

Battalion Guard Orders No.1

The Citadel Battalion Guard Orders

1. General

Battalion Guard Orders No.1 is detailed to assist the cadet chain of command and Public Safety in the protection of life/property and the enforcement of cadet regulations. The Regimental Commander is responsible to the Commandant of Cadets for the overall operation. Battalion Commanders are responsible for the interior guard of their barracks. Company Commanders are responsible for providing trained, professional, and qualified personnel to staff their tours of duty. On a rotating basis, each Company (Regimental Band excluded) within a Battalion will stand guard for an assigned period that will commence with Formal Guard Mount and end with proper relief from the succeeding Company team. The Officer of the Day (OD), Junior Officer of the Day (JOD), and Campus Gate Guards (Regimental Guard) responsibilities are detailed separately ([See Regimental Guard Orders No.2](#)). Guard Duty and Guard Mount (Formal or Informal) take precedence over regularly scheduled military duties. ([See Appendix C - Formal Guard Mount Procedures](#)).

2. Purpose

Cadet guards will be posted at all times when the South Carolina Corps of Cadets is in session. Their purpose is to provide safety and security, maintain cleanliness, ensure quiet is maintained within and around each barracks; enforce cadet regulations, report violations, and carry out the orders of duly constituted authority. Failure to perform these duties may result in disciplinary action.

3. Mission

All guard members shall memorize, understand, and comply with the General Guard Orders ([See Section 8 - General Guard Orders](#)). Guard team members will be able to answer any question pertaining to any Special Guard Orders for their post.

4. Composition of Battalion Guard

Cadets will fill guard positions based on their C-Status, not academic status. **Freshmen WILL NOT stand guard** until after Recognition Day, and when authorized by the Commandant or Regimental Provost Department. The following constitutes a 24-hour Battalion Guard Team (in each barracks). A tour of duty begins following a Formal or Informal Guard Mount till the next Formal or Informal Guard Mount.

Position	Number	Tour of Duty	Cadet Classification
Officer of the Guard (OG)	1	24 Hours	C4
Sergeant of the Guard (SG)	4	24 Hours	C3
Corporal of the Guard (CG)	4	24 Hours	C2
Private of the Guard (PG)	4	24 Hours	C1*

*4/C cadets may sit guard after Recognition Day and, if authorized by the Commandant.

One OG will be nominated as the Primary OG. **The Primary OG is restricted to campus for the entirety of their 24-hour tour of duty.** The Company XO may increase the amount of SGs and CGs serving during the 24-hour period, if manpower is short for the period. Additional OGs may be added to the Daily Battalion Guard Team when required to fill guard times for SGs or CGs. Unless otherwise instructed by Command Sergeant Major or Regimental Provost Department all members scheduled will be from the assigned company.

5. Guard Roster

- A. Guard rosters covering the entire post for the Company shall be placed on the guard table in the sally port at all times. A digital version will be shared with the Regimental Provost Department. ([See Appendix A - Sample Guard Roster](#)).
- B. The Battalion Provost Marshall will assign Companies within his/her Battalion their tours of duty for the year, and a copy of this duty roster will be promulgated to each Company Commander and Company Executive Officer. A duty roster will be placed in each Company's bulletin board.
- C. The Company Executive Officer (XO) will assign suitable guards for each duty period.
- D. Following each tour of duty, the Company XO shall update his/her Semester Guard Tracker to account for every cadet in the company and the guard shifts they have served. This roster is to be reviewed by the Company Commander, in order to promote a

balanced approach in the scheduling of cadets for guard. ([See Appendix B - Sample Semester Guard Tracker](#)).

6. Chain of Command & Responsibilities

A. Regimental Commander

Overall responsibility.

B. Regimental Provost Department

The Regimental Provost Marshal is accountable to the Regimental Commander for the proper execution and function of cadet guard. Ensures all the resources are present and functional in order for the guard to perform its mission and for the overall maintenance of the guard rooms in coordination with the Regimental Supply Department. Conducts daily inspection of the guard teams to ensure all standards are met. The Regimental Provost NCO will assist in these duties.

C. Battalion Commander

Overall responsibility for his/her respective battalion's guards.

D. Battalion Provost Marshal

It is the mission of the Battalion Provost Marshal to ensure that their Battalion Guard Team is performing their duties in a professional and military member. The Battalion Provost Marshal is the duty expert in all matters pertaining to guard and coordinates with the Company XO's and/or Command Sergeant Major in any case not covered by the Guard Orders. The Battalion Provost Marshal is responsible for the actions and behaviors of the Guard Team throughout the entirety of the academic year. Battalion Provost Marshals place priority on ensuring Guard Team personnel are completing their required checks, conforming to uniform standards, and performing their assigned duties properly and professionally.

E. Company Commander

Overall responsible for the performance of his/her Company's Guard Team. Shall provide trained, professional, and qualified personnel to staff their tours of guard duty. The Company Commander shall inspect the Semester Guard Tracker for accuracy and equity.

F. Company Executive Officer

Responsible for organizing and creating a functional guard schedule for each of the Company's tours of duty for the year. This includes, but not limited to, planning around class schedules, special orders, military orders, special leaves, general leaves, X-duty statuses, FTX or NCAA athlete duties, and any other circumstance that might render a cadet ineligible for guard duty. A guard roster ([See Appendix A - Sample Guard Roster](#)) shall be electronically provided to each cadet individually 1 week prior to guard mount, so that any conflicts can be reported and adjustments made NLT 48-hours prior. Roster changes, occurring for any reason, will be updated to all posted rosters. Following a guard tour, the Company XO will also track and update all guard shifts served by all members of the company ([See Appendix B - Sample Semester Guard Tracker](#)). This Semester Guard Tracker is inspectable and must be accurate. **Gaps in guard coverage that result from late changes or AWOL's will be covered by the Company XO or Primary OG, personally.**

G. Company Academic Officer/NCO

Assists the Company Executive Officer in creating a functional guard schedule at the start of each semester, to take in consideration class schedules. Through the remainder of the school year, assists in reducing class absences and individuals missing guard because of classes. They will provide class schedules throughout the year in order to reduce class absences as a result of guard scheduling.

7. Guard Team Members (General)

A daily guard team is led by a single Primary Officer of the Guard (OG), assisted by four Sergeant of the Guards (SG), and four Corporal of the Guards (CG). A guard team member is responsible for familiarizing themselves with their duties as prescribed in the General Guard Orders and all official instructions related to guard and that tour of guard duty. No guard shall exchange duty times or portions of duty except in the event of emergency. Changes shall be approved by the Primary OG or the Company XO. Members of the guard will provide command presence in the sally port and report all violations. Their duties include:

- A. Ensuring adherence to proper uniforms of the day and standards.
- B. Only allowing authorized personnel to enter the barracks.
- C. Maintaining a constant state of cleanliness and ensuring quiet is maintained in and around their barracks.
- D. All cadet regulations are adhered to, situations are reported as necessary.

- E. Guard teams will inspect all bags entering the barracks during periods of general leave for weapons, alcohol, tobacco products, and/or other contraband.
- F. Challenge any cadet removing a rifle from the barracks. The intended purpose for removal must be understood by the guard members.
- G. Stand to salute all officers (faculty and staff) and provide them with the proper greeting of the day.
- H. Ensuring fellow guard members stay off their phones, and phones are not left laying out on the guard table.

8. General Guard Orders

Each member of the guard team is required to memorize both his/her General and Special Guard Orders prior to sitting guard. Guard members must be able to recite this information, when requested, to any Officer or the Regimental Provost NCO. Additional Special Guard Orders may be at their post.

- A. I will guard everything within the limits of my post and quit my post only when properly relieved.
- B. I will obey my Special Guard Orders, and perform all my duties in a military manner.
- C. I will report violations of my Special Guard Orders, emergencies, and anything not covered in my instructions to the Primary Officer of the Guard (OG) or Officer of the Day (OD).
- D. I will enforce all regulations and all standards of The Citadel, paying particular attention to the security of all cadets.
- E. I will monitor cadet movement on all galleries to guard against any disturbances or conduct issues. I am also responsible for maintaining quiet during Evening Study Period (ESP).
- F. I will stop anyone in civilian clothing who may try to enter the barracks and ask for a Citadel Identification Card. If the individual is unable to produce their Citadel ID Card, I will inform them that they must remain outside of the main sally port entrance. If the individual fails to comply, I will contact the Primary Officer of the Guard (OG) or Officer of the Day (OD).

9. Guard Team Members (Specific)

Officer of the Guard (OG)

- A. Be in or close to the sally port as much as possible (exception: class, personal hygiene, chow). Ensure that you or a SG is present and in charge at all times (from gate opening until gate closing). The Night OC or OD/JOD will release the OG and/or guard team after the barracks are secure (approximately 2300 on weekdays, or 0100 on the weekends). The OG and/or morning shift will return to relieve the Night OC NLT 0525 the following morning.
- B. The **PRIMARY OG IS RESTRICTED TO CAMPUS** for the 24 hours of their tour of duty.
- C. Ensure the following are on the guard table - Battalion Guard Orders No.1, Company Guard Roster, Cadet Room Roster, respective Special Guard Orders, all 3 brassards, and the elevator key is secured. No other items except for a water bottle for each guard is permitted ([See Appendix H - Guard Table Layout](#)).
- D. Responsible and accountable that all guard team duties outlined in any General or Special Guard Orders are carried out.
- E. Only half of the front gate will be open at any given time (expectations: authorized vehicles entering/departing, large cadet movements through the sally port, dumpsters being removed/replaced). The guard table will be placed in the middle of the front sallyport, temporarily moved to the side for large formation movements. A TAC Authorization sign will be posted outside of the half closed gate during open hours. The TAC Authorization sign will be brought inside prior to the gates locking every night. **EACH SALLYPORT REQUIRES A GUARD POSTED.** The rear sallyport will only be opened during open mess hall hours Monday through Friday.
- F. Accountable for every guard team member's performance - individually and collectively. This includes but is not limited to reading and understanding the General and Special Guard Orders, all guard duties, class attendance, well-being (meals, time on post/rest, hydration, weather conditions, etc.), and appearance.
- G. Responsible for good order and discipline in the barracks (amongst guards and other cadets). Congregation, noise, improper uniforms, etc. are to be addressed.
- H. Monitor and control vehicles parked in front of the barracks and work with Public Safety (843-953-5114) to have any problem vehicles removed. Vehicles shall not be parked, for more than 20 minutes, in front of the barracks, or in an area that blocks any of the sally port gates. Vehicles shall not be parked on the pad or on the curb side of the parade deck. Nor will vehicles park in front of the barracks the day prior or the day of an SMI, to load or unload personal items.
- I. Coordinate with the OD/JOD and/or TAC's/COC/OC for transport needs or any other issues that may arise.

- J. Control, monitor, and be accountable for any public address system announcements. This system is not used for pedestrian announcements (food deliveries, etc.). Utilize good judgment and maturity, especially during the Evening Study Period. If the issue is safety or security related or involves an illegally parked vehicle, it is legitimate.
- K. Report acts of violence/assault or fire alarms within the barracks to a TAC (or COC), Public Safety (843-953-5114), Facilities & Engineering (843-953-5304), or the Clinic (843-985-1981), as appropriate.
- L. Report any fire trucks and ambulances parked in front of the barracks to the Battalion Provost Marshal.
- M. Remind transiting cadets to sign out/in during periods of general leave.
- N. Do not permit "quad sports." BN Commanders must communicate with the Regimental Provost Department in order to host battalion quad spirit events, and such permissions will be posted on the guard table ([See Quad Sports Authorization Form](#)).
- O. The OG may be asked to assist a TAC in properly inspecting 25 percent of the barracks during the hours of 0800 to 1200 Monday through Friday. The purpose of these inspections is to ensure:
 - a. Cadets are following Citadel regulations.
 - b. Barracks present a neat and orderly appearance.
 - c. No unauthorized visitors in barracks rooms.
 - d. No contraband anywhere in the barracks.

Sergeant of the Guard (SG)

- A. It is the mission of the SG to supervise the CG and PG, when authorized to stand guard. The SG ensures proper appearance in uniform, assigned duties performed, and all guard team members conduct themselves in a professional, military manner. The SG assists the OG concerning matters of barracks security. The SG will know and also memorize the specific responsibilities of the OG. The SG acts as the commander of the guard when the OG is unavailable, and holds OG's responsibilities in such cases. The SG may be asked to assist a TAC in properly inspecting 25 percent of the barracks during the hours of 0800 to 1200 Monday through Friday, in the absence of the OG.
- B. Supervision of Subordinates
 - a. The SG is responsible for all CGs when authorized to stand guard, and is required to ensure proper appearance, attention to duties and performance. If necessary, the SG will correct and pull any member of the guard who does not comply with the uniform stipulations laid out in this Order or the Blue Book.
 - b. The SG inspects guard team members, periodically throughout the shift.

- c. Weather dictating, the SG ensures that each member of the guard team has with them, the necessary items for inclement weather as laid out by the OD/JOD in [Appendix D - Uniforms of the Guard Team](#).
- d. The SG verifies that each member of the guard team understands his/her duties, including the General and Special Orders, prior to posting and assists them when the CG is not available.
- e. The SG will ensure that no Fourth-Class cadet is held in the sallyport for any longer than the time needed to check their uniform or bags during a period of leave. All Fourth-Class cadet uniform checks will be conducted in the same manner and level of expectation as any upper class cadet uniform check.

C. Lights and Closing/Opening Barracks

- a. The SG is responsible for opening/closing the gates of the barracks at the appropriate time.
- b. In the barracks, quadrangle lights are turned-off immediately after the 0730 formation if not automatic, and turned-on at dusk.
- c. Sallyport gate is unlocked/opened by NTL 0530 by the COC/OC. After unlocking the gates, place the visitor notice sandwich board outside of the barracks in front of the closed side gate.
- d. Between 1950 and 2000 on Wednesday and Sunday, the SG ensures that the gates to the barracks are closed and secure for the conduct of 1950 ALL-INS.
- e. The SG is responsible for closing/locking the gates of the barracks at 2230, or when instructed by the Command Sergeant Major, OD/JOD or Regimental Provost Department. The guard team must stay in position until 2300. Prior to securing the gates, ensure the sandwich board is inside of the battalion.

Corporal of the Guard (CG)

- A. It is the mission of the CG to assist the SG in their duties. The CG walks the galleries periodically during daylight hours, when ordered by the OG/SG. The CG places priority on promoting a safe environment within the barracks. The CG is responsible for enforcing the standards and traditions of The Citadel. It is a duty of the CG to walk the exterior of the barracks during the duty day to ensure cleanliness of the grounds. Between 1950 and 2000 on Wednesday and Sunday, the CG ensures that the gates to the barracks are closed and secure for the conduct of 1950 ALL-INS.
- B. The CG is tasked with providing support to all guard team members with a concentration on security within barracks during their prescribed shifts.
- C. During specific situations, the Command Sergeant Major or Regimental Provost Department, may allow two or one CGs to sit guard instead of a CG and a SG/OG.

During this period the CGs are expected to understand and hold the responsibilities of the SG.

Private of the Guard (PG)

- A. When permitted by the Commandant and Regimental Provost Department following Recognition Day, Freshmen may sit guard and will follow the guidelines as a Corporal of the Guard.
- B. When assigned, PGs will shadow a standard guard team and will not be counted as one of the two assigned guard members. The primary responsibility of the PG is to learn the rules and regulations of the guard and to assist in monitoring activities taking place inside of the barracks. PGs place priority on ensuring that unauthorized activities do not occur in the barracks, day or night. PGs also observe, and if necessary report, cadet activities and ensure cadets conduct themselves in a safe manner for both themselves and fellow cadets. PGs report any unauthorized or suspicious activities to the SG or OG.

10. Uniforms and Appearance

Guard teams will wear seasonal uniforms while assigned to guard. All guard teams of each battalion will wear the same uniform and layering, as decided by the Officer of the Day (OD). ([See Appendix D - Uniforms of the Guard Team](#)). The appropriate brassard, delineated below, will be worn high on the left bicep.

- (a) PM (Provost Marshal) - Orange
- (b) OD (Officer of the Day) - Red
- (c) JOD (Junior Officer of the Day) - Green
- (d) OG (Officer of the Guard) - Black
- (a) SG (Sergeant of the Guard) - Brown
- (b) CG (Corporal of the Guard) - Yellow

11. Meals

The Primary Officer of the Guard (OG) will coordinate schedules and meals to accommodate compliance with staffing requirements and well-being of his/her team. Guard teams will not accept or eat food while on duty.

12. Class Absences

When the Company Executive Officer releases the Guard Roster for the upcoming tour of guard duty, it is the responsibility of each cadet to properly communicate their availability structured

around their classes. **GUARD DUTY IS NOT AN EXCUSE FOR MISSING CLASS.** Each member of the guard will ensure they arrive at their scheduled time of duty at the correct time, not only as a personal duty but as a courtesy as the individual being relieved. Late arrivals to class shall be minimized and/or avoided. Prior planning, communication, and coordination amongst team members is paramount in order to reduce the number of class absences. The Primary OG on duty is responsible for working with his/her team to ensure compliance. If a class absence is unavailable, the absent cadet will make every effort to coordinate with the professor in advance (attend an earlier or later class when possible). **Cadet's assigned guard SHALL attend all academic tests or exams.** Freshmen, when assigned to guard, have priority in regards to class attendance during the school year . In the unlikely event that the Primary OG and all the SGs have a mandatory class conflict at the same time, the Company XO or his/her representative will fill that slot temporarily.

13. Personal Messages and Delivered Parcels

Cadets assigned to the Guard Team are not authorized to sign for or accept custody of parcels, packages, or personal item/s messages from outside sources or cadets. Transfer of these items will be coordinated directly between the delivery and the cadet themselves ([See Appendix G - Visitors and Delivery Drivers](#)).

14. Contraband

All cadets returning from leave with bags/containers will be searched for contraband. Upon the searching of a cadet by a guard team and the discovery of contraband, the contraband will be turned over to a TAC or OC/COC. The OG or SG will fill out the "[Contraband Report](#)", and notify the respective Battalion Provost Marshal to pick up the form. Failure on part of the guard team to complete this form is a pullable offense.

15. Intoxicated Cadets

If a cadet demonstrates erratic behaviors, or appears to be intoxicated or lacking self-control, they will be escorted by a member of the guard team, a responsible company representative (Cadet Officer or Human Affairs member, if available), or an OC/COC to the Clinic staff for evaluation. ([See Appendix E - Emergency Situations and Procedures – Section 8](#)).

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