

Special Orders

Special Orders supplement the General Orders and are realistic, detailed, and mission oriented orders that are carefully and specially tailored for the specific guidpost and situation, from the viewpoint of safety and security, they may include both written and oral instructions

Examples for a Barracks Fire & Security Watch:

Be on station at least five minutes prior to your assigned watch.

Lights are out from 2200 until 0600 or Reveille.

Make one complete tour of the area at least once every ten minutes.

Ensure silence is maintained during lights out

Ensure there is NO SMOKING anywhere inside the building.

Know who your relief is and where (s)he is sleeping.

Count heads on each tour and know where everybody is.

The watch will be equipped with a duty belt, whistle and a red lensed flashlight.

Maintain the Wake Up Log

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“POCKET TOPICS” are refresher or introductory training topics and subject matter highlights for the modern militia. If you have suggestions for new topics, corrections or updates for current ones, please send them to the Brigade Training section at the above address. These topics are developed from any legitimate source we can find and are believed to be accurate at the time of printing. Credit belongs to the original authors and editors, humble apologies are offered for any inadvertent lack of credit.

~ POCKET TOPIC ~

General Orders for a Sentry

References:

Three major services the VaDF provides to the Commonwealth are FIRST AID, COMMUNICATIONS and UNARMED SECURITY. While we can not be experts in everything, we should try to acquire a comfortable working knowledge of them.

The Short Version

General Orders – three simple far ranging guidelines that apply to you whenever you are on duty

- 1 ~ guard everything
- 2 ~ obey orders
- 3 ~ report violations

Special Orders

- supplement the General Orders with instructions regarding the specific post or watch you are standing and may be both verbal and written.

The Official Version

I will guard everything within the limits of my post and quit my post only when properly relieved.

I will obey my Special Orders and perform all my duties in a military manner.

I will report violations of my Special Orders, emergencies and anything not covered in my instruction to the Commander of the Relief.

~ 1 ~

I will guard everything within the limits of my post and quit my post only when properly relieved.

The guard is responsible for everything that happens within the limits of his post while he is on duty.

He is responsible for all equipment and property located within the limits of his post. The limits of the post are defined by the special orders, which will also outline specific duties.

A guard investigates immediately every unusual or suspicious occurrence on or near his post, provided he does not have to leave his post to do so.

If necessary, the guard will contact the commander of the relief for instructions

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

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

If a guard requires relief because of sickness or for any other reason, he will notify the commander of the relief and wait until he is replaced by another guard or has permission from the proper authorities to leave his post. If a guard is not relieved at the expiration of his tour of duty, he does not abandon his post. He will contact the commander of the relief for instructions.

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

~ 2 ~

I will obey my Special Orders and perform all of my duties in a military manner.

The guard will familiarize himself with the special orders for his post prior to being posted.

The guard will obey, execute, and enforce all special orders pertaining to his post.

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

Guards on post will pass instructions to their relief when appropriate.

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

The guard is courteous to all persons, he will talk to no one except in the line of duty.

A sentry, on a post which does not require challenging, will render the hand salute upon recognition of an officer.

A guard talking with an officer does not interrupt the conversation to salute another officer, however, if the officer salutes a senior, the guard also salutes. Sentinel on posts requiring challenging will not render salutes.

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

~ 3 ~

I will report violations of my Special Orders, emergencies and anything not covered in my instructions to the Commander of the Relief.

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

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

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

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