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PRIVATES' HANDBOOK

MILITARY COURTESY
AND
GUARD DUTY

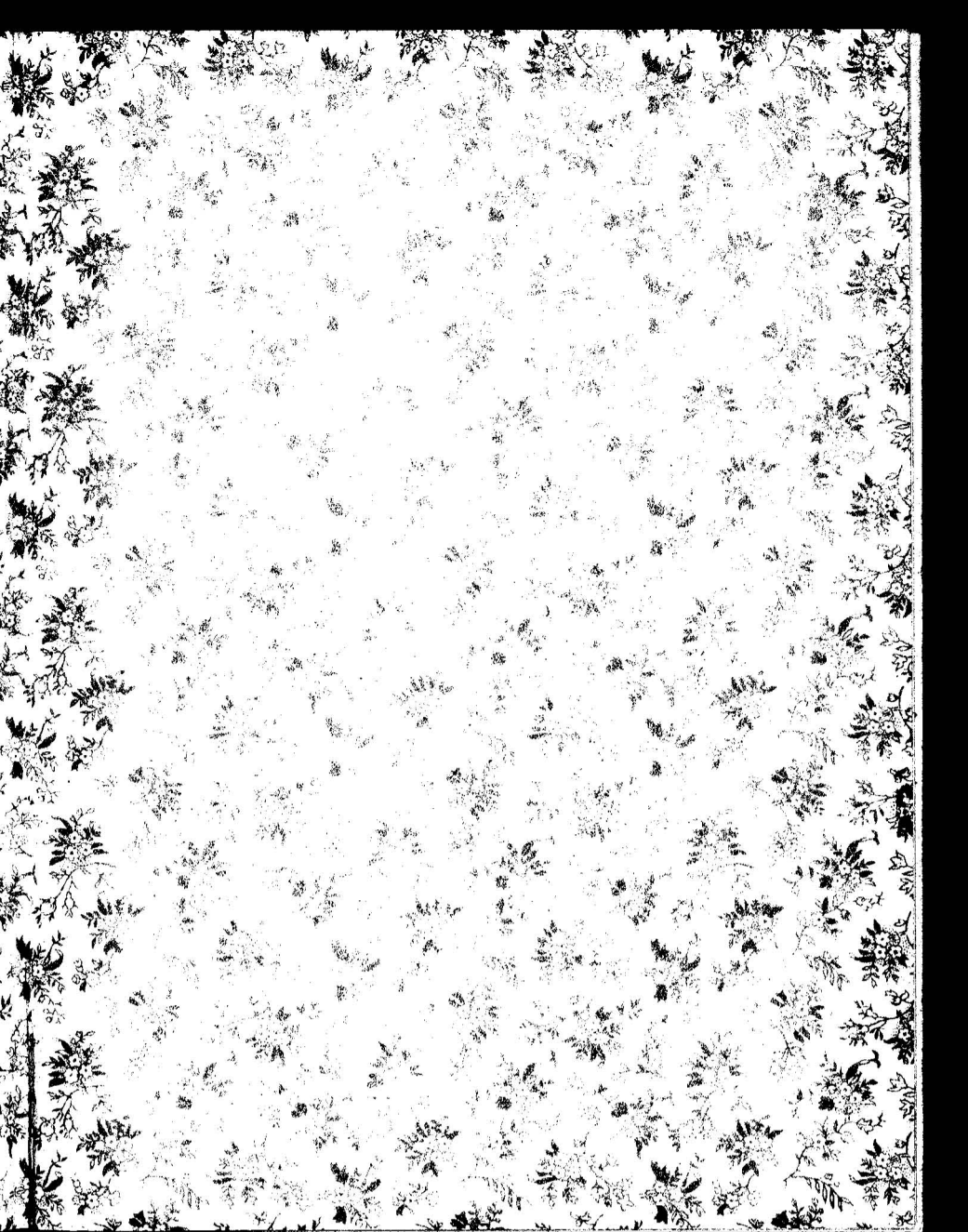
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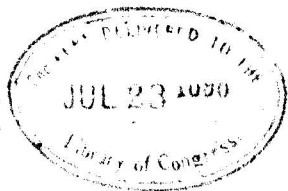
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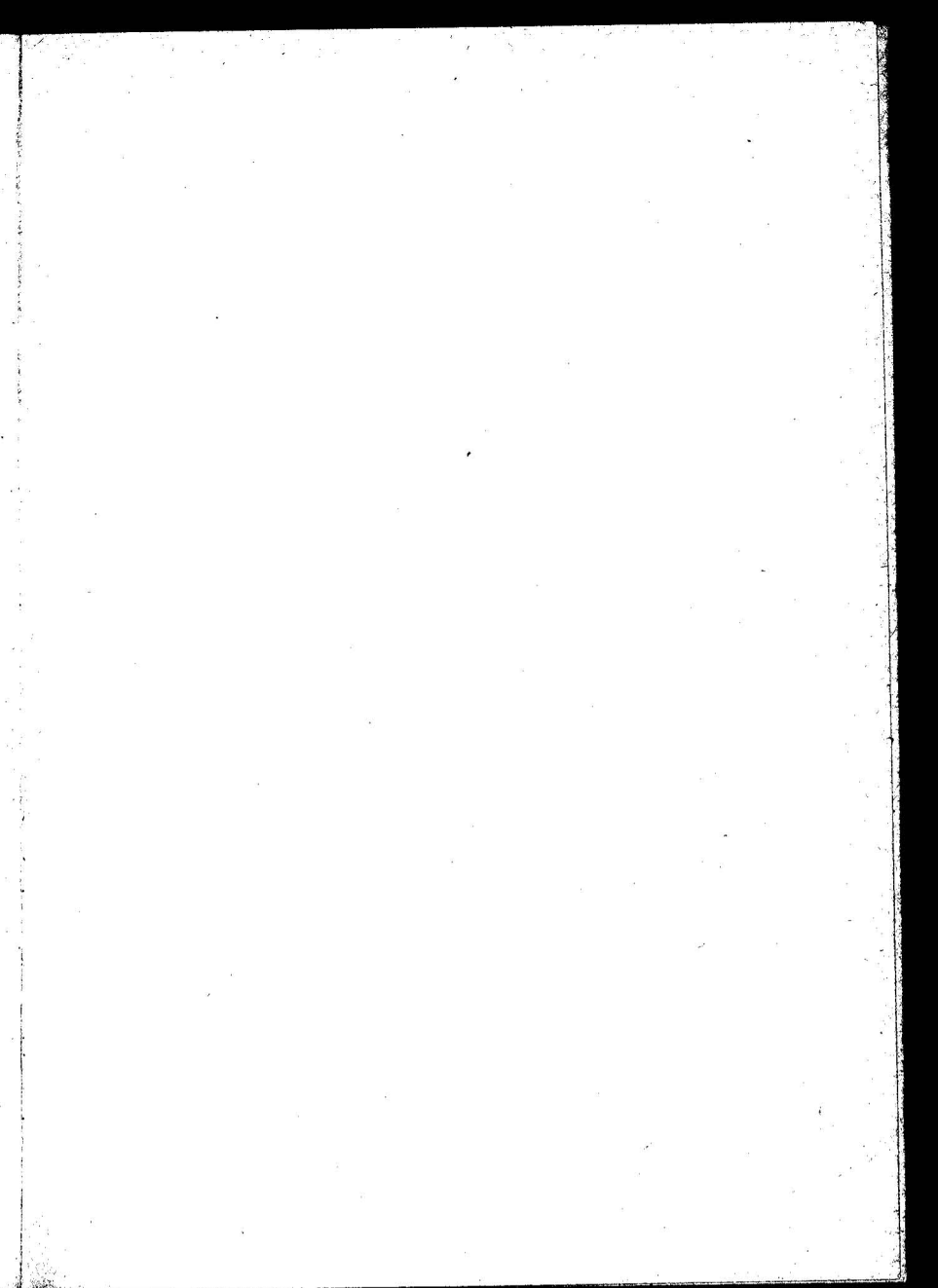
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AT THE POST OF THE GUARD.

PRIVATES' HANDBOOK
OF
MILITARY COURTESY
AND
GUARD DUTY

BEING PARAGRAPHS FROM AUTHORIZED MANUALS WITH
CHANGES IN MANUAL OF ARMS, SALUTING, ETC.,
ACCORDING TO RECENT MODIFICATIONS, AND
THEIR ADAPTATIONS TO THE SPRING-
FIELD ARM, EMBODIED,
AND NOTES.

BY

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Division, National Guard of New Jersey.

KANSAS CITY, MO.
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THE POSTING OF A RELIEF.

$\overline{S'}$, old sentinel; $\overline{S^2}$, new sentinel; $\overline{C'}$, old corporal; $\overline{C^2}$, new corporal. *When old corporal ($\overline{C'}$) is not present, there is no change.*

1st Stage.

Sentinel halts when relief is 15 paces away.

$\overline{C^2}$ |

||||
||||
|
 $\overline{C'}$ |

| $\overline{S'}$

2d Stage.

Relief halts at 6 paces; corporal commands "No. (—)," new sentinel advances and halts 1 pace from old sentinel.

||||
||||

$\overline{C^2}$
 $\overline{S^2}$ | | $\overline{S'}$
 $\overline{C'}$

3d Stage.

Positions at command "Post," and while relief is passing.

$\overline{C^2}$
||||
||||
 $\overline{S^2}$ | $\overline{C'}$ | $\overline{S'}$

4th Stage.

Relief being 6 paces away, new sentinel walks post.

$\overline{C^2}$ |

||||
||||
|
 $\overline{C'}$ |

$\overline{S^2}$

PREFACE.

The private of the National Guard, or of volunteers, often meeting with doubts and difficulties in referring to unabridged manuals for details, a handbook for his individual guidance is of considerable assistance, if not a necessity, to company commanders in the routine instruction, or quick training of their commands in fundamental duties.

An effort has here been made to place before the soldier in a convenient, compact, and economical form essential features which he must learn not only in order to perform well his present duties, but that, should he later rise to the position of non-commissioned officer or officer, his comprehension of his new duties as a subordinate and as an instructor will rest on a solid foundation. With this object in view, certain paragraphs of authorized manuals and regulations of the United States Army are presented with supplementary paragraphs added (printed in small type) where thought necessary to aid the inexperienced.

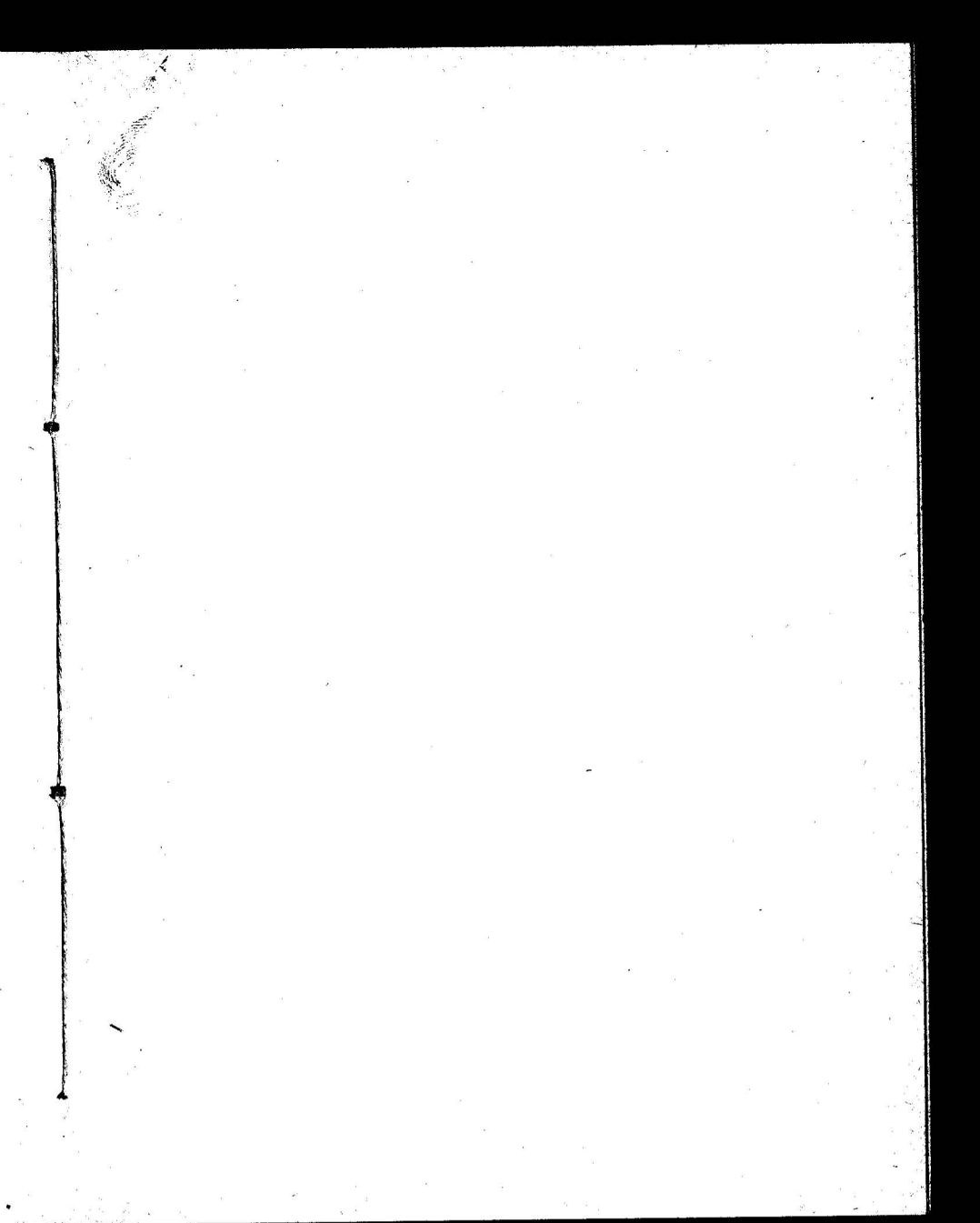
On my own responsibility, the changes in the Manual of Arms, saluting, etc., due to recent modifications (also their adaptation to the Springfield arm), have been embodied in the paragraphs from authorized manuals.

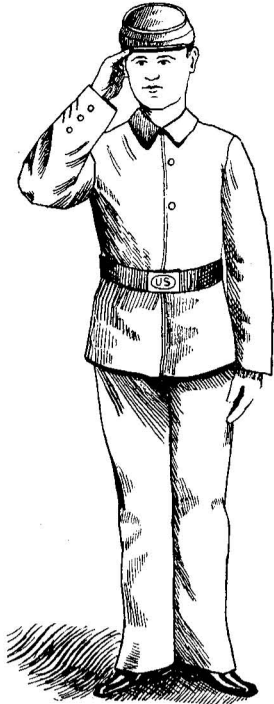
Advice and suggestions have been received from Captains B. M. Gerardin, 4th Regiment, and T. D. Landon, 6th Regiment, National Guard of New Jersey, to whom my thanks are returned.

Melvin W. Rowell,

Lieutenant U. S. Army.

Newark, New Jersey, March 10, 1898.





SALUTE WITH HAND.

MILITARY COURTESY.

Saluting.

1. Courtesy among military men is indispensable to discipline; respect to superiors will not be confined to obedience on duty, but will be extended on all occasions.

Officers and men, when saluting, look toward the person saluted.

Salute with the Hand.

2. Enlisted men salute with the hand farthest from the officer, giving the salute 6 paces before passing the officer and holding the hand at the visor until the salute is acknowledged or the officer passed.

The salute is made in two motions:

1st. Raise the hand smartly until the forefinger touches the lower part of the headdress above the right eye, thumb and fingers extended and joined, palm to the left, forearm inclined at about 45 degrees, hand and wrist straight.

2d. Drop the arm quietly by the side.

If uncovered, the forefinger touches the forehead above the eye.

Rifle Salute.

3. The rifle salute is prescribed for individual soldiers with arms, except sentinels, who salute by presenting arms.

The first motion of the rifle salute is made 6 yards before passing the officer, holding the hand at the small of the stock until the salute is acknowledged or the officer passed.

The salute is made as below:

Being at a right shoulder—

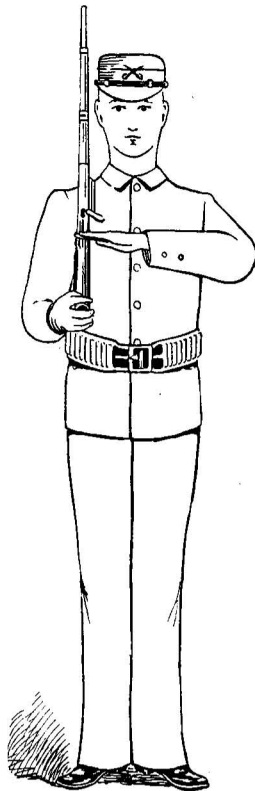
1st. Carry the left hand smartly to the small of the stock, forearm horizontal, palm of the hand down, thumb and forefingers extended and joined, forefinger against the piece.

2d. Drop the left hand by the side.

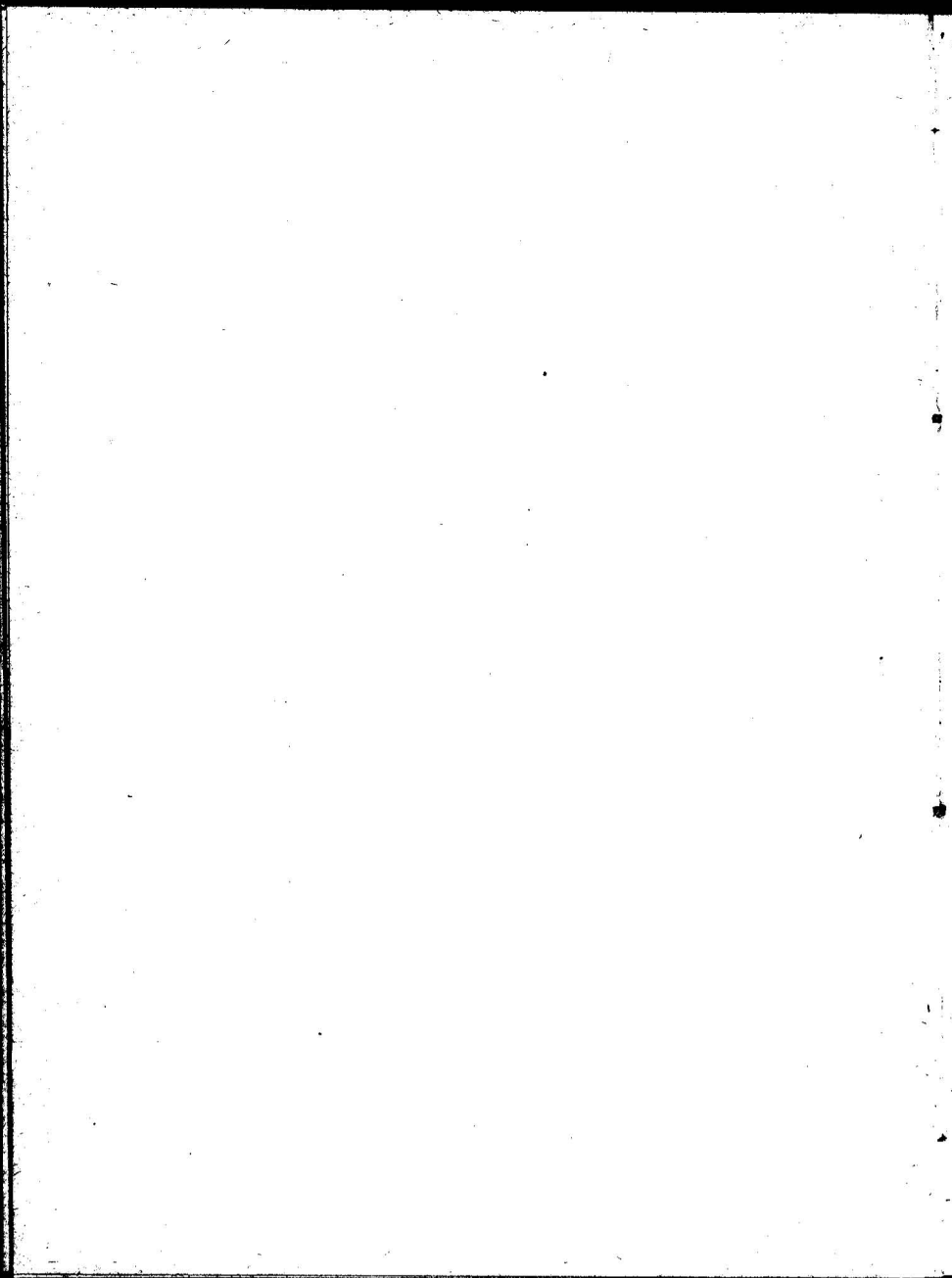
4. When indoors, the salute is made from the position of order arms:

1st. Carry the left hand smartly to the right side, forearm horizontal, or nearly so, palm of the hand down, thumb and fingers extended and joined, forefinger against the piece.

2d. Drop the left hand by the side.



RIFLE SALUTE.



Honors.

5. Enlisted men passing the uncased color will render the prescribed salute; with no arms in hand, the salute will be made by uncovering.

6. No honors are paid by troops when on the march or in trenches, and no salute is rendered when marching in double time or at the trot or gallop.

7. When an enlisted man without arms passes an officer, he salutes with the hand farthest from the officer. If mounted, he salutes with the right hand. Officers are saluted whether in uniform or not.

8. An enlisted man, on foot and armed with the rifle or carbine, makes the rifle or carbine salute. If armed with the saber and out of ranks, he salutes all officers with the saber if drawn; otherwise he salutes with the hand. A mounted soldier dismounts before addressing an officer not mounted.

9. A non-commissioned officer or private in command of a detachment without arms salutes all officers with the hand; but if the detachment be on foot and armed with the rifle or carbine, he makes the rifle or carbine salute; and if armed with the saber, he salutes with it. *He brings the detachment, if armed, to port arms when at about 30 paces from the officer.*

10. An enlisted man, if seated, rises on the approach of an officer, faces toward him and salutes. If standing, he faces the officer for the same purpose. If the parties remain in the same place or on the same ground, such compliments need not be repeated, *but a correct demeanor will be observed.* Soldiers actually at work do not cease work to salute an officer unless addressed by him. *Soldiers actively engaged in athletic exercises or bathing do not salute passing officers.*

11. An enlisted man makes the prescribed salute with the weapon he is armed with, or if unarmed, whether covered or uncovered, with the hand, before addressing an officer. He also makes the same salute after receiving a reply.

12. Indoors, an unarmed enlisted man uncovers and stands at attention upon the approach of an officer; he does not salute unless he addresses or is addressed by the officer. If armed, he salutes as heretofore prescribed, without uncovering. *A soldier in a tent does not salute a passing officer; he rises and stands at attention.*

13. When an officer enters a room where there are soldiers, the word "Attention" is given by some one who perceives him, when all rise and remain

standing in the position of a soldier until the officer leaves the room, or commands "**At ease.**" However, if an officer be already present in the room, notice will not be thus taken of an officer who enters, except he be senior to the officer present. Soldiers at meals do not rise.

14. *The interior of a tent, office, or company quarters not actually in use for drill is "in doors"; the drill-halls and corridors of armories are considered "out doors."*

15. *In a camp the tents and company street constitute the company quarters; and when a commissioned officer enters the quarters, the non-commissioned officer in charge, or the first man who perceives him, salutes, giving first the command "Attention," which is executed and maintained by all until the officer leaves the quarters.*

16. *In saluting officers and in their presence generally, the coat should be buttoned, the hat squarely set on, and, if smoking, the cigar or pipe should be removed from the mouth.*

17. *Abbreviations of the titles of officers and non-commissioned officers are unmilitary. Enlisted men address and refer to officers by the grade the officer holds, as: "Private Brown reports to Lieutenant Jones;" again, Sir, Corporal Smith reports to the commanding officer;" again, "The captain directs," etc.*

18. *Soldiers at all times and in all situations pay the same honors and courtesies to officers of other regiments, corps, etc., as to officers of their own regiment, corps, or arm of the service.*

MANUAL OF GUARD DUTY FOR PRIVATES.**Introduction.**

1. *Proper instruction and practice in guard duty is not only necessary in itself to the private, but the distinctive and individual nature of the duties and responsibilities of sentinels affording abundant opportunities for the cultivation of **habits** of self-reliance, faithfulness, vigilance, and other soldierly virtues much desired in the performance of all military duties, brings guard duty into a close and fundamental relation with all other military training and gives great importance to its correct execution.*

2. *A correct knowledge by the private of the fundamental details of guard duty is best imparted during periods of routine training, and must be based on his learning the principles, and their application, of the authorized manual. The private may acquire a knowledge of the duty through individual study and through recruit and company training; the method by training being preferable, for by this method he, while learning, gains **confidence** and acquires **habit** through practice. A camp of instruction is the "prov-*

ing-ground" of previous instruction as well the occasion of adding instruction and attaining habit, through the actual performance of practical details of duty. Active service with guard duty as well as with other duties should be the final test of all previous instruction and training.

3. Whatever the method by which the private is instructed, it is to be emphasized that there is no "short cut" to an understanding of guard duty; such knowledge can only be acquired through unremitting, and at times tedious, efforts to master the rules of the Manual of Guard Duty. It is further to be observed that guard duty can not be correctly learned, nor properly and vigilantly performed, when there is wanting in a command the quality of subordination to proper authority, and, on the part of the private on guard, the honest intention of performing his duty in a soldierly manner, at all times, and whether or not under the eye of an officer.

4. The sentinel on post is the representative of his commanding officer, and must be obeyed and respected by all accordingly. The authority of the sentinel over all persons, except those whom he recognizes as competent to give him orders, is always absolute and positive, and when necessary to enforce that authority he is, as a final resort, justified in the use of his arms.

5. A well-instructed sentinel is one who knows the **general orders** (the very foundation of all guard duty), the **special orders** of his own post, and who understands the following details:

1st. The number, limit, extent, and duties of his post.

2d. Whom to allow to cross during the day and whom at night.

3d. When to use port arms.

4th. When and how to challenge.

5th. Whose orders are received and obeyed.

6th. The rules of saluting.

The sentinel learns the **general orders**, his duties and the details of their performance, from the *Manual of Guard Duty*, from the commanding officer's orders posted on bulletin-boards at the guard tents, and from verbal orders and instruction imparted by the officers and non-commissioned officers of his own guard.

PRIVATES OF THE GUARD.

1. Without permission from the commander of the guard, members of the guard will not remove their accouterments or clothing, nor leave the immediate vicinity of the guard-house.

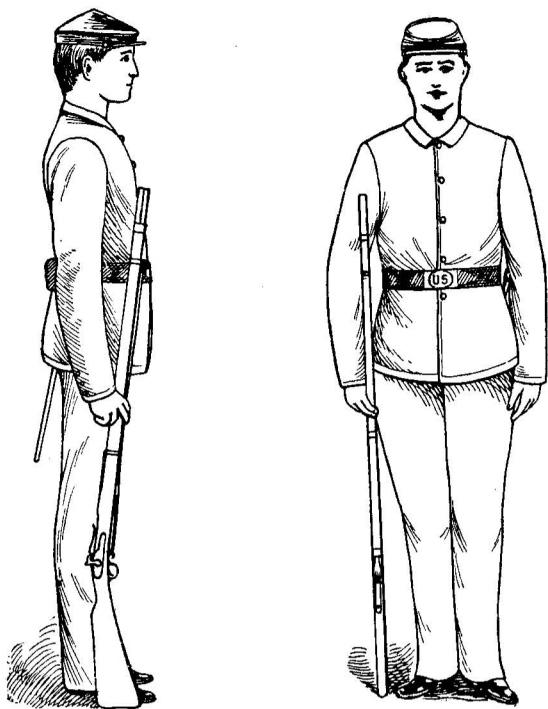
2. When not engaged in the performance of a specific duty, a member will salute all officers who pass him. This rule applies at all hours of the day or night.

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

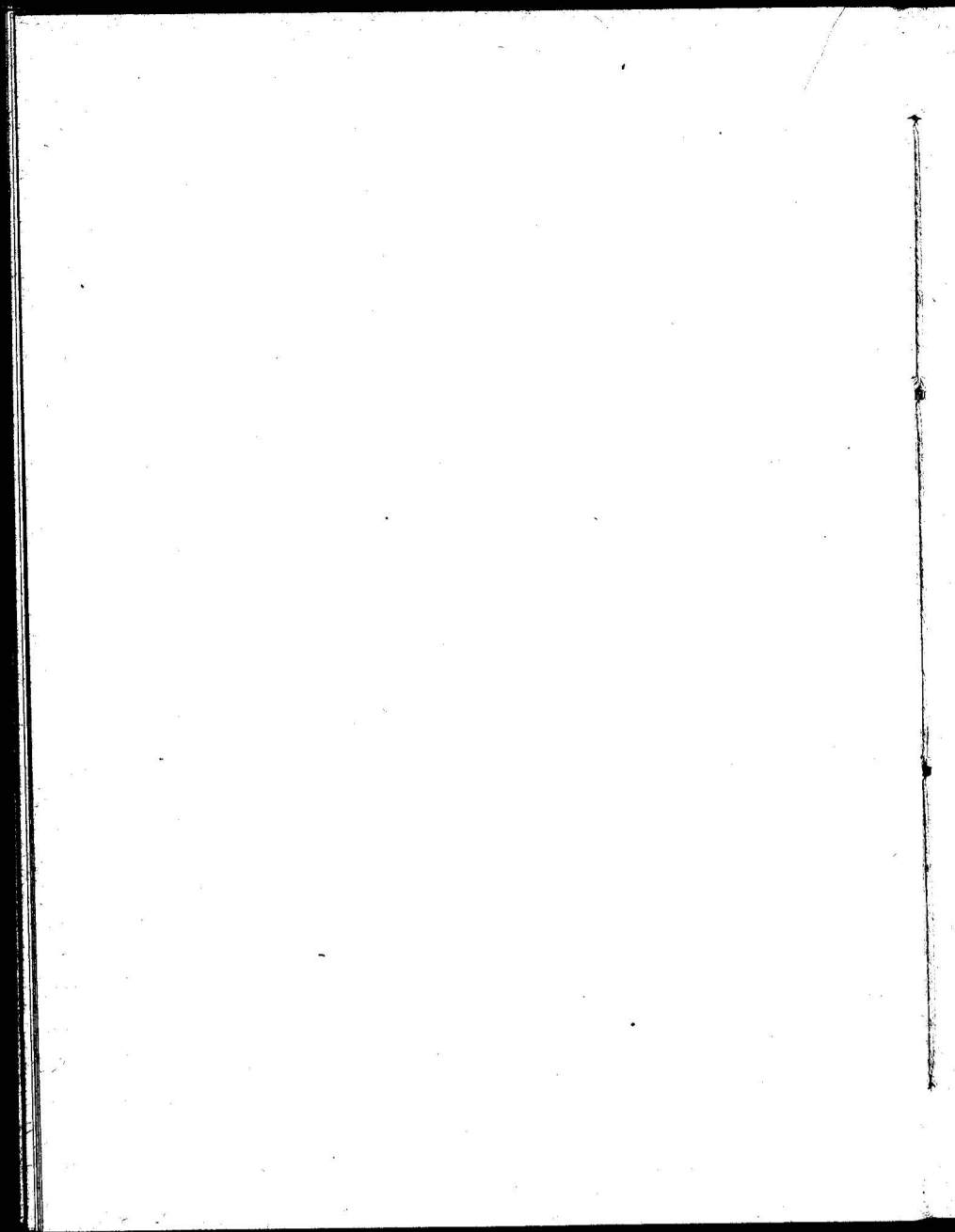
4. Privates will not change from one relief or post to another, during the same tour of guard duty, unless by proper authority.

5. Should the guard be formed, soldiers will fall in ranks under arms. *In all cases the guard, or reliefs, fall in at order arms.*

At a roll-call each man, as his name, number, and relief are called, answers "Here," and comes to order arms.



ORDER ARMS.



Should No. 1 call "**The guard,**" or "**Turn out the guard,**" etc., each private makes an effort to get into ranks with his rifle, quickly—i. e., with a rush.

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

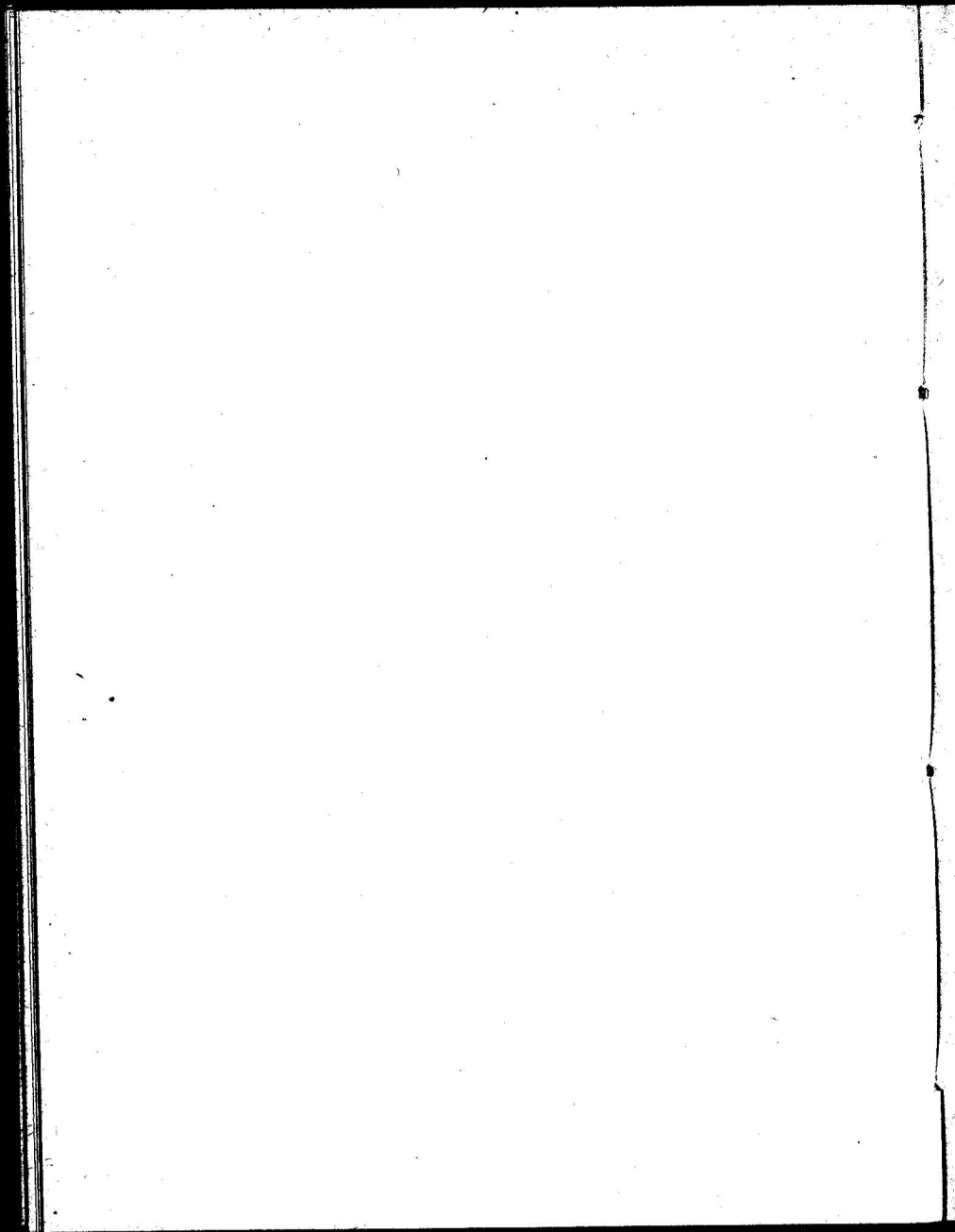
ORDERS FOR ALL SENTINELS ON POST.

7. *The post of a sentinel is usually established in length by certain terminals and the sentinel usually walks the "center two-thirds" of the line; but sentinels should remember that the extent of their post and the field of their vigilant observation is not limited to such a path, and that they may go to a reasonable distance to either side when necessary to perform the duties for which they are posted. A sentinel may even go to the assistance of an adjoining sentinel who is being overpowered, or who is disabled, provided the duties of his own post are not thereby neglected. The sentinel is expected to, first, last, and all the time, be vigilant and to use his common sense.*

8. When calling for any purpose, challenging, or in communication with any person, an infantry sentinel will take the position of port arms. *This rule is important; the infantry sentinel on post, whenever he opens his mouth to speak, and whenever spoken to, comes to port arms. A cavalry sentinel, if dismounted, will take the position of port arms, raise pistol, or port saber, according as he is armed with the carbine, pistol, or saber; if mounted, he will take the position of advance*



PORT 'ARMS.



carbine, raise pistol, or guard; he will not dismount without authority, while on duty as a sentinel.

9. A sentinel will not quit his piece, except on an explicit order from some person from whom he lawfully receives orders while on post; under no circumstances will he yield it to any other person.

10. 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 one who attempts to enter the camp at night, even soldiers of other corps, and will turn over all persons arrested to the corporal of the guard. *To arrest a person the sentinel keeps him in place, ordering him not to move, but to remain where he is standing, using force if necessary, calls a corporal of the guard, and upon his arrival explains the circumstances and turns over the person held.*

11. He will at once report to the corporal of the guard every unusual or suspicious event noticed. *A sentinel, as a rule, does not permit soldiers or others to loiter or assemble on or near his post or the adjacent sentry-boxes.*

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

13. 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 guard-house than my own;

To quit my post only when properly relieved;

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

To hold conversation with no one except in the proper discharge of my 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 ... o'clock (this hour is designated by the commanding officer) and broad daylight, challenge all persons seen on or near my post, and allow no person to pass without proper authority.

14. *It is seen that the sentinel obeys the orders of certain officers and non-commissioned officers only. While any officer has the right to call the attention of a private of the guard or of a sentinel to any matter of duty, only such officers and non-commissioned officers as have authority over, or with, the guard can give him orders. This rule in no way detracts from the respect due all officers.*

15. **Special orders** define the duties to be performed by a sentinel on a particular post, and are prescribed by the commanding officer. *That the sentinel may learn them, they are usually posted on bulletin-boards at the guard-tents and in the sentry-boxes.*

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

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

17. 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, without regard to the position of adjacent sentinels, 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.

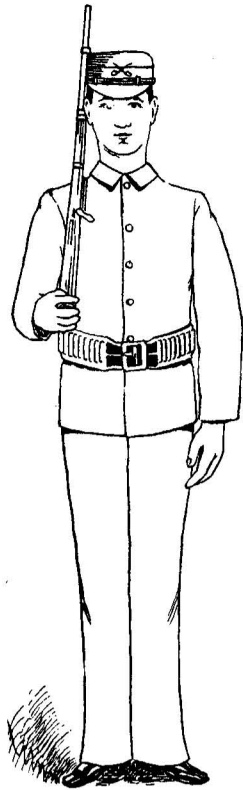
He carries his rifle on either shoulder, and at night, or in wet and severe weather, when not in the sentry-box, he may carry it at a secure.

A sentinel is not allowed to stand on post, to converse with an adjacent sentinel, or carry the rifle otherwise than as prescribed; such "slouching" on post is not only unsoldierly, but it does not permit that vigilance which is the distinguishing feature of guard duty. At night and in rainy weather vigilance is not to be relaxed, but rather redoubled.

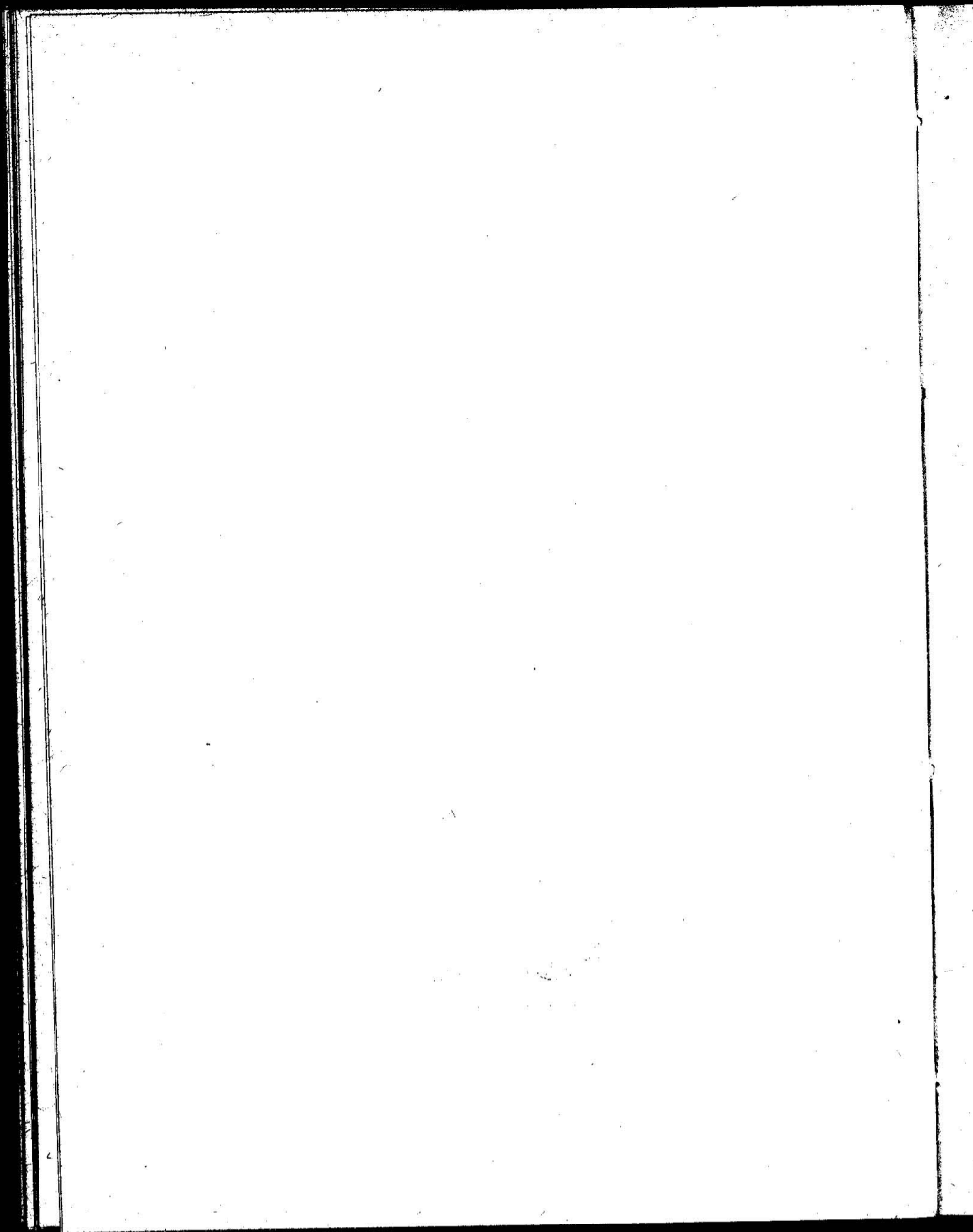
18. Sentinels, when in sentry-boxes, stand at ease. Sentry-boxes will be used in wet weather only.

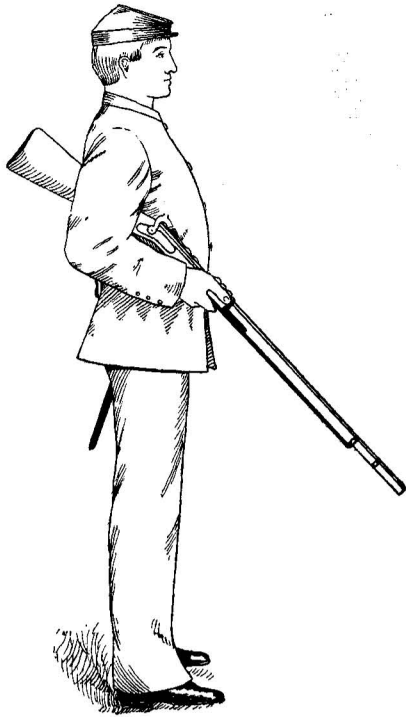
19. If relief become necessary, by reason of sickness or other cause, the sentinel will call, "Corporal of the Guard, No. (—); relief," giving the number of his post.

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

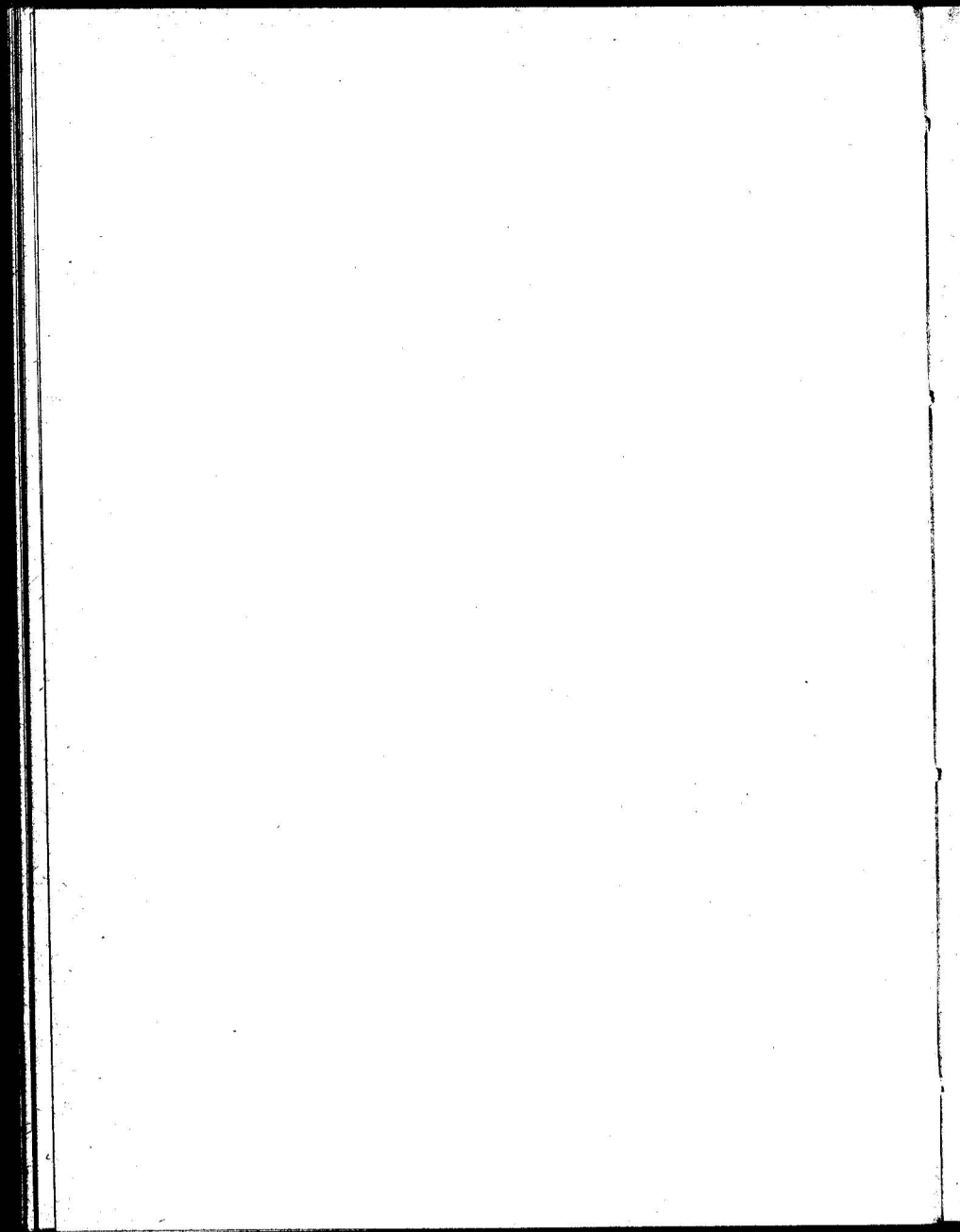


RIGHT SHOULDER.





SECURE ARMS.



21. *Sentinels must not call a corporal of the guard except by reason of duty. The useless calling of a corporal for such details as a well-instructed, thoughtful sentinel could himself perform is not conducive to a manly, self-reliant, intelligent, and proper performance of guard duty.*

22. If a sentinel is to be relieved, he will halt and face toward the relief with arms at right shoulder when the relief is 15 paces from him. *The relief is halted about 6 paces from him; the sentinel taking post at the corporal's command "No. (—)," advances at right shoulder and halts 1 pace from him, when both sentinels come to port arms.* The old sentinel, under the supervision of both corporals, gives in a low tone his instructions to the one taking post. At the command "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 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 remains at a right shoulder until the relief has passed 6 paces beyond him, when he walks to his post.

23. Between o'clock (the hour designated by the commanding officer) and broad daylight, if the 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 30 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. *See Pars. 36, 37, 38.*

24. In case a mounted party be challenged, the sentinel will call, "Dismount," after challenging.

25. A sentinel will not divulge the countersign to any one except the sentinel who relieves him, or to a person from whom he properly receives orders, on such person's verbal order given personally.

"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 punishment as court-martial may direct."—*Forty-fourth Article of War.*

ORDERS FOR ALL SENTINELS EXCEPT No. 1.

26. In case of fire, the sentinel will call, "Fire, No. (—)," giving 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. (—)."

If the danger be great, he will, in either case, discharge his piece before calling. *Whenever a sentinel gives an alarm by discharging his piece, he invariably fires straight up into the air above his head.*

Night Orders.

27. Until duly recognized, by countersign or otherwise, the sentinel will allow no one to approach nearer than about 10 feet from him.

The sentinel takes the position of port arms (Par. 8) in challenging; a convenient position of the rifle, inasmuch as the bayonet can readily be brought against the breast of a party attempting to force him, or in case of need the piece can easily be brought to the shoulder to aim and fire. In all cases, the sentinel is allowed a reasonable latitude on the score of safety; it is correct not to allow a person to approach nearer than 10 feet for recognition without first bringing the

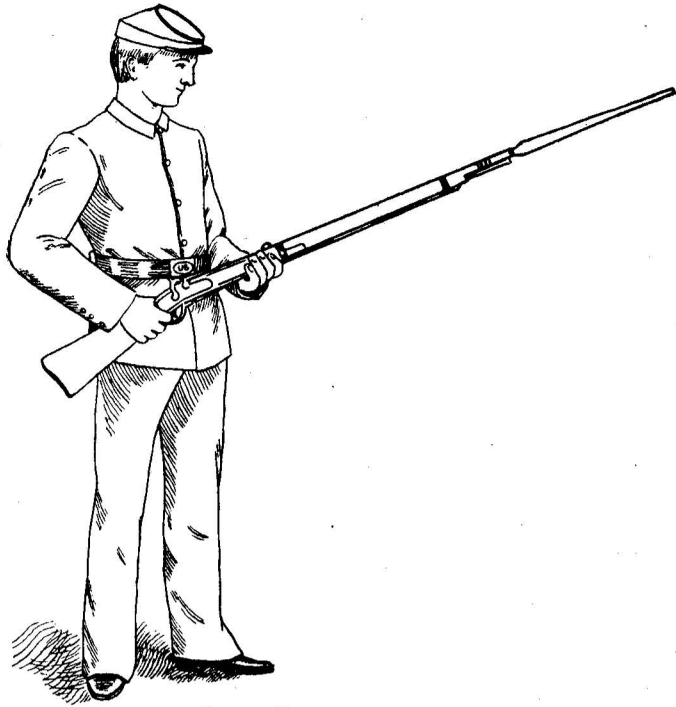
rifle to **charge bayonet, guard**, or to a like position admitting the effective use of the bayonet.

28. 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.

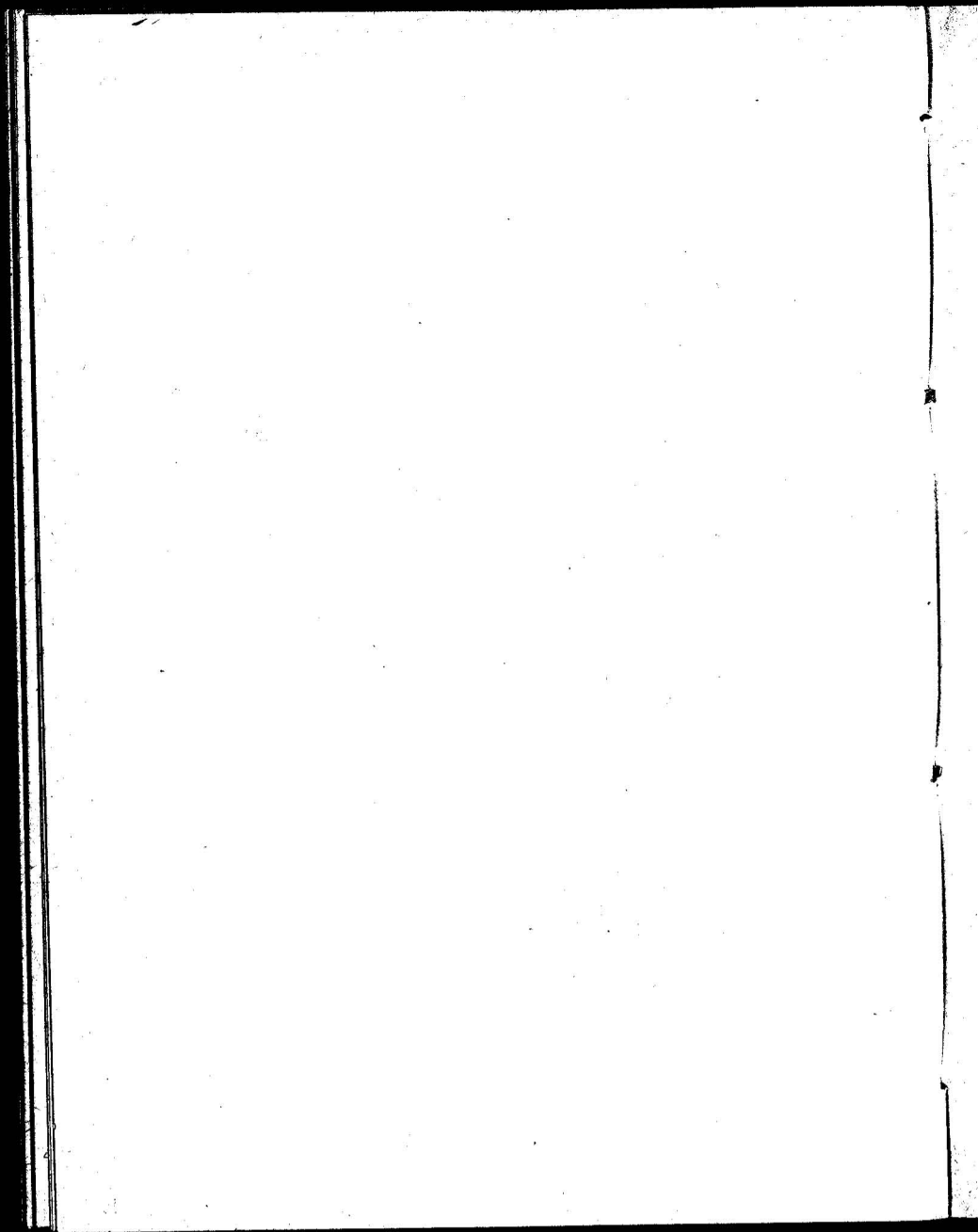
29. In all cases the sentinel must satisfy himself beyond a reasonable doubt that the parties are what they represent themselves to be, and have a right to pass. If he be not satisfied, he must cause them to stand, and call the corporal of the guard. So, likewise, if he have no authority to pass persons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

30. *The authority of the sentinel to hold any person whom he does not recognize, whoever that person may claim to be, is absolute. Although giving the countersign, persons whose authority to pass is in reasonable doubt should not be allowed to pass without the authority of the corporal of the guard after proper investigation; the corporal should take to his next superior any case that he is not competent to decide.*

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



CHARGE BAYONET.



32. If two or more parties approach a sentinel's post from different directions at the same time, all such parties are challenged—*i. e., halted*, in turn. The senior is first advanced in accordance with rules. *See Pars. 36, 37, 38.*

33. 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, if competent to give orders to the sentinel, may direct him to advance any or all of the other parties. *When so directed, the sentinel advances them according to the rules.* Without such direction, the sentinel will not advance any of them until the senior leaves him. He will then advance the senior only of the remaining parties, and so on.

34. The following order of rank will govern a sentinel in advancing different persons or parties approaching his post at night: *General officer*, commanding officer, officer of the day, officer of the guard, officers, patrols, non-commissioned officers of the guard in the order of rank, friends.

35. After challenging and duly recognizing an officer, the sentinel, unless spoken to, salutes, and resumes

walking his post; if spoken to, he continues at port arms, and salutes when the officer leaves him.

36. If a person having the countersign approach alone, he is advanced to give the countersign. *Example:*

"Halt. Who is there?" *Answer,* **"Friend with the countersign (or officer of the day, or corporal of the guard, or etc.)"**; *the sentinel will say,* **"Advance friend (or officer of the day, or corporal of the guard, or etc.) with the countersign"**; *and then, the countersign being given,* **"Advance friend (or officer of the day, or corporal of the guard, or etc.)"** *See Pars. 23, 24.*

37. When two or more persons approach in one party, the sentinel, on receiving an answer that some one in the party has the countersign, will *invariably* say, **"Advance one with the countersign,"** and, if the countersign be given correctly, will then say, **"Advance (so and so),"** repeating the answer to his challenge. *Example:*

"Halt. Who is there?" *Answer,* **"Friends with the countersign (or relief, or etc.)"**; *the sentinel will say,* **"Advance one with the countersign"**; *then,* **"Advance friends (or relief, or etc.)"** *See Pars. 23, 24.*

38. If no countersign be used, the rules for challenging are the same. The rules for advancing 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)."

Examples:

"Halt. Who is there?" *Answer,* "Officer of the guard"; *the sentinel will say,* "Advance officer of the guard, to be recognized"; *then, upon recognition,* "Advance officer of the guard."

"Halt. Who is there?" *Answer,* "Officer of the day with friends"; *the sentinel will say,* "Advance one to be recognized"; *then, upon recognition,* "Advance officer of the day and friends." *See Pars. 23, 24.*

39. *As a rule, written passes are never good across sentinels' posts at night; such passes are easily forged, and at night are not legible.*

ORDERS FOR SENTINEL No. 1.**(At the Post of the Guard.)**

40. Sentinels posted at the guard-house 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.

Sentinel No. 1 is also required to memorize Par. 13.

41. *The following are entitled, between reveille and retreat, to have the guard turned out:*

Governor of the State, General Officers, Commanding Officer of the post or camp, Officer of the Day.
(For others, see Par. 252, *Manual of Guard Duty.*)

42. *Examples of No. 1's turning out the guard:*

Upon their approach within convenient hearing distance, No. 1 shouts loudly, "Turn out the guard, commanding offi-

cer," or "Turn out the guard, Governor of the State," or "Turn out the guard, national colors," or "Turn out the guard, armed party," or "etc.," as the case may be.

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."

43. Should the person named by the sentinel not desire the guard formed, he will salute and say, "Never mind the guard," whereupon the sentinel calls, "Never mind the guard." *No. 1 salutes all persons entitled thereto just like any other sentinel.*

44. 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.

45. 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 Par. 46.

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

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

48. 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.

49. *Between retreat and the hour designated by the commanding officer for challenging to commence, also between broad daylight and reveille, the sentinel usually informs the corporal of the guard of the approach of any person, party, etc., entitled, during the proper hours, to have the guard turned out.*

50. In case of fire or disorder in the vicinity of the guard-house, the sentinel posted there will call the corporal of the guard and report the facts to him.

Night Orders.

51. 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. *See Pars. 23, 24.*

52. He remains in the position assumed in challenging until the corporal of the guard advances the person challenged to give the countersign or for recognition, when he resumes walking his post, or, if the party be entitled thereto, he salutes, and, as soon as the salute is acknowledged, resumes walking his post.

53. *The post of No. 1, at the post of the guard, is most important and the duties of the sentinel are of necessity more various than is the case on other posts, even requiring that the most intelligent sentinels be here posted. By reason of the greater vigilance demanded by the importance and variety of the duties, the method of challenging and advancing here at the post of the guard differs from all other posts. Sentinel No. 1 does all challenging, a corporal of the guard (one is always on the alert at the guard-tent) does all advancing. No. 1 detects all who approach his post or the guard-tents, from within as well as from without the camp, challenges, and then quickly calls the corporal of the guard, repeating the*

answer to his challenge, so giving the corporal notice of the presence of the party. The corporal promptly responds to each call, thus leaving No. 1 free to resume his watch. That this may be done well, quickly, and without confusion, requires careful learning of their respective duties by No. 1 and the corporal. *Examples:*

No. 1 challenges, "**Halt. Who is there?**" Answer, "**Friends.**" No. 1 at once calls, "**Corporal of the guard; friends.**" The corporal at once (briskly advancing toward the party) says, "**Advance one to be recognized,**" whereupon No. 1 resumes walking his post. The corporal upon recognizing the party says, "**Advance friends.**" So also for relief, patrol, etc.

No. 1, "**Halt. Who is there?**" Answer, "**Corporal of the guard.**" No. 1 at once calls, "**Corporal of the guard; corporal of the guard.**" The corporal on the alert then says, advancing as before, "**Advance corporal of the guard to be recognized**"; and then, "**Advance corporal of the guard.**" So likewise for officer of the day, officer of the guard, friend, etc.

COMPLIMENTS FROM ALL SENTINELS.

54. Saluting distance is the limit within which individuals and the insignia of rank can be readily recognized; it is assumed to be about 30 paces. *Officers are saluted by night as well as by day.*

55. The salute by sentinels will be made by presenting arms; to salute, the sentinel halts, brings his piece to right shoulder arms, if not already there, and faces outward as the person or party entitled to salute arrives within about 30 paces.

If the officer approaches along the post, the present will be given when the officer arrives at a distance of about 6 yards. 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 cross the post, *from either front or rear* 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.

If the officer passes along in rear of his post, he is not saluted, but the sentinel stands facing outward until the officer has passed.

A sentinel at port arms, engaged in conversation, executes present arms directly from the position of port arms.

A sentinel in a sentry-box, upon approach of an officer, will stand at an order and present arms therefrom as the officer passes.

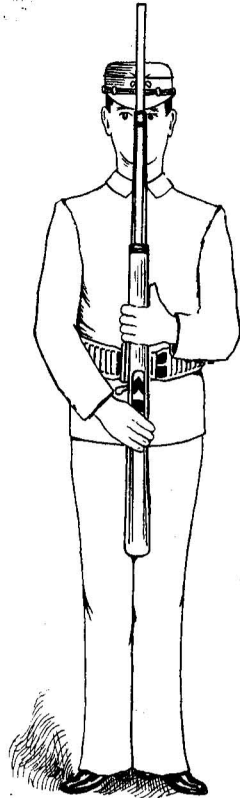
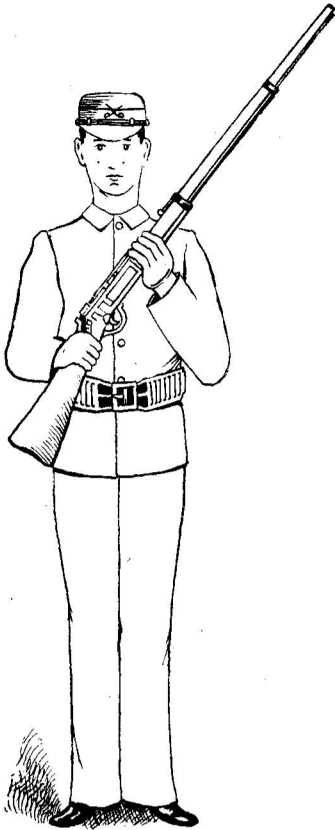
A cavalry or artillery sentinel with the saber drawn, whether mounted or dismounted, will salute with the present; when mounted and armed with the carbine, he will **advance carbine**.

In other cases the sentinel will salute with the hand.

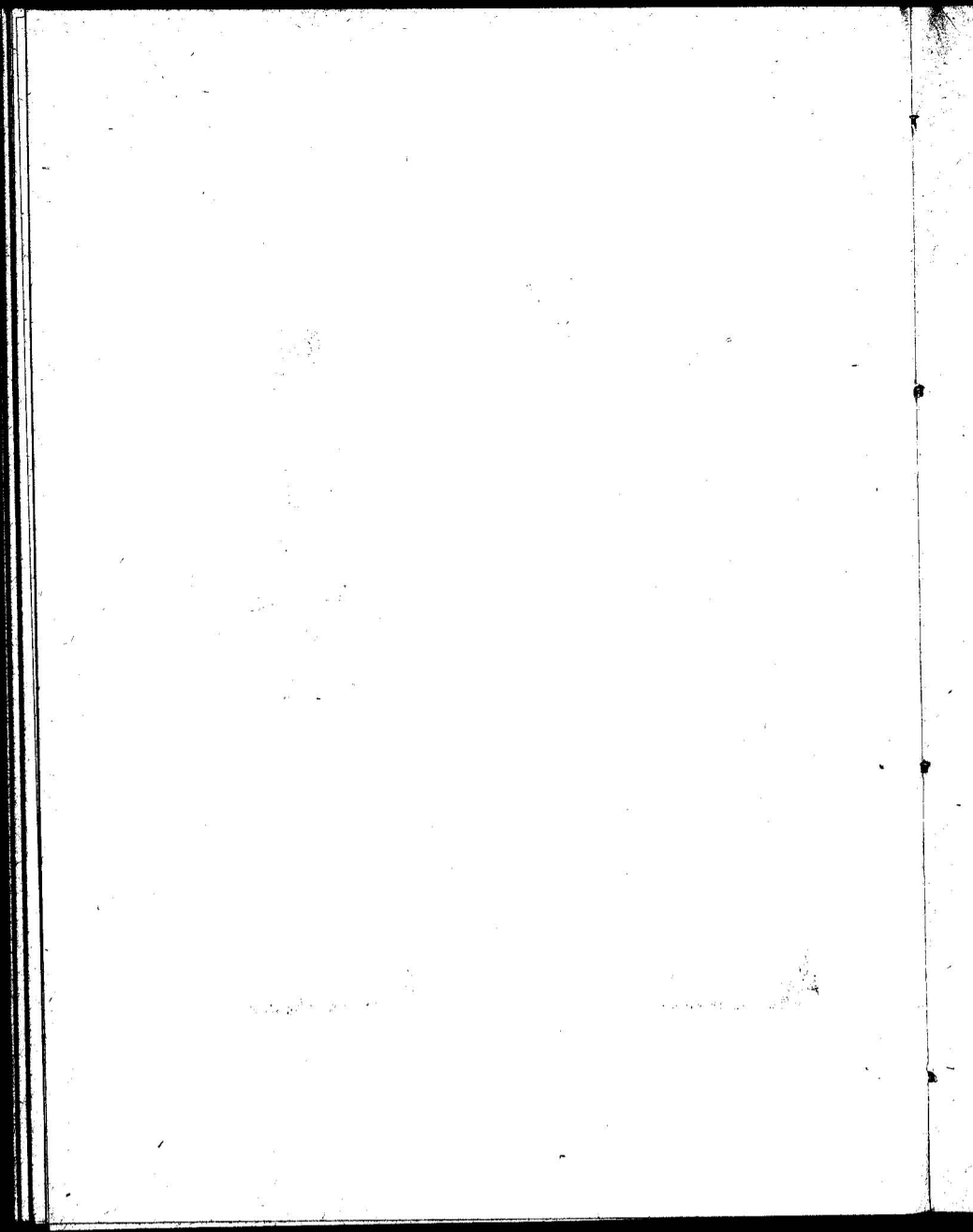
56. The same rules apply when a color or standard not cased, carried by a color guard or armed party, or when the officer commanding a party, whether armed or unarmed, passes; so also when the remains of a deceased officer or soldier are carried past.

57. In case of the approach of an armed party of the guard, the sentinel will halt when it is about 15 paces from him, facing toward the party, with his piece at 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 6 paces beyond him.

The same rules apply in the case of the approach of the new or old guard.



SALUTE OF SENTINEL.



58. Sentinels will not salute, nor halt on the approach of any armed or unarmed party of troops, except as provided in Par. 57. In any case, if the party be commanded by a commissioned officer, the sentinel will salute him as prescribed in Par. 55.

59. On the approach of an officer from whom he properly receives orders, a sentinel will walk his post toward the officer, and will salute as prescribed in Par. 55; if spoken to, he will face toward the officer, his piece at port arms; he salutes when the officer leaves him.

The same will be observed on the approach of a non-commissioned officer of the guard, except that the sentinel does not salute.

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

61. If an officer or group of officers remain on or near a sentinel's post, the sentinel salutes but once. *Having saluted, the sentinel resumes walking his post, with his rifle in usual position.*

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

SPECIAL ORDERS FOR SENTINELS IN CHARGE OF PRISONERS.

For Sentinels at the Guard-House.

63. The sentinel at the post of the guard has charge of the prisoners. He will allow none to escape or to cross his post except under proper guard.

He will allow no one to communicate in any way with prisoners without 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 guard-house, and how many are at work, or elsewhere.

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

If a prisoner 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. A sentinel does not use more force than is

necessary to prevent the escape, but if the prisoner, having twice been ordered to halt, continues his flight, the sentinel may maim or kill him, and it is his duty to do so.

For Sentinels in Charge of Prisoners at Work.

64. 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 department, 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 6 paces, he will salute with the rifle salute, taking care to keep his prisoners constantly in front of him. (A prisoner under charge of a sentinel will not salute an officer.)

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

The duties of sentinels, in case prisoners attempt to escape, are explained in Par. 63.

ORDERLY FOR THE COMMANDING OFFICER.

65. 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 arm-rack in his company quarters, will proceed at once to the commanding officer, reporting: "Sir, Private, Company . . . , reports as orderly."

66. 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 carbine in the arm-rack of his troop quarters.

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

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

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

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

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

72. 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.

MUSICIANS OF THE GUARD.

73. Musicians of the guard are subject to the orders of none but the commanding officer, the officer of the day, officers, and non-commissioned officers of the guard.

74. Unless otherwise directed by the commanding officer, they will remain at the guard-house during their tour, and will fall in with the guard when formed. They form on a line with the front rank of the guard, their left 3 paces from the right guide.

75. Musicians of the guard sleep at the guard-house, unless otherwise directed by the commanding officer.

76. 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.

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

The Governor of the State: The General's March.

A Major-General: two flourishes or two ruffles. A Brigadier General: one flourish or one ruffle.

(For others, see Par. 181, Manual of Guard Duty.)

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