

**PART TWO**  
**INTERIOR GUARD**  
**CHAPTER 4**  
**ORDERS**

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**8. Classes of Orders**

A guard on post is governed by two types of orders: general orders and special orders. General orders outline the fundamental responsibilities of a guard while special orders instruct him in the actual performance of his duty while on a particular post. General orders for both interior and exterior guards must be supplemented by realistic, detailed, and mission-oriented special orders carefully tailored for the specific post and situation from the viewpoint of security and sentry effectiveness and protection. The special orders for each post must be reviewed frequently to insure they do not become obsolete. A special order may be added to a guard post for a specific length of time to cover a certain situation and deleted at the end of a specified time, or on a certain date.

**9. General Orders**

All interior guards are required to memorize, understand, and comply with the following general orders:

- a. Number 1. I will guard everything within the*

*limits of my post and quit my post only when properly relieved.*

*b. Number 2. I will obey my special orders and perform all my duties in a military manner.*

*c. Number 3. I will report violations of my special orders, emergencies, and anything not covered in my instruction, to the commander of the relief.*

## **10. Meaning of the General Orders**

*a. Number 1. I will guard anything within the limits of my post and quit my post only when properly relieved.*

(1) The guard is responsible for everything that occurs within the limits of his post while he is on duty. He is also responsible for all equipment and property located within the limits of his post. The exact limits of his post are defined by special orders. The special orders should also include every place a guard must go to perform his duties.

(2) A guard investigates immediately every unusual or suspicious occurrence on or near his post provided he does not have to leave his post to do so. If necessary, the guard will contact the commander of the relief for instructions.

(3) A guard apprehends all suspicious persons and all persons involved in a disorder occurring on or near his post provided he does not have to leave his post to do so. In apprehending persons, the guard will use only necessary force to overcome any resistance. Apprehension of persons should be included in special orders or guard instructions. All persons apprehended are turned over to the commander of the relief.

(4) All persons, regardless of rank, are required to respect members of the guard in the performance of their duties.

(5) A guard will remain on post and continue to perform all duties required on that post until he is relieved by proper authority.

(6) If a guard requires relief because of sickness or for any other reason, he will notify the commander of the relief and wait until he is replaced by another guard or has permission from the proper authorities to leave his post.

(7) If a guard is not relieved at the expiration of his tour of duty, he does not abandon his post. He will contact the commander of the relief for instructions.

(8) Guards leave their posts for meals as specifically directed by the commanding officer. Normally, this is accomplished by arranging for early and late meals for guards going on and coming off post.

(9) When ordered by proper authority, or prescribed in the special orders, a guard on the last relief of a post may be directed to leave the post at the proper time and return to the guardhouse where he reports to the commander of the relief on duty.

*b. Number 2. I will obey my special orders and perform all my duties in a military manner.*

(1) A guard will familiarize himself with the special orders for his post prior to being posted. The guard will obey, execute, and enforce all special orders pertaining to his post.

*Note.* The commander of the guard is responsible for insuring that all guards understand their special instructions prior to being posted.

(2) In addition to his special orders, a guard is responsible to obey and carry out any orders or instructions from the commanding officer, field officer of the day, and officers and noncommissioned officers of the guard. No other persons are authorized to give a guard orders or instructions. Any special instructions for a guard should be issued through the guard's chain of command.

(3) Guards on post will pass instructions to their relief when appropriate. The information is also given to the commander of the relief. Example: A guard on duty at an ammunition dump discovers a hole in the fence during his tour of duty. Upon finding the hole, the commander of the relief is notified. The guard will pass this information to his relief so that special attention can be paid to that portion of the fence until the hole is repaired.

(4) The guard will perform his duties in a military manner and serve as an example to others.

(5) The guard is courteous to all persons. He will talk to no one except in the line of duty. When persons make proper inquiries of a guard, he answers them in a courteous manner.

(6) A guard on an interior guard post maintains an erect and soldierly bearing. The weapon is carried in a manner prescribed by the commanding officer or commander of the guard. (A guard armed with a rifle, carbine, or shotgun may be allowed to shift his weapon to left shoulder arms to reduce fatigue.)

(7) Guards on post salute individuals as prescribed in AR 600-25.

(a) A sentry, on a post which does not require challenging, carrying a weapon at sling arms, will render the hand salute upon recognition of an officer.

(b) A sentry, on a post which *does not* require challenging, carrying a weapon at right (left) shoulder arms, will, upon recognition of an officer, halt and present arms as prescribed in the manual of arms FM 22-5. When the officer returns the salute the guard will return to right (left) shoulder arms and resume his duties.

(c) A sentry armed with a pistol, on a post which *does not* require challenging, will, upon recognition of an officer, render the hand salute.

(d) No salute is given by a guard who is engaged in a specific duty, the performance of which prevents saluting.

(8) A guard talking with an officer does not interrupt the conversation to salute another officer; however, if the officer salutes a senior, the guard also salutes.

(9) The special orders will specify the time for challenging.

(a) When challenging, a guard, armed with a rifle, carbine, or shotgun will challenge from the position of port arms as described in the manual of arms in FM 22-5. If armed with a pistol the guard will challenge from the position of raise pistol.

(b) After challenging, a guard will remain in the challenge position until the individual challenged is allowed to pass, depart, or is turned over the commander of the relief.

(c) Sentinels on posts requiring challenging will not render salutes.

*Note.* The sentinel's primary mission is to guard his post. Requiring salutes places the individual in a vulnerable position. The sentinel will, however, display all other military courtesy and respect while in conversation with an officer.

(d) Challenging one person or a group:

1. If a guard sees any person on or near his post during the time for challenging, he positions himself so that he can control the situation. If possible, he should be out of sight when challenging. When the person is approximately 30 steps, or at sufficient distance to allow the guard time to react, the guard will assume the correct challenge position and command "HALT!" When the person has halted, the guard asks, "WHO IS THERE?" The guard may advance toward the person while challenging to put himself in a better position. When the guard is in the best position to pass or apprehend the person, he requires the person to advance towards him, remain in position, or advance to a particular place, face toward the light, or to take any position necessary to determine whether the person should be passed, denied, or turned over to the commander of the relief.

2. The guard permits only one member of a group to approach him for identification.

3. If persons are in a vehicle, the guard proceeds as if they were on foot. If necessary to carry out his duties, he may have one or all of the passengers dismount.

4. After halting a group and receiving an

answer indicating that it is authorized to pros, the guard says, “Advance one to be recognized.” After he has recognized the one advanced, the guard says, “Advance, Sergeant Smith,” naming the person (or group) allowed to advance. If the answer is “Friends,” the guard says, “Advance one to be recognized.” After recognition he says, “Advance, friends.”

5. The guard satisfies himself beyond a reasonable doubt that those challenged are what they represent themselves to be and that they have a right to pass. If he is not satisfied, he detains the person and calls the commander of tile relief. Normally, the guard will accept a reasonable answer for identification if the post is not a vital area and the persons are not suspicious looking.

*Note.* A visual check of an individual’s ID card is considered the best means of identification when doubt exists.

(e) Challenging two or more persons or groups—

1. If two or more persons or groups approach the guard’s post from different directions at the same time, they are halted in turn and remain halted until advanced by the guard.

2. When two or more groups are halted at the same time, the senior is advanced first.

3. A guard advances different persons or groups with the following priority: commanding officer, field officer of the day, officer of the day, officers of the guard, officers, patrols, reliefs, noncommissioned officers of the guard in order of rank, and friends.

4. If a person or group has been advanced and is talking with the guard, the guard halts any other person or group that may approach, but advances no one until the person or group with whom he is talking leaves. He then advances the senior of the remaining group.

5. A guard must always be alert and never be surprised. He never permits two persons or groups to advance to his post at the same time.

6. Confusing or misleading answers to a guard's challenge are not acceptable. However, the answer "Friend" is not considered misleading and is the usual answer of an inspecting officer or patrol when they do not wish to reveal their official capacity.

(10) During his tour of duty a guard is required to execute orders of no one but the commanding officer, field officer of the day, officer of the day, and officers of the guard; however, any officer may investigate apparent violations of regulations by members of the guard. In the event of an inspecting officer, or any other person in the military service, finding an irresponsible guard on post (Art. 113, Uniform Code of Military Justice), it is his duty to notify the commander of the guard or a noncommissioned officer of the guard and stay on the post until a qualified guard is posted.

(11) A guard surrenders his weapon to, and only on order of, a person from whom he lawfully receives orders while on post. These persons should not order a guard to surrender his weapon for inspection or any other purpose unless an emergency exists.

*c. Number 3. I will report violations of my special orders, emergencies, and anything not covered in my instructions, to the commander of the relief.*

(1) A guard reports all violations of his special orders to the commander of the relief. He apprehends the offender, if necessary.

(2) A guard reports all emergencies that occur on or near his post. The guard will take whatever action is prescribed by his special orders or guard instructions. Anytime the guard is in doubt as to what action to take, or it is not covered in his special orders, he will call the commander of the relief for instructions or assistance.

(3) In case of fire, occurring on or near his post, the guard calls, "Fire, Post Number (Two)." He alerts the occupants, if it is an occupied building. He gives the alarm or insures one has been given. If possible, he extinguishes the fire. He helps direct the fire fighting apparatus to the fire. He notifies the guardhouse of his actions as soon as possible.

(4) A guard reports any disorder occurring on or near his post. He takes police action as prescribed in his special orders or guard instructions. If assistance is required, he calls, "The Guard, Post Number (Four)."

(5) If the danger is great, he fires his weapon into the air three times in rapid succession before calling. When instructed to do so, guards give warnings of air, CBR, and other attacks. Guards should receive special training if they are to act as chemical, biological, and radiological (CBR) sentinels while on post.

## 11. Special Orders

a. Special orders are established by the commanding officer and differ for various posts depending upon the nature of the area being guarded. They are based on the following considerations:

(1) *Realism*. Special orders are designed for a particular post, since two posts on an installation are seldom identical. The orders for each post are devised to provide increased protection for the sentinel concerned by locating him behind natural or artificial obstacles which make surprise difficult. This calls for flexible and imaginative planning when drawing up special orders. For example: Ammunition dump security at a critical installation would be more elaborate and tactically oriented than security of a post exchange.

(2) *Clarity*. Special orders should be stated in plain language that can be clearly understood by the guard on post. The commander of the relief clarifies any doubt as to their meaning before posting a guard.

b. The commanding officer is responsible for keeping the special orders up to date and publishes any changes immediately.

c. Copies of special orders are continuously and conspicuously posted in the guardhouse for reference. A copy of the special orders may be posted on a fixed post or the guard may be required to carry a copy of the special orders with him while on duty.

d. The special orders for each guard post should explain (or diagram) the post location, boundaries, and any particular orders for the post, including those conditions under which force will be used.

*e.* Additional special orders received by a guard before going on guard and while on post are passed on to the guard who relieves him. These additional orders may be written or oral.

## **12. Inspection of a Guard by an Officer**

When a guard is asked by an inspecting officer, “What are your orders?” the proper answer is: “Sir, my orders are of two classes, general and special. My general orders are: Number One: I will guard everything within the limits of my post and quit my post only when properly relieved. Number Two: . . .” and he continues to recite his general orders until he is stopped by the officer or until he has recited all of his general orders. He should be able to answer any question(s) pertaining to the special orders for his post.