. 13, 1913.*)

191. Add the words "and will make the prescribed salute," before the word "reporting." (*C. M. G. D., No. 4, Dec. 13, 1913.*)

288. First sentence, strike out the words "with no arms in hand, the salute will be made by uncovering," and change semicolon to period after the word "salute," in the second line. (C. M. G. D., No. 4, Dec. 13, 1913.)

[2091176, A. G. O.]

BY ORDER OF THE SECRETARY OF WAR:

LEONARD WOOD,

Major General, Chief of Staff.

OFFICIAL:

GEO. ANDREWS,

The Adjutant General.

MANUAL OF GUARD DUTY.

CHANGES }
No. 2. }

WAR DEPARTMENT,
WASHINGTON, August 31, 1912.

Paragraphs 57 and 313, Manual of Guard Duty, 1908, are changed as follows:

57. The old and new officers of the day together inspect the guardhouse and premises and verify the number of prisoners. The prisoners at the guardhouse are also verified by name. If any prisoners are out at work the new officer of the day verifies them by name, as may be most convenient. (*C. M. G. D., No. 2, Aug. 31, 1912.*)

[1947884, A. G. O.]

313. The prisoners will be paraded with the guard at reveille roll call, but at no other time unless expressly directed by the commanding officer. Usually, except at reveille roll call, prisoners will be verified inside of the guardhouse, being formed in ranks for this purpose when required. (*C. M. G. D., No. 2, Aug. 31, 1912.*)

[1947884, A. G. O.]

BY ORDER OF THE SECRETARY OF WAR:

LEONARD WOOD,
Major General, Chief of Staff.

OFFICIAL:

GEO. ANDREWS,
The Adjutant General.

MANUAL OF GUARD DUTY.

CHANGES }
 No. 1. }

WAR DEPARTMENT,
 WASHINGTON, *January 27, 1912.*

I. Paragraphs 300, 305, 307, 310 (amended by Par. III, G. O. 49, 1911), and 317 to 358, inclusive, Manual of Guard Duty, 1908, are amended to read as follows, to take effect February 15, 1912:

300. Enlisted men against whom charges have been preferred will be designated as "awaiting trial;" enlisted men who have been tried will, prior to the promulgation of the result, be designated as "awaiting result of trial;" enlisted men serving sentences of confinement, not involving dishonorable discharge, will be designated as "garrison prisoners." Persons sentenced to dismissal or dishonorable discharge and to terms of confinement at military posts or elsewhere will be designated as "general prisoners." (A. R. 943.) (*C. M. G. D., No. 1, Jan. 27, 1912.*)

305. Prisoners awaiting trial by, or undergoing sentence of, general court-martial and those confined for serious offenses will be kept apart, when practicable, from those confined by sentence of an inferior court, or for minor offenses. Enlisted men awaiting trial or awaiting result of trial will not be sent to work with garrison prisoners or general prisoners if it can be avoided, and in the discretion of the commanding officer, may be required to attend drills, or may be sent to work under charge of a sentinel, during the usual working hours. General prisoners will not be confined with other prisoners except in cases of necessity. (A. R. 947.) (*C. M. G. D., No. 1, Jan. 27, 1912.*)

307. Prisoners, other than general prisoners, will be furnished with food from the general mess, their respective companies, or from the organizations to which they may be temporarily attached.

The food of the prisoners will, when practicable, be sent to their places of confinement, but post commanders may arrange to send the prisoners, under proper guard, to their messes for meals.

When there is no special mess for general prisoners, they will be attached for rations to companies or to the general mess. (*C. M. G. D., No. 1, Jan. 27, 1912.*)

310. With the exception of prisoners specially designated by the commanding officer, no prisoners will be allowed to leave the guardhouse unless under charge of a sentinel and passed by a noncommissioned officer of the guard. The commanding officer may authorize certain garrison prisoners and paroled general prisoners to leave the guardhouse, not under charge of a sentinel, for the purpose of working outside under such surveillance and restrictions as he may impose. (*C. M. G. D., No. 1, Jan. 27, 1912.*)

317. If the number of prisoners, including general prisoners, confined at a post justifies it, the commanding officer will detail a commissioned officer as "officer in charge of prisoners," and a noncommissioned officer as "overseer of prisoners." At posts where the average number of prisoners continually in confinement is less than twelve, the detail of an officer in charge of prisoners will not be made. (*C. M. G. D., No. 1, Jan. 27, 1912.*)

RULES AND REGULATIONS FOR THE GOVERNMENT OF GENERAL PRISONERS AT POSTS.

318. The officer in charge of prisoners, when there is one detailed, will make a daily inspection of the cells and prison rooms; he will inspect the food and submit to the commanding officer any complaints about the same; he will supervise all working parties of prisoners, see that all work is properly executed, and that each prisoner is kept employed for at least eight hours a day. (*C. M. G. D., No. 1, Jan. 27, 1912.*)

319. He will have charge of the property, money, and valuables belonging to general prisoners, which they are not permitted to keep in their possession, and will disburse said money, when desired by the owner, for purposes approved by the commanding officer. If there be no officer in charge of prisoners, this duty will be intrusted to the adjutant. (*C. M. G. D., No. 1, Jan. 27, 1912.*)

320. The commanding officer at posts where general prisoners are confined will forward, on the last day of every month, directly to The Adjutant General of the Army and to division headquarters, through the department commander, a return of general prisoners. Blank forms for this return will be furnished by the Adjutant General's Department. (*A. R. 952.*) (*C. M. G. D., No. 1, Jan. 27, 1912.*)

321. No general prisoner will be released from confinement except on an order communicated by the commanding officer, who, before giving such order, will verify the date of expiration of the prisoner's sentence by examining all orders fixing or modifying his term of confinement. (*A. R. 956.*) (*C. M. G. D., No. 1, Jan. 27, 1912.*)

322. The following records and reports will be kept: Record of general prisoner, on blank supplied by the Adjutant General's Department; morning report, and clothing book (ordinary blank book without special ruling furnished by the Quartermaster's Department). (*C. M. G. D., No. 1, Jan. 27, 1912.*)

323. Paragraphs 324 to 357 of this manual will be read to, or by, every general prisoner as soon as practicable after his confinement, and a copy of these rules and regulations, which will be furnished by the Adjutant General's Department, will be kept posted in each cell and room. (*C. M. G. D., No. 1, Jan. 27, 1912.*)

324. After a general prisoner, who is serving sentence at a post, has served one-half of his sentence, he may submit to the commanding officer of the post an application to be placed upon parole during working hours for the remainder of the term of confinement. Such application will contain a pledge on the part of the applicant to comply with all general conditions under which general prisoners may be paroled, and also with any special requirements that may from time to time be made of him. Upon receipt of such an application, the post commander may, in the exercise of his discretion, parole the prisoner during working hours for work in the Quartermaster's Department, upon condition that if the prisoner's conduct is not good the parole status will be forfeited. The granting of the qualified parole here authorized does not constitute a release of the prisoner from military custody or control, but merely authorizes a relaxation of the strict rule which would otherwise require the presence of a guard whenever the prisoner is outside of the guardhouse. In determining what constitutes one-half of a sentence the calculation will be based upon the prisoner's term with-

out deduction for good conduct. The authorized abatement for good conduct will continue to accrue during the good conduct of a general prisoner on parole. (A. R. 957½.) No paroled general prisoner will be employed about the post exchange or the quarters of any officer except as a mechanic or laborer under the direction of the quartermaster. (*C. M. G. D., No. 1, Jan. 27, 1912.*)

325. Every general prisoner on admission will be minutely searched and will be permitted to retain in his possession only proper clothing and necessary toilet articles. He will then be required to bathe, his hair will be cut close, and his beard, whiskers, and mustache trimmed. (*C. M. G. D., No. 1, Jan. 27, 1912.*)

326. General prisoners will bathe at least once a week and will wear their hair short. The hair and beard of a general prisoner may be allowed to grow during the last month of his confinement. (*C. M. G. D., No. 1, Jan. 27, 1912.*)

327. All articles of personal property taken from a general prisoner will be marked with his name and stored until he is released, when they will be returned to him. (*C. M. G. D., No. 1, Jan. 27, 1912.*)

328. The prison rooms will be properly policed, good order and quiet demeanor maintained, and necessary measures taken for security. The names of occupants of cells will be posted on the doors. Each cell and prison room will be inspected at least once a day, for the purpose of detecting contraband articles and of seeing whether any alterations have been made or attempted which might facilitate escape. (*C. M. G. D., No. 1, Jan. 27, 1912.*)

329. A record of all violations of these rules will be kept by the overseer or commander of the guard, and report of the same will be made to the officer in charge of prisoners or the officer of the day, in time to accompany the morning report of general prisoners. (*C. M. G. D.*, No. 1, Jan. 27, 1912.)

330. The diet of general prisoners shall be determined by the commanding officer. A general prisoner confined on bread-and-water diet will receive an allowance of 18 ounces of bread each day and as much water as he may desire. (*C. M. G. D.*, No. 1, Jan. 27, 1912.)

331. Meals will be served in prison rooms or cells when no separate mess is provided. Ample time and a sufficient quantity of food will be allowed for each meal. (*C. M. G. D.*, No. 1, Jan. 27, 1912.)

332. Each general prisoner will be furnished with, and will have at all times, one complete suit of outer clothing, two complete suits of underclothing, one pair of shoes, one hat, and one or two blankets, depending on the temperature. The outer clothing of general prisoners will be conspicuously marked "P" and divested of all ornament. When released such general prisoner will have in his possession a serviceable suit of clothing, the outer garments bearing no prison mark. (*C. M. G. D.*, No. 1, Jan. 27, 1912.)

333. At the weekly inspection each general prisoner will stand by his bed or bunk, and the inspecting officer will see that the rules for cleanliness have been observed. The bedding and clothing will be folded, clothing on top of the bedding. General prisoners will be held to a strict accountability for clothing in their possession, and they are forbidden to alter it without authority. (*C. M. G. D.*, No. 1, Jan. 27, 1912.)

334. General prisoners will be kept at hard labor daily except Sunday, January first, February twenty-second, May thirtieth, July Fourth, Labor Day, Thanksgiving Day, and Christmas Day, but in case of pressing necessity they may be employed on these days. So far as practicable, they will perform all scavenger duties at the post. They will not be employed in cultivating company or private gardens, nor upon ordinary police about company stables or barracks. (*C. M. G. D., No. 1, Jan. 27, 1912.*)

335. General prisoners who desire an interview with the commanding officer will make application to the officer in charge, stating the purpose. The officer in charge will receive oral complaints which may be made by them, and will notify them of his action. Complaints in writing will also be addressed to him, and will be laid before the commanding officer with such information as he may possess bearing on the case. If there be no officer detailed in charge of prisoners, the officer of the day will receive applications for interviews, complaints, etc., under this paragraph. (*C. M. G. D., No. 1, Jan. 27, 1912.*)

336. Wrongs will be righted, if possible, but those who make frivolous or untruthful complaints will be punished. General prisoners will be permitted to submit explanations for offenses for which reported. No general prisoner will sign any protest or petition in conjunction with other prisoners; each will make his own complaints or requests. (*C. M. G. D., No. 1, Jan. 27, 1912.*)

337. A record will be kept of all reports against general prisoners, with the disciplinary punishment awarded in each case. (*C. M. G. D., No. 1, Jan. 27, 1912.*)

338. No disciplinary punishment will be inflicted upon general prisoners unless by direction of the commanding officer, and then only after a full investigation of each case. (*C. M. G. D., No. 1, Jan. 27, 1912.*)

339. Except as otherwise ordered by the commanding officer under the provisions of paragraphs 310 and 324, general prisoners will be constantly under charge of the post guard, and in the event of mutiny, attempted outbreak or escape, or any disorder, immediate action will be taken by the guard and enough force used to restore order. The force used in any case will be limited to that necessary to the enforcement of these rules, the preservation of order, and the proper control of prisoners. (*C. M. G. D., No. 1, Jan. 27, 1912.*)

340. A general prisoner who violates any of these rules, who is insolent, insubordinate, disrespectful, or disorderly, or who uses indecent or profane language may be disciplined by—

- (a) Being deprived of a meal.
- (b) Being locked in his cell when not at work.
- (c) Performing extra hard or disagreeable labor.
- (d) Performing extra hours of such labor.
- (e) Solitary confinement on bread-and-water diet.
- (f) Forfeiture of good-conduct time.

In addition to being disciplined as indicated he may also be tried by court-martial if the gravity of the offense so demands.

Solitary confinement on bread and water will not exceed fourteen consecutive days at any one period, and will not be repeated until an interval of fourteen days shall have elapsed. (*C. M. G. D., No. 1, Jan. 27, 1912.*)

341. No good-conduct time can be forfeited in advance. When it is necessary to discipline a general prisoner who has none to his credit, the punishment must take some other form. (*C. M. G. D., No. 1, Jan. 27, 1912.*)

342. Any general prisoner who attempts to escape will forfeit all good-conduct time previously earned. A recaptured prisoner will suffer the same forfeiture. In either case, the prisoner may, in addition, be tried by court-martial. (*C. M. G. D., No. 1, Jan. 27, 1912.*)

343. A general prisoner who refuses to work may, for the first offense, be closely confined and deprived of his next meal, but food will be allowed him as soon as he consents to resume work; and he may be further punished for his offense by loss of not more than twenty days' good-conduct time, or by being locked in his cell for not more than thirty days, except when at work. (*C. M. G. D., No. 1, Jan. 27, 1912.*)

344. Letters will be sent out by general prisoners through the officer in charge or officer of the day. Each prisoner will be permitted to write to his family or friends once in each month, all letters to be submitted unsealed (without stamp or envelope) for inspection. Paper will be furnished to prisoners for official as well as private communications. (*C. M. G. D., No. 1, Jan. 27, 1912.*)

345. Prison authorities, without the consent of a general prisoner, will not open and inspect letters addressed to him. Such letters may, however, be retained unopened until the prisoner is released, or the letters otherwise disposed of under judicial process. (*C. M. G. D., No. 1, Jan. 27, 1912.*)

346. General prisoners will be permitted to make application for clemency as soon after their arrival at a post for confinement as they may desire, but thereafter not until six months shall have elapsed since the date of final action upon the last application. Applications

should be addressed to the officer in charge (or the officer of the day), but applicants may state to what authority they wish to appeal. (*C. M. G. D., No. 1, Jan. 27, 1912.*)

347. Applications for clemency should be based on reasonable grounds. Good conduct is rewarded by an allowance of good-conduct time, but does not of itself furnish any claim to clemency or further mitigation of sentence. It will aid, however, in obtaining favorable consideration for applications based upon other grounds. (*C. M. G. D., No. 1, Jan. 27, 1912.*)

348. To general prisoners, other than those confined in penitentiaries, there will be allowed in abatement of their terms of confinement, when serving sentences of over three months and not over twelve months, five days for each complete period of twenty-five days during the whole of which their conduct has been good; but the abatement of five days so authorized shall not have the effect in any case of reducing the confinement below three months. On sentences exceeding one year there will be allowed the foregoing abatement for the first year of the sentence, including abatement, and thereafter ten days for each complete period of twenty days during the whole of which the conduct of the prisoners has been good. Abatements thus authorized may be forfeited wholly or in part, by subsequent misconduct, such forfeiture to be determined by the commanding officer of the post where the prisoner is confined. A general prisoner serving sentence in a penitentiary will receive the abatement authorized for convicts in that penitentiary. (*A. R. 957.*) (*C. M. G. D., No. 1, Jan. 27, 1912.*)

349. In order to secure uniformity in computing abatement of terms of confinement, the following method of computation will be used:

A general prisoner will be credited at the beginning of his confinement with all the good-conduct time that can be earned in his case during the entire period of his sentence. All months will be assumed to consist of thirty days. When forfeitures of good-conduct time are imposed they will be deducted from the amount of the prisoner's credit, but care will be taken not to impose or deduct a forfeiture in excess of the amount of good-conduct time that has actually been earned at date of forfeiture. (A. R. 957.) Except when the loss of good-conduct time is prescribed for specific offenses, the other minor penalties enumerated in paragraph 340 will ordinarily be inflicted before resort is had to loss of good-conduct time. (*C. M. G. D., No. 1, Jan. 27, 1912.*)

350. Talking, gazing about, or laughing in ranks is prohibited. General prisoners who are not at work will stand at attention when addressed by an officer or non-commissioned officer. Those at work will, under no circumstances, leave their places of employment without the permission of the noncommissioned officer or sentinel in charge of the party. (*C. M. G. D., No. 1, Jan. 27, 1912.*)

351. A general prisoner will not address an officer except in case of urgent necessity, and then only after having obtained permission; when desiring to speak to a sentinel, he will hold up his hand as a signal for the desired permission. (*C. M. G. D., No. 1, Jan. 27, 1912.*)

352. No persons will be permitted to enter the prison rooms without authority from the commanding officer, the officer of the day, or the officer in charge. (*C. M. G. D., No. 1, Jan. 27, 1912.*)

353. The beds will be neatly made up as soon as the cells are unlocked. The night buckets will be emptied, cleaned, and put in the place provided for them during the day. A small quantity of disinfecting fluid will be placed in each bucket, and the buckets will be taken into the cells immediately after supper. (*C. M. G. D., No. 1, Jan. 27, 1912.*)

354. Spitting on the walls or floors of cells and prison rooms, or defacing them, is forbidden. Any general prisoner who makes unnecessary litter or dirt in the prison will be reported to the officer in charge or officer of the day. (*C. M. G. D., No. 1, Jan. 27, 1912.*)

355. Trafficking with general prisoners is forbidden. (*C. M. G. D., No. 1, Jan. 27, 1912.*)

356. General prisoners will be in bed at taps. Loud talking or loud noises of any kind will not be permitted at any time. Strict silence is enjoined after tattoo. (*C. M. G. D., No. 1, Jan. 27, 1912.*)

357. General prisoners will be respectful in their treatment of one another; they are forbidden to hold any conversation with soldiers or citizens, except on a matter of duty, without authority from the commanding officer, officer of the day, or officer in charge. (*C. M. G. D., No. 1, Jan. 27, 1912.*)

358. The foregoing rules will be enforced with reference to garrison prisoners so far as applicable. (*C. M. G. D., No. 1, Jan. 27, 1912.*)

[1859416 F—A. G. O.]

II.—The following paragraphs are added to the Manual of Guard Duty, 1908, to take effect February 15, 1912:

309a. Garrison prisoners will be allowed in abatement of their terms of confinement when serving sentences of one month five days for good conduct. On sentences exceeding one month they will be allowed the foregoing abatement for the first month of the sentence, and thereafter ten days for each complete period of twenty days during the whole of which their conduct has been good. Abatements thus authorized may be forfeited, wholly or in part, by subsequent misconduct, such forfeiture to be determined by the commanding officer of the post where the prisoner is confined. (A. R. 957.) (C. M. G. D., No. 1, Jan. 27, 1912.)

309b. After a garrison prisoner has served one-half of his sentence he may, if his enlistment has not expired, submit to the commander of the post where the sentence is being executed a request to be put on probation for the remainder of the term of confinement adjudged, and upon the request being granted the soldier will be restored to duty upon condition that if his conduct is not good while on probation he will be required to serve the remainder of his sentence. In determining what constitutes one-half of a sentence the calculation will be based upon the prisoner's term without deduction for good conduct. The authorized abatement for good conduct will continue to accrue during the good conduct of a garrison prisoner on probation. (A. R. 957½.) (C. M. G. D., No. 1, Jan. 27, 1912.)
[1859416 F—A. G. O.]

BY ORDER OF THE SECRETARY OF WAR:

LEONARD WOOD,
Major General, Chief of Staff.

OFFICIAL:

HENRY P. McCAIN,
Adjutant General.