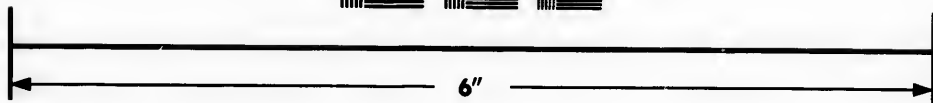
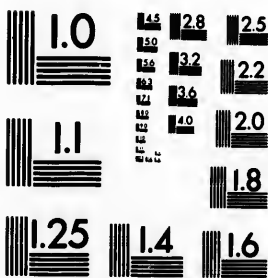


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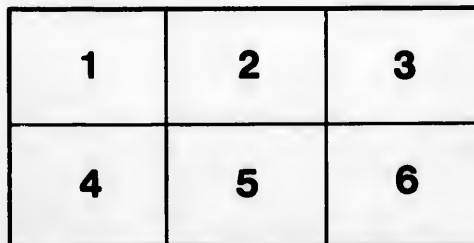
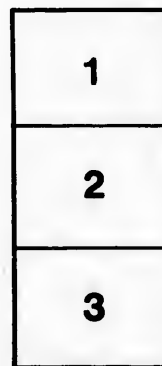
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A MANUAL  
— ON —  
GUARDS OF HONOR,  
Guards, Sentries, Reliefs,  
ROUNDS, PATROLS,  
AND DIVERSE DUTIES CONNECTED THEREWITH.

|||||

— BY —  
SERGT. MAJOR J. B. MUNROE,  
(I. S. C.)  
(AUTHOR OF "SQUAD DRILL ELUCIDATED.")



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## PREFACE.

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Guards and their proper performance, with the manifold duties pertaining thereto, forms one of the most important parts of a Soldier's training, as a thorough knowledge of the various modes of procedure (in the case of different Guards), with the laws, rules and usages by which they are governed, is absolutely necessary, in order to establish that self confidence so essential to the proper carrying out in all its details of so important a duty.

For no man lacking this knowledge can be placed in a much worse position for himself and all concerned than on guard. Heretofore these duties have been extremely difficult to acquire, for the want of books specially devoted to the subject, which the author of this little work now endeavors to supply in its production, and thus place before the reader, in a compact form, the long-needed information.

THE AUTHOR.



## ERRATA.



*Page 12, No. 12, 2nd paragraph, first word on fourth line read "rank," instead of rink.*

*Page 13, No. 16, fourth line, the words, "close order," to read "open order."*

*Page 19, No. 25, fourth line, the words "colours lowered" are cancelled.*

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## GUARDS.

### ROSTER OF DUTIES.

1—In all duties whether with or without arms, and whether performed by Corps or by individual Officers, Non-commissioned Officers or men, the Roster is to commence from the Senior downwards.

When an Officer, Non-commissioned Officer, or man's tour for more than one duty comes round on the same date, he should be detailed for that duty only, which has the precedence in the classification.

### CLASSIFICATION.

2—In the classification of duties "Guards" precede all others, and are of two kinds, viz. :—Guards of Honor and Guards. Of the first kind there are five grades, and are thus classified :

1st—Of the Sovereign.

2nd—Of members of the Royal Family.

3rd—Of Viceroys.

4th—Of the Captain-General, or Governor of a Colony.

5th—Of the Commander-in-Chief at home or abroad.

Of the second kind there are three grades, viz ;

1st—Divisional.

2nd—Brigade.

3rd—Regimental.

### GUARDS OF HONOR.

3—Guards of Honor are to be detailed to attend on Royal personages, and at State ceremonials, consisting as a general rule of one hundred rank and file, with a Captain in command, two Subaltern Officers, (one carrying the first color), a proportion of Sergeants, and the Regimental Band, when they will pay compliments as follows :—

The Sovereign and members of the Royal Family, will on all occasions be received with the highest honors, viz.: with a "Royal Salute," colors lowered, officers saluting, men presenting arms, band playing the "National Anthem" through, when to the Sovereign; and first part only (six bars), when to other members of the Royal Family.

Viceroy, and at State ceremonials, such as the opening or closing of the session of a Colonial Legislature, where a Special Royal Commissioner, or the Governor or Lieutenant Governor of a Colony is acting on behalf of the Sovereign, the compliments will be the same as before stated, (except that the 1st part, only six bars, of the National Anthem may be played.)

The National Anthem will not be played in connection with salutes on any other occasions, and is only due to those personages who are entitled to a Royal salute.

When it is considered expedient to direct the attendance of Guards of Honor to receive distinguished personages on occasions not before specified, a party of 50 rank and file with two officers, and regimental color will be detailed for duty.

When a Naval Commander-in-Chief of any foreign station having flag rank, lands for the first time at any port within his command, a Guard of Honor of 50 rank and file with two officers and regimental color will receive him.

A General Officer Commanding-in-Chief is also entitled to a similar honor at a foreign station, on first taking up, and on finally quitting his command.

4—The standard of Cavalry, or the Queen's color of regiments of Infantry, is not to be carried by any Guard, but that over the Sovereign or any member of the Royal Family, or over a Viceroy, and is only to be used at Guard mounting or other ceremonials, when a member of the Royal Family or a Viceroy is present, and on occasions when the National Anthem is appointed to be played, at all other times it is to remain with the regiment. The Queen's color will be lowered to the Sovereign, members of the Royal Family and Viceroy only.

5—Foreign Crown Heads and members of foreign Royal Families are to be received with the honors due to the Sovereign, and members of the Royal Family respectively, but their own National Anthem is, when practicable, to be played.

6—As a general rule no salutes will be given by a "Guard of Honor" before eight o'clock in the morning, nor after sunset in the evening, nor during the hours of Divine service on Sundays. In exceptional cases the course to be pursued will be determined by the officer commanding the garrison.

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7—Guards of Honor pay no compliments to any persons inferior in rank to the person in honor to whom it is furnished.

8—According to the regulations and orders for the Militia of Canada, when Guards of Honor are detailed to attend on His Excellency the Governor-General, or at State ceremonies, they are to consist, as a general rule, of 100 rank and file with a Captain in command, two Subalterns a proportion of Sergeants, and, when practicable, a band. They are to receive His Excellency the Governor-General with a "General Salute," standards and Colors flying, officers saluting, and band playing first part of the National Anthem," (six bars) Guards of Honor, who will pay similar compliments, will be furnished to the Lieutenant Governors of Provinces on the opening and prorogation of the Provincial Legislatures.

N.B.—The order of dress for Guards of Honor is "Review Order."

#### GUARDS.

9—Guards will usually be marched off parade in fours, right leading, except those of less than four files, which may move in line or in file (or as in file) right leading.

A Guard under command of an Officer moving in fours or file right leading, the Officer will be in his usual place on the reverse flank, the Sergeant on the proper front of and next to the pivot man of the leading four, or file, and the Corporal one pace in front of that man, the Bugler, if there is one will usually be in front of the leading four or file.

When moving in line as they may do, especially on approaching the old guard, the Officer will be in rear, the Sergeant on the right of the front rank, the Corporal on the right of the rear rank, and the Bugler on the right of the Sergeant.

A Guard under the command of a non-commissioned Officer moving in fours or file right leading, the non-commissioned Officer in command will be on the proper front of the pivot man of the rear four or file, and the other non-commissioned Officer (if there is one) will be on the proper front of and next to the pivot man of the leading four or file, the Bugler (if there is one) will be in front, of the leading four or file.

10—Guards, Reliefs, Rounds and Patrols will march with "sloped arms" except in wet weather when they will move at the "secure." Corps that use the long rifle drill will have bayonets fixed except when at the "secure." Guards will be marched off the parade at the shoulder, and will slope arms when clear of the parade ground by command of their commanders.

## RELIEVING GUARD.

11—When practicable the "new Guard" will form line at or about twenty paces in front of the "old Guard," by front forming or otherwise, and then advance in line. When about eighteen paces from the old Guard they will "shoulder arms" by command. At about fifteen paces they would be halted and dressed, but in situations where it cannot advance in line towards the front of the old Guard, it will move up in fours or files, and will be halted and fronted opposite the latter, or if necessary, on its left in the same line, leaving an interval between them of four or six paces, and when in its place, "Guard, halt," "Front," "Dress."

12—The new Guard having been dressed as above detailed, will receive the command from its commander "Open order," "March."

The "old Guard," on the approach of the "new Guard," will have fallen in at "Open order" with "Shouldered Arms," and when the new Guard has taken "Open order," and the rear rank being dressed, both Guards will proceed as follows, by command of their respective commanders.

**Old Guard, Present—Arms**—on which the men of the old Guard will "Present Arms," and the officer, or officers (if any), will salute with their swords as usual.

The commander of the new Guard will then return the salute.

**New Guard, Present—Arms**—On the word "Arms," the new Guard will proceed as detailed for the old Guard.

**Old Guard, Shoulder—Arms**—On the word "Arms," the men will shoulder, and the officer or officers, if any, will carry swords in the usual manner.

**New Guard, Shoulder—Arms**—On the word "Arms," the new Guard will proceed as detailed for the old Guard.

Now the Commanders of both Guards will approach each other, the Commander of the old Guard handing over to the Commander of the new Guard his "duplicate" Guard report, after which both Commanders will join their Guards and proceed as follows:—

**Old Guard, Order—Arms, Stand at Ease**—On which the old Guard will move as ordered.

**New Guard, Order—Arms, Stand at Ease**—On which the new Guard will move as ordered.

The new Guard will then be told off as follows :

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## TELLING OFF A GUARD AND DIVIDING IT INTO RELIEFS.

13—A Guard is generally told off or divided into 3 equal parts termed "Reliefs," as it requires three men for each post of one sentry. Each man being as a rule two hours on sentry and four off, throughout the twenty-four hours; each sentry being relieved every two hours, except in cold or inclement weather when they may be relieved every hour, at the discretion of the officer commanding the garrison or station.

The number of sentries required having been ascertained, the new Guard will be called to "Attention" and numbered, which may be commenced from either flank, and a Guard in two ranks is mustered front and rear rank man alternately, suppose from the left as follows:—On the command, "Guard from the left number," the left hand man of the front rank will number himself one, his rear rank man two, the second from the left of the front rank three, his rear rank man four, and so on in rapid succession to the right, in a loud and distinct tone of voice, the odd number being in each case in the front rank.

14—The new Guard having been told off, and divided into three reliefs as above stated, the first relief will be sent out, and while it is going around, the Commander of the new Guard will take over the property in charge of the Guard, according to the list in the old Guard report.

15—All stores and furniture (including the sentry box, watch coats) in charge of a Guard, are to be handed over from one Commander of a Guard to another. The Commander of the relieving Guard will be responsible for their correctness, and will certify in his report as to the state of each article when taken over.

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## MODE OF FORMING UP AND MARCHING RELIEFS.

16—Reliefs will fall in with "Ordered Arms," and when less than four men they will be formed in single rank, Corporal on the right, but when of four men or upwards, they will be formed in two ranks at "close order," Corporal on the right of the front rank.

The first relief will fall in as above on the left of, in line with, and about two paces from its Guard, turned in the same direction, the numbers running in correct rotation from the right. Other reliefs will fall in as above, but on the ground at present occupied by the old Guard, turned to the proper front.



### MARCHING RELIEFS.

17—Reliefs will be directed to "Shoulder Arms" before being marched off, and may be marched in line on open ground, but in streets or in narrow places they should be marched in file, or as in file, (right leading.) When marching in line the Corporal will be on the right of his relief; when in file, or as in file, he will be on the front of and next to the front rank man of the rear file or man.

When the first relief of a new Guard is sent out, a Corporal of the old Guard will accompany it (falling in on left of front rank as soon as it has been inspected) so as to lead the way to the sentries, and to bring in the relieved sentries of his Guard. In going out with the new relief, if it moves in line he will be on the left flank, if it moves in file, or as in file, he will be in front of the front rank man of the leading file or man. As soon as all the sentries are relieved the Corporals will change places, and the Corporal of the old Guard will take command. Reliefs on the march carry their arms as directed in No. 10.

### RELIEVING OR POSTING SENTRIES.

18—On the approach of the Relief a sentry will place himself with shouldered arms in front of his sentry box; but during challenging hours he will not do so, until he has received a satisfactory reply to his challenge and enquiries. The relief should if possible move in front of the sentries to be relieved, and if in line it should move with its front at right angles to their front. The Corporal of the relief will proceed as follows:—

At about ten paces from the sentry to be relieved, "Relief Shoulder Arms;" at about six paces from the sentry "Relief halt." We will now suppose the relief to be in two ranks in line. On the Corporal's command "Sentries, Port—Arms," the old sentry and the man to relieve him (who should be the right hand man of the front rank, for instance, number one) will both port arms, and the latter move out from the relief, and place himself at one pace from, and direct in front of the former, turned towards him; number two, *i. e.* the right hand man of the rear rank, will step up into the place vacated by number one, and thus become the right hand man of the front rank and the next for sentry. The remainder of the rear rank will take a side pace to the right, and thus create a vacant place on the left of the rear rank. The old sentry will then give over his orders, the Corporal referring to the board of orders to see if they are correctly given; then on the Corporal's word "Pass," the old sentry will take one pace to his left, and then move into the vacant place in the relief turned to the rear, and the new sentry will take one pace to his front, into the place vacated by the former. On the

Corporal's commands "Shoulder Arms," "Front," both will shoulder arms and front, then on the Corporal's caution and command "Relief by the right, quick march," the Relief will step off together, and when it has proceeded ten paces, it will receive the command from the Corporal "Relief, Slope Arms," and so on with each sentry to be relieved. At the next sentry number two would move out, and the remainder of the front rank would take a side pace to the right, and the left hand man of the rear rank, *i. e.*, (the former relieved man) step up on the left of the front rank, and thus again create a vacant place on the left of the rear rank for the relieved sentry to move into. It may have been observed that when an odd number moves out for sentry, that the right hand man of the rear rank moves up on the right of the front rank, and the remainder of the rear rank take a side pace to the right, and when an even number moves out for sentry, that the remainder of the front rank take a side pace to the right, and the left hand man rear rank steps up on the left of the front rank.

When the Relief is moving in file, and the man for sentry has moved out, the remainder of the relief should move in such a manner so as to always have the front rank man of the leading file next for sentry, and the rear rank place of the rear file vacant for the relieved sentry to move into.

19 When the relief has returned, and all the men of the old Guard have fallen in, the procedure will be as follows:—

**Old Guard, Attention, Shoulder—Arms—** On which the old Guard will move as ordered.

**New Guard, Attention, Shoulder—Arms—** On which the new Guard will move as ordered.

**Old Guard, Close—Order—March—Old Guard, Fours, Right (or Right Turn) or Fours, Left, (or Left Turn), Quick, March—** On which the old Guard will move as ordered.

**New Guard, Present—Arms—** This command will be given as the old Guard is marched off.

**New Guard, Shoulder—Arms, Close Order, March—** These commands will be given as soon as the left or right of the old Guard is clear of the ground on which it stood.

**Guard, Fours, Right, (or Right Turn)—** On which the new Guard will move as ordered.

**Left Wheel, Quick March—** On which the new Guard will step off together and wheel to the left. Left Wheel when its

leading four (or file) arrives on the ground on which the old Guard stood.

**Halt, Front, Dress, Order—Arms, Stand at—Ease, Attention, Shoulder—Arms, Right—Turn, Dismiss**—When the new Guard is on the ground formerly occupied by the old Guard, the Commander will order it to Halt, Front, Dress, Order Arms, and Stand at Ease. He will then read the orders of the Guard to his men, after which he will dismiss them in the usual manner. When the first Relief comes in the orders must be read to the men who have been on sentry.

**Old Guard, Slope—Arms**—When about ten paces clear of the ground upon which it stood.

20 N.B.—All Guards on dismounting are to be marched with the utmost regularity to their regimental parades, where they are to be inspected and their arms examined. In the case of an Officer's Guard, the men on being found clean and regular, are to be dismissed by the Commander, after he has reported to any Officer of superior rank, should there be one on the parade. If the Guard be in charge of a Non-Commissioned Officer, when on the parade ground he will get it ready for inspection, and report to the Orderly Officer or Adjutant previous to dismissal.

#### WHAT IS A SENTRY?

21—A Sentry is a soldier placed in such a position as to be able to watch the approach of the enemy, to prevent surprise, to protect property, to stop any person who endeavors to pass his post contrary to orders. Sentries should be placed before the arms of all Guards, at the quarters of General and Commanding Officers, and over any person or property to be guarded. The proper front of a sentry's post, and the extent of his walk, should be pointed out to him when he is posted. Sentries walking backwards and forwards on their posts must do so in a brisk and soldier-like manner, turning about at the ends thereof by the front. In doing so, if moving at the slope, they need not bring their rifles down to a perpendicular position, but remain at the slope. They must not on any account quit, give up, or allow their arms to be taken from them, neither must they lounge, sing, smoke or converse with any body, except when spoken to on a point of business, in which case they will answer civilly, and in as few words as possible, and walk on; nor must they stand in their sentry boxes in good or even in moderate weather, but when tired they may stand at ease properly about five minutes in every half hour. In case of illness they should

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pass the word to the Commander of the Guard, whose duty it will be to have them relieved, but they should not on any account leave their post until regularly relieved. They will carry their arms at "the slope," or "trail" and may change arms correctly when in those positions. (In Corps armed with the short rifle they may "support arms," when at the halt, and may also move at the "sling.") On the approach of the Relief, Sentries will place themselves with shouldered arms in front of their sentry boxes, but in challenging hours they will not do so until they have received a satisfactory answer to their challenge.

### COMPLIMENTS PAID BY SENTRIES.

22—Between the hours of Reveille and Retreat, on the approach of an Officer, or party entitled to a salute, when he or it is at least fifteen paces distant, a Sentry will salute as follows : if on the move, will halt and front ; if standing at ease, will spring to attention, and in either case will come to the shoulder, and present arms to the Sovereign, Members of the Royal Family (Viceroys and Governors within their jurisdiction), also to General and Field Officers, and armed parties, and shoulder arms to Officers of inferior rank and unarmed parties. Sentries in their sentry boxes will salute by coming smartly to attention.

Between the hours of Retreat and Reveille Sentries will not present arms, (except in one case, *e. i.*, to the Field Officer of the day termed Grand Rounds), but so long as they can discern an officer they will come to their front, on his approach, and stand steady at the shoulder till he has passed ; but during challenging hours they will not do so, until they have received a satisfactory reply to their challenge.

The Sentry on the Guard room door, which is usually No. 1 post, will, in addition to paying compliments paid by the other Sentries of the Guard perform the special duty of turning out the Guard, by calling out in a loud and distinct tone of voice : "Guard turn out," at the commencement of Reveille, Retreat, and Tattoo sounding, and between the hours of Reveille and Retreat, to the Sovereign, the several Members of the Royal Family, Viceroys and Governors, within their jurisdiction, to General Officers and the Officer commanding the Garrison or Station, if not under the rank of full Colonel.

In the case of Regimental Guards to their Regimental Commanding Officer (irrespective of his Army rank) once a day.

On the approach of an armed party, and at all times, in case of fire or any other unusual occurrence, and also on the approach of a body of troops.

Sentries mounted over a Royal palace, or furnished from a Royal Guard, will present arms to the Members of the Royal Family, and to armed corps only. To Officers of whatever rank in uniform passing their post they will stand with shouldered arms. In like manner Sentries furnished from Guards over the residences of Viceroy's and Governors will not present arms to persons of inferior rank.

Sentries mounted over the quarters of a General Officer are to present to General Officers only, to Officers below that rank they will stand with shouldered arms.

Sentries are to pay the same compliments to the Officers of the Royal Navy and Marines, to Officers of Militia, and to Officers of Volunteers holding commissions, when in uniform, as are directed to be paid to Officers of the army. When persons or parties entitled to a present pass in rear of a Sentry's post the Sentry will stand steady at the shoulder—turned to his proper front—until passed.

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#### GUARDS TURNING OUT TO PAY COMPLIMENTS, &c.

23—When Guards turn out they will fall in with shouldered arms, at open order, the Officer commanding will place himself with carried sword, three paces in front of the second file from the right (should there be two Officers the second in command will place himself with carried sword three paces in front of the second file from the left), the Sergeant on the right of the front rank, the Corporal on the right of the rear rank. If the Guard is commanded by a Non-commissioned Officer he will place himself on the right of the front rank, and the next in command on the right of the rear rank. Drummers and Buglers, (if any) on the right of the Non commissioned Officer, and in line with the front rank.

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#### WHEN GUARDS SHOULD TURN OUT.

24—All Guards are to turn out at the commencement of the Reveille, Retreat and Tattoo sounding, when they are to be carefully inspected by their Commanders, whose duty it is to ascertain that all the men are present and regular in every respect.

Guards are to get under Arms at all times when armed parties (including Militia or Volunteer Corps) approach their post, and stand with shouldered arms.

When a fire breaks out, or any alarm is raised, all Guards are to be immediately under arms, and so continue until the fire is extinguished, or the cause of alarm has subsided.

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Between the hours of Retreat and Reveille, Guards will not turn out, except as above stated, and to receive Grand or Visiting Rounds, but not for the purpose of paying compliments.

Between the hours of Reveille and Retreat, Guards will turn out and pay compliments as follows :

25—The Guards mounted over the person of the Sovereign, and Members of the Royal Family, will pay no compliments except to Princes of the blood Royal, who are to be received with the highest honors, viz.:—With a "Royal Salute," colors lowered ; Officers saluting, men presenting arms, trumpets or bugles sounding a flourish and drums beating a ruffle.

In like manner Guards mounted over a Viceroy, or Governors within their governments will pay no compliments to persons of inferior rank. Viceroys are entitled to a Royal salute. Governors are entitled to a General salute, Officers saluting, men presenting arms, the trumpets or bugles sounding the appropriate "Salute," as provided in the "Trumpet and Bugle sounds," or the drums will beat a ruffle.

When the above Guards are visited on duty by General Officers, or by the Officers of the day, they will turn out and receive such Officers with shouldered arms.

N.B.—Colors on Guards, see No. 4.

#### OTHER GUARDS.

26—It is to be clearly understood that no Officer who is not dressed in uniform, is entitled to the compliment of a Guard turning out. (The several Members of the Royal Family, Viceroys, and Governors or Lieut. Governors, within the precincts of their Governments are excepted from this rule )

Other Guards will turn out to the Sovereign and the several Members of the Royal Family. To Viceroys and Governors within the precincts of their governments, and give a "Royal Salute" to the several Members of the Royal Family, and to Viceroys; and as before stated a General Salute to Governors. To General Officers, Guards will turn out and give a General Salute as before detailed. Guards and parties on the march will also pay the prescribed compliments to General Officers in uniform.

Guards will also turn out to the Officer commanding the Garrison or Station (if not under the rank of full Colonel), and give a General Salute.

Guards will turn out when armed parties (including Militia or Volunteer corps) approach their post, and stand with



shouldered arms. To armed corps they will "Present Arms." (By the expression "Armed Corps" is meant a Regiment of Cavalry, a Battery of Artillery with its guns, a Battalion of Infantry with or without Colors; Garrison Artillery of not less than four Batteries, and Engineers of not less than four companies.)

A Mounted Party armed will draw and carry swords to all Guards turning out to it.

Guards will turn out to the Officers of the day when visited by them, and present arms to the Field Officer of the day.

Regimental Guards will turn out once a day to their Regimental Commanding Officer (irrespective of his army rank), and present arms.

Guards are to turn out to Standards, Guidons, or Colors, if uncased, and salute them with the highest honors, Officers saluting, men presenting arms, trumpets or bugles sounding a flourish, and the drums beating a ruffle.

27—N. B.—Officers will salute with their swords every time their Guard presents arms. When persons or parties entitled to a Salute pass in the rear of a Guard, which must have turned out as usual, the Guard will stand steady at the shoulder turned to its proper front, and no drum is to beat or bugle sound. When such persons or parties pass Guards while in the act of relieving, both Guards are to salute as they stand, receiving the word of command from the senior Officer or Non-commissioned Officer present. Guards and parties on the march will also pay the prescribed compliments (shoulder) to General Officers in uniform. Non-commissioned Officers in command of parties are on all occasions to pay the proper compliments when passing Officers in uniform.

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#### GUARDS RECEIVING GRAND OR VISITING ROUNDS.

28—The following form will be observed when a Guard is visited during the day, by the Field Officer, or Captain of the day, termed Grand, or Visiting Rounds. It will turn out as usual and Present Arms to the Field Officer, (the Sentry also presenting with the Guard) and will stand steady at the shoulder to the Captain.

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#### CHALLENGING BY SENTRIES.

29—When it gets dark, (but as usual between last post of Tattoo and Reveille), Sentries will challenge in the following manner: On the approach of any person a Sentry will (halt if

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on the move), port arms, and call out in a sharp tone, "Halt, who comes there?" When on a post where a sudden rush could be made upon him, he will at once come to the charge. If the person approaching gives a satisfactory reply, the Sentry will say, "Pass friend, all's well," remaining at the port or charge until he has passed. If the person approaching answers Grand (or Visiting) rounds, when there is no countersign, the Sentry will say, "Pass Grand (or Visiting) Rounds, all's well," shouldering his arms at the same time, and presenting as they pass if they are Grand Rounds; but when there is a countersign, he will say, "Stand Grand (or Visiting) Rounds, advance one and give the countersign," at the same time coming down to the charge. In this position he will receive the countersign, and if it is correct will say, "Pass Grand (or Visiting) rounds, all's well," and proceed as above described. All Sentries will proceed as above, except the Sentry on or near the Guard room door, for which see No. 33.

## RELIEVING OR POSTING SENTRIES DURING CHALLENGING HOURS.

30—On the approach of the Relief which will move as in the day a Sentry will challenge as usual, on which the Commander of the Relief will proceed as follows: "Relief, Shoulder Arms, Halt." (This word Relief must be given in a loud and distinct tone of voice, as it is intended to serve two purposes, viz.: as an answer to the Sentry and as a caution to the Relief). The Sentry if there is no countersign will then say, "Pass Relief all's well," shouldering arms at the same time, on which the Commander of the Relief will give the command, "Relief Quick," (or if in line, "By the right Quick,") "March," and then proceed as in the day. But when there is a countersign, the Sentry after challenging and receiving the answer "Relief," will say "stand Relief, advance one and give the countersign," at the same time coming down to the charge. In this position he will receive the countersign from the Commander of the Relief, who will advance alone and deliver the same, and return to his Relief. The Sentry will then say "Pass Relief, all's well," shouldering arms at the same time, and the whole will then proceed as usual.





# ROUNDS AND PATROLS

## ROUNDS.

31—When Grand (or Visiting) Rounds visit the Sentries, a Non-commissioned Officer and (if the strength of the Guard will admit) a file of men will accompany him. These men should be regularly inspected by the Commander before being marched off, as they are intended to relieve any Sentry who may require relieving. They also answer as an escort. They fall in and are marched as a Relief, except that the Non-commissioned Officer precedes them, and the Officer follows. On approaching the Sentry the Non-Commissioned Officer will give the command, "Rounds, shoulder arms," and halt them at six paces from the Sentry. He will then take the board of orders from the Sentry box, and hand it to the Officer for reference, after which he will give the command, "Sentry, Port Arms, give over your Orders." When the orders have been given over, the Non-commissioned Officer will then give the command "Shoulder Arms," and himself replace the board of orders in the Sentry box. He will then march off to the next Sentry, when he will proceed in a like manner, sloping arms when ten paces past each Sentry.

During challenging hours the Non commissioned Officer will answer for the rounds, and if there is a countersign will give it over to the Sentries. And on returning to the Guard they will be dismissed in the usual manner.

## PATROLS.

32—When an Officer in command of a Guard visits his Sentries, he will be accompanied by a Non-commissioned Officer and a file of men, who will proceed as above. When a Non-commissioned Officer visits his Sentries he will take a file of men with him and proceed as above.

## GUARD RECEIVING GRAND OR VISITING ROUNDS DURING CHALLENGING HOURS.

33—On the approach of the Rounds, the Sentry on or near the Guard room door, will port arms and challenge as usual, and

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on the answer Grand or Visiting Rounds (as the case may be), the Sentry will call out, "Guard turn out," on which it will turn out as before stated (and as soon as it has fallen in, and the Commander has ascertained from the Sentry that it is Grand or Visiting Rounds), if there is no countersign, the Commander will call out, "Advance Grand or Visiting Rounds, all's well," (on which the Sentry will shoulder arms). To Grand Rounds the Guard and Sentry will present arms as usual, to Visiting Rounds it will remain steady at the shoulder.

If there is a countersign (as soon as the Commander has ascertained from the Sentry that it is Grand (or Visiting Rounds) a Sergeant or Corporal will be sent out with the left or right file of the Guard, according to the position of the rounds, he will move next to the front rank man, the rear rank man moving up on the left of his front rank man. When about ten paces from the Rounds he will order his men to "Halt and Port Arms," and will then repeat the challenge, "Who Comes There?" and on the answer Grand (or Visiting) Rounds, will say, "Stand Grand (or Visiting) Rounds—advance one and give the countersign," on which the file will come down to the charge, and the Officer, or the Non-commissioned Officer accompanying the Rounds will advance and give the countersign. The Non-commissioned Officer of the Escort will go back and repeat the countersign to the Commander of the Guard, who (if the word is correct) will call out, "Advance Grand (or Visiting) Rounds, all's well." The Non-commissioned Officer of the Escort having returned to his men, will then order them to "Shoulder Arms, turn inwards and step back three paces each." The Rounds will pass between them. If they are Grand Rounds, the Escort will be ordered to present arms, the Guard will also present arms as they approach. As soon as the Rounds have passed the Escort will be ordered by the Non-commissioned Officer to shoulder (if they have presented) and then to turn inwards, on which they will turn towards the Guard. They will then be marched back and fall in on the flank of the Guard, taking up the "present arms," if the rest of the Guard are at the present. After the Grand (or Visiting) Rounds is satisfied the ranks will be closed and the Guard dismissed in the usual manner.

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N.B.—It will be found a good plan to have a Non-commissioned Officer and a file of men previously warned to act as Escort, so that there may be no delay when the Guard turns out for the rounds. The Non-commissioned Officer for Escort could ascertain from the Sentry (on turning out), the description and direction of the rounds and and double the Escort out with shouldered arms.

34—In order to make still clearer the instruction given in Part I, of this work, a fully detailed account of the procedure of four Guards of different strength, supposed to have been furnished by the D. R. Battalion, who relieved the N. G. W. Battalion, is now given as follows:—

On the.....day of.....the following appeared in the Brigade Orders: "The D. R. Battalion will furnish the Brigade Guards to-morrow, viz.:

"1st—Main Guard, consisting of 1 Subaltern, 1 Sergeant, 1 Corporal, 1 Bugler and 21 men.

"2nd—Store Guard, consisting of 1 Sergeant, 1 Corporal, 1 Bugler and 15 men.

"3rd—Magazine Guard, consisting of 1 Corporal, 1 Bugler and three men."

"4th—Their own Regimental Guard, consisting of 1 Corporal, 1 Bugler and six men, making in all four Guards furnished by this Battalion, which consisted of eight companies, each company had 25 men available for duty.

35—The Officer for Main Guard was detailed according to his turn in the Officer's Roster (kept by the Adjutant) and notified through Regimental Orders; and the Non-commissioned Officers according to their turn in the Non-commissioned Officers' Roster (kept by the Sergeant-Major), and warned by their respective Company Orderly Sergeants. The Buglers according to their Roster (kept by the Bugle Major), and the men according to their respective companies Duty Roster (kept by Company Orderly Sergeants) under the supervision of their Color Sergeants."

36—The above having been duly warned, and the day appointed having come for the performance of said duties, the procedure was as follows:—

At or about two minutes to the appointed hour for Guard mounting, which is usually ten a. m., the Orderly Bugler sounded "Orderly Sergeants," on which the Orderly Sergeants of Companies fell in in line (on the regimental parade ground) in front of the Sergeant-Major, according to the number of their respective companies, No. 1 being on the right. The Sergeant-Major having seen them in their proper places, then gave the command "Number," on which the Sergeants numbered from right to left respectively. The Sergeant-Major then gave the command "Right Dress," dressed them as usual and gave the command "Eyes Front." He then gave the caution and command, "Column on No. 1, Outwards Turn," on which No. 1 turned to the right, and the remainder to the left; he then gave the command "Quick March," on which all except No. 1 stepped off together, and each in succession from No. 1, on

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commencing his eighth pace tapped the Sergeant preceding him, he himself halted, turned about and covered correctly, under the supervision of the Sergeant-Major, who then gave the word "Steady;" on which the Orderly Bugler sounded "Guard, Fall In," and the men for duty, who were standing on the reverse flank, moved on the parade with shouldered arms, and fell in at the Order, a pace and a half in rear of, and to the right of their respective Orderly Sergeants. (In two ranks, where there were four or more men.) The waiting men on the left, each Bugler on the right.

The Non-Commissioned Officers for guard fell in on the direct flank of, and four paces from the column, in line, facing from it, the senior duty on the right, the Corporals covering their respective Sergeants.

When all were steady in their places, the Sergeant-Major gave the command, "Parade, by the left—Dress up." On which the men took a pace to their front, then shuffled up the remaining fifteen inches. The front rank men looking to their left, took up their dressing, and the rear rank men looking to their front, corrected their covering and distance. Each Orderly Sergeant, when the man on his right was steady in his place, turned three-quarters right about, then took a pace to his right rear, dressed his men, and gave the command, "Eyes Front," then turned three-quarters left about, closed on his front rank. This being done the Sergeant-Major gave the command, "Call your Rolls," on which each Orderly Sergeant took a pace to his front, turned half right, and moved in front of the centre of his men and called his roll. He then inspected his men, according to rule, and fell in on the left of his front rank, and stood at ease.

While the Orderly Sergeants were inspecting their men, the Sergeant-Major inspected the Non-commissioned Officers, opening the ranks to do so; he then closed the ranks and numbered them in the usual manner, after which he gave the command, "Shoulder Arms"; then "Column on No. 1—Outwards turn." On which the number ones, (*i.e.* the Sergeant and Corporal on the right) turned to the right, and the remainder to the left, the Corporals in the front rank taking a pace to their left after turning. The Sergeant-Major then gave the command "Quick March," on which the number ones stood fast, the Corporal recovering arms, the remainder stepped off together, Corporal No. 2 counting his paces, and on commencing the last pace of the distance required for his guard, tapped the Corporal preceding him; having done so, he and the Sergeant of his guard halted, turned about, he recovering arms covered correctly; the others proceeded in a similar manner, the Sergeant-Major superintended the covering, and when correct gave the word "Steady," on

which the Corporals shouldered arms. He then gave the commands, "Order Arms," "Stand at Ease."

The Sergeant-Major then called the duties to attention, and gave the caution "Collect Reports," and called out No. 1, No. 2, and so on to the rear of the column, when each Orderly Sergeant in succession, as the number of his company was called, answered (as to the state of his duties) "Present, sir." The Sergeant-Major then gave the command "Left Turn," on which all except the Non-commissioned officers for duty, turned to the left; the Orderly-Sergeants after turning placed themselves on the proper front of, and next to the front rank man of the leading file, (or man) by taking a pace to their right with their right foot, and one back with their left. The Sergeant-Major then informed the men as to the Guard each Corporal was marking for; he then gave the caution and command—"On your respective Commanders and Markers—Quick March." On which the men stepped off together, (shouldering arms on the first pace) and moved toward the commander or marker of the Guard for which they had been detailed, and fell in with ordered arms, (two deep, those duties of four or more men) on the right of, and in line with their respective commander or marker. In those Guards having a Sergeant and Corporal the former moved out in front and sized his men from flanks to centre, then gave the command, "Left Dress," dressed them, and gave the command "Eyes Front"—"Stand at Ease," then placed himself in rear of the centre of his guard. Where there was but one Non-commissioned officer to a Guard, (as soon as the man that formed next on his right was steady in his place) he proceeded in like manner to the Sergeants. The Buglers formed up on the right of their respective Guards. The waiting men formed up together, correctly sized as a Guard, forming the rear of the column, they stood at ease with the Guard next preceding them; the commander of that Guard saw that they were correctly sized before standing his own Guard at ease.

The Orderly Sergeants moved towards and formed line opposite to, and at eight paces from the centre of the directing flank of the duties, turned towards them, the Orderly Sergeant of No. 1 on the right.

The duties having formed and stood at ease as above stated, the Sergeant-Major then called them to attention, and proceeded as follows:—"Tell off the duties,"—Main Guard—Store Guard Magazine Guard—Regimental Guard. Upon which the senior Non-commissioned officer of each duty, as his Guard was named, answered (as to the state of his Guard on parade, in a loud and distinct tone of voice,) thus: "One Sergeant, one Corporal, one Bugler, and twenty-one men—present, sir."

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The Sergeant-Major then gave the caution :—"Left Form into Line," on which the left hand man of the front rank of each Guard (waiting men also) turned to the left, the remainder half left, the senior Non-commissioned officer of each duty moved up between the Bugler and his Guard, and the Corporals covered their respective Sergeants. The above being done, the Sergeant-Major gave the command, "Quick March," on which all except the left hand men of front rank stepped off together, and marched by the shortest way to their place in line, there halted, the front rank looking to the left for its dressing, and the rear rank looking to the front, corrected its covering and distance. The Sergeant-Major dressed them from the left, and gave the command, "Eyes Front;" then moved in front of the centre and gave the command "Fix Bayonets," on which all fixed bayonets except the Non-commissioned officers and Buglers. This done he gave the caution—"Open Order"—on which the right hand man of the rear rank of each duty, and the rear rank man on the left of the line, stepped back two paces in slow time, and turned to the right; the Corporal of the Guard on the right covered them, and gave the word "Steady," on which the Sergeant-Major gave the command "March," when the remainder of the rear rank of each duty stepped back two paces, and the flank men turned to the front at the same time and raised their disengaged arm horizontally from the elbow, and each Corporal, shouldering arms, dressed his rear rank, saying thus:—"Main Guard,"—"Store Guard," and so on "Rear rank, Dress," and when dressed—"Eyes Front," after which each Corporal (if not a commander) placed himself on the right of the rear rank, and if a commander resumed his place between the Bugler and his front rank.

37—N.B.—At this stage, the Sergeant-Major handed over the parade to the Adjutant, at the same time reporting the state thereof. Then the Adjutant accompanied by the Sergeant-Major proceeded to inspect the duties minutely, and as laid down in the "Field Exercise"—Part II., S. 28.

38—The Adjutant having completed the inspection, handed the Regimental Duties over to the Regimental Orderly Officer, who (also attended Guard Mounting parade) marched them off according to rule. See No. 9. He then directed the Regimental Orderly Sergeant, (who was his orderly, and also attended Guard Mounting parade, whose place was on the right of the Company Orderly Sergeants when formed up in line facing the parade), to dismiss the Regimental waiting men.

39.—The Adjutant directed the Sergeant-Major to dismiss the Orderly Sergeants, and marched the Brigade duties to the Brigade parade ground, and handed the same over to the Brigade

Major, to whom the officer for guard also reported himself, at the the hour appointed for parade.

40—The Brigade Sergeant-Major then formed the Guards up in column, by the left—then formed them into line, and proceeded in a similar manner to the Regimental Sergeant-Major, handing the duties over to the Brigade-Major when ready for inspection; then the Brigade-Major accompanied by the Brigade Sergeant-Major proceeded to inspect them.

41—The Brigade-Major having completed the inspection, directed the officer for guard to take post, on which he drew his sword, (as laid down in the Sword Exercise) and placed himself three paces in rear of the centre of his guard, (i.e. the Main Guard). The Brigade-Major then handed the duties over to the Field Officer of the Day, who (attended Brigade Guard Mounting parade) marched them off to their respective guards. He then directed the Adjutant of said corps to have the Brigade waiting men marched back to their Regimental parade ground, and there dismissed, with the understanding that they might be called on for duty at any moment.

42—The Main Guard was marched and approached the old Main Guard (to be relieved) as directed in Nos. 9, 10 and 11. The commander then gave the command "Dress," on which the Sergeant turned three-quarter left about and placed himself on the right of the Bugler, the Corporal stepped up into the Sergeant's place, the men took up their dressing by the right. When completed the Sergeant gave the command "Eyes Front," on which the men looked to the front, and the Sergeant and Corporal resumed their respective places. The commander then gave the caution: "Open Order," on which he recovered his sword, and passing by the right, he placed himself one pace in front of the second file from the right, the right and left hand men of the rear rank stepped back two paces in slow time and turned to the right; the Corporal covered them, and gave the word "Steady." The commander then gave the command "March," on which he took two paces to the front, and brought his sword to the carry; the remainder of the rear rank stepped back two paces in slow time, the flank men turned to the front, and raised their disengaged arm horizontally from the elbow, the Corporal placed himself in position to and dressed the rear rank, giving the command "Rear Rank, Dress," and when dressed "Eyes Front," on which they looked to the front, the flank men dropped their arms, and the Corporal resumed his place on the right of the rear rank.

43—The old Guard, standing on its ground at open order, then received the command from its commander, "Old Guard—Present Arms," on which the officer saluted with his sword, the

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men, and the Sentry on No. 1 Post, presented arms, [the Non-commissioned officers remained at the shoulder. The Bugler sounded the Guard Salute.

The new Guard then received the command from its commander, "New Guard—Present Arms," on which they proceeded in like manner to the old Guard.

The old Guard then received the command from its commander, "Old Guard—Shoulder Arms," on which the men and Sentry shouldered arms; the officer recovered his sword with the first motion of the rifles, and carried on the second.

The new Guard then received the command from its commander, "New Guard—Shoulder Arms," on which they proceeded in like manner to the old Guard.

The commanders of the old and new Guards then approached each other, and the former handed his duplicate guard report to the latter, and both resumed their places.

The commander of the old Guard then gave the command, "Old Guard—Order Arms," on which the whole ordered arms, and the officer sloped swords. He then gave the command, "Stand at Ease," on which they moved as ordered, and the officer simply drew back his right foot 6 inches, and slightly bent his left knee.

The commander of the new Guard then gave the commands, "New Guard—Order Arms," "Stand at Ease," on which they moved in a similar manner to the old Guard.

44—At this stage the officers fell out, the Sergeants sprung to attention, shouldered arms, and approached each other, the Corporals stepping into their places. The Sergeant of the new Guard ascertained from the Sergeant of the old Guard the number of sentries required by day and by night. The Sergeant and Corporal of the old Guard then resumed their places, and the Sergeant of the new Guard called his Guard to attention, told it off as directed in No. 13. Then gave the command, "From 1 to 7—Shoulder Arms," on which they and the Corporal shouldered; he then gave the command, "Close Order" "March," "Right Turn," "Dismiss," "Remainder—Stand at Ease." The new relief on being dismissed proceeded to the guard room, and took off all their accoutrements, with the exception of their waist-belt, side-arms, and one pouch.

45—After which the Sergeant of the new Guard gave the command, "First Relief, Fall In," when the Corporal and men of the same turned out smartly, and fell in as directed in No. 16, the Corporal on the right of the front rank, under the supervision of the Sergeant, who, when formed, gave the command, "Relief, Shoulder Arms," The Sergeant then reported to the



officer that the relief was ready for inspection, on which the officer, accompanied by the Sergeant, inspected it, (but without examining arms), to see that they were clean, and accoutrements on correctly. The officer then gave the command, "Relief, Close Order—March," on which it moved as usual, and the Corporal of the old Guard placed himself on the left of the front rank. The officer then marched it off as directed in No. 17.

The relief moved, and relieved the sentries of the old Guard, as directed in Nos. 17 and 18.

46—While the relief was going round the commander of the new Guard took over the property in charge of the old Guard, according to the list in the duplicate guard report, which he previously received from the commander of the old Guard; he also caused the prisoners to fall in, and answer to their names. As he called them out from the duplicate guard report, he inspected and dismissed them.

47.—The relief of the old Guard, on its return, was marched by the Corporal of the same to the left of, and about three paces from the old guard, and were there halted, fronted and dressed by him. He then gave the caution and command, "Relief—Open Order—March," on which it moved as usual, under the supervision of the Corporal, who then reported its return to the Sergeant of his guard, and resumed his place on the right of his relief. The Sergeant of the old Guard reported to the commander of the same, who inspected them, accompanied by the Sergeant. Having completed his inspection, he ordered the Sergeant to dismiss them, on which the Sergeant closed the ranks of the Relief, and dismissed it in the usual manner. The Sergeant of the old Guard called his guard to attention, and ordered the old Relief (who were already fully equipped as the remainder of the Guard) to fall in their places; having done so, he ordered the Guard to stand at ease, and reported to his commander, that the Guard was all present, and ready to march off.

The Corporal of the new Guard, on the old Relief being fronted, fell out, and reported to the Sergeant of his guard, that the sentries were all correctly posted, and fell in with his guard. The Sergeant then reported the same to the commander.

48—The commanders then resumed their places in front of their respective Guards, and proceeded as follows:—

The commander of the old Guard gave the commands, "Old Guard—Attention"—"Shoulder Arms." On the first command, the whole sprung to attention, on the second command they moved as ordered, and the officer brought his sword to the carry.

The commander of the new Guard then gave the commands, "New Guard—Attention," "Shoulder Arms," on which they moved in a similar manner to the old Guard.

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The commander of the old Guard then gave the caution, "Old Guard, Close Order," on which he recovered his sword, and turned to the right, he then gave the command "March," on which the rear rank took two paces to the front, and the commander passing by the right, placed himself three paces in rear of the centre of his guard, then carried swords. After which he gave the command "Old Guard, Fours"—"Right," on which it moved as ordered. He then gave the command, "Quick March."

On the word "march" from the commander of the old Guard, the commander of the new Guard gave the command, "New Guard—Present Arms," on which it moved as usual, and the sentry on No. 1 Post also presented arms, the officer saluting with his sword.

And when the left of the old Guard was clear of the ground on which it stood, the commander of the new Guard gave the command, "New Guard—Shoulder Arms," on which it moved as usual. The commander then turned about, facing his Guard, and gave the command, "Guard, Fours—Right," on which it moved as usual. He then gave the command, "Left—Wheel, Quick—March." On which it moved as usual, and when its leading four approached the left of the ground formerly occupied by the old Guard, the commander again gave the command, "Left—Wheel" and when direct on the ground formerly occupied by the old Guard, he gave the command "Guard—Halt,"—"Front,"—"Dress." The Sergeant dressed the Guard as usual, gave the command, "Eyes—Front," and resumed his place. The Commander then gave the command "Order—Arms," "Stand at—Ease." He then sent for the orders for the Guard; having received the same, he called them to attention, and read the orders of the Guard to his men (and also to the first Relief on its return). After which he gave the commands, "Shoulder—Arms," "Right—Turn," "Dismiss," on which the whole moved as usual.

49—When the old Guard was about ten paces from the ground on which it stood, it sloped arms, by order of its commander, and in this manner was marched with the utmost regularity to its Regimental parade ground, shouldering arms by command on approaching the same, and when on the ground it occupied the day previous, when formed up, it there received the command from its commander "Guard—Halt,"—"Front,"—"Dress," on which the whole moved as ordered. The commander then gave the command, "Fix—Bayonets," on which all but the non-commissioned officers proceeded as ordered. He then gave the caution, "Open—Order," on which the flank men of the rear rank, and Corporal moved as ordered. He then gave the com-

mand "March," on which the rear rank and flank men moved as usual, the Corporal dressed the rear rank, giving the command, "Rear Rank—Dress," and when dressed "Eyes—Front," resuming his place on the right.

Then the officer, accompanied by the Sergeant, (the Corporal moving up into the latter's place), inspected the Guard in the usual manner. After completing the same, he noticed an officer senior to himself on parade, from whom he asked permission to dismiss his Guard. The same being granted, he called the Guard to attention and dismissed them in the usual manner.

50—The other Guards, viz., the Store, Magazine and Regimental, proceeded in a similar manner to the Main Guard, with the following exception:—1st. The senior Non-commissioned officer of each commanded. 2nd. In the case of the Store Guard, the Sergeant commanding it performed all the duties as laid down to be performed by the Officer and Sergeant of the Main Guard, except that he did not move to the front in taking open order. 3rd. In the case of the Magazine and Regimental Guard, the Corporals commanding them, performed all the duties as laid down to be performed by the Officer, Sergeant and Corporal of the Main Guard, except that the Magazine Guard did not take open order, being in single rank, and the Corporal of the Regimental Guard did not move to the front in taking open order.



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## RANK BADGES OF OFFICERS, AND DEFINITION OF TERMS.

51—The rank of Officers in the army is indicated by badges, termed "Rank Badges." Those badges, except when otherwise ordered, are to be worn on shoulder straps, and in certain cases, especially provided for, on saddle cloths, thus :—

**FIELD-MARSHAL**—Crossed Batons on a wreath of laurel, with a crown above.

**GENERAL**—Crossed Sword and Baton, with Crown and Star above.

**LIEUTENANT-GENERAL**—Crossed Sword and Baton, with Crown above.

**MAJOR-GENERAL**—Crossed Sword and Baton, with Star above.

**BRIGADIER-GENERAL**—Crossed Sword and Baton.

**COLONEL**—Crown and two Stars below.

**LIEUT.-COLONEL**—Crown and one Star below.

**MAJOR**—Crown.

**CAPTAIN**—Two Stars.

**LIEUTENANT**—Star.

52—By the expression "Armed Party" is meant one or more men with rifles, or side-arms only, under command of another.

53—By the expression "Unarmed Party" is meant one or more men without arms, under command of another; the commander may have side-arms.

54—By the expression "Field Officers" is meant Colonels, Lieut.-Colonels, and Majors.

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## REGULATIONS RESPECTING GUARDS.

55—**ORDER OF DRESS FOR GUARDS.**—Guards will mount in "Marching Order" without Canteens, so that their meals may be sent to them therein, unless their meals are to be cooked on Guard.

56—**HOOR OF MOUNTING.**—As a general rule Guards of Infantry mount at 10 a.m.

57—**TO BE INSPECTED AND SIZED BY AN OFFICER OF THEIR CORPS.**—All Guards are, previous to going on duty, to be carefully inspected and sized by the Adjutant or some other Officer of their corps, and if for higher duty than Regimental are to be marched by him from their Regimental to the general parade,

58—WHAT COUNTS A TOUR OF DUTY.—When a Guard has marched off the ground where it may have been ordered to parade it is then entitled to count a tour of duty.

### DUTIES, ETC., OF THE COMMANDER OF A GUARD.

59—AS REGARDS ORDERS.—The Commander of a Guard is to make himself thoroughly acquainted with all the orders for his Guard, and also with those which each Sentry ought to have on his post. The standing orders for the Guard are to be distinctly read and carefully explained to the men as soon as the Guard has mounted.

INSPECTION OF RELIEFS.—He will carefully inspect every Relief before going to, and also on returning from, its post.

NOT TO REMOVE ACCOUTREMENTS OR CLOTHING.—He will see that he and those under him do not on any account take off their accoutrements or clothing while on guard (except for the purpose of cleaning in the morning after Reveille and then only one relief at a time, the men then on sentry should do so as soon as relieved) as they must be at all times alert and vigilant in the performance of their duty, particularly so at night.

NOT TO QUIT GUARD.—He is never to quit his guard except for the purpose of visiting his sentries, and is then to inform the next in command of his intention and the probable time of his absence. He is also to prevent any Non-Commissioned Officer or soldier from quitting the Guard without permission, which is to be sparingly granted and only for special purposes.

GOING ROUNDS OR VISITING SENTRIES.—He is to visit all the sentries of his Guard at least twice by day and twice by night, in order to ascertain that they are acquainted with their orders and carrying them out in a proper manner. In addition to this he will see that a Non-Commissioned Officer and a file of men visit them frequently for the same purpose.

PAYING COMPLIMENTS.—He will be held responsible that his Guard pay the proper compliments to those entitled thereto; and whenever the turning out of the Guard is dispensed with by the person entitled to the compliment, the Commander of the Guard will remain outside until he has passed.

### REGARDING PRISONERS.

RECEIVING PRISONERS.—The commander of a Guard shall not refuse to receive or keep any person who is committed to his custody by any Officer or Non-Commissioned Officer, but an account in writing of the offence with which the person so committed is

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charged, signed by the Officer or Non-Commissioned Officer who committed the prisoner will be required with each at the time of committal, or as soon as practicable, and in any case, within twenty-four hours thereafter.

**"CRIME" REQUIRED.**—If the account in writing termed the "Crime" is not delivered at the time, a verbal report to same effect is to be made.

**INSPECT AND SEARCH PRISONERS.**—He will minutely inspect each prisoner before he is placed in confinement, and have him searched in his presence, with the object of removing knives or any other weapon, with which he might injure himself or others, or that can be used in any way to facilitate his or other's escape. Valuables will also be removed. Any articles found on a prisoner will be delivered to the prisoner's Color-Sergeant if in a Regimental guard-room, or to the Non-Commissioned Officer commanding the escort that comes for him if not a Regimental guard-room, and in any case the commander of the Guard will require a receipt for the same.

#### IN CASE OF DRUNKENNESS.

**NOT TO BE PUT THROUGH DRILL EXERCISE FOR THE PURPOSE OF TESTING.**—A soldier suspected of being drunk is not to be put through any drill exercise, or otherwise tested, for the purpose of ascertaining his condition.

**TO BE CONFINED ALONE IN THE PRISONERS' ROOM, OR GUARD-ROOM CELL.**—A private soldier in a state of drunkenness is, if possible, to be confined alone, and in the Prisoner's room, or in a Guard-room cell, until sober, and not in the Guard-room itself, where he may often be provoked to an act of violence and insubordination.

**MAY BE DEPRIVED OF HIS BOOTS.**—He may, when necessary, be deprived of his boots, except when the weather is cold, and he is likely to suffer in consequence.

**TO BE VISITED.**—He is to be visited at least every two hours (by a Non-Commissioned Officer of the Guard and an escort) in order that his condition may be ascertained, and should any symptoms of serious illness be observed, a medical Officer is forthwith to be sent for.

**TO BE PERFECTLY SOBER BEFORE INVESTIGATION.**—When a soldier is charged with drunkenness, care is to be taken that he is perfectly sober before he is brought before an officer for investigation. For this purpose 24 hours should usually be allowed to elapse before the investigation.



**BEDDING, WHEN ALLOWED TO PRISONERS.**—Prisoners in confinement for trial by Court-martial will be allowed the use of bedding up to the time of the promulgation of their sentence or of acquittal.

Prisoners in confinement, pending enquiry, *will* be allowed the use of bedding, if their detention *exceeds two days*.

In *severe weather* prisoners *may* be allowed *such* bedding as may be necessary.

**TO TAKE EXERCISE.**—Care is to be taken that prisoners detained under charge of a guard are required to take such exercise under supervision of the guard, as may be deemed requisite for the preservation of their health.

**NOT TO BE KEPT IN IRONS.**—Prisoners are never to be kept in irons except when it is necessary for safe custody or to prevent violence.

**NOT TO RELEASE WITHOUT PROPER AUTHORITY.**—The commander of a Guard is not to release without proper authority, (wilfully or otherwise) any prisoner committed to his charge. Nor is he to allow (wilfully or without reasonable excuse) any prisoner to escape.

**THE PROPER AUTHORITY TO RELEASE**—A man when confined can only be released by competent authority, *e g.*, if confined in a Regimental Guard-room, he can only be released by the authority of the Commanding Officer of the Regiment, and if in a Garrison Guard-room, by the authority of the Officer commanding the Garrison.

**TO REPORT PRISONER, OFFENCE, ETC.**—The commander of a Guard will *report in writing* to the officer to whom his guard report is furnished, the prisoner's name and offence (so far as known to him) and the name and rank of the Officer or Non-Commissioned Officer by whom he was charged. This report must be made as soon as he is relieved from his guard or duty, if relieved within 24 hours after the committal, and in any case within those 24 hours. This report will be made by an entry in the guard-report by the commander of the Guard, and must be accompanied by the original crime if he has received it.

**N.B.**—The original crime, if received, will always be sent with the guard-report, and the original crime, or a true copy thereof, will be sent to the prisoner's Commanding Officer.

**IF NOT, COMMITS A SERIOUS OFFENCE.**—If the crime has not been received, the commander of the Guard must mention the circumstance in his guard report; should he fail to do so, he himself commits a serious offence.

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**MAN OF GUARD CONFINED.**—In the event of its becoming necessary to confine a man of the Guard, application through the Orderly Officer should be made forthwith to that man's Corps for one of the waiting men.

**TO RENDER A GUARD REPORT.**—The Commander of a Guard will render (on dismounting) a report of his Guard to the Officer Commanding the Garrison, when a Garrison Guard; to the Officer Commanding the Brigade, when a Brigade Guard; to the Officer Commanding the Regiment or Detachment, when a Regimental or Detachment Guard.

**CONTENTS OF REPORT, ETC.**—Guard reports are usually made out on forms printed for the purpose, though manuscript reports may be ordered to be made out based on the prescribed form. They should contain 1st, the detail and the number of Sentries by day and by night. 2nd. A list of articles in charge of the Guard, with a space for entering any damage that has or may occur, followed by a certificate which is signed by the commander, stating who he relieved, and the condition of the articles, Guard-room, Board of Orders, etc., when taken over; also the particular duties he performed while on guard, stating the hours at which he visited his sentries by day and by night, and the hours at which his Guard was visited by officers on duty, and by "Rounds" of any description. 3rd. A Time and Post Roll, showing the names of the men on guard, the hours they were on duty, and the number of the post they were on. 4th. A report of prisoners confined, in which will be entered the regimental number, rank, name and corps, of each prisoner; also when he was confined, his crime and names of witnesses. 5th. A report of prisoners undergoing imprisonment in Provost-cells under charge of the Guard, showing their sentence, hours done and to do. 6th. A report of prisoners confined in hospital, showing the date of their crime, days and nights in hospital.

**IMMEDIATE REPORT TO ORDERLY OFFICER.**—He will also send an immediate report to the Orderly Officer of any unusual occurrence that may happen on or near his Guard.

**GENERAL CONDUCT OF GUARD.**—The commander of a Guard will be held accountable in every respect for the general conduct of his Guard, and must therefore maintain a proper authority, taking care that all are exact in the performance of their duty, and that no drinking, swearing or gambling of any description is allowed on or about his guard, and that no species of irregularity is permitted among the men.





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## Squad Drill Elucidated.



A new edition of the above work will shortly be published by SERGT.-MAJOR MUNRO, D. Co'y I. S. Corps, containing the latest emendations in Squad Drill, and such of the former edition as will be found useful and necessary.

From the rapid sale of the former editions of "Squad Drill Elucidated," and the demand still for a work of this kind, the new edition, no doubt, will be received with pleasure and profit by all interested in the efficiency of our Volunteer Forces.



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