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**UNITED STATES MARINE CORPS**  
THE BASIC SCHOOL  
MARINE CORPS TRAINING COMMAND  
CAMP BARRETT, VIRGINIA 22134-5019

**RESPONSIBILITIES OF  
THE INTERIOR GUARD  
B141136  
STUDENT HANDOUT**

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## Responsibilities of the Interior Guard

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### Introduction

At many points in your career you will be required to hold different forms of officer of the day (OOD) as part of your unit's interior guard. While acting as the senior Marine on deck, you will be held responsible for ensuring the preservation of order, protecting property, and enforcing regulations set by the base and unit commanders.

### Importance

The importance of this lesson is to familiarize you with the roles and responsibilities that are expected of the OOD. You will be expected to understand your responsibilities as the OOD and to stand duty once you reach the operating forces. This lesson will give you the basic knowledge regarding duties of the OOD, and you will receive practical experience while at The Basic School (TBS) either as a company duty officer or as the TBS junior OOD.

### In This Lesson

In this lesson you will become familiar with the types of guard missions Marines hold, the purpose of the interior guard, and the composition, duties, and responsibilities of the interior guard. You will become familiar with specific tasks such as inspections, posting and relieving the OOD, and the general orders and common special orders you may find while on duty. Lastly, this lesson covers basic tools of the OOD and the use of deadly force while on duty as the OOD.

This lesson covers the following topics:

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## **Responsibilities of the Interior Guard (Continued)**

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### **Learning Objectives**

#### Terminal Learning Objectives

TBS-ATFP-2206. When assigned to guard duty, perform the duties as the Commander of the Guard to preserve order, enforce regulations, and protect property (PEP).

#### Enabling Learning Objectives

TBS-ATFP-2206a. Without the aid of reference, describe types of guard forces without omission.

TBS-ATFP-2206b. Without the aid of reference, describe the purpose of the interior guard without omission.

TBS-ATFP-2206c. Without the aid of reference, describe the composition of the interior guard without omission.

TBS-ATFP-2206d. Without the aid of reference, describe the force continuum without omission.

TBS-ATFP-2206e. Without the aid of reference, define deadly force without omission.

TBS-ATFP-2206f. Without the aid of reference, describe circumstances when deadly force is authorized without omission.

TBS-ATFP-2206g. Without the aid of reference, describe justifications for the use of deadly force without omission.

TBS-ATFP-2206h. Given assigned duty, orders and directives, perform the duties of The Basic School Junior Officer of the Day (JOOD) of the interior guard ensuring compliance with orders and directives.

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## **Types/Purpose of Guard**

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### **Types of Guard**

Depending on their mission, guard forces are organized into many different forms. In the Marine Corps, the three main types of guards are:

- Exterior guard: Established in combat or other hostile zones.
- Ship's detachment: Maintained for three primary purposes
  - Guarding nuclear weapons.
  - To provide security vessels from internal and external threats.
  - Ceremonial duties.
- Interior guard: A commander details this guard to preserve order, protect property, and enforce regulations within the jurisdiction of the command.

### **Purpose of Interior Guard**

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The establishment of an interior guard is a command decision authorized to the commanding officer of a ship, regiment/group or higher, and separate/detached units. All other commanders may establish special guards when necessary. Three primary purposes for an interior guard are to:

- Preserve order.
  - Protect property.
  - Enforce regulations.
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## **Composition and Duties of the Interior Guard**

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### **Commanding Officer (CO)**

The commanding officer has the authority to establish the guard. The CO is responsible for everything the guard does or fails to do. For the execution of the guard, the CO can delegate authority to designated representatives, but the CO can never delegate command responsibility. An example of a designated representative would be the unit executive officer or adjutant. The CO or the CO's direct representative will post and relieve the OOD and issue instructions as is appropriate and necessary.

### **Officer of the Day (OOD)**

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Directly responsible to the CO, the OOD is the officer or staff noncommissioned officer (SNCO) who supervises the main guard and ensures that all the CO's orders relating to security of the command are executed. As the CO's direct representative, the OOD is directly responsible to the CO for everything that occurs on the post during the watch.

The OOD is guided in the execution of duties by the local unit's standard operating procedure (SOP). The OOD normally inspects the:

- Armory.
- Mess hall.
- Bachelor enlisted quarters (BEQ).
- Motor pool.
- Sentries.
- Classified material vault.

### **Commander of the Guard**

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The commander of the guard is the officer, SNCO, or noncommissioned officer (NCO) who ensures proper instruction, discipline, and performance of the guard. The commander of the guard in large guard units is an SNCOIC. In small guard units, the senior NCO is responsible for this position in addition to formal duties.

The commander of the guard's responsibilities include:

- Ensuring the proper training, discipline, and performance of the guard.
- Conducting guard school.
- Inspecting all guard personnel while on post and before posting.

## **Composition and Duties of the Interior Guard (Continued)**

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### **Commander of the Guard (Continued)**

- Ensuring guard personnel are properly armed and equipped for their duty.
- Keeping the OOD and the sergeant of the guard properly informed.
- Detailing Marines for morning and evening colors.

### **Sergeant of the Guard**

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The sergeant of the guard is the NCO of the guard who assists the commander of the guard in ensuring proper instruction, discipline, and performance of the guard. The sergeant of the guard's responsibilities include:

- Assisting the commander of the guard. When no commander of the guard is assigned, assumes both duties.
- Ensuring proper accountability of all guard equipment.
- Assigning sentries to reliefs and preparing guard rosters.
- Reporting all actions the sentries take.
- Inspecting sentries at least once a relief.
- Maintaining proper police of the guardhouse and posts.

### **Corporal of the Guard**

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The corporal of the guard is an enlisted Marine in charge of one relief of the guard. The corporal of the guard stands the same tour of duty as the relief. The corporal of the guard's duties include:

- Assigning Marines within the relief.
  - Instructing sentries regarding their orders and duties.
  - Inspecting the relief prior to posting.
  - When the relief is off post but still on duty, maintaining them in the designated area in case the reserve is formed.
  - Reporting up the chain of command all actions the sentries take.
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## Composition and Duties of the Interior Guard (Continued)

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<b>Sentry</b>	<p>The sentry is an enlisted Marine assigned to duty as a member of the guard to keep watch, maintain order, and protect persons or property. The sentry's duties include:</p> <ul style="list-style-type: none"><li>• Standing post.</li><li>• Memorizing and complying with all general orders.</li><li>• Understanding and complying with all special orders.</li></ul>
<b>Reserve</b>	<p>The reserve is composed of the two relief Marines not on watch. At a minimum, the reserve is the relief that just got off watch. In an emergency, the OOD, commander of the guard, or sergeant of the guard may call upon the reserve to reinforce a post or respond to the emergency.</p>
<b>Supernumerary</b>	<p>The supernumerary is an extra member of the relief assigned and available to stand duty in the event of injury or illness to another member. The supernumerary must be able to stand all posts.</p>
<b>Relief</b>	<p>The relief consists of those members of the interior guard who, under the supervision of and including a corporal of the guard, have the same watch. A relief takes place when all of the sentries of one relief relieve all sentries of another relief. The corporal of the guard normally conducts a relief.</p>
<b>Post</b>	<p>Post is the place or area where a sentry is stationed and where a member of the guard, other than a sentry, is required to be when not performing duties elsewhere. A post can be one of two types:</p> <ul style="list-style-type: none"><li>• A stationary post such as a sentry booth.</li><li>• A patrol post, where a sentry moves along an established path or through a general area on foot or via vehicle.</li></ul>
<b>Watch</b>	<p>Watch is a period of time during which a member of the guard performs prescribed duties, beginning when posted and terminating when relieved by a proper authority.</p>

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## General Orders

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Eleven general orders are applicable to all guards. All members of the interior guard should memorize these eleven orders, so they can understand and comply with them at all times.

**General Order 1** To take charge of this post and all government property in view.

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**General Order 2** To walk my post in a military manner, keeping always on the alert and observing everything that takes place within sight or hearing.

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**General Order 3** To report all violations of orders I am instructed to enforce.

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**General Order 4** To repeat all calls from posts more distant from the guardhouse than my own.

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**General Order 5** To quit my post only when properly relieved.

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**General Order 6** To receive, obey, and pass on to the sentry who relieves me all orders from the commanding officer, officer of the day, officers, and noncommissioned officers of the guard only.

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**General Order 7** To talk to no one except in the line of duty.

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**General Order 8** To give the alarm in case of fire or disorder.

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**General Order 9** To call the corporal of the guard in any case not covered by instructions.

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**General Order 10** To salute all officers and all colors and standards not cased.

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**General Order 11** To be especially watchful at night and, during the time for challenging, to challenge all persons on or near my post and to allow no one to pass without proper authority.

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## Special Orders

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Special orders are used to provide specific guidance or procedures to deal with specific situations. Each member of the interior guard is required to understand and comply with special orders that apply to the post. When special orders are in use, they must be posted in the guard house or at the specific posts or posts affected. Special orders may cover such things as whether a post is sitting, stationary, walking, or riding and what the exact limits of the post may be. If a general order is modified or excluded, a special order will be posted to state the modification or exclusion.

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## Posting and Relief of the OOD

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Follow the steps below to post and relief the OOD.

<b>Step</b>	<b>Action</b>
1	After the off-going OOD has effected the relief of the commander of the guard, the old and new OODs report to the CO. When reporting, the off-going OOD stands to the right of the oncoming OOD and both salute.
2	After saluting, the <ul style="list-style-type: none"><li>• Off-going OOD<ul style="list-style-type: none"><li>○ Reports, "Sir, (rank and name) reports as the off-going OOD."</li><li>○ Presents the OOD logbook.</li><li>○ As soon as relieved, salutes and retires with the permission of the commander of the guard.</li></ul></li><li>• Oncoming OOD then<ul style="list-style-type: none"><li>○ Reports, "Sir (rank and name) reports as oncoming OOD."</li><li>○ As soon as posted, salutes and retires.</li></ul></li></ul>

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## **Inspection Procedures**

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These inspection procedures are applicable to all Marines standing duty at any post or station in the Marine Corps.

### **Armory**

The armory is perhaps the single most important security area in a command. When inspecting the armory, ensure:

- A sentry is outside.
- An armorer is inside; normally a sleeping post.

Weapon accountability.

### **Bachelor Enlisted Quarters (BEQ)**

The purpose inspecting the BEQ is to:

- Maintain high visibility but respect the privacy of the Marines living there.
- Ensure those Marines who work odd hours receive their sleep.
- Ensure good police of the area.
- Note the physical condition of the BEQ and submit discrepancies for maintenance action.
- Check the duty NCOs and fire watches.
- Maintain the general security of the area.

### **Motor Pool**

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At the motor pool, inspect for:

- A sentry.
- A duty dispatcher who maintains a 24-hour sleeping post and is ready to dispatch vehicles for any contingency.
- Physical security. Check the equipment and vehicles for tampering, theft, and security.

### **Sentry Inspection**

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Ensure each sentry:

- Is alert and knowledgeable of general and special orders.
  - Knows the limit of their post.
  - Is in the proper uniform.
  - Understands deadly force.
  - Understands proper radio procedures.
  - Has access to fire fighting equipment.
  - Understand contingency plans.
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## Inspection Procedures (Continued)

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### Mess Hall

When inspecting the mess hall, ensure cleanliness of the:

- Cooks: Uniforms should be clean and they should have proper haircuts and be properly groomed.
- Food line.
- Galley.
- Scullery.
- Garbage area.

Ensure:

- Refrigerators are at proper temperature.
  - Leftovers are covered and properly marked.
  - No water is on the deck.
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## OOD Logbook

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While on duty, the OOD is required to keep an official record in the OOD logbook of the major events that occur during the watch. The OOD logbook is an official record, which must be kept in a prescribed format. All entries should be:

- In black ink.
- Brief, concise, and clear.
- Record the five W's:
  - Who
  - What
  - When
  - Where
  - Why

Amplifying guidance on what needs to be included as an entry will be contained within the unit's SOP.

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## Force Continuum

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<b>Verbal Commands</b>	<ul style="list-style-type: none"> <li>• Most Marines will respond to verbal commands “Show me your ID card”.</li> </ul>
<b>Contact Controls</b>	<ul style="list-style-type: none"> <li>• Use of more forceful language.</li> <li>• Change in voice/body language.</li> <li>• Give consequences for non-compliance. <ul style="list-style-type: none"> <li>○ “Stop now or I will detain you!”</li> </ul> </li> </ul>
<b>Compliance Techniques</b>	<ul style="list-style-type: none"> <li>• Refusing to comply (i.e., pulling away, shouting, fleeing, struggling).</li> <li>• Physical resistance encountered.</li> </ul>
<b>Defensive Tactics</b>	<ul style="list-style-type: none"> <li>• Come-along holds/ Soft handed blows/Pain compliance via joint manipulation and pressure points.</li> <li>• Assailant becomes combative and bodily injury imminent.</li> <li>• Close handed strikes/Martial Arts techniques.</li> </ul>

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## Deadly Force

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<b>Definition</b>	<p>Deadly force is that force which a person uses with the purpose of causing or which is known or should be reasonably known to constitute likelihood of death or serious bodily harm.</p> <p>Deadly force is not restricted to only firearms, but also includes:</p> <ul style="list-style-type: none"> <li>• Bayonets.</li> <li>• Night sticks.</li> <li>• Riot control agents.</li> <li>• Any other weapon that will or could cause death.</li> </ul>
<b>Justification</b>	<p>Deadly force is justified if the following criteria are met in any one of the subsequent circumstances:</p> <ul style="list-style-type: none"> <li>• Under conditions of extreme necessity</li> <li>• As a last resort</li> <li>• When all lesser means have failed or cannot be reasonably employed</li> </ul>

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## Deadly Force (Continued)

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### Circumstances

Provided all three justification criteria are satisfied, deadly force can be used in the following circumstances:

- ***Self-defense and defense of others.*** When deadly force reasonably appears necessary to protect personnel or others who are reasonably believed to be in imminent danger of death or serious bodily harm.
- ***Defense of property involving national security.*** When deadly force reasonably appears necessary to prevent the actual or threatened theft of, damage to, espionage aimed at property or information specifically designated by the CO or other competent authority to be vital to the national security.
- ***Defense of property not involving national security but inherently dangerous to others.*** When deadly force reasonably appears necessary to prevent the actual theft or sabotage of property, which is inherently dangerous to others (i.e., property whose theft or destruction presents a substantial potential danger of death or serious bodily injury to others, such as operable weapons and ammunition).
- ***To prevent or interrupt serious offenses against persons.*** When deadly force reasonably appears necessary to prevent the commission of a serious offense involving violence and which threatens death or serious bodily injury to another (such as murder, arson, armed robbery, aggravated assault, and rape).
- ***Apprehension or arrest.*** When deadly force reasonably appears necessary to apprehend or prevent the escape of a person when probable cause exists to believe that a person has committed an offense of the nature specified within the circumstances outlined in the three preceding circumstances.
- ***Escapes.*** When deadly force reasonable appears necessary to prevent the escape of a prisoner, provided security personnel have probable cause to believe that the escaping prisoner poses a threat of serious bodily harm to security personnel or others.

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## Deadly Force (Continued)

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### Circumstances (Continued)

- **Lawful order.** The use of deadly force is authorized when directed by the lawful order of any competent authority and the order meets the criteria of one of the circumstances above. Specifically, the person who is directed to use deadly force must have a clear description of the person against whom it is authorized and at least a general knowledge of the circumstances that warrant deadly force.

### Employing Deadly Force

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In order to employ the use of deadly force you must meet all three justification criteria in one of the aforementioned circumstances.

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## Summary

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In this lesson, you have learned the basic responsibilities of the interior guard and OOD. During your time at TBS, you will have the opportunity to apply these skills and gain valuable experience before assuming these responsibilities in the fleet.

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## References

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Reference Number or Author	Reference Title
ALMAR 288/91	Standards of Personal Conduct
MCM	Manual for Courts-Martial
MCO 5500.6H	Arming of Security and Law Enforcement (LE) Personnel and the Use of Force
MCO P1020.34G	Marine Corps Uniform Regulations
MCO P5060.20	Drill and Ceremonies Manual
NAVMC 2691A	US Marine Corps Interior Guard Manual
SECNAVINST 5370.2H	Standards of Conduct Marine Corps Manual

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