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MARINE CORPS ORDER 5530.15

From: Commandant of the Marine Corps
To: Distribution List

Subj: U.S. MARINE CORPS INTERIOR GUARD MANUAL

Ref: (a) DODD 5210.56, "Use of Deadly Force and the Carrying of Firearms by DOD Personnel Engaged in Law Enforcement and Security Duties," November 1, 2001
(b) DODI 1325.7, "Administration of Military Correctional Facilities and Clemency and Parole Authority," June 10, 2003
(c) Manual for Courts-Martial, United States
(d) CJCSI 3121.01B (S)
(e) U.S. Navy Regulations 1990
(f) SECNAVINST 1640.9C
(g) OPNAVINST 5530.14D

Encl: (1) Marine Corps Interior Guard Procedural Guidance

1. Situation. The purpose of this Order, per references (a) through (g), is to provide policy and implementation guidance on the unit and individual requirements to conduct an effective interior guard program.

2. Mission. This Order provides policy and implementation guidance for running an interior guard program. It will serve as the source document for training and inspections. Included are general directions, duties of personnel, orders and countersigns, guard mounting, post and relief procedures and conduct of guard aboard ship. This manual will be updated as necessary to provide current training standards and proper procedures for the conduct of an interior guard program.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To provide policy guidance for the efficient conduct of interior guard programs for Marine Corps units. Detailed definitions, policies and procedures are

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contained herein. Interior Guards are to be distinguished from the various types of guards employed to protect and defend tactical areas and from guards in riot duty and other special situations. Such guards are specially organized and equipped to provide security commensurate with the requirements of the local situation.

(2) Concept of Operations

(a) This Order addresses the performance of interior guard ashore, but interior guard aboard ship is performed similarly with appropriate modifications.

(b) For regulations concerning the employment of civilians in the interior guard, see reference (f).

(c) For the composition of Correction/Brig Guards, see reference (e).

4. Administration and Logistics. Recommendations concerning the contents of this Order may be forwarded to HQMC, PP&O, PS via the appropriate chain-of-command.

5. Command and Signal

a. Command. This Order is applicable to the Marine Corps Total Force.

b. Signal. This Order is effective the date signed.

J.F. DUNFORD JR.
Deputy Commandant for
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TABLE OF CONTENTS

IDENTIFICATION	TITLE	PAGE
Chapter 1	**GENERAL PROCEDURES**	
1.	General	1-1
2.	Definitions	1-1
3.	Composition	1-4
4.	Assignments	1-5
5.	Formations	1-7
6.	Use of Deadly Force	1-7
7.	Additional Instructions Involving Deadly Force	1-7
Chapter 2	**DUTIES OF PERSONNEL**	
1.	General	2-1
2.	Commanding Officer	2-1
3.	Field Officer of The Day	2-1
4.	Officer of The Day	2-1
5.	Commander of The Guard	2-2
6.	Sergeant of The Guard	2-4
7.	Corporal of The Guard	2-6
8.	Main Guard Sentries	2-7
9.	Orderlies	2-8
10.	Flag Detail	2-8
11.	Officer And Noncommissioned (Petty) Officers of the Special Guard	2-8
12.	Special Guard Sentries	2-8
Chapter 3	**ORDERS AND COUNTERSIGNS**	
1.	Types of Orders	3-1
2.	General Orders and Regulations	3-1
3.	Special Orders	3-6
4.	Countersigns	3-6
Chapter 4	**GUARD MOUNTING**	
1.	General Rules	4-1

IDENTIFICATION	TITLE	PAGE
2.	Elements of Guard Mounting	4-1
3.	Guard Mounting Procedures	4-1
Chapter 5	**POST AND RELIEF OF PERSONNEL**	
1.	General	5-1
2.	Formal Relief	5-1
3.	Informal Relief	5-4
4.	Tour of Duty	5-4
Chapter 6	**GUARD ABOARD SHIP**	
1.	General	6-1
2.	Troop Units Embarked Aboard Naval Vessels	6-2

Chapter 1

General

1. General

a. The Marine Corps Interior Guard Manual captures the unit and individual requirements to have an effective interior guard program. Throughout this Order, a Commander/Commanding Officer (CO) will be defined as, any commissioned officer or warrant officer who, by virtue of rank and assignment, exercises primary command authority over a military organization or prescribed territorial area that, under pertinent official directives, is recognized as a "command". Commanders may establish an interior guard to preserve order, protect property and enforce regulations.

b. Interior Guards are to be distinguished from the various types of guards employed to protect and defend tactical areas and from guards in riot duty and other special situations. Such guards are specially organized and equipped to provide security commensurate with the requirements of the local situation.

c. This manual addresses the performance of interior guard ashore, but interior guard aboard ship is performed similarly with appropriate modifications. Normally honors ashore will be rendered by personnel other than the interior guard, but aboard ship, the interior guard renders prescribed honors.

d. For regulations concerning the employment of civilians in the interior guard, see reference (f).

e. For the composition of Correction/Brig Guards, see reference (e).

2. Definitions. Terms such as Sergeant of the Guard (SOG) and Corporal of the Guard (COG) are used to indicate the position of the guard structure and are not necessarily descriptive of the ranks of individuals performing those duties. The Sergeant of the Guard, however, should be a noncommissioned (petty) officer, whereas the duties of the Corporal of the Guard may be performed by any qualified enlisted person.

a. Apprehend. See reference (b).

b. Challenge. The command; "HALT, WHO GOES THERE?" is given by a sentry to cause an unidentified person or party to halt and be identified.

c. Commander of the Guard. The officer or noncommissioned (petty) officer who ensures proper instruction, discipline, and performance of duty of the main guard.

d. Commanding Officer (CO). Any officer authorized to establish a guard. The Commanding Officer of a ship and the Commandant, Commanding General, or Commanding Officer of a shore installation or unit based ashore (regiments and above and separate or detached battalions) are so authorized. All other Commanders may establish special guards when necessary. (This definition is applicable only in relation to the interior guard).

e. Corporal of the Guard (COG). The Corporal of the Guard directly supervises the members of the guard assigned to that relief. The COG performs the guardhouse duties of the Sergeant of the Guard when the SOG is absent from the guardhouse.

f. Countersign. The secret challenge and the secret password prescribed by the principal headquarters of a command to facilitate mutual identification between sentries and persons challenged.

g. Detain. The action of any person so authorized to secure the custody of an alleged offender until proper authority may be notified. Detention is a less severe form of apprehension, wherein the government exercises control over the freedom of movement over another for investigative purposes. See reference (b).

h. Field Officer of the Day. The officer designated by and responsible to the Commanding Officer for supervision of the entire interior guard and execution of all orders of the Commanding Officer relating to the security of the command.

i. Guardhouse. A location designated as the headquarters of the guard.

j. Interior Guard. The guard detailed by a Commander to preserve order, protect property and enforce regulations within the jurisdiction of his/her command.

k. Officer of the Day (OOD). The officer or noncommissioned (petty) officer directly responsible to the Commanding Officer (or the Field Officer of the Day, when assigned) who supervises the main guard and who ensures that all orders of the Commanding Officer relating to security of the command are executed.

l. Officer of the Guard. Any Commissioned Officer assigned to duty with the guard.

m. Noncommissioned (Petty) Officer of the Guard. Any enlisted person whether or not a noncommissioned (petty) officer, assigned to duty with the guard in a command or supervisory capacity.

n. Password. Word(s) which serve to identify a person challenged by a sentry.

o. Patrol Post. A post which a sentry prescribes his/her own route, within specified limits, or has a route prescribed.

p. Post. The place or area where a sentry is stationed, or the place where a member of the guard other than a sentry is required to be when not performing duties elsewhere; to direct any member of the guard to assume prescribed duties or position in formation. Post will normally be of three basic types:

(1) Fixed. Where security personnel normally remain at one point or within a specific area; e.g., gates, towers.

(2) Mobile. These posts may also be referred to as roving patrols. They are used for perimeter surveillance, area patrols, etc. Security forces may be on foot or in vehicles.

(3) Administrative. These posts include the security officer, guard supervisor and other supervisory personnel.

q. Prisoner. A person sentenced by a court-martial to confinement or death and ordered into confinement by competent authority whether or not the sentence has been ordered approved

by the convening authority. A person placed into confinement by competent authority pending trial by court-martial is a pretrial prisoner. See enclosure 2 of reference (b).

r. Relief. Those members of the interior guard who, under the supervision of and including a COG, have the same watch; the procedure whereby a posted member of the guard is relieved and a new member is posted in his/her place.

s. Relieve. To direct any member of the guard to cease performing the prescribed duties.

t. Secret Challenge. A secret word, following the challenge, by which a sentry identifies him/herself to the person challenged.

u. Sergeant of the Guard (SOG). The Noncommissioned (Petty) Officer of the Guard who assists the Commander of the Guard in ensuring proper instruction, discipline and performance of duty of the main guard.

v. Sentry. An enlisted person assigned to duty as a member of the guard, to keep watch, maintain order and protect persons or property.

w. Watch. A period of time during which a member of the guard performs the prescribed duties, beginning when posted and terminating upon being relieved by proper authority.

3. Composition. The Interior Guard may be composed of one or more main guards, as the CO directs. In addition, the interior guard includes any special guards established by the Commanding Officer or Commanders of subordinate units. One Officer of the Day will be assigned to supervise each main guard established ashore. Aboard ship, the Officer of the Deck performs the interior guard duties of the Officer of the Day. In large commands ashore, where there is more than one main guard, a Field Officer of the Day may be assigned to supervise the entire guard.

a. Main Guard. Generally, the main guard consists of a number of sentries on post, supervisory and administrative personnel and a reserve. The Commanding Officer prescribes the

number of sentry posts. The necessary sentries to stand these posts are normally organized into three reliefs, each directly supervised by a Corporal of the Guard. The main guard is commanded by the Commander of the Guard who is assisted by the Sergeant of the Guard. Whenever the CO determines that a Commander of the Guard is not required, that position in the guard structure can be eliminated. Aboard ship, no Commander of the Guard is assigned. In such cases, the Sergeant of the Guard performs the duties prescribed for the Commander of the Guard in addition to those of the current position. The main guard always maintains a reserve, generally constituted from one or more of the off-duty reliefs of the guard.

b. Special Guards. Special Guards are detailed when it is impractical to use sentries from the main guard to guard property or an area. The Commanding Officer or Commander establishing the special guard prescribes the composition. The Senior Commander of a troop organization embarked aboard ship and not a part of the authorized complement thereof (designated as "Commanding Officer of Troops") establishes a Special Guard for the control of personnel and equipment as the Commanding Officer of the ship may approve or direct.

4. Assignments. Each Commanding Officer, who establishes a main guard, other than a Commanding Officer of a ship, shall assign daily a commissioned officer of the command for duty as an Officer of the Day. If sufficient commissioned officers are not available in the command, (staff) noncommissioned (petty) officers may be detailed to this duty. One or more Assistant Officers of the Day may be assigned whenever necessary. Officers and/or noncommissioned (petty) officers assigned as Officers of the Day or Assistant Officers of the Day are notified of their assignments in person or by written orders at least several days in advance.

a. A Commanding Officer who has more than one main guard within that jurisdiction may assign daily a commissioned officer of the command for duty as Field Officer of the Day. Officers so assigned must be senior to Officers of the Day of subordinate units. They are notified of their assignment in person or by written orders several days in advance of their days of duty.

b. Each Commanding Officer who establishes a main guard designates a unit within that command to provide personnel for the main guard for a specified period. Such designation is made in sufficient time for the Unit Commander to make necessary preparations and assignments. The Commander of the designated unit makes the following daily assignments from the unit throughout the specified period:

(1) An officer or noncommissioned (petty) officer as Commander of the Guard, if required.

(2) A noncommissioned (petty) officer as Sergeant of the Guard.

(3) Three (normally) qualified enlisted persons to serve as Corporal of the Guard.

(4) When directed by the Commanding Officer, enlisted personnel, other than noncommissioned (petty) officers, will be detailed to perform duties as orderlies and other similar tasks.

(5) A sufficient number of enlisted personnel as sentries for all reliefs.

(6) At least one enlisted person for each relief as supernumerary, if possible.

(7) Appropriate personnel to fill prescribed administrative and correctional center/facility posts.

c. The Commanding Officer may direct that the Commander of the designated guard unit assign additional personnel to any of these positions, in which case the senior is designated by the appropriate title and those junior are designated assistants. The Commander of the Guard will be senior to the Sergeant of the Guard, the SOG senior to the Corporals of the Guard and the COGs senior to sentries on their reliefs. The above assignments should be published no later than the day prior to the day of assigned duty.

d. Upon publication of the assignments, the SOG assigns sentries to reliefs and the COGs assign sentries on their reliefs to post.

e. Each Commanding Officer or Commander who establishes a special guard should follow the above described procedure for main guard assignments with appropriate modifications. Assigns such officers, noncommissioned (petty) officers of the guard and sentries as necessary to accomplish the purpose for which the special guard was established.

5. Formations. When the guard, or any element thereof, is turned out for any purpose, it shall normally form as follows:

a. Relief. A relief forms in line with sentries in the numerical order of his/her assigned posts from right to left. Personnel assigned to unnumbered posts form on the left. The Corporal of the Guard forms on the right at normal interval when the relief forms as part of the guard and three paces in front of the center of the relief when it forms alone.

b. Main Guard. The main guard forms as a platoon in line, reliefs are organized one behind the other at normal distance in numerical order, front to rear. Other personnel not part of the relief, fall in formation on the left at normal interval and distance, empty spaces or in a new file. When a Commander of the Guard is assigned, the Sergeant of the Guard takes the post of platoon guide. When no Commander of the Guard is assigned, the Sergeant of the Guard takes the post of the Commander of the Guard.

c. Special Guards. When forming with the main guard, special guards form as directed by the Commander of the Guard. When forming separately, they form as directed by the individual in charge of the guard.

6. Use of Deadly Force. Deadly force is defined as that force which a person uses causing, or that he knows or should know would create a substantial risk of causing, death or serious bodily harm. Deadly force is to be used only when all lesser means have failed or cannot reasonably be employed. Use of deadly force will be in accordance with reference (c).

7. Additional Instructions Involving Firearms

a. Due to the dangers inherent in handling weapons, proper upload and download procedures will be followed at all times.

It is the Commanding Officers responsibility to ensure that the required training takes place and is regularly reinforced.

b. All local policies, practices, and directives relating to the arming of law enforcement and security personnel and the conditions under which they may use deadly force will be in accordance with applicable Department of Defense, Chairman, Joint Chiefs of Staff and Department of the Navy instructions.

c. All personnel assigned to perform law enforcement or security-type duties will receive instructions on applicable regulations relating to the use of force and enticement to commit an illegal act. In addition, periodic instructions will be given to all personnel assigned such duties to ensure that they continue to be thoroughly familiar with all restrictions on the use of force. Such instruction should be situation and operationally oriented. Practical demonstrations should be incorporated that apply the general guidelines and rules of these instructions as to the specific situations in which armed law enforcement and security personnel are likely to find themselves at a particular command.

d. All law enforcement and security personnel will be fully instructed in the use and safe handling of the weapons/equipment with which armed in accordance with the provisions of appropriate manuals and orders pertaining to the variety of other weapons/equipment associated with law enforcement and security duties.

e. Property or information on the post whose loss or damage would compromise or seriously damage the national defense mission shall be identified/designated by the appropriate authority. Commander of the Guard/Sergeant of the Guard/Corporal of the Guard will ensure that all sentries are informed about any such specially designated property/information at their post so that sentries may apply appropriate force in preventing damage or loss of these items.

f. All prisoner escorts/guards will be individually authorized to use such force that is necessary, to include deadly force, to prevent the escape of a designated prisoner when it appears reasonably necessary to do so. Designation of such prisoners will be in accordance with these instructions and reference (a).

Chapter 2

Duties of Personnel

1. General. Certain responsibilities and duties of members of the Interior Guard are described in this Chapter and in Chapter 3 of this Order. Responsibilities and duties not included herein should be included in special orders issued by the Commanding Officer or Commander establishing the guard. Orders should be in writing and should always be available to those concerned.

2. Commanding Officer (CO). The responsibility of the Commanding Officer for the security of the command is absolute except as otherwise directed by competent authority. The authority of the Commanding Officer is commensurate with the level of responsibility, subject to the limitations prescribed by law and Navy Regulations. The Commanding Officer may delegate authority to subordinates for the execution of details of this Chapter, but such delegation of authority shall in no way relieve the Commanding Officer of the responsibility for the security of the command.

3. Field Officer of the Day

a. The Field Officer of the Day supervises the entire Interior Guard. The Field Officer of the Day may be assigned various other duties pertaining to the security of the command. During the tour of duty, he/she serves as the Commanding Officer's direct personal representative.

b. The Field Officer of the Day receives orders from the CO only; however, during an emergency, the senior line Officer present may issue orders to the Field Officer of the Day for the employment of the guard.

4. Officer of the Day (OOD)

a. The Officer of the Day, or the Officer of the Deck aboard ship, supervises the main guard. The Officer of the Day is charged with the execution of all orders of the Commanding Officer which concern the security of the area within the assigned jurisdiction.

b. If no Field Officer of the Day is assigned, the OOD serves as the Commanding Officer's personal representative during that tour of duty. If a Field Officer of the Day is assigned, the OOD may be the personal representative of an appropriate subordinate unit Commanding Officer.

c. In the absence of special instructions from the Commanding Officer, the OOD will inspect the guard as often as considered necessary. However, the OOD will inspect the guard at least once every 24 hours, with emphasis on inspecting posts during the hours of darkness. Whenever necessary, the OOD directs inspections of the guard by other Officers and Noncommissioned (Petty) Officers of the Guard.

d. In case of alarm, the OOD acts immediately to protect life and government property and to preserve order.

e. In the performance of OOD duties, takes orders only from the Commanding Officer or Field Officer of the Day, when one is assigned; however, during an emergency, the senior line officer present may issue orders to the OOD for the employment of the guard.

f. When a correction center/facility is in the OOD's jurisdiction, the OOD verifies the count of prisoners as directed by the Commanding Officer.

g. Keeps the Commander of the Guard informed of his/her current location at all times.

h. Maintains an Officer of the Day log which contains a concise account of the tour of duty.

i. When formal relief is prescribed, the OOD examines the log of the Commander of the Guard or the Sergeant of the Guard if no Commander of the Guard is assigned, causes any errors therein to be corrected and effects the relief of the Commanders or Sergeants of the Guard prior to being relieved. Once complete, reports to the Commanding Officer or representative with the new OOD for relief.

5. Commander of the Guard. The Commander of the Guard ensures proper instructions, discipline and performance of the duty of the main guard.

a. Obeys the orders of the Commanding Officer, Field Officer of the Day (when assigned), Officer of the Day, and in emergencies, the senior line officer present only. The Commander of the Guard will report to the Officer of the Day any additional orders which the Commander of the Guard or other authorized persons have issued.

b. Ensures that all members of the guard are correctly instructed in their orders and duties and that they are understood and properly executed. Questions the Noncommissioned (Petty) Officers of the Guard and sentries about the instructions they may have received from the previous guard.

c. Inspects the guard when directed by the Officer of the Day, but must inspect each relief at least once while on post. The Commander of the Guard ensures that the sentries, their weapons, and their equipment are in proper condition and that special orders for each post are posted in their proper location.

d. The Commander of the Guard will keep the SOG informed of his/her location at all times.

e. Except during emergencies, may sleep as duties permit.

f. When an alarm is sounded, expeditiously forms the reserve, if necessary. If the situation is serious, notifies the Officer of the Day immediately. Should a sentry call, "The Guard," or discharge a weapon, a strong patrol/react force will be sent to that post.

g. Details personnel to raise and lower the national flag at Morning and Evening Colors. Ensures that the national flag is kept in good condition and never handled except in the performance of duty. The Commander of the Guard will report to the OOD when the flag is not in serviceable condition.

h. Ensures that reliefs are posted on schedule.

i. Unless otherwise ordered, may permit members of the guard, not on post, to leave the guardhouse for short periods of time.

j. Informs the OOD immediately of any dangerous, suspicious, or unusual occurrences.

k. Notifies the OOD when any person is detained or apprehended by the guard and will exercise control over such person at the guardhouse for appropriate action by the OOD.

l. Ensures the security of prisoners under charge of the guard. Before each relief is posted, requires the Corporals of the Guard of the old and new reliefs to verify together the number of prisoners. Will be guided in the performance of duties in connection with correction centers/facilities and brigs by reference (f).

m. When a formal relief is prescribed, examines the log of the Sergeant of the Guard and causes any errors therein to be corrected and effects the relief of the Sergeant of the Guard before being relieved. Once ready, reports to the OOD with the new Commander of the Guard for relief.

n. Maintains a Commander of the Guard log which contains a concise account of the tour of duty.

6. Sergeant of the Guard (SOG)

a. The SOG assists the Commander of the Guard in ensuring proper instructions, discipline, and performance of duty of the main guard. The SOG performs the duties of the Commander of the Guard, if no Commander of the Guard has been assigned.

b. The SOG obeys the orders of the Commanding Officer, Field Officer of the Day (when assigned), Officer of the Day, Commander of the Guard, and in emergencies, the senior line officer present only.

c. The SOG ensures that the property under charge of the guard is cared for and accounted for properly.

d. The SOG assigns members of the guard to reliefs. The COG for each relief assigns that relief to posts and prepares a list of such assignments. The SOG receives a copy of such lists and based upon the lists, prepares a guard roster. The guard roster sets forth the name, rank, post, and relief to which

assigned for each member of the guard. The SOG prepares the guard roster in duplicate, retains one copy, and submits the other to the Commander of the Guard or the OOD, as appropriate, for approval. Once approved, no changes will be made to the guard roster without permission from the approving authority.

e. The SOG ensures that all reliefs are turned out for posting at the proper time.

f. The SOG ensures that the COGs understand their duties thoroughly and carry the duties out promptly and efficiently.

g. The SOG inspects the guard when directed by the OOD but must inspect each relief at least once during each watch.

h. When absent from the guardhouse, the SOG directs the COG of the relief on post to perform guardhouse duties until the SOG returns. The SOG will notify the COG of his/her location at all times.

i. When the COG of the relief on post is absent from the guardhouse, the SOG temporarily assumes the duties, or designates another member of the guard to do so.

j. Ensures that the guardhouse and its surrounding areas are maintained in proper police.

k. Informs the Commander of the Guard immediately of any dangerous, suspicious or unusual occurrence.

l. Notifies the Commander of the Guard when any person is apprehended by the guard.

m. Forms the guard whenever necessary.

n. When formal relief is prescribed, effects the relief of the Corporals of the Guard.

o. Maintains the Sergeant of the Guard log and enters therein concise accounts of all important and pertinent events which transpire during the tour of duty and which affect the guard. Exercises care in preparing the log, which is an official record of the command. Under the last entry, signs

name and grade. Upon finishing, reports to the outgoing Commander of the Guard (old Officer of the Day, if no Commander of the Guard is assigned) with the incoming Sergeant of the Guard for relief and posting.

7. Corporal of the Guard (COG)

a. The Corporal of the Guard supervises the members of the guard assigned to that relief. Performs the guardhouse duties of the Sergeant of the Guard when the latter is absent from the guardhouse.

b. Obeys orders from the Commanding Officer, Field Officer of the Day (when assigned), Officer of the Day, Commander of the Guard (when assigned), Sergeant of the Guard and in emergencies, the senior line officer present only.

c. Assigns sentries on that relief to posts. Prepares, in duplicate, a list showing the number of relief, each member's name, grade, and assigned post. Retains one copy and gives the other to the Sergeant of the Guard.

d. The COG is required to know and understand the special orders of every sentry on the relief. The COG forms the relief in sufficient time to accomplish the following: issue guard property, inspect appearance, fitness for duty, condition of arms, issue ammunition and supervise loading of weapons (if authorized). The COG instructs each member concerning orders and duties, ensuring understanding. When completed, the COG reports to the Sergeant of the Guard that the relief is ready to be posted or, if directed, posts the sentries without so reporting. Upon returning to the guardhouse with the old relief, the COG supervises unloading of weapons (if loading has been authorized), collects guard property (if necessary), and dismisses the old relief. Upon completion, the COG reports to the SOG with the old COG for relief and posting.

e. The post of the COG is in the guardhouse near the entrance, or as may be directed on board ship. When required to depart the post in the performance of duties, the COG notifies the SOG, who will assume those duties or designate another member of the guard to do so. Either the SOG, the COG of the relief on post, or a member of the guard designated to perform

the duties of the COG shall be present at the guardhouse at all times. The COG allows no one to enter the guardhouse without authority.

f. Goes at once to, communicates with or sends a patrol to any sentry who calls for the Corporal of the Guard.

g. Forms own relief promptly for posting or when the guard is turned out. If own relief is on post when the guard is to be formed, the current COG and oncoming COG relief remain on post. The COG will ensure that sleeping arrangements for all members of the current relief can be easily located and he/she is able to form them quickly and without confusion.

h. The COG reports immediately to the Sergeant of the Guard all violations of regulations and unusual occurrences.

i. Off-going COG ensures that the Corporal of the Guard of the next relief is ready in time to form the oncoming relief, and post it at the proper time.

j. When a sentry calls, "Relief," the COG relieves the sentry and posts a supernumerary or a member of the off-duty reliefs, if the COG determines that relief is necessary. If the sentry is to be relieved for a short time only, the COG posts the sentry again as soon as the necessity for the relief terminates.

k. Notifies the SOG when any person is detained or apprehended by the guard. Escorts all persons apprehended to the guardhouse for appropriate action by the Officer of the Day.

8. Main Guard Sentries

a. All members of the guard will memorize, understand, and comply with the General Orders for sentries (see chapter 3). In addition, they will understand and comply with the regulations relating to General Orders (see Chapter 3), and with special orders applying to their particular posts (see Chapter 3).

b. Supernumeraries will understand the special orders for all posts on which they could be posted, and comply with those orders for the particular post if posted thereon as a sentry.

c. Members of the guard not on post will remain in the immediate vicinity of the guardhouse except when granted permission to leave by the Commander of the Guard. Reliefs of a running guard placed on an off-duty status may leave the guardhouse as directed by the Commanding Officer.

9. Orderlies

a. Orderlies are subject only to the orders of the Commanding Officer or of the officer to whom they are assigned.

b. When reporting to the officer to whom is assigned, an orderly states; "Sir, (rank and last name) reports as orderly."

10. Flag Detail

a. The detail is selected by the Commander of the Guard to raise and lower the flag at Morning and Evening Colors.

b. The flag detail is normally formed from off-duty reliefs of the Guard of the Day.

11. Officers and Noncommissioned (Petty) Officers of the Special Guard. Officers and Noncommissioned (Petty) Officers of the Special Guard must understand and comply with special orders governing the performance of their duties issued by the Commanding Officer or Commander establishing the guard.

12. Special Guard Sentries. Special guard sentries must memorize, understand, and comply with the General Orders for sentries (see Chapter 3). In addition, special guard sentries must understand and comply with the regulations relating to General Orders (see chapter 3, par. 2 of this Order), and with special orders applying to their particular posts (see chapter 3, par. 3 of this Order).

Chapter 3

Orders and Countersigns

1. Types of Orders. Orders for interior guard sentries are of two types; general and special. Together, with the regulations relating to General Orders, they compromise the orders which govern main and special guard sentries on post.

2. General Orders and Regulations. General Orders apply to all sentries of the main and special guards, but not the brig guard. All members of the main and special guards are required to memorize, understand and comply with the following regulations relating to the General Orders for sentries. The Commanding Officer or Commander may make exception to specific General Orders from the orders which govern a particular post as required. The following are the eleven General Orders and regulations:

a. Number 1. TO TAKE CHARGE OF THIS POST AND ALL GOVERNMENT PROPERTY IN VIEW.

(1) The number, type (fixed or patrol), and limits of a sentry's post constitute part of the special orders. The post's limits are defined to include every place to which the sentry must go to execute those special orders. Within these limits, the sentry has authority over all persons on that post see reference (e).

(2) A sentry reports immediately to the COG every unusual or suspicious occurrence noted.

(3) A sentry halts and detains all persons on or near the assigned post whose presence or actions are suspicious. The sentry apprehends all persons involved in a disorder occurring on or near the post and all persons discovered or suspected of committing a crime or violating regulations. All persons apprehended or detained are turned over to the COG.

(4) The firing of a weapon at another person by an armed sentry is considered justified under certain conditions only. The conditions under which an armed sentry may fire are discussed in chapter 1, par. 6 and 7 of this Order.

b. Number 2. TO WALK MY POST IN A MILITARY MANNER, KEEPING ALWAYS ON THE ALERT AND OBSERVING EVERYTHING THAT TAKES PLACE WITHIN SIGHT OR HEARING. Special orders will prescribe the manner in which a sentry shall walk (stand, ride, or sit) that post and carry any assigned weapon. Such manner is dependent upon the type of post (fixed or patrol) and the specific duties involved, but sentries will always conduct themselves in a military manner and remain vigilant and attentive to their duties.

c. Number 3. TO REPORT ALL VIOLATIONS OF ORDERS I AM INSTRUCTED TO ENFORCE. A sentry reports a violation of orders to the COG at the first opportunity and to any Officer or Noncommissioned (Petty) Officer of the Guard inspecting him/her. The sentry apprehends the offender, if necessary.

d. Number 4. TO REPEAT ALL CALLS FROM POSTS MORE DISTANT FROM THE GUARDHOUSE THAN MY OWN. To call the COG for any purpose other than relief, fire or disorder, a sentry will call, "Corporal of the Guard, Post Number___." When sentry posts are located within hearing distance of each other, a sentry receiving a call from a post more distant from the guardhouse than his/her own repeats the call to the next post loudly, distinctly and exactly as it was received.

e. Number 5. TO QUIT MY POST ONLY WHEN PROPERLY RELIEVED.

(1) If a sentry requires relief because of sickness or other reason, the sentry calls, "Corporal of the Guard. Post Number___, relief."

(2) When so ordered, a sentry on the last relief of a post leaves at the proper time, returns to the guardhouse, and reports to the COG.

(3) Sentries are relieved according to the procedures described in chapter 5 of this Order.

(4) A sentry may leave the prescribed limits of a fixed or patrol post to protect government property in view or to apprehend an offender, only if these duties cannot be accomplished within the prescribed limits of the sentry's post.

A sentry must inform the COG before leaving post under ANY circumstances, EVEN IF immediate action is essential.

f. Number 6. TO RECEIVE, OBEY, AND PASS ON TO THE SENTRY WHO RELIEVES ME ALL ORDERS FROM THE COMMANDING OFFICER, OFFICER OF THE DAY, AND OFFICERS AND NONCOMMISSIONED (PETTY) OFFICERS OF THE GUARD ONLY.

(1) During the tour of duty, a sentry is subject to the orders of the Commanding Officer, Field Officer of the Day (if assigned), Officer of the Day, and Officers and Noncommissioned (Petty) Officers of the Guard only. In emergencies, however, the senior line officer present may give orders to sentries. In addition, any officer or noncommissioned (petty) officer is authorized to report violations of regulations by members of the guard. Sentries of special guards not under the jurisdiction of a main guard are subject to the orders of their unit Commander and Officers and Noncommissioned (Petty) Officers of the Special Guard only.

(2) A sentry will give up any assigned weapon only when ordered to by a person from whom he or she lawfully receives orders may be given while on post. Unless necessity therefore exists, no person will require a sentry to surrender any assigned weapon while that sentry is on post.

g. Number 7. TO TALK TO NO ONE EXCEPT IN THE LINE OF DUTY. When persons make proper inquiries of a sentry, courteous, but brief answers will be given. Long conversations will be discouraged. When challenging or holding conversations with a person, a sentry armed with a rifle will take the position of port arms.

h. Number 8. TO GIVE THE ALARM IN CASE OF FIRE OR DISORDER.

(1) In case of fire, the sentry immediately calls; "Fire, Post Number____." and gives the alarm or makes certain an alarm has been given. If possible, without endangering oneself or the performance of duties, the sentry extinguishes the fire. If not, the sentry directs the responding emergency services to the fire. The sentry notifies the guardhouse of all actions as soon as possible.

(2) In case of disorder, the sentry notifies the COG immediately. The sentry then takes proper corrective action. If the assistance of the guard is required, the sentry calls; "Corporal of the Guard, Post Number ____, Request Assistance."

i. Number 9. TO CALL THE CORPORAL OF THE GUARD IN ANY CASE NOT COVERED BY INSTRUCTIONS. Whenever a sentry encounters a situation not covered by general or special orders, or about which the sentry is in doubt, the sentry will call the COG for further instructions.

j. Number 10. TO SALUTE ALL OFFICERS AND ALL COLORS AND STANDARDS NOT CASED.

(1) Colors and standards are cased when furled and enclosed in a protective covering.

(2) Sentries render salutes as prescribed in Navy Regulations and other portions of this Manual with the following exceptions:

(a) No salute is rendered by a member of the guard who is engaged in the performance of a specific duty, the proper execution of which would prevent saluting.

(b) A sentry armed with a pistol does not salute after challenging. The sentry stands at raise pistol until the challenged person has passed. While at raise pistol and holding a conversation, he does not salute, but remains at raise pistol until the person has passed.

(c) A sentry armed with a rifle at sling arms will render the proper salute to all officers after challenging them and positively identifying them. If at port arms, the sentry remains at port arms until the officer has passed.

(3) A sentry in conversation with an officer will not interrupt the conversation to salute unless the officer salutes a senior, in which case the sentry will also salute.

(4) A sentry armed with a rifle (except at sling arms) salutes by presenting arms. Present arms is only executed when halted. If armed with a rifle at sling arms, or holstered

pistol (except after challenging), the sentry halts and renders the hand salute.

k. Number 11. TO BE ESPECIALLY WATCHFUL AT NIGHT AND, DURING THE TIME FOR CHALLENGING, TO CHALLENGE ALL PERSONS ON OR NEAR MY POST AND TO ALLOW NO ONE TO PASS WITHOUT PROPER AUTHORITY.

(1) If a sentry observes a person approaching post during the time for challenging, the sentry calls; "HALT, who is there?", while the person is still far enough away for the sentry to take effective measures should the person rush after being challenged. Before challenging, the sentry takes the most advantageous covered and/or concealed position from which to identify, detain, or apprehend the person or party. In effecting identification, the sentry may require the challenged person or one of a party to move as necessary to affect positive and prompt recognition. Normally upon receiving an answer to the challenge, the sentry will command; "Advance, (repeats the answer to the challenge such as "Officer of the Day") to be recognized." The sentry halts the person advanced again, at a point where recognition can be affected.

(a) Positive recognition of all persons claiming authority to pass is the sentry's main consideration. The sentry must ascertain that those challenged are, in fact, the persons they represent themselves to be and have authority to be there before permitting them to pass. If not satisfied as to their identity, the sentry will detain the person or party and call the COG.

(b) The sentry will permit only one member of a party to approach the post for the purpose of recognition. On receiving an answer that indicates the party is friendly and may be authorized to pass, the sentry will command. "Advance one to be recognized." When that one has been recognized, the sentry directs the person to bring up the rest of the party and to identify each individual as he/she passes.

(2) If two or more persons or parties approach the sentry's post from different directions at the same time, they will be challenged in turn and required to halt and remain halted until advanced. A sentry never permits more than one

person to advance at the same time. The senior person or party is the first advanced.

(3) If a person or party is already advanced and in conversation with a sentry, the latter will challenge any other person or party that may approach. If the new person or party challenged is senior to the one already on the post, the sentry will advance the new person; otherwise, the sentry will advance no one until the first person or party leaves.

(4) Answers to a sentry's challenge intended to confuse or mislead are prohibited, but the use of such an answer as "friend" is not to be construed as misleading. It is the usual answer made by officers or patrols when the purpose of their visit makes it desirable that their official capacity should not be announced.

3. Special Orders

a. Special orders apply to particular personnel of the Interior Guard. They are promulgated by the CO (or Commander of a unit establishing a special guard) to prescribe special duties for main and special guard sentries not contained in the General Orders. They also prescribe duties and instructions for other personnel of the Interior Guard who are not contained in this Chapter or the reference (f).

b. Each member of the Interior Guard is required to understand and comply with special orders which apply to them.

c. Copies of special orders for the guard are posted conspicuously in the guardhouse for reference by all members of the guard. A copy of the special orders for each sentry post should be posted thereon. The special orders for each sentry post should describe and diagram (if practicable) the post's location and limits.

4. Countersigns. The CO directs the use of the countersign. It may be used by sentries of an interior guard, but is primarily intended for use by sentries or persons defending tactical areas.

a. By Whom Authorized. If a countersign is prescribed, it is devised by the highest headquarters within a zone or area.

The authority to designate a countersign may be delegated to subordinate units when necessary for their immediate use. However, these units must notify higher headquarters of such action without delay. Only one countersign will be in effect within a command during a specified period.

b. Selecting the Countersign. The choice of words or sounds for the countersign is made with care. If possible, words are selected which are difficult for the enemy to pronounce. To minimize the possibility of an unauthorized person guessing the password, the word selected for the secret challenge must not suggest the word selected for the password (e.g., the challenge "ATOMIC", suggests the password, "BOMB").

c. Using the Countersign

(1) The initiative for use of the countersign rests with the challenging sentry. Positive recognition of all persons claiming authority to pass is the main consideration. If the sentry does not visually recognize the challenged person or party, the sentry uses the countersign to affect positive recognition. If there is any doubt of the challenged person's authority to pass, even if the person gives the password, the person is detained for further action by the COG. If the sentry recognizes the challenging person or party prior to using the countersign and there is no doubt that the person or party has authority to pass, the countersign will not be used.

(2) Mutual identification is essential. If the person challenged does not recognize the secret challenge, then the password will not be given.

(3) When a challenge and password are prescribed, the challenge is given by the sentry after the person has advanced to be recognized. The person challenged should then give the password. Both the challenge and password are given in a low tone to prevent them from being heard by others. For example, a sentry observes a person approaching the post during the time for challenging. While the person is still far enough away for the sentry to take effective protective measures in case the individual should rush the sentry after being challenged, the sentry commands; "HALT, who is there?" After receiving a reply (e.g., "Captain Jones, Headquarters, 1st Marines") indicating

the individual is friendly and may be authorized to pass, the sentry says; "Advance Captain Jones to be recognized" When Captain Jones reaches a point where the challenge is spoken in a low tone, and can be heard only by him/her, the sentry again commands; "HALT". The sentry then gives the challenge to Captain Jones (e.g., "SNOWFLAKE"). Upon receiving the correct password from Captain Jones (e.g., "ROOSTER"), and otherwise satisfying oneself that Captain Jones is authorized to pass, the sentry says; "Advance, Captain Jones" and if appropriate, salutes. If Captain Jones is one of a party challenged and is the person advanced according to the procedures established by this Chapter, par. k.1.b, the sentry tells Captain Jones to bring up all personnel in single file and identify each individual before passing.

Chapter 4

Guard Mounting

1. General Rules. Guard mounting will always be conducted by the Sergeant of the Guard (SOG) or the Corporal of the Guard (COG). A guard mount is conducted prior to standing post to ensure all personnel are present, alert, properly equipped, knowledgeable, and capable of assuming duty. Aboard ship, guard mount will be conducted with appropriate modifications to conform to space limitations.

2. Elements of Guard Mounting. Guard mounting consists of six phases:

a. Guard school.

b. Guard Muster by the COG.

c. Guard Mount brief.

d. Personnel inspection.

e. Weapons inspection.

f. Weapons upload and download.

3. Guard Mounting Procedures

a. Guard School. Daily guard school should be conducted for all members of the guard for that day. The comprehensiveness of these guard schools is a local determination. However, subjects such as guard and post knowledge, general knowledge, general orders, deadly force, rules of engagement and weapons safety should be covered.

b. Guard Muster. A muster formation will be held by the COG to ensure that all sentries for that shift are present and accounted for. The muster will consist of the following:

(1) Guard Mount Brief. A brief will be conducted by the COG of that relief prior to that relief assuming post. The COG will ensure that all personnel assigned to that relief know

their post assignment, as well as general and post specific orders. Any special orders or additional information of the day will be passed.

(2) Personnel Inspection. The COG inspects the sentry's equipment and gear to ensure everything is accounted for and operational. The COG may inspect: ammunition count, water in canteens, optics, batteries, gas mask and personal protective equipment as well as anything else deemed necessary.

(3) Weapons Inspection. The COG will conduct a formal weapons inspection and inspect for the following: cleanliness, proper battle sight zero setting, correct rear sight setting and proper condition (condition 4).

c. The COG will ensure that all weapons upload and download procedures are carried out in a safe manner and in accordance with Marine Corps regulations.

d. The COG is responsible for ensuring all personnel assigned to that relief are fully prepared to assume post. No sentry will be posted that does not meet the requirements of the guard mount. If the COG feels a sentry is not fit to stand post, the COG will recommend to the SOG that the sentry not be posted. Reasons for not posting a sentry include not being alert, lack of knowledge of matters pertaining to the guard, dirty and/or unserviceable uniform, not having the required equipment or gear, illness, etc. If the sentry is not posted, appropriate disciplinary action may be taken by the chain of command.

Chapter 5

Post and Relief of Personnel

1. General. This chapter describes two kinds of relief for interior guard personnel, formal and informal. Formal relief is the preferred method because it is effected under supervision and in a military manner, thus ensuring correct and complete transfer of verbal special orders, instructions and information. The Commanding Officer (CO) should direct personnel to be relieved formally, unless the person responsible for effecting the relief is unavailable or the procedure would prevent proper functioning of the guard. Normally, personnel of the main guard will be relieved in the following sequence:

a. Sentries of the last relief.

b. Corporal of the Guard (COG) of the last relief.

c. Sergeant of the Guard (SOG).

d. Commander of the Guard.

e. Officer of the Day (OOD). The OOD will be relieved after the Commander of the Guard has been relieved, but the Field Officer of the Day may be relieved when directed by the Commanding Officer.

2. Formal Relief

a. When a formal relief is prescribed, the following individuals will effect the relief for the personnel indicated below:

(1) The Commanding Officer, or representative, for Field Officers of the Day and Officers of the Day. COs who have assigned a Field Officer of the Day may delegate authority to relieve OODs to appropriate subordinate unit Commanding Officers.

(2) Off-going Officer of the Day for Commander of the Guard (Sergeants of the Guard, if no Commander of the Guard is assigned).

(3) Off-going Commander of the Guard for Sergeant of the Guard.

(4) Sergeant of the Guard for Corporals of the Guard. The oncoming Sergeant of the Guard relieves the Corporal of the Guard for the last relief of the old guard and posts his/her guard's first relief Corporal of the Guard.

(5) On-coming Corporal of the Guard for main guard sentries and administrative personnel.

(6) Officer or Noncommissioned (Petty) Officer of the Special Guard for Special Guard sentries.

b. The following procedure will be followed in a formal relief of personnel other than sentries, using the relief of the Officer of the Day as an example.

(1) The off-going and on-coming Officers of the Day report to the Commanding Officer, or designated representative, after the off-going Officer of the Day has effected the relief of the Commanders of the Guard. When presenting themselves, the off-going Officer of the Day stands on the right of the on-coming and both salute. After saluting, the off-going Officer of the Day reports, "Sir, rank and last name reports as off-going Officer of the Day" and presents the Officer of the Day log. As soon as he/she is relieved, the off-going Officer of the Day salutes and retires. The incoming Officer of the Day then reports. "Sir, rank and last name reports as the incoming Officer of the Day" Once posted, he/she salutes and retires.

(2) In a formal relief of other personnel (except sentries), appropriate substitutions will be made in the above procedure. When the person effecting the relief is a Noncommissioned (Petty) Officer of the Guard, the title "Sir" will be deleted from the report, but not the salutes. In the relief of the Field Officers of the Day and the Corporals of the Guard, the log will not be presented. The Commanding Officer may require personnel assigned to any position in the interior guard structure, including sentries to maintain a log. This log will be presented to the individual effecting his/her relief.

c. The following procedures will be followed in a formal relief of sentries:

(1) Purpose. The posting and relieving process is done to ensure the correct and complete transfer of verbal special orders, instructions, and information from the off-going sentry to the on-coming sentry. The Corporal of the Guard posts and relieves sentries.

(2) Procedures. The COG supervises the post and relief process. To post the on-coming sentry and relieve the off-going sentry, the procedures are as follows:

(a) When the relief has arrived and the post inventory has been conducted, the on-coming sentry approaches the off-going sentry and halts about three steps in front of him/her. Both guards stand at present arms.

(b) The COG stands at one side, between the sentries, and asks the off-going sentry if he/she has any word to pass.

(c) The off-going sentry reports the post and any changes in orders, information, or instructions received during the watch.

(1) If there are no changes to report, the off-going sentry states; "I, (rank, name), report post #1 is all secure. Post and orders remain the same, nothing unusual to report".

(2) If there are special orders to report or anything unusual, the off-going sentry passes on this information.

(3) The COG asks the on-coming sentry, "Do you understand your orders or do you have any questions pertaining to this post?"

(4) If the on-coming sentry understands the orders, the sentry will reply, "Yes, I understand all orders pertaining to my post and have no questions."

(5) If the on-coming sentry does not understand the orders, or has questions, the COG clarifies the orders and answers any questions.

(6) The COG looks at the on-coming sentry and states "You have been posted," and then looks at the off-going sentry and states "You stand relieved." The sentries cut their salutes or present arms and the on-coming sentry assumes the duties and the off-going sentry falls in with the COG.

3. Informal Relief. When an informal relief is prescribed, the person relieving contacts the person to be relieved on the post in person and asks, "Are you ready to be relieved"? When the person to be relieved is ready, all pertinent verbal special orders, instructions and information are transmitted to the oncoming sentry. As soon as the person relieving understands this material, the person states, "I relieve you" and assumes all duties. The person relieved retires. If such person is a sentry, that sentry goes directly to the COG and reports the accomplishment of the relief.

4. Tour of Duty

a. The usual tour of duty for the Officer of the Day and Field Officer of the Day, when assigned, is 24 hours. The usual tour of duty for all personnel of the main guard is also 24 hours, beginning when the Commander of the Guard is posted and ending when he/she is relieved. Reliefs of the main guard will each normally stand two 4-hour watches during this period, with 8 hours intervening between the end of one watch and the beginning of the other. The length of tour of duty of personnel or other guards will be prescribed by the CO or unit Commander, as appropriate.

b. When insufficient personnel are available to form three reliefs for each guard of the day, the main guard may be organized into a running guard. A running guard consists of not less than five reliefs, each of which is posted for a 4-hour watch in numerical rotation. Only the OOD, Commander of the Guard and SOG are posted for 24 hours.

c. The main guard will be in garrison (on board ship)

during its entire tour of duty, except in the case of the running guard. When a running guard is used, the CO may place reliefs in an off-duty status, but each relief must be in garrison (on board ship) 4 hours before its next watch.

Chapter 6

Guard Aboard Ship

1. General

a. The same general regulations and routine for performing guard duty and guard mount aboard naval vessels apply, but with such modifications as may be necessary to conform to service afloat.

b. Guard duty is performed by such personnel as the Commanding Officer (CO) of the ship may direct.

c. The CO of the ship operates in a manner similar to COs of shore stations with respect to the establishing and functioning of interior guard afloat.

d. The Officer of the Deck on a naval vessel performs duties, with respect to the guard, which are similar to those of the Officer of the Day ashore. The ship's Guard of the Day functions under, and is responsible to, the Officer of the Deck.

e. The CO of the ship prescribes such sentry posts as is deemed necessary to the safe operation of the ship and approves special orders prior to promulgation by the Commanding Officer of embarked Marines.

f. The Officer of the Deck, when necessary, gives special orders to sentries and, when such orders are of an important nature, informs the Executive Officer and Marine Officer of the ship.

g. Sentries at the gangways salute all officers going on or coming off the ship, and all sentries salute when passing or being passed by officers passing close in boats.

h. Challenging by sentries at gangways, or on board ship, is dispensed with at the discretion of the CO of the ship.

i. Guard mount follows, as closely as practicable, the ceremony for informal guard mount ashore. Reliefs are posted informally by direct order for the individual to take the assigned post.

2. Troop Units Embarked Aboard Naval Vessels

a. The senior Commander of Troop organizations embarked on the ship is designated as "Commanding Officer of Troops".

b. The Commanding Officer of Troops is responsible for the management of discipline and efficiency of the command. The Commanding Officer of Troops establishes guard details necessary for the control of all personnel and equipment. These details must be in accordance with the policy of the ship and approved by the ship's CO.

c. All orders to troop organizations embarked aboard ship are, insofar as practicable, given through the Commanding Officer of Troops (see reference (d).

d. The Commanding Officer of Troops details an Officer of the Day (OOD) as his/her direct representative. The OOD supervises the guard and is responsible to see that all interior guard regulations are carried out, ship regulations are enforced, and that special instructions and orders of the ship's CO and Commanding Officer of Troops are obeyed. The OOD may also detail Officers of the Guard when necessary.