

# APPENDIX B

## DETAILS AND ROSTERS

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### 1. Detail of Personnel

The personnel required for the fixed posts of the main guard are detailed daily.

### 2. Detail of Officers

An officer of the day and an officer of the guard are detailed with each main guard unless the commanding officer considers the guard so small that an officer of the guard is unnecessary. When necessary to efficiently supervise and control the men on a relief, a junior officer of the guard is detailed to assist the officer of the guard.

### 3. Rosters

*a.* A roster is a list of individuals or organizations available for a specific duty with a record of the duty each has performed (AR 220-45).

*b.* For an accurate and equal distribution of guard duty, rosters are kept. The method described herein is one acceptable method of keeping a guard roster. Any method that insures equitable performance of guard duty may be used provided it is not in contradiction of AR 220-45.

*c.* Whenever possible a single organization should provide the guard. This prevents interference or conflict with unit training programs and provides for maintenance of unit integrity.

*d.* When a single organization, such as a company, provides the entire guard detail for a day, a guard roster showing only organizations is kept by the

sergeant major and no account is taken of a very small difference in the strength of the companies. However, when the difference in strength of the various companies is large, a roster is kept as follows:

(1) Determine the number of sentinels of the guard that each company would be required to furnish if each were to detail its share of each guard. This number is called the *proportion* for each company. The method for finding this proportion is explained in *f* below. These numbers are entered in the *proportion* column of each company on the roster (fig 16).

(2) Give a minus sign to the proportion number of each company that does not furnish guard for a particular day. Add this number algebraically to the number listed in the credit column for the preceding day. On the day the roster is initiated, enter a negative proportion number in the credit column.

(3) Subtract the proportion for the company providing the guard from the number of men it actually furnished. Give this difference a plus sign and add it algebraically to the number in the credit column for the preceding day.

(a) The company that has the largest minus number in the credit column is usually selected to furnish the next guard; however, the choice of the company that will provide the next guard depends upon the company's administrative load and training schedule.

(b) Rosters for sergeants and relief commanders of the guard provided by a single organization are also determined in this manner.

Guard furnished		A Company			B Company			C Company			D Company			
		Number of Sentinels	Strength	Proportion	Credit	Strength	Proportion	Credit	Strength	Proportion	Credit	Strength	Proportion	Credit
Jan. 1	A	13	50	4.17	+8.83	40	3.33	-3.33	35	2.92	-2.92	31	2.58	-2.58
Jan. 2	A	13	50	4.17	+17.66	40	3.33	-6.66	35	2.92	-5.84	31	2.58	-5.16
Jan. 3	B	15	50	5.00	+12.66	40	4.00	+4.34	30	3.00	-8.84	30	3.00	-8.16
Jan. 4	B	15	50	5.00	+7.66	40	4.00	+15.34	30	3.00	-11.84	30	3.00	-11.16
Jan. 5	C	15	50	5.00	+2.66	40	4.00	+11.34	30	3.00	+1.16	30	3.00	-14.16
Jan. 6	D	15	50	5.00	-2.34	40	4.00	+7.34	30	3.00	-2.84	30	3.00	-2.16
Jan. 7	A	15	50	5.00	+7.66	40	4.00	+3.34	30	3.00	-5.84	30	3.00	-5.16
Jan. 8	C	15	50	5.00	+2.66	40	4.00	-.66	30	3.00	+6.16	30	3.00	-8.16
Jan. 9	D	15	50	5.00	-2.34	40	4.00	-4.66	30	3.00	+3.16	30	3.00	+3.84
Jan. 10	B	15	50	5.00	-7.34	40	4.00	+6.34	30	3.00	+1.16	30	3.00	+.84
Jan. 11	A	15	50	5.00	+2.66	40	4.00	+2.34	30	3.00	-2.84	30	3.00	-2.16
Jan. 12	A	15	50	5.00	+12.66	40	4.00	-1.66	30	3.00	-5.84	30	3.00	-5.16
Jan. 13	C	15	50	5.00	+7.66	40	4.00	-5.66	30	3.00	+6.16	30	3.00	-8.16
Jan. 14	D	15	50	5.00	+2.66	40	4.00	-9.66	30	3.00	+3.16	30	3.00	+3.84
Jan. 15	B	15	50	5.00	-2.34	40	4.00	+1.34	30	3.00	+1.16	30	3.00	+.84

Figure 16. Roster for privates of the guard when single organization furnishes the guard.

e. When several organizations provide personnel for each guard—

(1) The adjutant keeps a roster of all officers of the day and officers of the guard by name.

(2) The sergeant major keeps a roster of all sergeants of the guard, relief commanders, and privates of the guard by number or organization.

(3) The first sergeants keep a roster of all sergeants of the guard, relief commanders, and sentinels of the guard by name.

f. The methods of determining the number of sentinels of the guard that are due from several companies is shown in figure 17. This figure shows the method used on the first and second days after setting up a guard system. The method used for the second day is used on each succeeding day until the number of organizations furnishing details changes

A discussion of the methods used follows:

(1) Take a number of personnel eligible for sentinel duty in each company from its morning report for the day before that on which the tour of duty is to begin. Deduct details for detached service of over 24 hours that are made after the morning report is received. The total is the actual number of personnel available for sentinel duty. Enter this figure in the *strength* column for each company (fig 17).

(2) Then multiply the total guard detail needed by the strength of the company and divide the result by the total strength of the command. This gives the proportion for that company. Carry this proportion out to 2 decimal places. This is done for each

*First Day*

Company		Strength of Sentinels of guard required (including 3 for park guard)	Total strength	Proportion	Detail	Credit
A—25	×	14	+130	2.69	3	+ .31
B—35	×	14	+130	3.77	4	+ .23
C—36	×	14	+130	3.88	4	+ .12
D—34	×	14	+130	3.66	3	— .66
				11	14	
		130				

*Second Day*

Comp.		Strength of Sentinels of guard required (including 3 for park guard)	Total strength	First proportion	Credits brought forward	Final proportion	Detail	Credit
A—30	×	14	+130	3.23	+ .31	2.92	3	+ .08
B—30	×	14	+130	3.23	+ .23	3.00	3	.00
C—34	×	14	+130	3.66	+ .12	3.54	4	+ .46
D—36	×	14	+130	3.88	— .66	4.54	4	— .54
						12	14	
		130						

Figure 17. Method of determining daily proportional number of sentinels of the guard from several organizations.

company. Enter this figure in the proportion column for each company (fig 17).

(3) Add the *whole* numbers in the proportion column together. If the total is less than the total guard detail needed, add one to the whole number

in the proportion that has the largest fraction, and so on for each company until the required total for the guard detail is obtained. Enter these whole numbers in the *detail* for each company (fig 17).

(4) Enter in the *credit* column the difference between the exact proportion (proportion column) and the number detailed (detail column) from each company.

(5) Bring the credits forward to the next day and add them to or subtract them from the first proportion. If the credit brought forward has a plus sign, subtract it from the first proportion. This is done because the proportion of the guard for the next day is to be reduced by the credited amount. If the credit has a minus sign, add it to the first proportion; the proportion is to be increased by this amount. This gives a final proportion which is used in figuring the detail and credit columns of succeeding days.

(6) A typical roster for sentinels of the guard, using this information, is shown in figure 18.

(7) The above methods are used to determine the number of sergeants of the guard and relief commanders and a similar roster is prepared for each.

*g.* When organizations provide their own park guards, credit is given each organization for the number of enlisted men detailed as though they had been detailed for main guard.

*h.* Other special guards are credited as the commanding officer directs.

	Date:	1 Jan.	2 Jan.	3 Jan.
Guard required:		14	14	14
<b>A Company:</b>				
Strength .....		25	30	30
First proportion .....		2.69	3.23	3.23
Final proportion .....			2.92	3.15
Detail .....		3	3	3
Credit .....		+ .31	+ .08	- .15
<b>B Company:</b>				
Strength .....		35	30	30
First proportion .....		3.77	3.23	3.23
Final proportion .....			3.00	3.23
Detail .....		4	3	3
Credit .....		+ .23	.00	- .23
<b>Company:</b>				
Strength .....		36	34	34
First proportion .....		3.88	3.66	3.66
Final proportion .....			3.54	3.20
Detail .....		4	4	3
Credit .....		+ .12	+ .46	- .20
<b>D Company:</b>				
Strength .....		34	36	36
First proportion .....		3.66	3.88	3.88
Final proportion .....			4.54	4.42
Detail .....		3	4	5
Credit .....		- .66	- .54	+ .58

*Figure 18. Roster for sentinels of the guard when several organizations provide the guard.*