

INFORMAL GUARD MOUNT BRIEF

BE ON TIME AND IN DESIGNATED UNIFORM. _____

THERE WILL BE A MINIMUM OF TWO GUARDS ON POST AT ALL TIMES. _____

TABLE PLACED AND REMAINS IN CENTER OF SALLY PORT UNLESS THERE IS CADET, LAUNDRY PERSONNEL, OR MAINTENANCE PERSONNEL MOVING IN OR OUT OF BARRACKS. _____

ONLY ONE MEMBER OF THE GUARD TEAM ALLOWED TO SIT WHILE ON POST. _____

BRASSARD WORN HIGH ON THE LEFT BICEP. _____

DURING A TOUR OF DUTY, ALL CADETS ASSIGNED TO A SHIFT MUST REMAIN ON CAMPUS UNTIL 24-HOUR TOUR IS OVER. _____

DO NOT LEAVE YOUR POST UNTIL PROPERLY RELIEVED. _____

IF THERE IS A WEDDING ON CAMPUS, ALUMNI, NOR ANY PART OF THE WEDDING PARTY, IS ALLOWED IN BARRACKS. _____

NO MEMBER OF THE GUARD TEAM IS AUTHORIZED TO EAT WHILE ON POST. _____

DURING PERIODS OF GENERAL LEAVE, PERSONNEL WHO ATTEMPT TO BRING A BAG, SUITCASE, COMPUTER CASE, ETC. THROUGH THE SALLY PORT, REGARDLESS OF CLASS OR RANK, WILL HAVE THEIR BAG, SUITCASE, COMPUTER CASE, ETC. CHECKED. **100% BAG CHECKS.** _____

THE USE OF COMPUTER'S, CELL PHONE'S, AND/OR STUDY MATERIAL WHILE ON GUARD IS PROHIBITED. _____

NO ONE, OTHER THAN A CADET, FACULTY, OR STAFF MEMBER IS ALLOWED TO ENTER THE BARRACKS WITHOUT AN ESCORT. _____

ALL SALLY PORT GATES ARE TO BE SECURE EXCEPT THE FRONT SALLY PORT, WHICH WILL BE AT HALF GATE, UNLESS MAINTENANCE PERSONNEL, LAUNDRY PERSONNEL, OR CADETS ARE MOVING IN OR OUT. _____

LAST GUARD TEAM WILL:

- REMOVE BRASSARDS AND LEAVE ON GUARD TABLE
- TURN OFF THE WALL MOUNTED HEATERS UNLESS OTHERWISE DIRECTED BY THE OC
- BRING IN THE SANDWICH BOARD

I, _____, THE ONCOMING
(PRINT LAST NAME, FIRST NAME, MIDDLE INITIAL)
_____ HAVE BRIEFED THE ABOVE ITEMS TO THE ON-COMING GUARD TEAM
(GUARD BILLET)
DURING INFORMAL GUARD MOUNT AT _____ ON _____.
(TIME) (DATE)

I RECEIVED, FROM THE OFF-GOING GUARD TEAM, THE FOLLOWING GUARD ITEMS:

- (1) BN ROOM ROSTER FOLDER
- (1) DUTY BINDER
- (1) SET OF MASTER KEYS
- (3) BRASSARDS
- (2) DUTY BELTS (IF WEARING ACU'S)
- (1) CLIP BOARD FOR GUARD ROSTERS

SIGNATURE

**THIS SIGNED FORM WILL BE COLLECTED BY THE OD/JOD AND TURNED IN
TO THE COMMAND SERGEANT MAJOR**