GUARD AND SENTRY DUTIES
OF THE
FIELD OFFICER OF THE DAY
CAPTAIN OF THE DAY
SUBALTERN OF THE DAY
COMMANDER OF THE GUARD
SERGEANT OF THE GUARD
CORPORAL OF THE GUARD
PRIVATE OF THE GUARD

BY
LIEUT. R. STUPART

AUTHOR OF "COMPANY DRILL SIMPLIFIED," "HINTS TO NON-COMS," "HINTS TO YOUNG OFFICERS," ETC.

FIFTH EDITION

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PREFACE.

The method of carrying out guard and sentry duties is governed partly by the authorized manuals and regulations, and, to a large extent, by rules and customs which have been handed down from our military forefathers.

In the following pages I have included the whole of the official instruction and most of the unwritten rules and customs which have met with general acceptance.

It is hoped that they will prove useful to those officers who may have to deliver regimental lectures on guard and sentry duties, and also to the young officers and non-commissioned officers who will from year to year be called upon to perform guard duties, and could otherwise only learn them after long years of experience.

ROBT. STUPART.
GUARD AND SENTRY DUTIES

IMPORTANCE OF GUARD DUTY.

Guard duty is one of the soldier's most important duties, and in all armies of the world the manner in which it is performed is an index to the discipline of the command and the manner in which other duties are performed.

Upon the guard's vigilance and readiness for action depends not only the enforcement of military law and orders, but also the safety and protection of the camp, and the quelling of sudden disorder.

The importance of guard duty is increased during times of war, when the very safety of the army depends upon the vigilance of the sentries, who are required to watch that others may sleep and thus refresh themselves from the labors of the day. The sentries are the guardians of the repose, quiet and safety of the camp.
INSTRUCTION IN GUARD DUTY.

Proper instruction and practice in guard and sentry duties is not only necessary in itself to the private, but the distinctive and individual nature of the duties and responsibilities of sentries afford abundant opportunities for cultivating habits of self-reliance, thoroughness, vigilance, and other soldierly qualities. These bring guard duty into a close and fundamental relation with all other military training, and give great importance to its correct performance.

RESPECT DUE TO SENTRIES.

Respect for the person and office of a sentry is as strictly enjoined by military law as that required to be paid to an officer. A sentry in respect to the duties with which he is charged represents the superior military authority of the command to which he belongs, and whose orders he is required to enforce on or in the vicinity of his post.

As such he is entitled to the respect and obedience of all persons who come within the scope of operations of the orders which he is required to carry into effect. Over military
persons the authority of the sentry is absolute, and disobedience of his orders on the part of such persons constitutes a most serious military offence, and is prejudicial in the highest degree to the interests of discipline.

DESCRIPTION OF GUARDS.

There are two types of guards usual in camp, the brigade guard and the regimental or quarter guard.

The brigade guard is composed of a body of men detailed for duty daily, alternately by each of the regiments or corps comprising the camp, and mounts its sentries over the principal stations or posts of the camp. Its chief post is called the main guard, and its duties are of a general nature throughout the camp. Brigade guards are visited by the field officer (Grand Rounds), detailed by the brigade and the officer of the day of the regiment providing the guard (Visiting Rounds).

The regimental guard is composed of a body of men detailed for duty by one of the companies of each regiment daily, and its duty is confined to maintaining order and pro-
tecting the property of the regiment to which it belongs.

Regimental guards are visited also by visiting rounds (the captain or subaltern of the day), detailed by its own regiment.

TOUR OF DUTY.

A guard is only entitled to count a tour of duty when it has, in pursuance of that duty, marched off the ground where it was ordered to parade.

AMMUNITION.

Guards, when ordered, will have the requisite ammunition served out to them before going on duty. This supply is to be collected in the presence of an officer, after the duty has been performed, and returned into the magazine.

HOURS OF MOUNTING.

Guards will mount at the hours the District Commandant may deem best suited to the climate and season. When no orders on this subject are issued, they will mount at 10 a.m. All guards and armed parties before going on duty will be inspected by the adjutant, or some officer of their corps.
GUARDS NOT TO TAKE OFF CLOTHING.

Neither officers nor soldiers will take off any article of clothing or accoutrements while on guard, but the wearing of the great coat or cloak in the guard room will be optional. Officers and soldiers are to be at all times alert and vigilant in the performance of their night duties.

VISITING SENTRIES.

The commander will visit his sentries at least twice by day and twice by night to ascertain that they are alert, on their posts, and acquainted with their orders, and in addition he will send a non-commissioned officer with a file of men to perform the same duty at frequent and uncertain intervals.

To "visit" the sentries means that the visit is made by going on his post and questioning him as to conditions or orders, or, as to both. Merely walking in the vicinity of his post and observing the sentry at a distance is not considered a "visit." They should be questioned as to their—

(1) General orders.
(2) Special orders.
These may not be required in full, but sufficient should be asked to indicate that the man knows his duty.

OFFICERS AND MEN NOT TO QUIT THEIR GUARDS.

Commanders are never to quit their guards except to visit their sentries, and will then inform the next in command of their intention, and the probable time they will be absent. They are also to prevent any non-commissioned officer or soldier from quitting the guard without leave, which is to be granted only for special purposes.

REVEILLE, RETREAT AND TATTOO.

All guards are to turn out at the commencement of the Reveille, Retreat and Tattoo sounding. The commander will then inspect them, and ascertain that all the men are present and regular.

FIRE OR OTHER ALARM.

When a fire breaks out, or an alarm is raised, all guards are immediately to turn out under arms, and so continue until the fire is
extinguished, or the cause of alarm has subsided, unless otherwise ordered.

**RELIEF OF SENTRIES.**

Sentries will be relieved every two hours, but at night in cold and inclement weather they may at the discretion of the officer commanding, be relieved every hour.

**HOT COFFEE.**

Regimental arrangements should be made for hot coffee to be provided free of charge at some period of the night (for instance at 1 a.m.), for each man of the guard.

**STABLE GUARDS.**

Sentries furnished by a stable guard, will mount with or without arms, at the discretion of the commanding officer.

**INSPECTION OF GUARDS ON BEING DISMOUNTED.**

All guards are, on dismounting, to be marched to their regimental parades, where they are to be inspected by the adjutant, and their arms examined. In the case of an officer's
guard, the men, after this inspection, are to be dismissed by the commander after he has reported to any officer of superior rank present on the parade. If the commander of the guard is a non-commissioned officer, and no officer is present on the parade, a report is to be made to the adjutant or orderly officer previous to dismissal.

YOUNG OFFICERS FOR INSTRUCTION.

Young officers are to be placed on guard with senior officers as supernumeraries for instruction, and no officer is to be placed in command of a guard until he is acquainted with the duties of that position.

RELIEVING OR POSTING A GUARD.

On the approach of the new guard the sentry over the guard room should call out "guard turn out," on which the old guard should fall in with sloped arms and bayonets fixed.

When the ground admits, the new guard will advance in line towards the front of the old guard, and should be drawn up, when possible, 15 paces in front, or, when not possible, 6 paces from the left of the old guard.
As soon as this is completed the following commands should be given:—

Old Guard—Present Arms.
New Guard—Present Arms.

Commanders of guards will, if officers, salute; if non-commissioned officers, present arms at the same time as their men.

Old Guard—Slope Arms.
New Guard—Slope Arms.

Old Guard—Order Arms, Stand at Ease.
New Guard—Order Arms, Stand at Ease.

The new guard should now be numbered off, the commander first enquiring from which flank the old guard numbered, and then taking the reverse himself.

A guard may be told off front and rear rank alternately; if numbering from the left the left hand man becomes No. 1, his rear rank man No. 2, the second man from the left No. 3, his rear rank man No. 4, and so on. Another method is to number the front rank from right to left and the rear rank from left to right, or vice versa. After the guard is told off, the first relief should be sent out, accompanied by a corporal belonging to the old guard, to
bring in the relieved sentries. If the relief moves in line, he will be on the left flank, if in file (or as in file) he will be at the head of the front rank of files (or rank). As soon as all the sentries are relieved, the two corporals will change places, and the corporal of the old guard will assume command. While the relief is marching round, the commander will take over the property in charge of the guard according to the list on the inventory board, at the same time checking the list in the old guard report.

When the reliefs have returned and all the men of the old guard have fallen in, the following commands will be given:—

Old Guard—Attention, Slope Arms.
New Guard—Attention, Slope Arms.
Old Guard—Form fours, right (or left), or right (or left) turn, Quick March.
New Guard—Present Arms (as the old guard moves off). Slope Arms, Quick March. (They should now be on the alignment of the old guard.)
Guard—Halt, Order Arms, Stand at ease.
The commander of the guard should now
read and explain the orders of the guard to his men; these orders should also be read and explained to the men forming the first relief when they come off sentry.

Guard, attention, slope arms, dismiss.

RELIEVING AND POSTING SENTRIES, AND MARCHING RELIEFS.

Reliefs of fewer than four men will be formed in single rank; when of four men, or upwards, they will be formed into two ranks. (In streets, or narrow places, reliefs should always be marched in single rank). When marching in line, the corporal will be on the right; when in file (or as in file) he will be on the right of the rear file (or man).

On the approach of the relief, the sentry, with the rifle at the slope, will place himself in front of the sentry box.

When the relief is about two paces from the sentry the corporal of the relief will give the command—Relief, Halt.

The new sentry will then move out from the relief and fall in on the left of the old sentry, facing in the same direction, the old sentry will then give over his orders, the cor-
poral seeing that they are correctly given and understood.

On the command Pass, the old sentry will move to his place in the relief, and the new sentry will close two paces to his right.

The command Relief, Quick March will then be given and the relief will be marched off.

When a sentry who is to be posted on a new post has reached the post assigned to him, he will be ordered to halt and face in the required direction. The corporal will then read and explain the orders to him.

The object for which he is posted, the front of his post, and the extent of his beat, will be clearly pointed out to a sentry when first posted.

SENTRIES CHALLENGING.

A sentry will only challenge a person or party approaching his post, (1) when it is necessary for his own safety, (2) when he is doubtful as to whether the person or party approaching is authorized to pass, (3) when it is ordered for a special reason, such as in the
case of a sentry posted on a fortress or prison. (4) when there is a countersign to be delivered.

When challenging on the part of a sentry is necessary, it will be carried out as follows:—

1. When a person or party approaches the post, the sentry will, as soon as the person or party is within speaking distance, call out, Halt—Advance one (or Halt—Advance one, and give the countersign); at the same time coming to On Guard,* but without drawing back the right foot; if the person or party approaching gives a satisfactory reply, the sentry will say Pass Friend, All's well; remaining On Guard till the person or party has passed.

2. If in answer to the challenge the sentry receives the reply Grand (or Visiting) Rounds; he will call out Stand Grand (or Visiting) Rounds; Advance one (or Advance one and give the countersign), the sentry remaining On Guard until he

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* In coming to On Guard from the Slope, seize the rifle with the right hand at the small and come to On Guard.
has identified the person approaching or until he has received the countersign. When satisfied the sentry will say Pass Grand (or Visiting) Rounds; All’s well; presenting arms as they pass in the case of grand rounds, sloping arms as they pass in the case of visiting rounds.

When challenging is unnecessary grand or visiting rounds will inform the sentry as to their identity on approaching his post, the sentry presenting arms in the case of grand rounds and remaining at the slope in the case of visiting rounds.

GUARDS TURNING OUT AT NIGHT.

When the sentry is not directed to challenge, grand or visiting rounds will inform the sentry as to their identity on approaching his post, the sentry will then call: Guard—turn out. The guard will fall in with bayonets fixed and arms sloped, and the commander will call out: Advance, grand (or visiting) rounds; All’s well; to grand rounds he will present; to visiting rounds he will remain at the slope.
When the sentry challenges and there is no countersign to be delivered the same procedure as above will be observed, the sentry turning out the guard on receiving the reply Grand (or Visiting) Rounds to his challenge.

If there is a countersign to be given, a corporal or sergeant with a flank file of the guard will double out, and when about ten paces from the rounds will order the file to halt, bring them to On Guard, and will then give the challenge: Who comes there? The reply will again be, Grand (or Visiting) Rounds; the non-commissioned officer calling: Stand, grand (or visiting) rounds; Advance one and give the countersign. Rounds will then in a low voice give the countersign, which the non-commissioned officer alone will carry, in double time, for verification to the commander of the guard. If correct the commander of the guard will call out, Advance, grand (or visiting) rounds; All's well. The file will then double back to the guard, and rounds will advance to the guard, which will present arms to grand rounds.
MISCELLANEOUS.

When guards turn out they will fall in with sloped arms. When the guard is commanded by an officer, he will be three paces in front of the centre of the guard, other officers will take post as in line; when by a non-commissioned officer, he will fall in on the right of the guard.

The officer carrying the colour, when present, will march in the centre of the guard.

Guards, including reliefs, rounds and patrols, will march with sloped arms and bayonets fixed. In wet weather arms will be carried at the secure. Sentries, when moving, are to do so at the slope.

Guards, rounds and reliefs on the march, meeting their Majesties the King and Queen or either of them or the Queen Mother will be ordered to halt, turn in the required direction and present arms. To other persons entitled to a salute they will pass on at sloped arms, paying the compliments of eyes-right or eyes-left as required.*

*The same rules apply to battalions or detachments on the march.
Guards will not turn out after retreat or before reveille except at tattoo, on the approach of an armed party, in cases of alarm, or to receive grand or visiting rounds, nor will they during this period pay any compliments, except to grand rounds, to whom they will present arms.

Parties marching with arms at the secure, and parties with side arms, will pay and return compliments as unarmed parties.

When an officer visits sentries he should be accompanied by a non-commissioned officer of the guard, and when a non-commissioned officer visits his sentries he should take a man, or a file of men with him.

The men composing the guard should not be allowed to smoke outside the Guard Tent or talk to passers by.

No man of the guard should be employed in holding a horse, or in any other way not connected with the orders of his guard.
COMPLIMENTS BY GUARDS

Guards, including guards of honour, mounted over the person of the King and members of the Royal Family, will pay no compliments except to members of the Royal Family, and guards, including guards of honour, mounted over the Governor-General and Governors within their respective Governments will pay no compliments to officers or persons of a lesser degree. When any such guards are visited by officers on duty, they will turn out to them with sloped arms.

COMPLIMENTS BY GUARDS.

Guards are at all times between Reveille and Retreat to turn out and pay the compliments specified to general officers in uniform, and to Civil Governors within the limit of their jurisdiction. Guards and parties on the march will also pay the prescribed compliments to general officers in uniform.
No officer under the rank of general officer is entitled to the compliment of the bugle sounding a flourish, or the drum beating a ruffle, when guards “present arms” to him. No officer who is not dressed in uniform is entitled to the compliment of a guard turning out, except members of the Royal Family, the Governor-General, and Governors or Officers administering the Government within the precincts of their Governments.

COMPLIMENTS TO COMMANDING OFFICERS.

To regimental commanding officers—irrespective of their rank—their regimental guards are to turn out and present arms once a day.

COMPLIMENTS TO OFFICERS PASSING.

When a general officer in uniform, or a person entitled to a salute, passes in rear of a guard, the commander is to cause the guards to fall in and stand with sloped arms, facing
the front, but no drums are to beat, or bugle to sound. When such officers pass guards while in the act of relieving, such guards are to salute as they stand, receiving the word of command from the senior commander.

GUARDS TO TURN OUT UNDER ARMS.

Guards are to turn out at all times when armed parties* of any branch of the service approach their post; to armed corps they will present arms, and before other armed parties they will stand with sloped arms. They will not pay compliments between the sounding of "Retreat" and "Reveille," except to Grand Rounds. They will not turn out to unarmed parties. A mounted party, armed, will draw and carry swords to all guards turning out to it.

* By the expression "armed party" is meant a party with swords, guns, or rifles, and mounted in the case of mounted units. By the expression "armed corps" is meant an armed party of a certain strength, namely, a regiment of Light Horse, a battery of Horse, Field, Heavy, or Mountain Artillery with its guns, Garrison Artillery of not less than two companies, Engineers of not less than four companies, a battalion of Infantry with or without colours, A.S.C., or A.O.C. of not less than four companies.
HONOURS PAID BY SENTRIES.

Honours will be paid by sentries as follows:

<table>
<thead>
<tr>
<th>Post of Sentry</th>
<th>Present Arms</th>
<th>Salute.*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Royal palace or furnished from a Royal guard</td>
<td>Members of the Royal Family. Armed corps.</td>
<td>Officers of all ranks (in uniform). Unarmed parties.</td>
</tr>
<tr>
<td>Other posts</td>
<td>General and field officers. Armed parties.</td>
<td>Officers below field rank. Unarmed parties.</td>
</tr>
</tbody>
</table>

COMPLIMENTS TO OFFICERS OF OTHER SERVICES.

All guards and sentries are to pay the same compliments to commissioned officers of the Royal Navy, Royal Marines, His Majesty's Army, and the Naval Forces of the Commonwealth—when in uniform—as are directed to be paid to officers of the Military

*The salute will be that prescribed in Infantry Training Section 80.
Forces. Guards and sentries will pay compliments to commissioned officers of the departments of the Military Forces according to their ranks, or corresponding ranks as the case may be.
GUARDS OF HONOUR

A guard of honour, as a general rule, of 50 rank and file, with a captain in command, two subaltern officers (one carrying the standard of Light Horse, or the King's colour of Infantry), a proportion of sergeants, and a regi-
mental band, will attend:—

1. Upon the King and other Royal person-
ages; and upon Presidents of those 
Republican States in which the 
Sovereign is represented by an Am-
bassador.

2. At State ceremonials.

Similar guards of honour, but with regi-
mental colour, will attend upon the Governor-
General, Governor, and officers administering 
the Governments of His Majesty's possessions, 
and such occasions as are customary within 
the Governments. (Guards of honour will not 
be detailed when the Governor-General, Gov-
ernors, and officers administering the Govern-
ment are returning after leave of absence, the 
duration of which has not exceeded three
months; nor when they are merely arriving at, or departing to or from, one or other of the ports within their Government; nor on merely changing their residence.)

A guard of honour, of 30 rank and file, with two officers, one carrying the regimental colour, and a band, will attend:—

1. When a foreign general or flag officer lands at a military station, within His Majesty's dominions, to visit the Governor-General, the Governor, Military Board, or District Commandant.

2. (a) At the port where the Naval Commander-in-Chief of the Australian Station lands for the first time within the Commonwealth.

(b) On each occasion on which he receives an artillery salute on paying an official visit to the Governor-General.

3. If deemed expedient to receive distinguished persons other than those mentioned above, or on occasions not specified.

Voluntary guards of honour as above may be furnished for the Governor-General or the Governor of a State when visiting cities or
towns in the Commonwealth on other than State occasions, and provided that troops are available without expense.

Mounted escorts will attend if ordered when guards of honour are furnished, as provided for in Regulation 32. The strength of the escort for the Governor-General will be 1 officer, 1 sergeant-major, 1 trumpeter, 20 rank and file; and for the State Governors 1 officer, 1 sergeant, 1 trumpeter, 12 rank and file.

Whenever a guard of honour forms up the commander will be three paces in front of the second file from the right, or, in a confined space, from the flank by which the personage for whom the guard is mounted will approach, the officer carrying the colour three paces in front of the centre; if there is a third officer he will be three paces in front of the second file from the other flank. When the guard is inspected, the commander will invariably accompany the personage for whom it is mounted, walking next to him round the ranks.
DUTIES OF

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DUTIES OF FIELD OFFICER OF THE DAY.

(Grand Rounds.)

The field officer of the day should be present at the mounting and dismounting of the brigade guard, and should visit, turn out and inspect all guards, once by day and once by night. These duties should be performed mounted, unless otherwise ordered.

He has and should take command of all guards and picquets in case of fire, riot or alarm.

In the mornings when the guards dismount, the reports of their commanders should be forwarded by the field officer to the officer commanding the station, together with his own report, in which he should note any irregularity or unusual occurrence that came under his observation during his tour or duty.

The field officers of the day should always notify the commander of the guard and the provost-marshal where he is to be found at any time.
DUTIES OF CAPTAIN OF THE DAY.
(Visiting Rounds.)

In small garrisons or camps, captains are to do the duty of field officer of the day in the same manner in all respects as field officers, except that their being mounted may be dispensed with. When the guards are numerous or widely distributed, a captain as well as a field officer of the day may be detailed, and the former may be directed to perform a portion of the field officer's duties.

He should be present at the mounting and dismounting of the regimental guard, and should visit, turn out and inspect it, once by day, and once by night after 11 p.m.

He should see those in arrest, enquire if they have any complaints, ascertain that the guard room is clean and everything regular, and that the sentries are alert and acquainted with their orders.

SUBALTERN OF THE DAY.
(Visiting Rounds.)

He should be present at guard mounting and dismounting, and should visit and turn out
the guard, once by day and once by night, at such hours as may be directed by the captain of the day.

He should inspect the men under arms, ascertaining that all are present, sober and alert, visit the guard room and those in arrest and detention, and see that everything is correct and regular, and enquire if they have any complaints.

He should see that the sentries are acquainted with and understand the orders of their post. If a sentry should be unacquainted with, or misunderstand his orders, he should see that he is properly instructed at once, and find out whether the ignorance of the sentry was the result of neglect of duty on the part of the individual who posted him. While visiting the sentries he should be accompanied by the sergeant or corporal of the guard.

He should see that the meals of the men on guard are carried to the guard room by orderlies, who should be paraded five minutes before the regular meal hours.
DUTIES OF THE COMMANDER OF THE GUARD.

1. The senior officer or non-commissioned officer of the guard is commander of the guard.

2. The commander of the guard is responsible for the instruction and discipline of the guard. He will see that all its members are correctly instructed in their orders and duties and that they understand and properly perform them.

3. He receives and obeys the orders of the commanding officer and the officer of the day, and reports to the latter without delay all orders relating to the guard not given or transmitted by him; and transmits to his successor all material instructions and information relating to his duties.

4. He is responsible under the officer of the day for the general safety of the camp as soon as the old guard marches away from the guard room. In case of any emergency occurring while both guards are at the guard room, the senior commander of the two guards will be responsible that proper action is taken.
5. A commander will never quit his guard except to visit his sentries, and will then inform the next in command of the probable time he will be absent, and will not allow any non-commissioned officer or soldier to quit the guard without leave, which will be granted only for special purposes.

6. The standing orders of the guard will be read and explained to the men as soon as the guard has mounted and again when the first relief comes in. Every relief will be inspected before going out and on its return.

7. When any alarm is raised in a camp, the guard will turn out immediately. If the case be serious, the alarm will be sounded, and the commander of the guard will cause the field officer and captain of the day and the provost-marshal to be at once notified.

8. The commander of the guard will inspect the guard and see that they are properly dressed and in possession of their arms and equipments when turned out for any purpose whatever.

9. The commander of the guard will inspect his guard at Reveille, Retreat and Tattoo to assure himself that the men are in proper
condition to perform their duties, and that their arms and equipments are in proper order.

10. After receiving the report of its corporal, he will inspect each relief before it goes on post, to assure himself that every sentry is properly armed and equipped, and is in proper condition to perform his duties. The relief first posted after guard mounting need not be thus inspected.

11. He will see that the sentries are relieved every two hours unless the weather, or other cause, makes it desirable that it be done at shorter intervals.

12. He will question his non-commissioned officers and sentries relative to the instructions they have received from the old guard, and will see that patrols and visits of inspection are made as directed by the officer of the day.

13. The commander of the guard will personally examine all prisoners confined in the guard tent on taking charge of them. He will see that they are paraded to receive their meals, that everything brought by the orderlies for their use is inspected, and that all utensils for same are returned.
14. When a prisoner is handed over for being drunk, if there be any doubt as to his condition, the commander of the guard will at once report the matter to the field officer of the day, who will procure such additional evidence as may be necessary.

15. Whenever a man of a strange corps is confined in the guard tent, the commander of the guard will at once send a written report of the case to the commanding officer of the man concerned.

16. The commander of the guard will see that prisoners are clean prior to being handed over to escorts.

17. The commander will visit his sentries at least twice by day and twice by night, to ascertain that they are alert, on their posts and acquainted with their orders, and in addition he will send a non-commissioned officer with a file of men to perform the same duty at frequent and uncertain intervals.

18. All soldiers coming into camp sober after Tattoo without passes, are to be permitted to proceed to their tents as prisoners at large, and their names forwarded with the guard
report to the field officer of the day, and the commanding officers of the men concerned must also be notified.

19. In their guard reports, commanders are to mention the hours at which they went their rounds personally, and caused the sentries to be visited, as well as the hours at which their guards were visited by officers on duty and by "rounds." They are also to send an immediate report to the field officer or captain of the day of any unusual occurrence on or near their guards. The authorised forms for guard reports is specially applicable to guards where soldiers under detention are confined.

20. He should receive all ordinary passes from men coming in after hours, and enter on the same the time that each individual came in and initial them; these passes should be sent with the guard report to the orderly room. Permanent passes should also be examined, and if correct, returned to the bearers.

21. The commander of the old guard should require the commander of the new guard to countersign the relieving guard report before the old guard marches off; the commander of
the new guard then becomes responsible for the correctness of the report, so far as it relates to the guard tents, number of prisoners, articles of furniture, including sentry boxes, etc., in charge of the guard.

22. Should a man be taken ill while on guard a report should at once be sent to the orderly officer, who should at once see that one of the waiting men is sent to relieve him.

23. The commander of the guard receives such soldiers in arrest as are made over to him by an officer or non-commissioned officer, and should on no account release a man committed to his charge without proper authority. A written report should in all cases be required with each, but the commander of a guard should not refuse to receive a man accused on the ground that a written report is not given him with the man. It is sufficient for him to know that the accused is amenable to military law, and that the person confining him is known and responsible.

24. He should forward all returned passes to the orderly room the following morning with
the guard report. The time of each man's return should be stated on the back.

25. All stores and furniture (including watch-coats), in charge of a guard are to be handed over from one commander to another. The commander of the relieving guard will be responsible for their correctness, and will in his report note the condition of each article when taken over.

**DUTIES OF SERGEANT OF THE GUARD.**

1. The senior non-commissioned officer of the guard always acts as sergeant of the guard, and if there be no officer of the guard, will perform the duties prescribed for the commander of the guard.

2. The sergeant of the guard has general supervision over the other non-commissioned officers and the privates of the guard, and must be thoroughly familiar with all their orders and duties.

3. Immediately after guard mounting he will prepare duplicate lists of the names of all non-commissioned officers and privates of the
guard, showing the relief and post or duties of each. One list will be forwarded as soon as possible to the commander of the guard, and the other will be retained by the sergeant.

4. He will see that the reliefs are turned out at the proper time, and that the corporals thoroughly understand and are prompt and efficient in the discharge of their duties.

5. During the temporary absence from the guard room of the sergeant of the guard, the next in rank of the non-commissioned officers will perform his duties.

6. Should the corporal whose relief is on post be called away from the guard room, the sergeant of the guard will designate a non-commissioned officer to take the corporal's place until his return.

7. He will report to the commander of the guard any suspicious or unusual occurrence that comes under his notice, will warn him of the approach of any armed body, and will send to him all persons arrested by the guard.

8. He is directly responsible for the property under charge of the guard, and will see that it is properly cared for. He will make
lists of articles taken out by working parties, and see that all such articles are duly returned. If any are not, he will immediately report the fact to the commander of the guard.

DUTIES OF CORPORAL OF THE GUARD.

1. Corporals of the guard are assigned to reliefs by the commander of the guard.

2. A corporal of the guard receives and obeys orders from none but non-commissioned officers of the guard senior to himself, and the officers of the guard.

3. It is the duty of the corporal of the guard to post and relieve sentries, and to instruct the members of his relief in their orders and duties.

4. Immediately after the division of the guard into reliefs, the corporal will assign the members of their respective reliefs to posts by number, and a soldier so assigned to his post will not be changed to another during the same tour of guard duty, unless by direction of the commander of the guards, and as soon as directed by the officer of the guard the corporal of the first relief posts his relief.
5. When marching in line, the corporal will be on the right, when in file (or as in file), he will be on the right of the rear file (or man).

6. Reliefs, rounds, and patrols will march with sloped arms and bayonets fixed. In wet weather arms will be carried at the secure. Bayonets will not be fixed when arms are carried at the secure.

7. The sentries at the guard room are the first relieved, and are left at the guard room. All others will march with the relief.

8. Each corporal will thoroughly acquaint himself with all the special orders of every sentry on his relief, and see that each sentry correctly transmits such orders in detail to his successor.

9. He will see that each sentry on being posted clearly understands the limits and extent of his post.

10. Should any sentry call for the corporal of the guard, the corporal will at once and quickly proceed to such sentry. He will notify the sergeant of the guard before leaving the guard room.
11. He will at once report to the commander of the guard any violation of the regulations, or any unusual occurrence which is reported to him by the sentry, or which comes to his notice in any other way.

12. When the countersign is used, the corporal at the posting of the relief during whose tour challenging is to begin, gives the countersign to the members of the relief, excepting those posted at the guard room.

13. He will wake the corporal whose relief is next on post in time for the latter to verify the prisoners, form his relief, and post it at the proper hour.

14. In relieving sentries, the corporal is responsible that the orders are repeated upon every relief, whether the sentry going on had been on the same post before or not.

15. Should a sentry call "Relief" the corporal should at once proceed to the post of such sentry, taking with him the man next for duty on that post. If the sentry is relieved for a short time only, the corporal should again post him as soon as the necessity for his relief ceases.
16. Should a sentry call "Guard Turn Out" the corporal should at once promptly notify the commander of the guard.

17. When challenged by a sentry while posting his relief, the corporal should give the command Relief, Halt and to the sentry’s challenge, answer Relief, and at the order of the sentry he should advance alone to give the countersign or be recognised as a friend. When the sentry says Advance, Relief, the corporal commands Relief, Quick March. If to be relieved the sentry is then relieved as prescribed.

**DUTIES OF PRIVATE SOLDIER OF THE GUARD.**

1. During his tour of guard duty, a soldier is subject to the orders of the officers and non-commissioned officers of the guard only.

2. Sentries will not present arms to any officer or armed party (except grand rounds) after retreat; but as long as they can discern an officer, they will halt and turn to their front on his approach, and salute with the rifle at the slope as directed.
3. After a private has been assigned to a relief and a post, he must remember the number of his relief and the number of his post, and under no circumstances is he to change from one relief or post to another relief or post unless under instructions from the commander of the guard.

4. A sentry should never quit his post without an explicit order from an officer or non-commissioned officer of the guard, and under no circumstances should he ever yield it to anyone else.

5. Sentries moving about on their posts will always turn outwards when turning about.

6. Soldiers will not take off any article of clothing or accoutrements while on guard, but the wearing of the great coat or cloak in the guard room will be optional:

7. Sentries in their sentry boxes will salute by coming smartly to attention.

8. Sentries must not quit their arms, lounge or converse with anyone on any pretence, nor may they stand in their sentry boxes in good or even moderate weather.
9. Privates of the guard are not allowed to use the countersign, except in the performance of their duties while posted as sentries.

10. Whenever relieved a sentry should repeat in detail to his relief all special orders relating to his post.

11. A sentry must not, under any circumstances, make known the countersign to anyone but the sentry who relieves him, or to a person from whom he properly receives orders, such as the commanding officer, the officer of the day, or an officer or non-commissioned officer of the guard, on such person’s order given personally.

12. Sentries should distinctly understand that they are placed on their post for a definite purpose, and that the rule that they must not leave their post, does not mean that they must remain on the fixed beat or inactive if any person disobeys their orders. They should at once arrest the man, and call the corporal of the guard to their assistance. They should, however, remain in the vicinity of their post.

13. A sentry should never stand to speak to anyone while on his post, but if spoken to,
should answer civilly and walk on. If a person is doing anything contrary to the orders of his post he should tell him to desist in a quiet and respectful tone, and if it has no effect, he should then call for the commander of the guard.

14. Sentries should carry out their orders with firmness and determination, and should not permit any trifling or nonsense; they have commands to be obeyed, and should make them so.

15. If by reason of sickness, or for any other cause, it becomes necessary for the sentry to call for relief, he should call, "Corporal of the Guard, No. —— Relief," but if for any other purpose other than relief he should call, "Corporal of the Guard, No. ——", adding only the number of his post.

ORDERS FOR SENTRIES ON POST.

Orders for sentries on post are divided into two classes, general orders and special orders.

Special orders define the duties to be performed by a sentry on a particular post, and
are prescribed by the commanding officer. The number and limits of the post invariably constitute part of the special orders of every sentry on post.

General orders are those that apply to all posts in the army, and are prescribed by the Defence Department.

Sentries are required to memorize the following:

1. To take charge of this post and all Government property in view.
2. To walk my post in a brisk and soldier-like manner, keeping constantly on the alert and observing everything that takes place within sight or hearing.
3. To report every breach of orders or regulations that I am instructed to enforce.
4. To repeat all calls from posts more distant from the guard room than my own.
5. To quit my post only when properly relieved.
6. To receive, transmit, and obey all orders from and allow myself to be relieved by an
officer or non-commissioned officer of the guard only.

7. To hold conversation with no one except in the proper discharge of my duty.

8. In case of fire or disorder to give the alarm.

9. To allow no one to commit nuisance in the vicinity of my post.

ORDERS FOR A SENTRY ON THE GUARD ROOM OR TENT.

1. To turn out the guard to general officers (when in uniform); commanding officer once by day if in uniform; field officer of the day; officers on duty once by day and once by night; and to all armed parties passing his post.

To turn out the guard at “Retreat,” “Tattoo,” and “Reveille.”

2. In case of fire, riot, or any unusual occurrence to immediately alarm the guard.

3. To pay proper compliments to all officers passing his post, according to rank.

4. To challenge all persons approaching his post from “Tattoo” until “Reveille.”
5. To allow no one to enter the guard room or tent except on duty.

6. To take charge of all Government or regimental property on or near the vicinity of his post.

7. To cause all men returning off pass to report themselves to the commander of the guard, who will satisfy himself that they have returned in proper time.

Taking charge of a post and all Government property in view, means that a sentry on post represents the Government, and he is placed there to look after its interests. A sentry’s post is not merely the line on which he walks, but extends to the next posts on either end. Not only is the sentry required to look after all property on his post, but he is also required to see that all Government property in the immediate neighbourhood suffers no injury of any kind.

To walk my post in a brisk and soldier-like manner, means to maintain the bearing and appearance of a soldier, keeping the uniform orderly and clean, and avoiding careless or slouchy movements. The reason for this is
that a sentry on post usually occupies a position where he is generally seen by the officers and soldiers of his own regiment, as well as by those of others and by civilians, and under such conditions a sentry walking his post in a careless and slovenly manner would be an unmilitary performance that would naturally create a most unfavourable impression.

"On the alert," means on the lookout or watch against attack or danger, ready to act; and "keeping constantly on the alert, observing everything that takes place within sight or hearing," means that the sentry shall keep his mind all the time upon his duty, and not fall into any day-dreams. In this manner he may often observe things that would otherwise pass unnoticed, and though they may seem to him to have no bearing upon his duty, yet from the answers of an alert sentry an officer may sometimes obtain valuable information.

"Properly relieved," means to be relieved by someone who has the authority to relieve a sentry, that is to say, an officer or non-commissioned officer of the guard only.
COPY OF GUARD REPORT.
(For use in the Field only.)

REPORT of the ................................................ Guard,
Mounted by the ........................................... on ................. 19...

Parole................................................. Countersign.........................

<table>
<thead>
<tr>
<th>Details</th>
<th>No. of Sentries</th>
<th>Articles in Charge of Guard</th>
</tr>
</thead>
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<td>--------</td>
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</tbody>
</table>

REPORT.

Previous to the Old Guard marching off, I inspected the several articles above mentioned and found them correct (except ......................). The Guard Tent clean and in repair; the Boards of Orders legible. Immediately after the Old Guard marched off, I read and explained the Orders to the Guard, and again when the first Relief came in; and all Orders have been attended to (except ......................). Each Relief, both going on and coming off Sentry, was inspected, and found fit for duty. I visited the Sentries at ...................... and ...................... by day, and at ...................... and ...................... by night, and found them alert, on their posts, and acquainted with their Orders. The Guard was visited by the Field Officer of the day at ...................... by day, and at ...................... by night, by the Captain of the day at ...................... by day, and at ...................... by night, and by the Subaltern of the day at ...................... by day, and at ...................... by night.

...................... Commanding Guard

*** All blank spaces to be ruled through.

N.B.—A duplicate of this Guard Report to be handed to the Commander of the New Guard.
### ROLL of the Guard

<table>
<thead>
<tr>
<th>No.</th>
<th>Name</th>
<th>No. of Post</th>
<th>Sentry Co.</th>
<th>Remarks</th>
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<tbody>
<tr>
<td></td>
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<td>From</td>
<td>To</td>
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</table>

**Capt.** .............. **Sergt.** .............. **Corpl.** .............. **Bugler.** ..............

**Lt.** .............. **Sergt.** .............. **Corpl.** ..............

*Patrols were sent out at the following hours, viz.:—*

*Nothing unusual occurred during my tour of duty, except*

*Commanding Guard.*
LIST OF SOLDIERS IN ARREST CONFINED IN CHARGE OF GUARD.

<table>
<thead>
<tr>
<th>Corps</th>
<th>Rank and Name</th>
<th>Names of Witnesses</th>
<th>Crime</th>
</tr>
</thead>
</table>

The names of all soldiers in arrest of all Corps confined in charge of the Guard, whether released or otherwise, must be entered in the above form.

........................................, Commanding Guard.
DURATION OF ARREST.

Any member of the defence force charged with any naval or military offence when on duty or wearing his uniform may be arrested, pursuant to the order of an officer authorized by the regulations to issue such order, by any other member of the defence force, and detained in naval or military custody until he can be tried for the offence, but in the case of members of the citizen forces such arrest or custody shall not continue longer than while the corps or ship’s company to which such member belongs shall then remain under arms or on duty, or if not then on duty, until such member shall have resumed civilian attire, which he shall, without unnecessary delay, be permitted to do.

The above provisions limiting the duration of the arrest or custody of a member of the citizen forces, and allowing him to resume civilian attire, shall be obeyed in the manner most suited to the circumstances, and such
member shall be deemed to be in open arrest until his case has been disposed of.

Any member of the citizen forces who has been released from arrest in the manner referred to, should be notified in writing of the charge against him.

WHO MAY ARREST AND BE ARRESTED.

Subject to the above paragraph, any officer may order into military custody an officer of inferior rank, or any soldier, and also an officer (though he be of higher rank) engaged in a quarrel, fray, or disorder, and any officer or soldier may take into military custody any officer or soldier pursuant to the order of an officer, and such order shall be obeyed, notwithstanding the officer giving the order and the person in respect of whom the order is given do not belong to the same corps, arm, or branch of the service.

CUSTODY AND DELIVERY OF THE "CRIME."

An officer or non-commissioned officer commanding a guard or a provost-marshal or
assistant provost-marshal shall not refuse to receive or keep any person who is committed to his custody by any officer or non-commissioned officer, but it shall be the duty of the officer or non-commissioned officer who commits any person into custody to deliver at the time of such committal, or as soon as practicable, and in every case within twenty-four hours thereafter, to the officer, non-commissioned officer, provost-marshal, or assistant provost-marshal, into whose custody the person is committed, an account in writing, signed by himself, of the offence with which the person so committed is charged.

Military custody means the putting the offender under arrest, or the putting him in confinement.

DUTIES OF COMMANDER OF GUARD AS TO DELIVERY OF CHARGE REPORT.

If the account in writing mentioned above, commonly termed the "crime," is not delivered at the time, a verbal report to the same effect is to be made. If the "crime" is not received within twenty-four hours, the commander of
the guard will either take steps for procuring it, or report that he has not received it to the officer to whom his guard report is furnished, who, if the "crime" or other evidence sufficient to justify the detention is not forthcoming, will, at the expiration of forty-eight hours from the time of committal, order the release of the person in military custody. In order to comply with the provisions of paragraph 236 (33) to (35) of these regulations, the name and offence of every person in military custody, including such as may have been received over in custody, and the rank and name of the officer or other person by whom he is charged, are to be entered by the commander of the guard in his guard report, and the original "crime," or a copy thereof, is to be forwarded to the commanding officer of the person in military custody.

MILITARY CUSTODY OF AN OFFICER OR NON-COMMISSIONED OFFICER.

Military custody in the case of an officer, warrant officer, or non-commissioned officer (not under sentence) usually means arrest, but an officer, warrant officer, or non-commis-
sioned officer may, if circumstances require it, be placed for custody under the charge of a guard, picket, patrol, or sentry, or of a provost-marshal.

ARREST OF OFFICER.

Arrest is either close arrest or open arrest. When arrest is not described as open arrest, it means close arrest. An officer under close arrest is not to leave his quarters or tent, except to take such exercise under supervision as the medical officer considers necessary. When under open arrest he may take exercise at stated periods within defined limits, which will usually be the precincts of the barracks or camp of his unit. If the climate or the state of the officer's health or other circumstances require it, these limits may be enlarged at the discretion of the officer commanding on the spot. An officer under open arrest may, under strict orders as to his conduct, be directed to proceed from one station to another, or be permitted to leave his station for a particular purpose.

An officer under open arrest is forbidden to use his own or any other mess premises.
He is not to appear in any place of amusement or entertainment or at public assemblies, and he is never to appear outside his quarters or tent dressed otherwise than in uniform. An officer, when under arrest, will not wear sash, swords, belts, or spurs.

The parts of preceding paragraphs in heavy type shall not apply to officers and non-commissioned officers of the citizen forces, who are under open arrest, unless when wearing uniform, or in camp.

ARREST OF NON-COMMISSIONED OFFICER.

The preceding paragraphs will also apply to warrant officers and non-commissioned officers, who will, if charged with a serious offence, be placed under arrest forthwith, but, if the offence alleged appears not to be serious, it may be investigated and disposed of without previous arrest. In cases where doubts exist whether the offence alleged has been committed, arrest may be delayed, without prejudice to any subsequent proceedings.
MILITARY CUSTODY OF PRIVATE SOLDIER.

Military custody in the case of a private soldier not under sentence means either making him a soldier in open arrest or confining him in a guard detention room under charge of a guard, picquet, patrol, sentry, or provost-marshal.

The keys of the guard detention room shall be kept in the charge of the commander of the guard.

A private soldier charged with a serious offence will be placed in military custody on the commission or discovery of the offence. He is not to be confined in the guard detention room for offences unaccompanied by drunkenness, violence, or insubordination, unless confinement is necessary to insure his safe custody or for the maintenance of discipline, and the investigation of the charge may be held without his being confined. A private soldier against whom a charge for an offence is pending if in open arrest, will not quit barracks until his case has been disposed of. He will
attend parades, but will not be detailed for duty. The part of this paragraph in heavy type shall not apply to soldiers of the citizen forces, except when their corps remain under arms or on duty.

**SOLDIER CONFINED BY NON-COMMISSIONED OFFICER.**

A private soldier who disobeys an order distinctly given, or resists the authority of a non-commissioned officer, is to be confined without altercation, and immediately reported to the officer commanding his company, &c., or to the adjutant. When a non-commissioned officer has to confine a soldier he will invariably obtain the assistance of one or more privates to conduct the offender to the guard room, and will himself avoid in any way coming in contact with him. Except in cases of personal violence, or when on detached duties, lance-corporals and acting bombardiers with less than four years’ service will not confine private soldiers, but will report the offence to the orderly-sergeant, who will act as the circumstances require.
FOR DRUNKENNESS.

A private soldier who is drunk is, if possible, to be confined alone in the guard detention room. Soldiers on being confined will be searched and deprived of knives or other weapons. Soldiers confined for drunkenness may be deprived of their boots, except when the weather is cold, as they are likely to suffer in consequence, and are to be visited and their condition ascertained at least every two hours by a non-commissioned officer of the guard and an escort. Should any symptoms of serious illness be observed, a medical officer is forthwith to be sent for. Soldiers suspected of being drunk are not to be put through any drill or tested for the purpose of ascertaining their condition. Care is to be taken that a soldier charged with drunkenness is perfectly sober before he is brought before an officer for investigation of the charge. For this purpose twenty-four hours should usually be allowed to elapse before the investigation.
CONFESSION OF DESERTION OR OFFENCE AGAINST ENLISTMENT.

Where a soldier makes a confession of desertion or of having committed an offence in relation to enlistment, if the investigation in connection therewith cannot be immediately completed, he need not be placed in military custody. If, at the time of, or subsequent to, and independent of, the confession, he is charged with an offence, the soldier may be placed in military custody and tried for the offence.

BEDDING AND EXERCISE OF SOLDIERS IN CUSTODY.

1. A soldier in military custody for trial by court-martial shall be allowed his bedding up to the time of the promulgation of his sentence or acquittal.

2. If a soldier is detained in military custody for more than two days pending inquiry, he may be allowed the use of his bedding.

3. If a soldier is detained in military custody in severe weather, he may be allowed such bedding as is deemed necessary.

4. Soldiers who are under charge of a
guard shall take sufficient exercise, under supervision, for the preservation of their health.

SOLDIERS IN ARREST TO BE DEPRIVED OF THEIR CAPS.

Soldiers are to be deprived of their caps, and of any articles they can use as missiles, during the investigation of offences and during their trial before any court.

OFFENDERS NOT TO BEAR ARMS OR DO DUTY.

An offender while in arrest or confinement is not to be required to perform any duty, other than such duties as may be necessary to relieve him from the charge of any cash, stores, accounts, or office of which he may have charge, or for which he is responsible. If by error, or in emergency, he has been ordered to perform any duty, he is not thereby absolved from liability to be proceeded against for his offence. An offender when in arrest or confinement is not to bear arms, except by order of his commanding officer in an emergency or on the line of march.
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