

SECTION 15. GUARD REGULATIONS

1. GENERAL:

a. An Interior Guard will be maintained at the Academy during all times that the school is in session.

b. Informal Guard Mount will normally be held in front of Kable Hall Monday through Friday at 1600 hours, and at 1145 hours on Saturday and 1330 hours on Sunday unless otherwise directed. During inclement weather Guard Mount will be held on the porch of North Barracks.

2. COMPOSITION:

a. The Guard will consist of one Officer of the Day, one Sergeant of the Guard, one Corporal, and three Orderlies, two Gate Guards, and one Bugler.

b. The Officer of the Day and the Guard Company will be detailed by the Brigade Adjutant as outlined below.

c. Members of the Guard will be detailed by the First Sergeant of the Company concerned as outlined below.

d. The Bugler will be detailed by the Bugle Sergeant.

3. GUARD SELECTION:

a. First Sergeant:

(1) Maintain the guard roster for his own company in a fair and impartial manner and in accordance with existing regulations as directed by the Military Department. He will notify persons selected at least 72 hours in advance of their guard mount and give the MDO by second mess the names of cadets detailed for guard duty. **Cadets will not be permitted to volunteer to stand guard mount or perform the guard tour for another cadet who has been detailed from the company guard roster.** Violation of this provision will result in disciplinary action for the cadets concerned. Guard changes may be authorized only with the permission of the Commandant or in his absence the MDO. Company guard rosters are subject to Military inspection without notice.

(2) Day students will be carried on guard rosters and will be assigned guard duties in the normal manner.

(3) Members of Varsity teams will be excused from guard duty during the reason of the sport in which they participate. First Sergeants will obtain official varsity team rosters from the Commandant or the PMS at the start of each season.

b. Brigade Adjutant: Maintains the roster for Company Guard and the Officer of the Day in a manner similar to that prescribed for First Sergeants. These rosters are also subject to inspection without warning. O. D. and company guard rosters will be posted at least 15 days in advance. Copies will be furnished the PMS and Commandant. The Band will not be scheduled for guard which mounts on parade days.

c. Bugle Sergeant: Maintains a roster designating bugler of the guard. This roster is subject to the same regulations prescribed for First Sergeants roster. It will be posted at least 15 days in advance with copies to the PMS and Commandant.

4. DUTIES OF THE GUARD PERSONNEL:

a. Officer of the Day:

(1) New and old O. D. together (old O. D. on the right as both face the Commandant) report to the Commandant immediately after guard mount for instructions. If the Commandant is not present, they will then take their instructions from the Military Duty Officer at Guard Mount or the Assistant to the Commandant.

(2) The OD obtains the names of cadet missing from each formation from First Sergeants. Absences and lateness will be reported on the Delinquency Sheet for the day.

(3) He will locate those cadets who are reported absent from formations without authority and when found direct those cadets to their proper place of duty. Locating an absent cadet does not alter the absentee sheet.

(4) He will correct and report cadets for misconduct and violations of uniform regulations.

(5) The OD will check with the Officer in Charge of Barracks during each Call to Quarters and after taps for absentees.

(6) It is his responsibility to supervise the activities of the guard, insuring that guard duties are performed properly, in a military manner, and in strict adherence to the FOUR PRINCIPLES OF S. M. A. (Honesty, Cleanliness, Punctuality, and Thoroughness).

(7) He also prepares the report of delinquencies for posting on the bulletin board. This report is to be prepared in duplicate both of which must be approved by the Commandant, Assistant Commandant, or the Officer in Charge. The original of the report will then be placed in the Commandant's "IN" box and the copy will be posted on the Commandant's bulletin board in the hallway of North Barracks.

(8) The "stick list" should be posted prior to the relief of the OD after guard mount. When writing up delinquencies, the individual's last name will be in alphabetical order, followed by his initials, his company designation, making certain that names are spelled correctly and the proper initials have been affixed. A separate list for absentee reports will be used. When more than one cadet has the same last name, both initials will be used.

(9) A delinquency box is kept in the Sergeant of the Guard's Office. The key to this box is maintained by the Commandant and will be given to the OD at the time he is preparing his "stick sheet". No cadet will be allowed to trifle with, look into, alter, or remove any delinquency reports unless he is on duty as OD or Sergeant of the Guard and then only with the expressed permission of the Commandant, Assistant Commandant, or the Officer in Charge.

(10) Members of the guard to eat early mess will be designated by the OD.

(11) He will report reveillee, drill and parade absentees to the MDO broken down by company. Cadets who are excused will be noted as such on his list.

(12) The OD is responsible for the prescribed telephone usage by cadets.

(13) It will be the responsibility of the OD to see that the guard has the proper forms in sufficient number to perform duties properly.

(14) The OD will pick up and present to the Commandant, duplicate absentee reports from all teachers during their last period.

(15) The Officer of the Day will be considered as the senior ranking cadet, after the Corps Commander, during his tour of duty.

(16) He will close and lock Wieland gate at taps nightly, reopening it at 0630 daily.

b. Cadet Sergeant of the Guard:

(1) The Sergeant of the Guard will be on his post at 0630 hours daily.

(2) He is responsible to insure that the guard is in proper uniform and present for guard mount at the proper time.

(3) The checking of all reports of absences against authorized absence list is done by the Sergeant of the Guard.

(4) The Sergeant of the Guard controls the pass book, and he only allows cadets properly attired to sign out.

(5) He insures that there is no loitering in the guard office.

(6) As Sergeant of the Guard, he remains in the vicinity of the Commandant's Office at all times unless relieved by the Officer of the Day.

(7) Only the OD can replace the Sergeant of the Guard at his place of duty.

(8) Checking procedure for absentees:

(a) Check classroom once after first report.

(b) If not located, check washrooms in barracks, canteen, infirmary, and all possible hiding places.

(c) Successive unauthorized absences will be reported to the Commandant or one of his assistants immediately.

(9) The Sergeant of the Guard is responsible for cadets who are restricted to the school grounds, or those who must muster. They must muster on Friday, Saturday, and Sunday at specified times.

c. Cadet Corporal of the Guard:

(1) He controls and dispatches messengers.

(2) He supervises police of the Guard Office.

(3) He will permit no loitering in the Guard office.

d. Gate Guard:

(1) The gate guard will march his post.

(2) He will be posted at 0800 hours daily and relieved immediately after completion of march-in at third mess.

(3) The gate guard will be under arms, except for inclement weather, (rain or snow).

(4) The gate guard will not relieve himself unless directed to do so either by the MDO, the Commandant, or in their absences, the OD.

(5) Gate guards will salute all faculty and military personnel entering or leaving the school grounds. (The proper salute for guards with rifle is PRESENT ARMS).

(6) The gate guard will come to port arms when any persons (other than faculty or military personnel) enter or leave the school grounds.

e. Orderlies:

(1) Under the direction of the Corporal of the Guard, they will gather absentees from classes in session, help classes, confinement study halls, and Saturday morning Military classes. After gathering these reports, they will be turned in immediately to the Sergeant of the Guard.

(2) Orderlies act as messengers.

f. Bugler:

(1) The Bugler of the guard will blow all bugle calls for formations.

(2) He will make announcements to the Cadet Corps as directed by the Officer of the Day.

(3) He will not be counted on the grade sheet for the guard detail but will be treated as an individual cadet not included in the Honor Company rating for companies going on guard.

5. GUARD REGULATIONS:

a. Sergeant of the Guard's Office:

(1) Smoking is prohibited in the Guard Office.

(2) Only those whose official duties require their presence or those who have phone privileges, will be permitted in the Guard Office.

(3) The Guard Office will be kept policed at all times. This office will be inspected daily before or after Guard Mount by the Military Duty Officer.

b. Uniform: The normal uniform for guard mount is summer or winter "B" with white belts, white gloves, or grey gloves, and low quarter shoes. The cadet OD may prescribe the "D" jacket, overcoat or raincoat as necessary because of inclement weather. During their tour of duty, gate guards wear uniform "C" full dress on Sundays, holidays, and on special occasions as directed by the Commandant.

c. Restrictions:

(1) During the period from 1915 hours to taps Monday through Saturday, and from 1845 hours to taps on Sundays, outgoing calls will be made only by written permission from the Officer in Charge. The guard will examine such permission before permitting use of the phone.

(2) Cadets will not be called to the phone during strict C. Q. unless the operator states that the call is "EMERGENCY—long distance", in which case the Officer in Charge will be notified and the cadet called to the phone.

(3) Members of the guard will use neither the guard nor pay phones for personal calls while on duty except to receive bona fide long distance calls.

(4) Phones will not be used for the purpose of ordering food or other sustenances from town.

6. WALKING POSTS AND GUARD SPECIAL ORDERS:

a. Each cadet subject to duty as a member of the guard should be familiar with the following special orders before going on guard. The Military Duty Officer will spot check compliance with this paragraph:

b. The Special Orders for members of the guard are as follows:

(1) As gate guard, to walk my post in a military manner, keeping always on the alert, and noticing everything taking place in sight and hearing.

(2) To be especially watchful for fire and give the alarm in case one is discovered.

(3) To allow no unauthorized persons on my post.

(4) To report promptly to the Officer of the Day any unusual occurrences that take place.

(5) As gate guard to talk to no one except in the line of duty or to answer questions from visitors or members of the faculty.

(6) To quell all disturbances and maintain order on the school grounds at all times.

(7) To call the Officer of the Day in any case not covered by instructions.

7. INFORMAL GUARD MOUNT:

a. Informal Guard Mount will be held every day at times indicated in paragraph 1.

b. Formation: (See figure 1).

(1) New Guard: At the sounding of Assembly the New Guard will form on the walkway in front of Kable Hall facing the Mess Hall.

(2) Old Guard. At the sounding of Assembly the old guard (minus the Sergeant of the Guard) will form on the left of the new guard facing the Mess Hall.

(3) Procedure:

(a) The New Officer of the Day commands: "Guard, FALL IN." At this command, the guard takes its place as indicated in figure 1. The New OD then commands: "Dress Right, DRESS", verifies the line, moves forward three paces, faces down the line and commands: "Ready, FRONT". The New OD takes his place 3 paces in front of and centered on the New Guard. He then commands: "Parade, REST".

(b) When the New Guard has been given Parade Rest, the old OD forms the Old Guard. The old OD commands: "Dress left, DRESS". The Old Guard dresses on the New Guard. After verifying the line, the old OD moves 3 paces forward, faces down the line, and commands: "Ready, FRONT". He then moves to his post 3 paces in front of and center on the Old Guard, and faces the New OD.

(c) When the old OD is at his post, the new OD calls his Guard to attention, and the OD's face each other and exchange salutes. Both guards are then placed at Parade Rest. The OD's then about face and assume the Parade Rest position.

(d) As the Military Duty Officer or his representative approach, both OD's come to attention and about face and call their guards to attention and about face again. The MDO takes his post 4 paces in front of and centered on and facing Kable Hall. When the MDO has taken his post, the old OD presents his guard, saluting and saying: "Sir, Cadet, Rank, Name, reports the old Guard ready for inspection." The MDO moves by the most direct route to a position 1 pace in front of the new OD. He inspects the new OD, and then the new guard. Upon completion of his inspection, the MDO and the old OD return to their positions in front of the old guard and exchange salutes. The MDO then moves by the most direct route to a position 1 pace in front of the old OD and the old guard, and inspects it in a like manner.

(e) Any member of the guard found unfit for duty will be given an appropriate number of demerits. If the Guard is found satisfactory, the MDO instructs the new OD to mount his guard and relieve the old guard. The MDO then returns to his post; both Guards are called to attention, the New and Old OD's salute the MDO, who then moves off. The Old Guard is dismissed and the New Guard assumes its duties.

(4) Immediately after Guard Mount both the new and old OD report to the Commandant or his designated representative. Both OD's will enter the office simultaneously, halt two paces in front of the Commandant's desk, where the old OD will salute and say: "Sir, I report as the old OD". He will be asked if he has anything to report. After their exchange, the Commandant will say: "You are relieved". The old OD then will salute, about face, and leave the office. As the old OD leaves, the new OD will salute and say: "Sir, I report as the new OD". He will then receive any special instructions after which he will be told, "You are posted". The new OD then salutes, about faces and leaves the office.

8. GUARD PERFORMANCE RATING FORM:

a. The Military Duty Officer will fill out the Guard Rating Sheet both at the start of Guard Mount and at the end of his tours, entering in any cuts or comments needed if the guard did not perform all of its duty satisfactorily. He will then turn the complete top half of the form to the PMS for the Honor Company Rating and the bottom half to the Commandant's Secretary for posting of such merits as were accumulated by the Guard team during their tour of duty.

b. The Sergeant of the Guard Office will be inspected after the Guard Mount by the MDO.

c. The Sergeant of the Guard Office must be in a satisfactorily condition before the Old Guard will be relieved. If a rating of 90 or more points is received, one merit may be awarded to each member of the Guard team. The gate guard may receive two merits.

d. Improper performance by any member of the guard may result in cuts being given against the entire guard.

INFORMAL GUARD MOUNT FORMATION

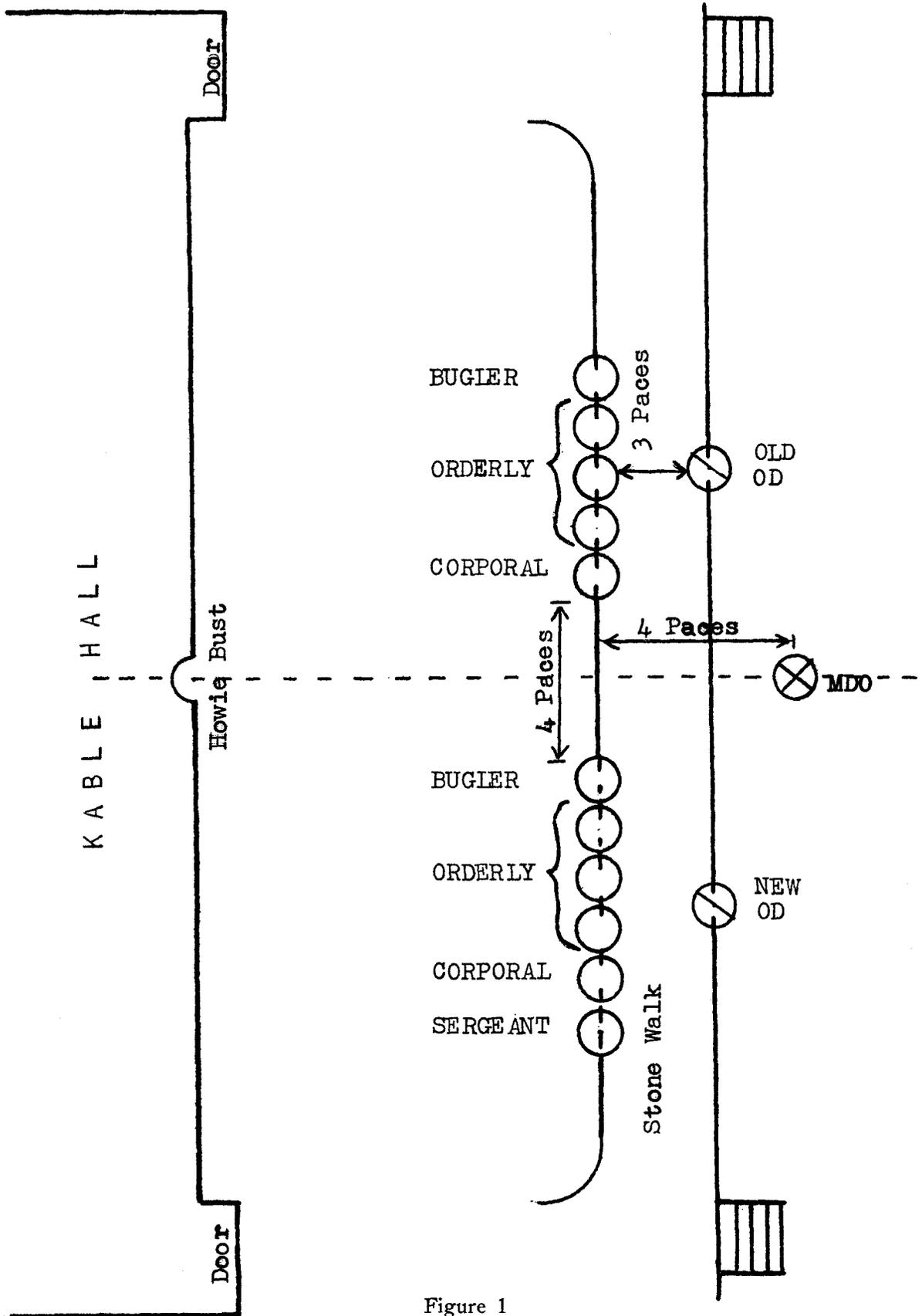


Figure 1