

**Office of the Commandant  
The Citadel  
Charleston, South Carolina**

**Guard Order  
No. 1**

**THE CITADEL BATTALION GUARD ORDER**

**1. General**

Cadet Battalion Guard is detailed to assist the Chain of Command (CoC) and Public Safety in the protection of 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 guard mount and end with proper relief from the succeeding Company team. Officer of the Day (OD) and Junior Officer of the Day (JOD) and Campus Gate Guards (Regimental Guard) are detailed separately (See Guard Order No. 2). Guard Duty and Guard Mount (Formal or Informal) take precedence over regularly scheduled duties, except scheduled tests or examinations. (See Appendix C)

**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 within and around each barracks, enforce cadet regulations, report violations, and carry out the orders of duly constituted authority.

**3. Mission**

While on guard, team members should be able to answer any question pertaining to Special Orders for their post. All cadets shall memorize, understand, and comply with the following General Orders.

- 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 Orders and perform all my duties in a military manner.
- C. I will report violations of my Special Orders, emergencies, and anything not covered in my instructions to the Officer of the Guard or the relief.

**4. Composition of Battalion Guard**

Cadets will fill positions based on their class status. Freshmen **WILL NOT** stand guard until after Recognition Day, or when authorized by the Commandant. The following constitutes a daily Battalion Guard Team (in each barracks), unless otherwise instructed by the Commandant, Command Sergeant Major, or BN TAC Officer.

<b>Position</b>	<b>Number</b>	<b>Tour of duty</b>	<b>Cadet Classification (C-status)</b>
Officer of the Guard (OG)	1	24 hours	C-4 or C-5
Sergeant of the Guard (SG)	4	24 hours	C-3
Corporal of the Guard (CG)	4	24 hours	C-2
Private of the Guard (PG)	4	24 hours	C-1*

\*4/C cadets after Recognition Day and, if authorized by the Commandant. An upper class cadet who is still an academic freshman but, has completed knob year may be eligible to stand guard duty first semester.

## 5. Rosters

A. Guard rosters covering the entire post for the Company shall be placed on the guard table in the sally port at all times. (See **Appendix A**)

B. The Battalion Provost Marshal 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 will assign suitable watch standers for each duty period.

D. Following each tour of duty, the Company XO shall update his/her tracking document to account for every cadet in the company and the guard shifts they have served. This roster is to be reviewed/signed by the Company Commander, then archived by a Company Clerk following every guard tour and prior to the next tour. (See **Appendix B**)

## 6. Instructions and Responsibilities

A. **Regimental Commander.** Overall responsibility.

B. **Regimental Provost Marshal.** 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 guardrooms in coordination with the Regimental Supply Officer. Conducts a daily inspection of the guard teams to ensure standards are met.

C. **Battalion Provost Marshal.** It is the mission of the Battalion Provost Marshal to ensure that their company Guard Team is performing their duties in a professional and military manner. 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 Order. 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, conform to uniform standards, and perform their assigned duties professionally and correctly.

(1) Duties of the Battalion Provost Marshal

(a) Before Relieving the On-Duty Guard Team

(i) Review/sign guard roster of on-coming Guard Team at least 24-hours prior to Guard Mount (**See Appendix C**) to ensure no cadets assigned are on special orders/leave, etc.

(ii) Meet with the on-coming Company XO and OG no later than 12-hours prior to Guard Mount in order to discuss any questions or concerns.

(iii) Ensure all sword bearers have the necessary uniform items for Guard Mount.

(iv) Prepare the on-coming Guard Team for Guard Mount.

(b) During the Shift

(i) Receive any special orders and briefing from the off-going OD or OG.

(ii) Ensure all guard personnel understand their assigned duties and shifts

(iii) All guards must be briefed about evacuation procedures, and their ability to investigate/act in an emergency.

(iv) Coordinate road guard personnel with the Company XO or Company 1SG during high-risk times: Corps Events (Parades, Athletic Events, Corps Briefs, Speakers).

(v) Ensure that the guard personnel know when to report for duty.

(vi) Report damaged or inoperable equipment to the Battalion TAC NCO.

(vii) Ensure the OG Logbook comments are legible, complete, closed out, and signed by the off-going OG.

(c) After Relief of Off-Going Guard Company

(i) Debrief the Regimental Provost Marshal and Command Sergeant Major after Formal Guard Mount, if required.

**D. Battalion Commander.** Responsible for the performance of the cadet guard assigned to their Battalion. Ensure a complete Battalion Guard Team is present for Formal and/or Informal Guard Mount and all members of the guard are thoroughly familiar with their assigned duties.

**E. Company Commander.** Overall responsibility for the performance of his/her Company's Guard Team. Shall inspect, sign, and certify the Company Guard Tracker for accuracy and equity. At all times, will insure the Company Guard Tracker is available for inspection by the Battalion Commander and/or TAC team.

**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**) shall be posted on the Company bulletin board AND 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, that arise **within the 48-hours prior to assumption of guard require approval in writing by the Company Commander** - and proper adjustments made to the posted schedules/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**). This 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, personally.**

**I. Guard Team Members (General).** Responsible for familiarizing themselves with their duties as prescribed in the General Orders and in all official instructions related to guard and that tour of duty. Shall not exchange duty or portions of duty except in the event of emergency. Changes shall be approved by the Company Commander and annotated properly in the OG's journal. Members of the guard will provide command presence in the sally port and report all violations. One Officer of the Guard, one Sergeant of the Guard and/or one Corporal of the Guard will be present in the barracks, at all times. Their duties include:

- (1) Ensuring adherence to proper uniforms of the day (within standards).
- (2) Only authorized personnel are entering the barracks.
- (3) Maintaining a constant state of cleanliness and ensuring quiet is maintained in and around their barracks.
- (4) All cadet regulations are adhered to or the situation handled and reported as necessary.
- (5) Guard teams will inspect all bags entering or leaving the barracks during periods of general leave for weapons, alcohol, tobacco products, and/or other contraband.
- (6) Challenge any cadet removing a rifle from the barracks. The intended purpose for removal must be understood by the guard members.

**Tours of Duty: A Company guard unit duty tour runs from 1600 Monday to 1500 Friday. The tour of duty for the relieving company will run from 1500 Friday until 1600 Monday.**

**J. Uniform and Appearance.** Guard teams will wear seasonal uniforms while assigned to guard (typically, Duty or the Army Combat Uniform (ACU)). (**See Appendix D**)

- (1) The appropriate brassard, delineated below, will be worn high on the left bicep.
  - (a) OG – Black
  - (b) SG – Brown
  - (c) CG – Yellow
  - (d) PG – Wears no brassard (when assigned)

**K. Meals.** The Officer of the Guard will coordinate schedules and meals to accommodate compliance with staffing requirements and the well-being of his/her team. Guard teams shall eat in the chow hall and not in the sally port or guardroom.

## **7. General and Special Orders**

A. Each member of the guard team is required to memorize both his and her General and Special Orders prior to Guard Mount. Guard members recite this information, when requested, to any officer. Additional Special Orders may be at their post.

### **(1) General Orders**

(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 Orders, and perform all my duties in a military manner.

(c) I will report violations of my Special Orders, emergencies, and anything not covered in my instructions to the Officer of the Guard.

### **(2) Special Orders**

(a) I will enforce all regulations of The Citadel, paying particular attention to the security of all cadets, and all standards of The Citadel.

(b) I will pay close attention to all galleries to ensure no disturbances and/or suspicious activity takes place.

(c) I will report any disturbances and/or suspicious activities to the CG, SG, or OG.

(d) I will stop anyone in civilian clothing who may try to enter the barracks and ask for a Citadel Identification Card.

(e) 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.

(f) If the individual fails to comply, I will contact the Officer of the Guard.

## **8. Guard Team Members (Specific):**

### **A. Officer of the Guard (OG)**

(1) Responsible to and representative of the Commandant, Regimental Commander, Officer of the Day, Staff Duty Officer, and the respective Battalion Commander. Be in or close to the sally port as much as possible (exceptions: class, personal hygiene, chow). Ensure that you or the SG is present and in charge at all times (from 0530 at gate opening until gate closing). The Night OC will release the OG and/or other team members after the barracks secure (approximately 2300 on weekdays, or 0100 or 0200 on the weekends). The OG will return to relieve the Night OC NLT than 0525 the following morning.

(2) Ensure the following are on the guard table – Guard Orders, Daily Guard Roster, Officer of the Guard Daily Journal, Cadet Alphabetical Roster, respective brassards, and master keys.

(3) Responsible and accountable that all guard team duties outlined above in Section 6.g. are carried out.

(4) Maintain strict accountability for the guard keys, either keeping them personally or turning them over to the SG during authorized time away from post. Only one gate should be open at any given time (exceptions: authorized vehicles entering/departing, large cadet movements through the sally port, dumpsters being removed/replaced).

(5) Accountable for every guard team member's performance – individually and collectively. This includes but is not limited to reading and understanding the Guard Orders, all guard duties, class attendance, well-being (meals, time on post/rest, hydration, weather conditions, etc.), and appearance.

(6) Responsible for good order and discipline in the barracks (amongst guards and other cadets). Congregation, noise, broken uniforms, etc. are to be addressed.

(7) Monitor and control vehicles parked in front of the barracks and work with Public Safety (953-5114) to have any problem vehicles removed. Vehicles shall not be parked on the pad, on the far side of the street. Vehicles shall not be parked, for more than 30 minutes, in front of the barracks, or in an area that blocks any of the sally port gates.

(8) Coordinate with the OD/JOD and/or TAC's/Night OC for transport needs or any other issues that may arise.

(9) Document items of importance in the Officer of the Guard Journal (early departures/late returns that require the gate to be opened at an unscheduled time, anything that included safety or security, major violations, etc.).

(10) 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 Evening Study Period. If the issue is safety or security related or involves an illegally parked vehicle, it is legitimate.

(11) Report malfunctions/maintenance issues (A/C or water issues), acts of violence/assault, or fire alarms within the barracks to a TAC (or COC), Public Safety (953-5114), Facilities & Engineering (953-5304), or the Infirmary (953-6847/4827), as appropriate.

(12) Remind transiting cadets to sign out/in during periods of general leave.

(13) Do not permit “quad sports.”

(14) During tour periods, assist duty teams in reminding other cadets to remain clear of the quadrangle, and maintain the decorum of punishments.

(15) The OG will conduct and/or assist a TAC in properly inspecting 25 percent of the barracks during the hours of 0800 to 1100 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 room; and
- (d) No contraband anywhere in the barracks

(16) The OG will patrol the barracks several times during their shift to ensure the barracks maintain a proper level of cleanliness. Areas of emphasis include:

- (a) Galleries
- (b) Ladder wells
- (c) Sally ports
- (d) Latrines/Heads
- (e) Quadrangle
- (f) Outside perimeter of barracks

## **B. Sergeant of the Guard (SG)**

(1) 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 acts as the Commander of the Guard when the OG is unavailable. The SG will conduct and/or assist a TAC in properly inspecting 25 percent of the barracks during the hours of 0800 to 1100 Monday through Friday, in the absence of the OG. 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 room; and
- (d) No contraband anywhere in the barracks

### **(2) Supervision of Subordinates**

(a) The SG is responsible for all CG's and PG's, 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 uniform items for inclement weather.

(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.

### **(3) Lights and Closing/Opening Barracks**

(a) The SG is responsible for ensuring that the quadrangle lights are turned-on/off at the proper time.

(b) The SG is responsible for opening/closing the gates of the barracks at the appropriate time.

(I) Lights

AA. In the barracks, quadrangle lights are turned-off immediately after the 0730 formation.

BB. In the barracks, quadrangle lights are turned-on at dusk.

(II) Closing/Opening Barracks

AA. Sally port gate is unlocked/opened at 0530 using the master key provided by the Night Officer in Charge. After unlocking the gates, place sandwich board outside of barracks in front of the closed side gate.

BB. The SG is responsible for closing/locking the gates of the barracks at 2300, or when instructed by the Commandant, Command Sergeant Major, or Battalion TAC Officer. Prior to securing the gates, insure to place the sandwich board inside of the battalion.

**C. Corporal of the Guard (CG)**

(1) It is the mission of the CG to assist the SG in their duties. The CG walks the galleries periodically during day light hours. 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 is secure for the conduct of 1950 ALL-INS.

(2) The CG walks the galleries several times during his or her shift. The purpose is to ensure the security of barracks and the safety of the Corps. During this time, the CG will monitor activity on the galleries and areas adjacent to the barracks to prevent damage to school property and to minimize violations of the Blue Book. Between the hours of 0800 and 1100, Monday through Friday, the CG will ensure the galleries are clean and free of military gear/uniforms, physical training gear/uniforms, room furniture, etc.

(3) The CG is tasked with providing support to all guard team members with a concentration on security within barracks during their prescribed shifts.

#### D. Private of the Guard (PG)

(1) 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 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.

(2) Per the Honor Manual, PGs are obligated to report cadets in violation of Blue Book regulations.

(3) PGs use proper military courtesy when fulfilling their duties.

#### E. Guidelines

(1) Guards will stand at parade rest at the main entrance of the barracks. Guards stand in the main sally port and only leave their post in the event of a major disturbance, emergency, etc.

(2) Guards are responsible for monitoring their assigned barracks and are obligated to search all bags entering the barracks.

(3) In the event contraband is discovered, the guard will notify the OG immediately. In the absence of a TAC officer any confiscated contraband will be turned over to OC.

(4) Guards will use proper military courtesy when fulfilling their duties.

(a) Salute all officers (faculty and staff) and provide them with the proper greeting of the day.

(b) Guards will challenge anyone entering barracks in civilian clothes and request identification. Anyone without a valid Citadel Identification Card will be instructed to remain outside of the main entrance to the barracks. The OG will be requested to the scene if a dispute arises.

9. **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 items/messages from outside sources. Transfer of these items should be coordinated directly between the deliverer and the cadet themselves.

10. **Class Absences.** All members of the Guard Team shall attend class when their guard schedule permits, and are directed to coordinate with their Company XO and OG to facilitate compliance.

Class absences due to assignment to guard 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 OG on duty is responsible for working with his/her team to ensure compliance. If a class absence is unavoidable, the absent cadet should 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 scheduled academic tests or exams.** Freshmen, when assigned to guard, have priority in

regards to class attendance during the school year – OG's lead, coordinate, and delegate their team's schedules. In the unlikely event that both the OG and SG have a mandatory class conflict at the same time, the Company XO or his/her representative will fill that slot temporarily.

11. **Security.** Barracks security is everyone's responsibility to safeguard military weapons, and personal/college property. Safety and security are the Guard Team's primary functions. Cadets will challenge all visitors attempting to enter the barracks who are not wearing proper Citadel-issued ID badges or anyone acting in a suspicious manner. All entering faculty/staff, maintenance or custodial personnel must have credentials and should check in with the ranking guard member upon arrival. Anything that does not seem right should be reported immediately up the chain of command and to a TAC. All visitors (as posted) must have the approval of the Battalion TAC Officer to enter. Stolen or lost items should be reported immediately through the chain of command to the Battalion Provost Marshal who will notify Public Safety. If the cadet chain of command is not available, then a TAC, COC, or Night OC should be available to assist.

12. **Visitors and Alumni.** Visitors and alumni are welcome inside of the barracks **during open barracks only** unless authorized by the Battalion TAC Officer. Cadets on guard must be aware that due to the barracks gate being half-open, civilians will/can easily come into the barracks unhindered. It is for this reason that all cadets on guard must remain vigilant and ensure that all civilians in the barracks have received the proper permission before entering.

A. The following procedures should be taken by all members of the guard team in regards to visitors and alumni.

(1) **Visitors**

(a) The Citadel gives many tours to visitors throughout the year. All visitors should be escorted by a cadet chaperone who is conducting the tour. If a visitor is separated from or wanders away from the tour group, it is the job of the guard team to ensure that visitor is redirected to rejoin the tour group.

(b) When dealing with visitors:

(I) Approach the visitor and give the proper greeting of the day.

(II) Ask them if there is anything that you can help them with.

(III) If they are separated from their tour group and the guard member knows where the group went, inform the visitor.

(IV) If the location of the tour group is unknown, have the OG, SG, or CG come and escort the visitor to the Admissions Office located in Bond Hall.

(V) If they are not a member of a tour group, ask them to remain outside of the gate.

(VI) If a visitor fails to leave or becomes hostile, contact the OG or TAC Officer. If the visitors refuses to leave or continues to be hostile, contact Public Safety (953-5114).

**(2) Alumni**

(a) The Citadel allows its alumni to return to campus and wander around un-escorted. However, there are certain guidelines that alumni need to follow and guard teams need to enforce. When approaching alumni, guard members should treat them with the same courtesy and respect that they would a visitor.

(b) The following is a list of those guidelines that alumni must follow:

(I) Do not enter the barracks without Battalion TAC Officer approval.

(II) Do not be intoxicated or inebriated in any way.

(III) Remain on 1st Division only.

(IV) Do not enter any barracks room.